



## Player Agent Position Description

This document was updated to accommodate  
SRN BOD approval of SRN expansion into Girls Fastpitch Softball October 2008



The Board's first priority when transitioning any Board position; support and help to a new or returning BOD member. With that in mind, please read below from Player Agent, Tony Hedges. Tony is one of SRN's most respected, dedicated volunteers Player Agent over ten years.

The Player Agent Positions Baseball or Softball are key to the success of our program, additionally important both positions are a condition of SRN's Charter with Little League. The BOD agreed with Tony's proposal (note below) best-case scenario for SRN and approved direction & position **Player Agent in Training** as a BOD Committee Member position. It is our hope that you will consider becoming **Player Agent in Training**.

### Player Agent & Player Agent in Training

Folks,

Elections are in September and I would like to come back next year, hopefully as the player agent. Next year will probably be my last. I have been in the league for a number of years and on the Board for most of them. My kids have been out of the league for a number of years. I have enjoyed my tenure as Board member and as the player agent. I could probably stay on for another ten years but I think it may be time to turn it over to someone younger :-).

With that in mind, I would like to propose electing a Replacement-in-training a **Player Agent Baseball & Softball-In-Training**. The player agent position has a lot of responsibilities and work before and during the season. There are a number of Board positions that have a lot of responsibilities and work. They should also have some type of turn over to ensure the program does not suffer. It would be a lot easier for my replacement if they were to have help their first year as the player agent. So if someone is interested in being the Player Agent for Baseball or Player Agent for Softball they could work with me next year to get up to speed.

By the way, the player agent position is one of the Board positions that should NOT be a short-term commitment. You can't have a new player agent every year and expect to have a good year. There are other Board positions that have the same level of commitment. Don't vote someone into the position because they want the job. Vote them in because they can commit the time and effort and will give it a go for a couple of years. Vote them in because they have demonstrated a commitment in the league or in other volunteer organizations. We don't have to find a replacement by the September election; we can work on it over the next year.

### So what are the requirements to be a player agent?

1. **A Player Agent cannot be a coach:** This is a Little League regulation, takes care of conflicts of interest.
2. **Knowledge of baseball/softball and Little League regulations:** I learned the regulations on the job and faked the knowledge of baseball/softball. I learned a lot from a number of Board members over the years in this area (thanks Ken, Rick, Tom, Vet, Dave, and Laura to mention a few).
3. **Knowledge of computers:** The league information is in a database maintained by a nice program from League Works. I do a lot of work in Excel. I track registration fees, tryout scores and draft results using Excel. So my replacement should be familiar with computers, have some experience in typing and be able to use Microsoft Excel. This is an important skill; I spend 80% of my time using various computer programs. If a candidate is weak in this area, they should attend a couple computer courses before taking over as the player agent.



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4. **Patience:** A player agent has to have patience when dealing with parents, coaches and Board members. Not everyone will be happy with the decisions that have to be made during the season.

5. **Time:** You have to have time to devote to this position. This position is not a couple hours a week during the season. From December to June plan on spending a minimum of 3 - 20 hours a week working on league activities. You can minimize the time by planning and using the computer as much as possible.

So what is the level of effort for the season? How much work is involved? Here is a list of the activities:

### December

1. Prepare flyers for distribution to schools.
2. Reserve space in local gyms for registration and tryouts
3. Prepare for registration - prep-print forms, make copies of paperwork

### January/February

1. Run registration sessions
2. Process registrations
  - a. Enter registrations into database. Update returning players and add new players.
  - b. Process registration funds
  - c. Match registrations with funds received - accounts should balance
  - d. Develop tryout score sheets
  - e. Organize tryout sessions

### March/April

1. Run tryouts
2. Process tryout scores and develop draft sheets for divisional drafts
3. Run drafts for each division
4. Generate team and division rosters based on the drafts
5. Resolve draft issues and placement of players on teams
6. Maintain a waiting list of players who missed sign-ups
7. Complete Little League paperwork for player exceptions
8. Submit player and team rosters to Little League

### June

1. Prepare post-season rosters (All-stars, Can-Am, Travel and team of Champions)
2. Close out season records, backing up season rosters and registration information

If you know of any one that is interested have them contact me and I will answer any questions they have. Tony Hedges [playeragent@srnll.org](mailto:playeragent@srnll.org)

## PLAYER AGENT

*This is a formal BOD position description taken from Little League and SRN By-Laws.*

- **Is not** eligible to manage, coach a team or coordinate a division.
- Computer skills needed; Microsoft Office, Excel some experience in website posting.



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- Responsible for SRN Little League database management software; League Works Software, implementation and education of other BOD members
- Responsible for scheduling and managing in person League and on-line Registration
- Coordinates on line League Registration with Webmaster
- Record all player transactions and maintain an accurate and up-to-date record thereof.
- Reports directly to the Treasurer registered players and deposits of registration fees to the general fund.
- Distributes a record of team rosters to Executive Board Members
- Receive and review applications for player candidates and assist the President in verifying legal residence and age eligibility.
- Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- Prepares and creates team rosters all baseball Divisions.
- Prepare the Player Agent's list.
- Prepare for the President's signature and submission to little league Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit
- Notify little league Headquarters of any subsequent player replacements or trades