



*District 27 - California  
Little League Baseball Inc.*



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# **Player Agent Workbook**                      **2014 Season**

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A Guide on How to Meet the  
Rules & Requirements of  
Little League Baseball & District 27 and  
Become a Better-Organized Player Agent

Produced by California District 27 Little League

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# Off-Season Tasks & Responsibilities

## Determine Timeline for season

Work your calendar for the season backwards. The first date to determine is when closing day should be and work back up to sign-ups. Are there any specific dates that need to be accounted for? Remember to plan for holidays, local school events, and time changes. See *District Calendar for Tournament dates*. \* (see below) For Season start & end dates.

## Determine Age Grouping decisions

Refer to the Operations Manual for age requirements. All ages have many options. Does your league need a **waiver** for anything else outside of 'normal'? See *Possible Age Grouping Chart (from Operating Manual) & Age Chart for more details*. \* (see below)

## Determine Policies for Late Sign ups & Major Division Call-ups

Policies for late sign ups need to be determined prior to sign ups and approved by the board. Will they be automatically placed on a lower division team? \* (see below)

Does your league have any policies in place for Major Division Call-ups? Is there a cut off date where players can no longer be pulled up? When will late sign-ups and those who did not try out be eligible for Majors? What is the policy of the league regarding a player that refuses to go up to the next level? \* (see below)

## Preliminary work for Inter-League & Combined Play

Meet with league president & district personnel to see what is available to meet the needs of your league. Need to know approximant team counts in the affected divisions. *District ADA will fill out Combined Play / Inter-league play forms as needed. Please keep him/her up-to-date on your teams. We will need rosters of all teams to complete this paperwork*

## Get the Player Files in Order

Ask last years Player Agent if they have any records that need to be given to you. Where are the files located? Do you need to organize them? Are they up-to-date? Try to have the player's files in individual folders for each player as a record of his/her playing career with your league. There may come a time when you need to have access to their old information for waivers or medical purposes. Ask the Safety Officer to keep copies of Accident Reports in the player's file.

Be sure to check on and ask about the files for team managers & coaches. Do you keep any of their records? Do you have records that need to be given to someone else? Remember that all personal information (Birth Certificates, proof of address information, social security numbers, financial information, etc.) must be kept private and safe. If they are kept at the league, they should be locked up.

\* PLEASE NOTE - THIS IS A LEAGUE BOARD DECISION THAT MUST BE VOTED ON.

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# Pre-Season Tasks & Responsibilities

## Determine Registration Procedures (Age/Residence verification)

What sign-up forms and documents will you use? What has your league used for the last few years? Did they meet the needs of your league? Do you need to update anything to bring it to your current needs or requirements? What are your league boundaries? Do you have a current Age Chart? What is the acceptable proof of age & residency documents? Have three (3) copies of the medical release form filled out at sign-up time to aid in the All Star process.

Please make note that the proof of residency requirements have changed. All documents MUST be dated January 31 (of the current season) or before. You cannot use documents from February through the season. Each family SHOULD be able to provide the three documents if they do live where they say they do. This is a new LLB rule that started at All Stars 2011. *See Proof of Age & Residency documents from Little League.*

## Get Sign-up Notices Out

Where will sign-ups take place? When? What information is needed on your sign-up flyer? Where can you post / hand out the flyers. What schools have kids from your boundaries? Do the schools have special rules for handing out the flyers? Are there any businesses in the area that will hand out flyers? What other media resources are available to you? Cable, radio, and newspapers are all good sources. Will you be putting up banners? What will be on the banner? Can you use the same one from last year? If you need new banners, will you be able to use them next year? What is your budget for gaining sign-ups?

## Select Draft & Team Selection Procedures

Will your league be drafting players to fill vacant spots on established teams OR re-drafting the divisions each year? What are the criteria for being selected as a manager or a coach for the season? These are both Board Decisions. The Player Agent researches the needs of the league, what options are available, informs the board, and makes a recommendation. The decision is still voted on by the Board at a meeting.

The number of players on each team must be the same throughout the division. Little League (Majors) and up: No more than 15 and no less than 12 players shall be placed on a team. Tee Ball & Minors have no minimum and no maximum players on a team. This is a Board Decision that must be voted on at a meeting. *If less than 12 players per team is needed for Majors and above, you must obtain special, one season only, permission from the District Administrator and the Regional Director in writing.\* (see below)*

## Determine Released Player List

The board must *release* all Property Players who have NOT signed up by the end of registration (or date set by player agent and board). The player should be informed in writing of his/her *release*. The list of players that have been released needs to be available at the draft.

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## Develop Tryout Procedures

Have the tryout schedule ready at sign-ups to give to all players required to attend. Make sure you have extra help at tryouts. What procedures will be followed at tryouts? What equipment is needed for the tryouts? Are the fields ready & available for tryouts? Will the snack bar be open?

Complete the tryout list immediately after the final registration date to distribute at the manager's meeting. Hold a manager's meeting to discuss tryout procedures and sequence, player selection, draft process, and distribute the tryout list.

## Determine Legal Options Available

There are only 4 options available:

1. Brothers/Sisters where both are in the draft.
2. Brothers/Sisters of players who are currently on a team in that division.
3. Sons/Daughters & Brothers/Sisters of managers.
4. Sons/Daughters of coaches that meet both of these requirements:
  - A. The coach has served as a manager or coach in the league (at any level) for the past two years AND,
  - B. The coach must be returning to the same Major League team as last year.

Options 3 & 4 are NOT available for any Minor Division. Both the manager/coach and son/daughter or brother/sister must live within the league boundaries to qualify for options 3 & 4 to be available.

The manager has the option to waive his/her right to claim an option.

## Draft of Players

Have the draft within one (1) week of the last tryout. Have help available at the draft to assist you with paper work and note taking. Note for the managers which children are brothers and/or sisters. All managers' options must be submitted to the player agent 48 hours before the draft. If possible, hand out medical release forms and a player roster list to managers at the draft.

If possible, group Tee Ball & Minors by schools.

Do NOT draft players that do NOT belong to your league. Remember that all players (their parents or legal guardian) MUST reside within your boundaries or have a qualified waiver on file with District 27.

## Determine Trade Justification & Facilitate Trades

The Player Agent handles ALL trades. You are the representative for the players. When parents become managers or coaches and their children are on a different team, they may not automatically claim them; they must trade for them.

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## Prepare Team Rosters & Submit to Data Center & District 27

Team managers and team parent will need a copy of their team's roster including addresses and phone numbers. The teams also need a copy of the Medical Release Form for each player on the team. The team rosters and league volunteer list will need to be submitted to Little League Baseball, Inc through the online Data Center (<http://www.littleleague.org>) by April 1st. **This is a new rule for the 2014 season.** (see Operating Manual, page 63) There are now separate spreadsheets for players and volunteers. You can down-load the excel spreadsheets from that web site (look under 'upload player rosters' once you are logged in) or email me at [D27Operations@att.net](mailto:D27Operations@att.net) and I'll send them to you. A copy of the instructions and forms are included with the handouts. Your President should have the access code to the Data Center. I can get it for both of you if needed.

It is easier if you start your records in a useable file system now if you will be keeping your records on the computer. Work on the forms needed now. The rosters can be re-submitted (if there has been changes) as needed to the Data Center throughout the season until May 30, 2014. Call me at (310) 897-0700 cell or (310) 233-4425 work when you have questions or need help.

District 27 must receive the Team Rosters and Volunteer spreadsheets by the end of March. Email us a copy of the excel spreadsheets, please do NOT hand me a printed copy. District 27 will be reviewing rosters. Waivers and Tournament Team certifying will not take place if they are not received. *League rosters& waivers are due at the March District Meeting. (March 27, 2014 @ 7:30 p.m.) Plan now to submit them on time.*

## 50 / 70 (Intermediate), Junior, Senior & Big League Baseball

50 / 70 (Intermediate), Junior & Seniors will have a team application that must be received before the team will be scheduled for games. 50 / 70 (Intermediate), Junior & Senior rosters are due to District 27 by May 1<sup>st</sup>.

Big League Baseball (ages 15 through 18) – Please take sign ups or information and give to Nola Timms. All Big League teams are chartered and ran through District 27. Should your league desire to have their OWN Big League team, all players MUST reside within YOUR league's boundaries only. The rosters will still be submitted to District 27 by May 1<sup>st</sup> for game scheduling unless you have enough to play by yourself. Big League may not play with Seniors or Juniors.

Jimmie Timms will be taking care of 50 / 70 (Intermediate) Baseball (310) 897-0701 [cad27da@att.net](mailto:cad27da@att.net). Stacie Smith will be taking care of Junior & Senior Baseball (310) 901-0277 [stacies27@hotmail.com](mailto:stacies27@hotmail.com). Nola Timms will be taking care of Big League Baseball (310) 897-0700 [D27Operations@att.net](mailto:D27Operations@att.net) *Anticipated number of teams for 50 / 70 (Intermediate), Juniors and Seniors is due to District 27 at the January meeting. (January 16, 2014 @ 7:00 p.m.)*

## Determine Appropriate Waivers -II(d) & IV(h)

Any child who is living outside of your league's boundaries must be 'waivered'. All waiver forms need to be completed & sent to the District Administrator at this time. **All waivers are due within two weeks of your first game played.** The final cutoff date for the waivers to be received (signed be the League President, processed by the Assistant District Administrator, and in the hands of the District Administrator) is at the March meeting of each year. If the waiver is not received by the due date, those players listed

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will NOT be eligible for All Star play for that season. There are ONLY two (2) types of waivers available when a player no longer resides within your league boundaries. They are:

1. II(d) This is for players and their siblings who have moved outside of your league boundaries or the changing of your league boundaries caused him/her to be outside. They MUST have lived within your league boundaries while they were a Player and has continued to play in your league (with waiver) every year. The brothers/sisters of this player may “ride along” on the same waiver (remember to complete form for all family members who qualify each year) as long as they continue to participate in your league. If the player decides NOT to play for a season, he/she MAY NOT continue with this waiver. This form MUST be filled out & sent in EACH YEAR.
2. IV(h) This is for players whose family (legal guardian or parent) lived within the league boundaries before and now has moved outside of the boundaries. They MUST MEET ALL THREE (3) conditions:
  - A. The family lived inside the league boundaries for TWO (2) or more years AND was a manager, coach, or board member during that time AND will continue to be a manager, coach, or board member.
  - B. MUST be able to list the years (without skipping any years) of service (manager, coach, or board member). Two (2) minimum from before the move (including the last year when they lived within the league boundaries) AND one (1) or more years after their move (may be the current year only).
  - C. The league where the player(s) NOW live MUST waive their RIGHT to CLAIM this player.
  - D. The current president of the league that they live in now must sign the form.

You must include acceptable (see Proof of Residency document) proof of residency documentation with the waivers for each newly wavered player. This form MUST be filled out & sent in to District EACH YEAR to remain valid. *Waivers will be addressed at the January District Meeting. (January 16, 2014 @ 7:00 p.m.) Plan now to attend.*

## Determine Tournament Team Selection Process

Will the managers, players, or a combination be making the player decisions? How will the manager and coaches be selected? Begin the decision making process now so that when the time arrives, the procedure will be easier to manage. Work on the forms needed now. District 27 or the president of the league usually receives the Tournament Team Affidavit and Application in early May. If not received by May 20, have the president call Williamsport to check on the mailing. \* (see below)

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# **Practice Season Tasks & Responsibilities**

## **Insure Teams are Properly Staffed**

Are the managers and coaches working together for the children? Do you have any teams in need of a manager or coach?

## **Complete Trade Processes**

Verify that the trade(s) have been completed. Trade forms need to be filled out. All trades must be completed by the 14<sup>th</sup> day after the FIRST GAME of the SEASON.

## **Insure Player Participation**

Are the players showing up? Has the manager contacted ALL of the players on the team? Have they had a team meeting?

## **Check on Medical Release Forms**

Does the Manager of each team have Medical Release Forms for EVERY player? Is he bringing them with him/her to each practice and game? This is especially important if your team is traveling to other locations. You may keep copies in the Snack Bar or Board Room but the team may not be at the complex for practice or games.

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# **League Season Tasks & Responsibilities**

## **Follow-up on Player Participation in Practices**

Are the players showing up? Does anyone have an injury that may require him/her to be dropped from the team? Has anyone quit?

## **Insure Manager Compliance with Regulation IV(I)**

Are the players getting their minimum play?

## **Insure that Players Needs are being met through the season**

Address the teams during the season. Have a list of questions for the kids. Are the practices going well? Is the snack bar good?

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# **Tournament Season Tasks & Responsibilities**

## **Conduct Tournament Team Selection Process**

Do not announce the Tournament Teams until the official date. Remind everyone that has been involved in the selection process to 'keep it a secret' until the official date. You may announce the players on the teams two weeks prior to the start of the tournament within their respective division. (see Rule Book page T-4) Remind everyone that practice cannot begin until June 15<sup>th</sup> or the date of the release of the names of the tournament team members, whichever is earlier. (see Rule Book page T-8)

## **Coordinate all Tournament Team Affidavits, Birth Certificates, & Medical Release Forms**

Fill out the affidavit for the president and yourself to certify & sign. Only accept legal birth certificates, that have been issued by the Board of Health, for proof of age (this should have been done at sign-up time). NO ABSTRACTS! Do not place anyone on the affidavit that does NOT MEET the requirements. Have two (2) medical release forms filled out & signed in ink for each player. There are NO alternates for the All Star Team. *There will be a workshop on completing the All Star Affidavit at the April District Meeting (April 24, 2014 @ 7:30 p.m.).*

## **Insure Tournament Needs are Being Met**

Make sure that the managers are NOT over working the players. Remind managers that they may not begin their All Star practice before the official date. Jimmie will go over those as the time approaches and the game have been planned.

## **Insure that Birth Certificates are Returned**

Most families want the birth documents back as soon as possible. District 27 will certify a copy of most birth documents. When there is a need to add a player to the All Star roster after the team has advanced past District Play, you will need an 'Original Birth Document' to certify that player. The All Star team manager is required to keep a copy of the birth document with the Affidavit. It is helpful to make an extra copy for the leagues records before returning them.

All Star documents will be kept by District 27 until next April. If you have need for the paperwork, please contact me to make arrangements.

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## **Post Season Tasks & Responsibilities**

Determine final standings of property league teams for next years draft order

Prepare address labels for next years mailings

Determine next years age distribution of players

File all documents away in the location selected by the league so they may be found easily next year.

Begin work on Training & Development (Fall or Winter Ball) if your league will be participating.

Please remember that your *league boundaries* STILL APPLY just the same as the spring season. Do NOT take any players that do not belong to your league. Contact us for help with families that do NOT live in your boundaries.

District can help you, if needed, with guidelines, suggestions, and rules for TAD. Please note that Charter & Insurance for TAD is included in the fees paid for the spring season. If you will be participating in the district run program, please fill out the participation form that can be emailed to you from Jimmie or found online @ [www.cad27.com](http://www.cad27.com) before the posted due date.

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