

Replacements of team players after submission of team rosters to Little League International shall also be reported to Little League International. Name, address and birth date of replacement and name of player replaced must be reported. No special form is required.

### TEAM ROSTERS

Upon completion of player registration, the player agent will forward the form for every player registered to the league president who must submit a computer diskette, paper roster to Little League International or through the Active Network system. Keep in mind that player accident insurance coverage is available only to players registered at Little League Headquarters.

At the same time, the player agent will report players retained whose residence has changed after becoming a member of the league and/or who lives outside the league's boundaries because of a revision of such boundaries. See Regulations II(d), and IV(h).

Forms are provided by Little League Headquarters.

### TRADES AND RELEASES

Player trades and releases shall be recorded by the player agent. See Regulation V.

### ELIGIBILITY AFFIDAVIT - TOURNAMENT

When the league's tournament team is selected, the player agent will prepare and sign the tournament team eligibility affidavit for each division and forward to the league president for signature. A copy of the form should be maintained in league records. The actual eligibility affidavit must be maintained by the manager until completion of tournament play. The District Administrator may also make a copy.

Acceptable proof of age documents must again be secured for each tournament team member and accompany the team's copy of the eligibility affidavit until certified by the District Administrator. A photocopy of each player's proof of age document, along with residency documents, must accompany each tournament team affidavit.

The eligibility affidavit should not be prepared or names released until acceptable proof of age documents are in the hands of the player agent.

Complete instructions are included with forms furnished by Little League Headquarters on or about June 1.

### PLAYER AGENT'S LIST

This is the listing of accepted candidates and is prepared by the player agent for use by the managers and supervisors of the tryouts or spring training sessions.

Space should be provided for the managers to make notes of each candidate. One copy may be used by the player agent as roll call to record the number of sessions attended by each candidate.

Candidates should be listed alphabetically by age group.

### Sample Player Agent List

No.	Name	Birth Date	Manager's Notes
League Age 12			
1.	Joe Army	June 30, 19--	_____
2.	Ben Rice	May 12, 19--	_____
3.	Amy Jones	Feb. 16, 19--	_____
League Age 11			
23.	Evan Wright	Dec. 30, 19--	_____
24.	Dakota Hunter	June 18, 19--	_____
25.	Autumn James	Nov. 6, 19--	_____
League Age 10			
52.	Jay Hartford	Jan. 29, 19--	_____
53.	Jamie Smith	July 22, 19--	_____
54.	Jennifer Dunbar	Nov. 3, 19--	_____

### TEAM AND PLAYER RECORDS

Complete records of each and every draft selection, release, trade, option, etc., must be kept by the player agent.

It is suggested that a running account (day book or journal) be kept listing each player transaction. The entries should then be posted to individual team ledger accounts (bound, loose-leaf or cards).

The team record card is a ledger card and is available in various sizes at any stationery store. Size 8 x 5 is recommended.

### DAY BOOK OR JOURNAL

A running account of each player transaction should be kept. This is the basic information for all player transaction records.

A simple inexpensive two-column accounting journal or day book is adequate.

Each transaction is recorded showing date, a simple statement of the transaction including name of player(s) and team(s) involved.

Entry 1 records the release of a player that moved to another distant town.

In the third entry illustrated, each team's selections are recorded for the current season.

Each transaction is posted to the applicable team record card. The player agent shall know at all times the players registered to each team.

This information is posted to the individual player record card.

### Player Transaction Journal

Date	Detail
Mar. 15	Giants release player Joe Smith
	( Moved to Tuscon)
Mar. 15	Yankees place brother option on John Jones
Mar. 19	Draft Selections:
	Giants - Mike Wallace
	Yankees - Jimmy Williams
	Braves - Angie May
April 16	Player Trade:
	Giants trade Mike Wallace to Yankees for Jimmy Williams
May 7	Replacement
	Braves release Angie May Acquire Jen Dunbar

## Player Agent



in Little League®

A guide to better understanding of methods and procedures for selecting and maintaining player personnel

The role of the player agent in the Little League Program is one of the most important to the successful operation of a local league. The volunteer who elects to serve as the player agent of the league takes on an exacting assignment, but one which offers rewards in the satisfaction of a well balanced league.

The player agent assists the league president in carrying out the important responsibility of establishing and maintaining the eligibility of player personnel. However, the final responsibility for the qualification of player candidates and league personnel resides with the president.

In general, the player agent represents the league president in the supervision of the player selection system or draft, maintains complete player records, trading and replacements, eligibility and team rosters.

The material in this brochure is designed to assist the player agent in the proper application of methods and procedures approved for local leagues.

**Access Little League on the Internet  
at  
[www.littleleague.org](http://www.littleleague.org)**

*Little League Baseball does not discriminate in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.*

## ANNOUNCEMENT

When the league has adopted its playing schedule for the coming season and set the dates for tryouts, the player agent will announce the date and place for receiving applications.

Little League has provided a Registration Promotion Kit that can be downloaded free from [littleleague.org/manuals/registration/index.htm](http://littleleague.org/manuals/registration/index.htm). The kit has posters, ads and media releases that can be customized to each league.

School personnel may be given registration forms for applicants to take home so they may be completed by the parents in advance of the registration.

Registration shall include previous year's players, which may be accomplished at a separate registration, if desirable. In either case, notice of registration may be sent to the home addresses.

## REGISTRATION

On the date(s) announced for registration of candidates, the player agent receives the application (parent release form) filled out and signed by both parents. One or both parents or guardians should accompany the candidate to the registration. Proof-of-age document (Birth Certificate) must accompany the application form.

Before considering the application of any candidate, the player agent must determine that the candidate meets Little League's Residency Eligibility Requirements and provides proper documentation of proof of age.

The player agent should have a map of the league boundaries detailed sufficiently to make it possible to establish residence of each candidate.

The player agent may consider only those candidates who meet the residency criteria within the boundaries of the league or are claimed under Regulation II (d) or IV (h).

The player agent must examine the proof of age document to see if acceptable, verify name and date of birth on the application and note the type of document thereon. The document may then be returned to the parents, but the parents should be reminded that it will again be required should the youngster be selected for the league's tournament team.

Original proof of age documents issued by authorized federal, state and provincial agencies, and local offices thereof, are acceptable proof of age. This document must contain a statement that it is a certified copy of the original record. The original birth record must have been registered within one year of the birth of the child.

Statement in lieu of Birth Certificate issued by Little League Headquarters is acceptable proof of age. Photocopies are acceptable only when certified to as a true and correct copy by an authorized public official and inscribed thereon in original form. Photostats of such certificates are not acceptable.

Baptismal Certificates, including Certificates of Blessing, Dedication, Circumcision, etc., Hospital Certificates or documents containing the words: "This is not a certified copy of the original record" are not acceptable.

Regulation IV (c) requires that "The president of the local league must certify and be responsible for the eligibility of each candidate previous to the player selection."

It is therefore the league president's duty to examine the application cards and proof-of-age documents at the time of registration and certify those eligible.

**NOTE:** Little League's "Residency Eligibility Requirement" is in the Playing Rulebooks and Operating Manual.

## REGISTRATION

The application illustrated is the standard form sent free of charge to every Little League and must be completed by the parents or guardians of every player registered.

## SELECTION OF PLAYERS

When all applications have been received and screened, the player agent will prepare a list of all eligible candidates certified by the league president. The candidates will be listed thereon by league age groups. The listing should contain other information as may be required, but will not include the names of previous year's players retained by each team. Copies will be made available to all managers and supervisors of the tryout sessions or spring training.

See Section V(a) Player Selection System in the Rulebook.

Note 1: While Regulation III(e) permits managers to release players for any justifiable reason between the conclusion of one season and seven (7) days prior to the player selection or draft of the subsequent season, it is recommended that managers notify the player agent of their intention to release a player before the tryouts so that the name may be listed as eligible for selection by another manager. This list should also include optioned players not claimed.

## DRAFT

Little League recommends the draft system for providing proper balance on major league teams. The draft system must be used for all divisions above minor league.

## SAMPLE REGISTRATION NOTICE

**SAMPLE** HOMETOWN LITTLE LEAGUE  
Hometown, USA

NOTICE OF REGISTRATION

Registration of candidates for the Hometown Little League tryouts will be held at the Hometown City Hall on Saturday, March 12, 20\_\_ from 10:00 A.M. until 6:00 P.M.

To be eligible, candidates must qualify as follows:

1. They must reside within the established boundaries of the Hometown Little League.
2. They must have been born on or after August 1, 20\_\_.

Candidates must bring legal proof of age (Birth Certificate) and be accompanied by their parents.

Proof of age documents must be issued by Federal, State, Province, County, Parish Town, City, Borough or Village departments or bureaus having jurisdiction.

These may be original "Birth Certificates," notification of birth registrations or birth registration cards; or certified copies thereof.

Photo copies are not acceptable as such unless duly acknowledged as a true and correct copy by an authorized public official.

Little League Headquarters Statement in lieu of Birth Certificate is acceptable.

Baptismal Certificates are not acceptable.

After examination by the player agent and the league president, these documents will be immediately returned to the parents.

Candidates accepted will be notified and will report for tryouts at 10:00 A.M. on Saturday, March 19, 20\_\_ at the Hometown Little League field, extension of Willow Avenue.

John C. Wilson, President  
HOMETOWN LITTLE LEAGUE

P.S. Accepted candidates must bring their own gloves and be suitably clothed. Regulation baseball uniform is not necessary.

REFER TO "REGISTRATION AND TRYOUTS" IN THE OPERATING MANUAL FOR COMPLETE DETAILS OF EACH DRAFT METHOD.

## TRYOUTS

The player agent or secretary of the league should notify the acceptable candidates of the time and place of tryout sessions. If at the time of registration acceptability of candidates is determined, notification may be given at that time.

Attendance at the tryout session must be recorded. Regulation IV(f) provides that candidates must attend at least fifty percent of the spring training or tryout sessions. All new players 9-12 must try out. It is a requirement of eligibility to play.

## REPLACEMENTS

When players are lost to any team during the season and are released as provided for in Regulation II(d), the player agent will drop the released player from the team's roster.

Replacements will be selected from the player agent's list.

## SAMPLE REGISTRATION FORM

American Little League League Age: \_\_\_\_\_  
A Chartered Member of Little League Baseball, Incorporated

Candidate's name: Jay Hartford Birth date: 1/29/88  
My child will try out for ONE of these: Baseball  Softball \_\_\_\_\_  
My child's school is: East Side Elementary  
Parent(s)/Guardian(s): Kay Hartford Sam Hartford  
Parent(s)/Guardian(s) address, as shown on a LEGAL form of identification:  
123 Main Street, Wilmont OH 41123  
Daytime phone numbers: (555) 321-0123  
Nighttime phone numbers: (555) 321-3213  
Other person(s) to call in case of emergency: \_\_\_\_\_

Parent(s)/Guardian(s) occupation(s): Nurse, carpenter  
Parent(s)/Guardian(s) special skills (carpentry, plumbing, landscaping, computers, etc.): first aid, computer, building & repairs  
Health/Accident Insurance Company: NJZ Insurance Co.  
Health/Accident Policy Number: LIB-010

I/We, the parent(s)/guardian(s) of the above-named candidate for a position on a Little League team, hereby give my/our approval to participate in any and all Little League activities, including transportation to and from the activities.

I/We know that participation in baseball or softball may result in serious injuries and protective equipment does not prevent all injuries to players, and do hereby waive, release, absolve, indemnify and agree to hold harmless the local Little League, Little League Baseball, Incorporated, the organizers, sponsors, supervisors, participants and persons transporting my/our child to and from activities for any claims arising out of any injury to my/our child whether the result of negligence or for any other cause.

I/We agree to return upon request the uniform and other equipment issued to my/our child in as good condition as when received except for normal wear and tear.

I/We agree to provide proof of legal residence (as defined by Little League Baseball, Incorporated) and age. I/We understand that our child (candidate) must be eligible under the residence and age regulations of Little League Baseball, Incorporated, to participate in this Local League, and that if any controversy arises regarding residence and/or age, the decision of the Charter Committee is final and binding. I/We further understand that if any participant on a Little League team does not qualify for participation in the league based on residence (as defined by Little League Baseball, Incorporated) and/or age, such participant will not be eligible to participate in the league (as defined by Little League Baseball, Incorporated) and/or suspension of Tournament privileges may be imposed by action of the Charter Committee or Tournament Committee.

I/We agree that our child (candidate) may be required to try out for a team. If such candidate does not attend at least 50 percent of the tryouts, local Board-of-Directors approval is required for such candidate to be placed on a team.

I/We understand that our child (candidate) may be chosen at any time to play on a Major Division team, if he or she is of the correct age for such division as determined by the local league and Little League Baseball. Declining to move up to such Major Division team will result in forfeiture of eligibility for the Major Division for the current season, and may be subject to further restrictions by the local league.

I/We will furnish a certified birth certificate of the above-named candidate to League Officials.

Parent(s)/Guardian(s) signature: Kay Hartford Date: 3/7/99  
Sam Hartford Date: \_\_\_\_\_

Little League Baseball does not limit participation to its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference, or religious preference. Rev. 11-99/RegForm.pdf