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**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Birth Date</th>
<th>Manager’s Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

**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.
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. 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 candidate to the registration. 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 local league must certify and be responsible for the boundaries of the league or are claimed under Regulation II (d) or IV (h).

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.

The player agent must examine the proof of age. The player agent may consider only those candidates who meet 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. 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 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(c) 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
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, Provincial, 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.

REPLACE FOR “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 the tryout session(s) 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(d) 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.