

Player Agent Training

# Arizona District 5

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little  
league

“

Little League believes in the **POWER** of youth baseball and softball to **TEACH** life lessons that **BUILD** stronger individuals and communities.

”

Little League Mission Statement

# Agenda

- **Player Agent**
  - Role of the Player Agent
  - Setup of Player Agent
  - Responsibilities of Player Agent
  - Forms
  - Other



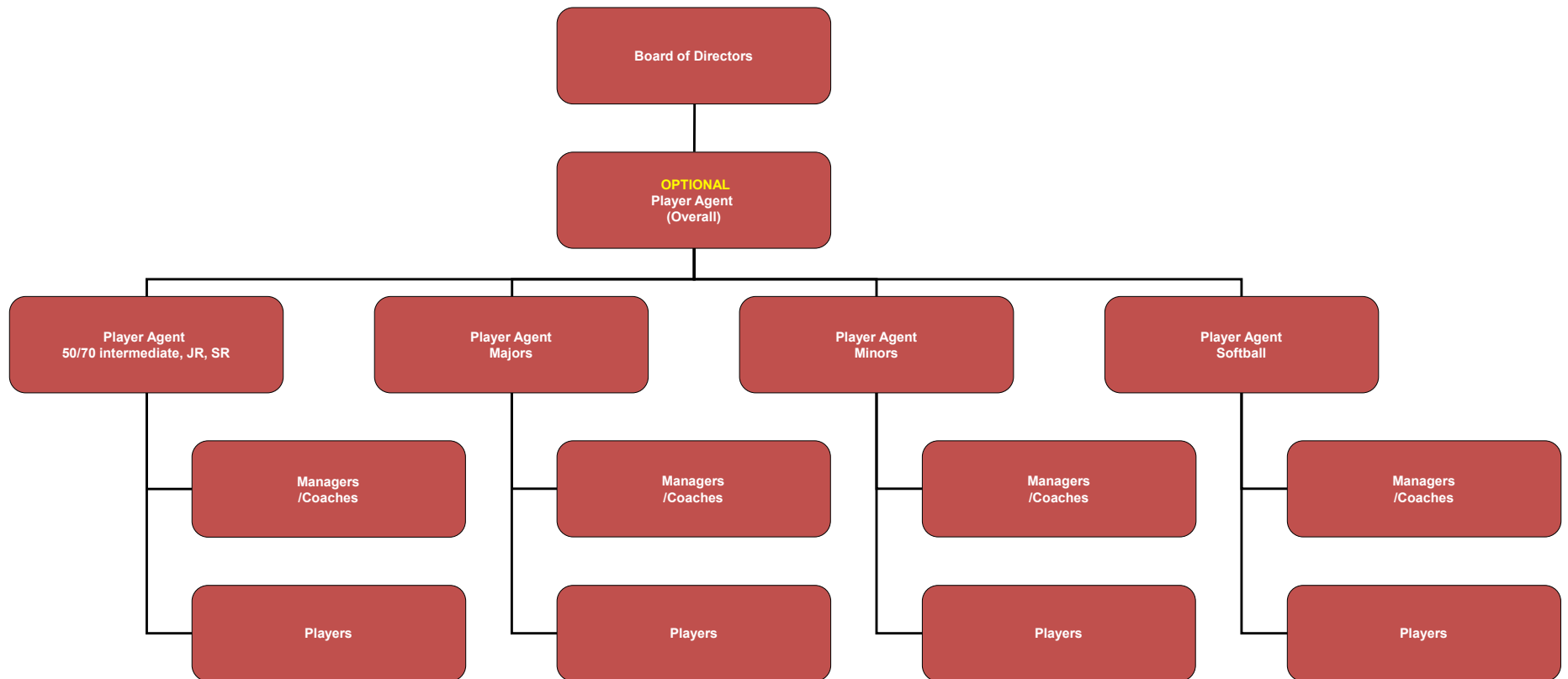
## Board Positions

# SUMMARY OF DUTIES

## Role of the Player Agent:

- Conducts Annual Tryouts
  - In charge of player selection
  - Assists the president in checking birth records and eligibility of players
  - Generally Supervises and coordinates the transfer of players to or from the Minor Leagues according to precisions of the Little League Baseball and Softball
  - The player agent must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received written permission.
  - Separate player agents may also be selected to oversee individual division within the league
- Record all player transactions and maintain an accurate and up-to-date record
  - Receive and review application for player candidates and assist the President in verifying residence and age eligibility
  - Conduct the tryouts, the player draft, and all other player transactions or selection meetings
  - Prepare the Player Agents list
  - Prepare for the President's signature and submission to Little League Headquarters the tournament team eligibility affidavit
  - Notify Little League Headquarters of any subsequent player replacements or trades or new sign ups

# PLAYER AGENT ORG CHART



Lets get Started

# MATERIALS FOR REVIEW

1

## Little League Rule Book

Review the Little League Rule books regulations section for the 2024 season

Also available via the Little League rule book app! Free Download

2

## Operation Manual

Review the Operational Manual Player Agent section

Found in the back of the role book

3

## Little League Website

Use the Little League Website ([littleleague.org](http://littleleague.org)) as a resources for forms, information and trainings.

Player Agent

# REGISTRATION

## Schedule Multiple Dates and Times

- All Leagues doing great at this!
- Using Blue Sombrero allows electronic registrations, most member leagues are using this free website.
- Even if you are using online registrations, you still need to have in person dates for paperwork turn in, volunteer sign ups, background checks, etc.

## Get the word out, Advertise!

- Use District Facebook and Website to help
- Use local league social media sites

## Things to have a copy of at Registration:

- League Boundary Map
- Tryout Schedule
- Major Selection Criteria
- All Star Selection Criteria
  - February Deadline (Feb 1st 2023 – Feb 1st 2024)
  - October 1st 2023 Deadline for school enrollment

## Keep in Mind the Following:

- Player Pool Sign-ups
- Membership Sign-ups
  - Depending on local constitution
- Sponsor Solicitations / Donations
- Managers / Coaches / Umpire Sign-ups
  - Remember the 2024 Volunteer Application for all new Members and returning Volunteers



## Player Agent

# PROOF OF RESIDENCY

### School Enrollment:

A document indicating enrollment for the current academic year, dated prior to October 1<sup>st</sup> of the previous year, and with the physical location of the school from ONE of the following categories:

- ***The School Enrollment Form provided by Little League***
- Official/Certified enrollment record, confirmed current enrollment, that includes the schools physical address and the original signature of the school's senior administrator.

**Little League® Baseball and Softball**  
**School Enrollment Form**

The District and the local league will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant's career, unless the school enrollment changes. A II(d) would then be required.

**To Be Filled Out By Parent/Legal Guardian**

Date: \_\_\_\_\_

League Name: \_\_\_\_\_ League ID#: \_\_\_\_\_

Player/Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

<b>Division:</b> <small>(Check One)</small>	<input type="checkbox"/> Baseball	<b>Level:</b> <small>(Check One)</small>	<input type="checkbox"/> Tee Ball	<input type="checkbox"/> LL (Majors)	<input type="checkbox"/> Junior
	<input type="checkbox"/> Softball		<input type="checkbox"/> Minors	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Senior

Parent/Guardian Address: \_\_\_\_\_  
(Street) (City/State) (Zip)

\_\_\_\_\_  
(Print Name of Parent/Legal Guardian) (Signature of Parent/Legal Guardian) (Date)

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**To be filled out by School Administrator, Principal, or Vice Principal**

I, \_\_\_\_\_ of \_\_\_\_\_ School, located at \_\_\_\_\_  
(Print Name) (Print School Name) (Physical Address); \_\_\_\_\_, hereby verify that \_\_\_\_\_  
(School Phone Number) (Print Student Name) (Year) has enrolled and is attending the above named school for the \_\_\_\_\_  
(Date) academic year prior to October 1st, of the current academic year.

This student has been enrolled as of \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature) (Date) Title (School Administrator, Principal, or Vice Principal)

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding school enrollment/attendance now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient, then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials, and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

Last Updated: 6/21/2017



## Player Agent

# PROOF OF RESIDENCY

Physical Residency:

Documents containing the full residence which includes **parent(s) or court-appointed guardian(s) name, street address, city, state, and zip code information dated or in force between February 1 of the pervious year and February 1 of the current year, from ONE or more documents from each of the three groups:**

1

GROUP 1
<b>CHOOSE AT LEAST ONE OF THE FOLLOWING:</b>
<input type="checkbox"/> Driver's license
<input type="checkbox"/> School records
<input type="checkbox"/> Vehicle records (e.g. registration, lease, etc.)
<input type="checkbox"/> Employment records
<input type="checkbox"/> Insurance documents

2

GROUP 2
<b>CHOOSE AT LEAST ONE OF THE FOLLOWING:</b>
<input type="checkbox"/> Welfare/child care records
<input type="checkbox"/> Federal records (e.g. federal tax, social security, etc.)
<input type="checkbox"/> State records
<input type="checkbox"/> Local (municipal) records
<input type="checkbox"/> Support payment records
<input type="checkbox"/> Homeowner or tenant records
<input type="checkbox"/> Military records

3

GROUP 3
<b>CHOOSE AT LEAST ONE OF THE FOLLOWING:</b>
<input type="checkbox"/> Voter's registration
<input type="checkbox"/> Utility bills (e.g. gas, electric, phone, heating, etc.)
<input type="checkbox"/> Financial records (loan, credit, investments, etc.)
<input type="checkbox"/> Medical records
<input type="checkbox"/> Internet, cable, or satellite records

Note 1: Three documents from the same group constitute only ONE document

Note 2: Certain documents may be used in different Groups, but will only count for one Group per child.

Payer Agent

# WAIVERS

## Regulation II(d):

- Waiver is used for player that resided within your leagues boundaries in prior year but has moved
- Player must submit filled out II(d) form and provide Proof of Residency from prior year.
  - Residence documents or
  - School enrollment form

Waiver must be submitted to the DA for review prior to February 28<sup>th</sup>



### LITTLE LEAGUE® BASEBALL AND SOFTBALL

Report of Players Claimed under Regulation II(d) or II(a)

Date: \_\_\_\_\_  
League Name: \_\_\_\_\_ League ID#: \_\_\_\_\_  
League President: \_\_\_\_\_  
(Please Print)

Current Division (Check One)	<input type="checkbox"/> Baseball	Level (Check One)	<input type="checkbox"/> Tee Ball	<input type="checkbox"/> Major/Little League	<input type="checkbox"/> Junior League
	<input type="checkbox"/> Softball		<input type="checkbox"/> Minor League	<input type="checkbox"/> Intermediate (50/70)	<input type="checkbox"/> Senior League
	<input type="checkbox"/> Challenger				

Player's Name: \_\_\_\_\_  
(Please Print)

Player's Date of Birth: \_\_\_\_\_

1. Former Address Within Boundaries: \_\_\_\_\_  
Street City State Zip

2. Former School Location Within Boundary: \_\_\_\_\_  
Street City State Zip

3. Divisions Played and Year: \_\_\_\_\_

This claim under II(d) is being filed because  
 The player's address or school location changed  
 The league's boundaries have changed  
 The player is a sibling of a player who previously qualified for II(d) or II(a)

Please indicate name of sibling that qualifies this player under Regulation II(d) or II(a) \_\_\_\_\_  
(Please Print)

Verification: League President: \_\_\_\_\_  
Signature Name

District Administrator: \_\_\_\_\_  
Signature Name

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding Regulation II(d) or II(a) now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials, and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

The District and the Local League will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant's career.

Last Updated: 03/08/18 - Previous editions of this document are obsolete.

Payer Agent

# WAIVERS

## 12 Year old Waiver:

- Waiver is used for player whose parents do not wish for him or her to be draft to a Majors team in their 12 Year Old year
  - Parent must sign the form and submit it to the league for review and submission to the DA

Waiver must be submitted to the DA for review prior to February 28<sup>th</sup>

### Little League® Regulation V (a) Waiver Request Form for 12-Year-Old Participation in Minor Division

The selection of players for the various teams within a league shall be in compliance with the Little League Draft Selection System as detailed in the Operating Manual. NOTE: All candidates who are league age twelve (12) must be drafted to a Little League Major Division team, or to a Junior League team. Exceptions can only be made with written approval from the District Administrator, and only if approved at the local league level by the Board of Directors and the parent of the candidate. (See Regulation V [a].)

Local League Name: \_\_\_\_\_ Season (year): \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

#### Parent(s) or Legal Guardian's Agreement/Signature

I/we, the parent(s) of the league age 12-year-old candidate named above request that he/she be placed onto a Minor League Division team for the current regular season in the local Little League named above.

I/we understand and agree that the local league Board of Directors for the league named above may or may not approve this request.

I/we understand and agree that the District Administrator is the final authority in determining whether or not the candidate named above will be approved for this waiver.

I/we understand and agree that if the District Administrator does not approve this request, it cannot be appealed except to the District Administrator.

I/we understand and agree that if this request is approved, the candidate named above will:

- NOT be eligible for play in the Little League International Tournament ("All-Stars");
- NOT be eligible to be promoted to a Major Division or Junior Division team for the balance of the current season;
- NOT be eligible to play the position of pitcher for the balance of the current season.

Signature(s) of parent(s) or legal guardian (as appointed by a court of jurisdiction): \_\_\_\_\_

Date: \_\_\_\_\_

#### Local League President's Certification/Signature

As the President of the local Little League named above, I certify that a majority of the Board of Directors of this league, who were present at a duly constituted meeting, has voted to:

Approve  Disapprove  of this request.

Date: \_\_\_\_\_

District Administrator Action Approve  Disapprove

Date: \_\_\_\_\_

(District Administrator: Retain a copy, and return a completed copy to the local league for its files.)

# WAIVERS CONTINUED

- **Special Waivers**
  - Out of Boundaries Request | Red Shirt Option
    - This is a full release with a one year red shirt option
      - Player will be eligible for tournament play after one year of service with new league
    - Three step process:
      - Parent submits request to join new league. Request must include why they are making the request
      - Home league Board of Directors votes on weather to release or not and produces communication regarding the vote
      - New league Board of Directors votes on weather to accept or not and produces communication regarding the vote
      - These three items are submitted to the District Administrator for review
        - After review the DA will add comments and send to WR for LLI approval or denial

The II(d) and special waivers are good for the life of the player so long as they do not break service with the league

## Player Agent

# TEAM FORMATION

### Data Breakdown:

- Breakdown the list of registered players into separate lists for Baseball and Softball
- Breakdown the player by League Age
- Identify the “Titled players” for each Major League Team/ returning majors (Do Not Need to tryout)
- Released Players: players may only be released with Board Approval (Normally Player / Parent requested)
- Identify any Major league players that were Released and need notification to tryouts

### Team Numbers:

BOD with Data from PA determines the Number of Teams in each Division

#### Majors/50-70 Intermediate/Juniors/ Seniors

- No less than 12 players are to be drafted to a team
- No more than 15 players are to be drafted to a team
- All teams must be equal in number
- A waiver must be submitted for unequal teams in the event it occurs

#### Minors and Below:

- There are no minimums or maximums for Minors and Tee Ball

## Player Agent

# TEAM FORMATION

### Tryout's:

- The PA generates the player list and rating system / sheets
  - Rating system should be full numbers only (1-5)
- Provide a copy to each manager
  - Completed sheets turned into PA at end of day and remain with the PA until end of year
- The PA coordinates / conducts the tryouts
- Tryouts should test all 5 Skill Areas
  - Bat/bunt, fielding fly balls, ground balls, Throw and Run
- To be eligible for the Draft the player must attend 1 (one) of the Tryout Sessions

### Player Drafts:

#### The PA conducts the draft

- The PA determines who will attend the draft – not the BOD
- It is recommended the Secretary attend the draft to assist recording the transactions
- Managers only attend the draft
- Secrecy – players shall never be told the position in which they were drafted
- No cell phones

#### Documents and approved player trades – and submit for BOD approval

- Managers may trade player up to 14 days after the first scheduled game.

#### Establish Final Waiting List

- Waiting Lists are not recommended by LL. Late registrations however can be placed on a waiting list. 11 and 12 yr olds can be placed on an intermediate team.

# DRAFT METHODS

## Player Drafts:

- BOD determines the Draft Method
  - Must be a Little League Approved Method
- Three Options
  - Plan A
  - Plan B
  - Plan C

## Plan A:

- Players return to the same team as the year before.
- Last place team selects first, first place team last and ALL rounds follow that order.
- No more than 8 players in any given age group.
- The league may limit the number of lower age levels. Example – 2 10 year olds per team.
- Bonus Picks – Teams requiring more than 8 picks in the draft will have a bonus round AFTER the 4th round. If more than one team needs the bonus round, the order will be the same as that being followed in the draft.

## Player Agent

# DRAFT METHODS

## Plan B:

### Re-Draft (Draft is done in 2 parts)

#### Part One

- All the returning players from the previous year are drafted first.

#### Part Two

- The players who tried out and who are eligible for the major division draft. (recommend to draft 12 yo first)

The draft is done in a reverse order method with last place team first in the first round and first place team last.

- >>>>> Round 1 – 5-4-3-2-1
- >>>>> Round 2 – 1-2-3-4-5

## Plan C:

### Blind Draft

- Decide how many Major teams will operate for the season
- Managers assigned team number
- Divide the number of 12 year olds into 8 – this is the number allowed for each team and placed in container for drawing
- Players are placed in their own container by each league age
- Players are drawn and placed on team roster based on the team number order – Majors MUST be completed first



Player Agent

# DRAFT METHODS

Options for Managers:

Managers Must Pre-Identify Options

- Four player draft options
  - Brother/Sister in the Draft
  - Brother/Sister of Players Currently on a team
  - Son/Daughter of Managers
  - Son/Daughter of Coaches – No new coach can be appointed till after the draft
- Options must be in writing to the PA 48 hours before the drafts

**NO GENTLEMEN'S AGREEMENTS!**

# LATE REGISTRATION & PLAYER DATA

- **BOD decides on how to handle Late Sign-ups (After Draft / Waiting List)**
- **Review Player Data for Accuracy**
  - Submit Via Data Center to Williamsport, PA – via electronic submission only (Blue Sombrero submits automatically)
  - Raw data submitted by April 1<sup>st</sup> or by the first scheduled game (best to submit data as they sign up)
  - Please Notify DA after Submission
  - Amendments need to be sent in regularly (late registrations and Senior players, etc)

## Player Agent

# PLAYER POOL

### Reg V:C Alternate Method of Operation

A pool of players from existing regular season teams can be created with players that are willing to participate in extra games during the regular season when teams are faced with a shortage of rostered players for a regular season game.

#### What does it Mean?

1. Every regular season player is entitled to be a Pool Player if he/she wants.
2. Pool players can only be used when a team has a “shortage” of players (if a team already has 10 or 11 players for a game, they shouldn’t be assigned any Pool players).

### Guidelines

The Player Agent will create and run the Pool Player Pool!

The Player Agent will use the pool to assign players on a “rotating basis” to specific games when teams are short players.

Managers/Coaches MAY NOT pick/ choose players from the pool to play for them in any game/games.

Managers/Coaches using Pool Players NOT Assigned by the Player Agent could be subject to Disciplinary Action by the BOD

## Player Agent

# PLAYER TRANSACTIONS

Player Transactions:

Maintain the Player List and All player records

Once rosters are set and the season starts, the PA is responsible for monitoring the number of players on each team and coordinating player replacements

All player replacements must be coordinated by the PA – not the affected manager or BOD

The Manager will notify the PA of the need for a replacement player

- If there is a waiting list, the next player shall be assigned. The PA will coordinate the effort (ensuring all age limits / requirements are followed)
- A Manager may request a Minor player be “called-up” if there is no Major Player on the waiting list

## Player Agent

# TOURNAMENT SECTION

The PA will oversee the Selection of All Star Players in Accordance with Local League Rules

- Assure the selection is fair to All Players

The PA will complete the All Star Team Eligibility Affidavit

- Including Verification of Documents from Each Player
  - League Age
  - Residence (At Least 3 of the Proofs must be between Feb 1<sup>st</sup> 2023 – Feb 1<sup>st</sup> 2024) or School Enrollment form dated prior to Oct 1, 2023 or Previous years tournament eligibility form intact.
  - Game Participation – 8 games participation (Sr. Division no regular season games are required)
  - Combined play forms previously submitted and approved.

Approved ruling for prior year tournament eligibility forms:

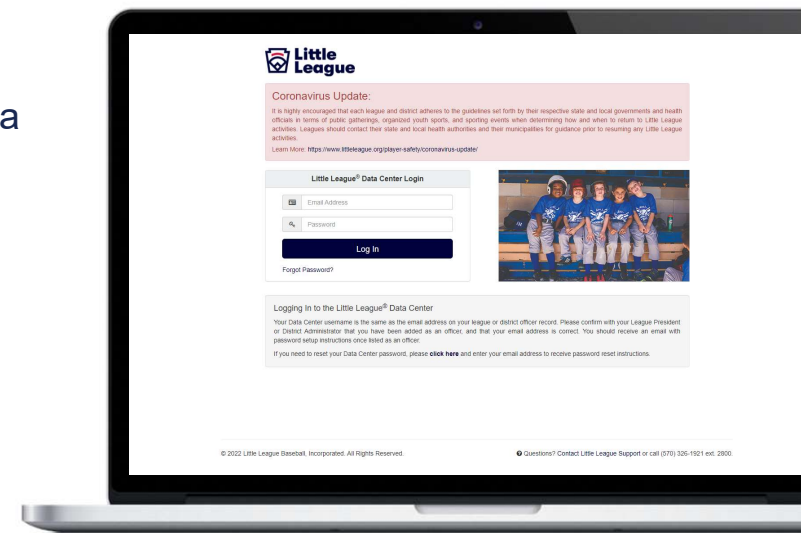
NOTE: Example – Three documents from the same Group (utility bill, cable bill, and bank statement) constitute only ONE document.

Be aware that players who established “residence” or “school attendance” for regular season and/or tournament eligibility prior to the 2016-2017 season by using the Tournament Player Verification form, and who can produce the form with proper proofs and signatures from the first year that the Tournament Player Verification form was used for that player, will be grandfathered and will NOT need to complete a new Tournament Player Verification Form.

In preparation for the 2024 Little League International Tournament, local leagues are to be aware that tournament Eligibility Affidavit will this year require all tournament teams to complete and carry a Tournament Player Verification form for every rostered player.

# DATACENTER

- **Review Data Center**
  - Central point of information for league, district, and LLI
  - What you will use:
    - Manage Forms
      - Interleague and combined play forms are maintained via this function
    - Manage/View Officers
      - Only officers listed on this tab will be covered under your insurance policy
    - Submit Background Checks
      - Quick link to JDP website
    - View District Information
      - See information for all leagues in the District



# PLAYER AGENT JOB

- To protect and advocate for the player and only the player
- If an adult comes to you with a proposal that appears to benefit the adult (in the name of the team or payer) it is probably not a good idea
- You and the president of the league have the most important jobs in the league
- Send player data to be sent to Little League International in excel format via Little League data base. SportsConnect automatically submits player registration data.
- 
- Suggestions on when to have PA training for all star preparedness, affidavits, etc.

## Communication

# Issues?

If you have any questions during the season don't hesitate to ask for help!

- The Regional and District staffs are here for you
- Don't hesitate to contact Carl at [carl75mt@outlook.com](mailto:carl75mt@outlook.com), Kris at [azd5adabaseball@gmail.com](mailto:azd5adabaseball@gmail.com) or your leagues liaison with any questions





# QUESTIONS

Questions?

Thank you for Attending and your Dedication to Little League

Training information will be posted to the District 5 Website  
[www.azdistrict5.org](http://www.azdistrict5.org)