

# Crystal Lake American Little League

## Player Agent

The player agent is an administrator, a record keeper, and a rules expert. As an administrator, the player agent registers all players; manages the tryouts; conducts the drafts. As a record keeper, the player agent keeps a map of the league's boundaries and checks to be certain that each player lives within the boundaries; maintains a database of all league personnel; provides data reports to the booster club and to league officers as needed; provides copies of team rosters to the managers, league officers, and to the boosters; submits a report to Little League in Williamsport. As a rules expert, the player agent interprets, clarifies, and enforces all Little League and local rules that guide our league's operation and baseball play.

The player agent functions as a project manager. Some tasks occupy the player agent for a period of several months, and many component tasks are time-sensitive in nature. For this reason, the player agent's duties are best described chronologically. Because the player agent serves an elected term from September through August, the chronological list begins with September.

### 1. September

- February/March is the busiest period for a player agent, but planning for this period begins in September.
- Present a forecast for the 2001 season. The forecast should include projections for registration by age and division. Estimate the number of players who will try out. Estimate the number of teams to be included in each division. If a division must be contracted, make recommendations about what team(s) to eliminate. Usually, a team with no incumbent manager and the fewest number of returning players is suggested. Give a copy of the forecast to the treasurer for use in preparing a budget for the upcoming season.
- Submit a list of incumbent managers and vacancies to the board. The list should also include names of coaches who are in line to fill a vacancy. Our present policy is that coaches who will remain with a team are the first candidates to fill the team's manager position. Coaches should be ranked in order of seniority. To determine seniority, it is often necessary to consult the minutes of previous meetings to identify the dates coaches were approved. Give the president a written copy of this report.
- Make a list of the manager/coach option status for each team in the Major A and Minor division. This can be a separate list, or it can be combined with the manager position list.
- Select February tryout dates and initiate arrangements to reserve gym space for the designated times. Crystal Lake Central High School has been the site of recent tryouts.
- Typically, the president calls a special finance meeting during this period (September/October), and the treasurer presents a budget plan for the coming season. The player agent attends this meeting.
- A new player agent should keep a file with copies of each month's minutes in it. During the year, it is often necessary for the player agent to review the minutes for specific information such as revisions to the rules, as well as managers and coaches that have been approved by the board.
- Read through the Little League Rules booklet regularly and become familiar with its contents.

### 2. October

- This is often the most active meeting for motions made by members seeking to adopt new rules in our baseball policy. As an executive officer, the player agent is expected to make recommendations about the appropriateness of changes that are proposed.

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- Begin to develop a tryout plan. Develop a scheme to organize the sessions. For example, will the sessions be organized alphabetically, by age, by division, or a combination of the three? Review the database of returning players and estimate how many players may try out in each session. Count the number of returning players who are expected to try out; study the numbers. Create a schedule that equalizes the sessions and provides flexibility; review it with other officers (president and division V.P.'s) and experienced board members. For the 2000 tryout, a session maximum was set at 48 and the optimum was 36 or less (Players were divided into four groups that were rotated through four tryout stations.). Review the grading system that was used for the tryout. If league members believe that changes are necessary, then this is the time to consider making revisions. Make arrangements to secure a third party to operate the tryout. In 1999 and 2000, the Crystal Lake Travelers operated the tryouts. In 1998, the Crystal Lake Central varsity baseball team operated the tryout. A donation was made to both organizations for their assistance, and normally this expense is a tryout budget item. Finalize the basic tryout plan in the fall and avoid extra work in the already busy January/February registration period.
- With the league and booster presidents, make a schedule of the main events in the upcoming season. Events should include, but are not limited to:
  - ✓ Preseason Booster meeting dates;
  - ✓ Draft dates;
  - ✓ Parent/Player Night(s);
  - ✓ Coach/Manager Training Dates;
  - ✓ Players/Teams Picture Night;
  - ✓ Opening Date(s);
  - ✓ Season ending dates;
  - ✓ Awards ceremony;
  - ✓ Fall baseball planning.

Make arrangements to reserve appropriate locations.

## 3. November

- At the monthly meeting, remind members that managers (both approved and prospective) may designate a coach option no later than the January meeting. To designate a coach option, the team must have an option available (the player agent compiled the option status list in September) and the manager must nominate the child's parent/guardian to be a coach for the upcoming season. This early notice should be included in the player agent's report that is published in the monthly minutes.
- In the League Organizer database, prepare data entry for the next season. Click the Personnel button and select "New Season." The "Manage Personnel" menu will drop down; select "Move Active Personnel to Inactive File."
- Review the registration materials from the previous year (sample forms are included in the appendix). Make changes in the documents as needed, i.e., update the year on the Medical Authorization/Waiver form to the new season, update the late fee date on the registration form, etc.
- The registration fee and the late fee amounts are established by CLLLINC.
- Plan and write the registration newsletter (A sample is included in the folder pocket.). The minimum information to be communicated includes:
  - ✓ Highlight procedural points for completing the registration, i.e., what documents to complete; fees that apply and payment schedule (for example, the mandatory fund raising fee for each child must be documented); the deadline for submitting documents; policies concerning late fee and wait listing.
  - ✓ Identify the divisions and explain the way our program is organized.

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- ✓ Publish the tryout schedule and location. Provide information about the purpose and operation of the tryout.
- ✓ Provide early notice about important dates. Minimum dates should include: draft, parent/player night, picture night, and opening day.

## 4. December

- At the monthly meeting, repeat the notice about the January deadline for designating coach options.
- At the meeting, make a list of all the managers/coaches that are approved by the board.
- Inventory the current supply of league envelopes and stationary. Beside the player agent, officers who use league stationary and envelopes are the president, treasurer, and secretary.
- Take master copies of the registration documents to the printer (Traditionally, we have used a long-time team sponsor, Hagg Press in Elgin. Contact Steve Hagg at work (847/695-1820) or at home (455-5933).). Print 1000 copies of each document. At the same time, order the supply of league envelopes and stationery that will be needed for the coming season.
- Calculate the actual size of the mailing (the number of pieces or envelopes to be mailed). A decision must be made to use the bulk mail permit or first class postage. If the bulk mail permit is used, it is cheaper to mail the documents to each player individually. If stamps are used, it is cheaper to combine multi-player households into a single envelope. If registration is mailed to each player individually, then each name is counted. If the mailing includes households, then 2-player and 3-player households must be counted separately. To determine multi-player households, print a master list of all the players (From the Personnel reports, select All Player Information by Name. Using this form, the player agent can quickly search for notes that identify any special multi-player families, ones that include players with different surnames).
- Once the number of pieces is determined, calculate the mailing expense. To this figure, add some extra amount to purchase stamps. The player agent needs stamps for different types of mailings throughout the January to February period. Typically, about thirty 55¢ stamps and two booklets of first class stamps will be used during the season. Contact the treasurer to issue a check (made out to Postmaster) to cover the postage amount. At the post office, deposit the mailing amount into the league's non-profit mail account (for a permit mailing) and purchase stamps for the player agent's use with the extra amount.
- Using the database, print labels to mail the registration documents to each returning player.
- After the materials are returned from the printer, organize the early registration mailing. Stamp, label, and stuff the envelopes. If the bulk permit is used, make a preliminary visit to the post office to obtain mail trays. Fill the mail trays and segregate the mailing by zip code. Mail the envelopes on the first business day of January.
- December is a good time to begin work on the Major A schedule. Unlike the Major B and Minor divisions, which can expand or contract from one season to the next, Major A is established with six teams. Involve the Major A division V.P. in the scheduling, especially if inter-league games with C.L. Continental and National will be played. Some of the interleague arrangements will likely need to be completed at the CLLINC meetings, when representatives from the three leagues are present.

Note: There is a scheduling module with the American League's database program, *League Organizer*. In addition, the American League also owns *League Tracking System 1.7*, another program that includes a scheduler. Both programs

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can automatically generate division schedules from setup information the user inputs. Typically, the results require quite a bit of revision to achieve a fair and balanced schedule. Both programs contain tools to audit a schedule. The alternative is to create the schedule manually. A grid is used; teams are designated on the vertical axis, and the number of games to be played on the horizontal axis. Once a grid is satisfactorily completed, each game is assigned a date, times, and location. These can be typed into the scheduling module to be audited and printed for easy distribution, or another program (word processor or spread sheet can be used). When making a schedule, the player agent will decide which method of construction (auto-generation or manual) is preferred.

- Publish a list of managers (team, name of manager, address, phone number) for each division. Give the division V.P. a copy of the list at the January meeting. Give the secretary and the president copies for each division. Update the lists each month and distribute revised copies as necessary.

## 5. January

- Announce the open registration dates (the first two Saturdays in February) and recruit assistance as needed. Generally, in addition to other volunteers, the secretary, division V.P.'s, the league and/or booster president are present.
- Announce the March dates, time, and location for each division draft (Major A, Major B, Minor, and Junior Sluggers). So that they can clear their schedules, it is important to give managers as much early warning as possible. The Rookie draft is an administrative draft only, and the managers are not present for the player selections.
- At the meeting, briefly review general features of the tryout plan. Appoint tryout coordinators or assistants. Solicit extra volunteers from non-participating Junior Slugger and Rookie teams to help as graders, receptionists, and station operators. Note: assign division V.P.'s the task of assembling a grading panel (a team of 8-10 official graders) for each division. The secretary and Booster volunteers normally help in reception.
- The majority of preseason manager/coach nominations are made at this meeting. To help this part of the meeting go smoothly, it is recommended that the player agent direct the proceedings. Bring a master list of all teams, with blank spaces to write the names of coaches that are nominated and approved. Afterwards, compare notes with the secretary to be sure the information is accurate.
- In the league database create four dummy divisions: Draft-AB, Draft-M, Draft-J, and Draft-R. Create draft-only teams for each division as follows:
  - Draft-AB: TO-AB, B-Hat;
  - Draft-M: TO-M, M-Hat;
  - Draft-J: JS-Hat;
  - Draft-R: R-Hat7, R-Hat6

In this instance, TO-AB is a simple way to designate a team that will be composed temporarily with all the players who must try out for Majors A and B. TO-M is for tryout players in the Minor division. B-Hat and M-Hat are teams filled by players who fail to try out. Setting up the database this way provides a convenient means to keep track of all unassigned players. The player agent can easily monitor the status of tryout players, use the rosters to assign tryout numbers, and quickly prepare draft lists for each division. This also provides a good system for the player agent to audit player/parent volunteer distribution at the close of the drafts. If all the players and parent volunteers have been correctly assigned to teams, then the dummy team rosters will be empty. After the drafts are completed, the dummy divisions and teams can be deleted. Note: The method that is described above is simply one way that a player agent can manage the details of setting up and executing the drafts.

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- Check the Teams data in the league database. Be sure that each division has the correct number of teams per the registration projections that were made in the fall. If necessary, make adjustments by adding or deleting teams.
- Update the database: activate returning manager/coaches and enter the names of any new manager/coaches.
- Begin to make regular trips to the post office box. For four months, January to April, the player agent is the primary mail pickup for the league. The majority of mail that is received during this period is player registrations. Mail addressed to the president and treasurer is collected and dropped off at their homes in a timely manner.
- Process early registrations as they are received. When processing registrations, check to be sure that data matches the player's registration. There are always a few players whose address, phone number, and even their last name is changed. In some instances, a player may reside at a new address that is outside the American League boundaries. Unless the player meets the waiver conditions (Little League Regulations II (d) and IV (h)), the registration cannot be accepted. (Note: A player who is incorrectly registered (one who is not of proper age or lives outside the league's boundaries) has no status with Little League. This means that the player is considered illegally registered, and the Little League liability and medical insurance that the American League purchases will not cover such a player. Such a player (without coverage) is a threat to the safety of the entire league and a particular risk to league officers (Since an illegal player is excluded from Little League coverage, liability rests personally with the officers of the board.). In such a circumstance, the player agent should contact the family to explain the situation and direct the family to register in the correct league.

Update the registration numbers for the current season. The previous player agent used a four-digit number that began with the last digit of the season. For example, for the 2001 season, player numbers would begin with 1001, the 2002 season would be 2001, etc. The League Organizer program can also generate automatic numbers. Just be sure to decide on a numbering plan for the current season so that last season's numbers are not mixed in with the current season's registration numbers. Before activating players from the Inactive table, it is recommended that the player agent delete the previous registration number on each player's record. This should be done when each player's record is updated.

Keep the funds received in a safe place. Make arrangements to bring the money to the treasurer at least once a week. When the money is exchanged, keep track of the dates. Before submitting the checks to the treasurer, print the special report, "Dues Paid and Owed." Print the report only for the most recent registration period, with each period beginning on the first day that new unreported registrations are received and ending on the most recent registration date. Audit the report to be sure that the data is accurate; make corrections as needed. Print a final copy of the report and give it to the treasurer along with the checks (and cash). The treasurer will check the player agent's work, so be sure the payment data in each report is correct.

- Prepare tryout information to be distributed to managers and coaches at the February meeting. Information that may be included is an outline or overview of the tryout plan, a schematic of the tryout stations, sample copies of grading sheets, and information about the drafts.

### 6. February

- Lead the registration team on the first two Saturday mornings in February. For newly registered players who must try out, take a few moments to explain the

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tryout requirements, including, date, time, location, and where to enter the building.

- At the monthly meeting, report the progress of registration. During the meeting, distribute tryout information to managers. Discuss any special requirements that may be needed to finalize tryout arrangements.
- At the meeting, repeat the information about the drafts that are one month away. Distribute copies of the draft rules to managers who do not have copies of the current Operating Manual. Remind board members that the drafts are private meetings, and only authorized personnel may be present. For a division draft, authorized personnel are considered the manager and approved coaches for each team, as well as executive officers or draft assistants appointed by the player agent to administrate the draft. No other persons may attend.
- After the second Saturday registration date is passed, the wait-list period begins. Registrations that are received after this date are charged a late fee and the players are subject to the wait list requirements. When all the players who registered before the late date are processed, the player agent checks the registration numbers to make a decision about teams. At this point, the player agent must decide how many teams will be included in each division. This is important, because the information is needed to develop the games schedules for each division. Also, the V.P. Equipment must know how many teams to include in the uniform order. In some cases, more teams will be required than originally estimated in the fall, and the player agent must contact the V.P. Equipment for a team name and the V.P. of Development to solicit more sponsorship.

The wild card in this process is making a realistic estimate for the number of late registrations that will be received. Records from the 1997-2000 seasons indicate that approximately 8-9% of the final player count in May (when the season starts) was late registration. Of the players who register late, the majority of them play in the younger divisions. Generally, the 11 and 12-year-old group of players is affected the least by late registration. To increase numbers in the Majors divisions, it is often necessary to recruit players. In order to recruit more players, the player agent should obtain help from the president, division V.P.'s, and team managers.

When a maximum registration number is determined, the roster vacancies at every division level can be determined. As the player agent registers late players, it is important to update the vacancy list. Once all vacancies are filled in a particular division, a wait list can be started. If wait list registrations are accepted, be sure to keep track of the order and number of players on the wait list.

- As soon as the number of teams is established for each division, begin making a game schedule. This task generally falls to the player agent or the division V.P. A target date to complete the schedule for a division is draft day, or the March monthly meeting. A schedule that is made by the player agent should be submitted to the division V.P. for final comment and approval. As soon as the schedule is finalized, copies should be distributed to the president and the V.P. of Umpires.
- Prepare for the tryout by printing multiple sets of grading forms. The primary grading set consists of three separate forms, one each for the infield, outfield, and hitting stations. All managers, coaches, and official graders receive primary sets. The secondary set is a grading form for the pitching station. Graders at the pitching station receive this form. If there is a catcher's station, a separate form is provided for this station. Estimate the number of sets that will be required and print sufficient copies. For the 2000 tryout, 160 sets were printed.

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- For the tryout, the player agent should recruit assistants to manage the event. Generally, the player agent will remain in the player reception area with 3-5 volunteers. An administrator is needed for the coaches' reception table. This is the check-in point for managers, coaches, and approved graders. Grading forms and instruction sheets are distributed here. An equipment and station setup manager is needed. A list of equipment that is necessary to operate the tryout should be given to the V.P. Equipment 3-4 weeks in advance of the tryout. The V.P. of Equipment manager will arrange to deliver the equipment to the gym on the tryout dates and pick it up afterwards. If the V.P. Equipment does not agree to distribute the equipment to the tryout stations, a volunteer(s) should be appointed to do this. It is wise to designate a coordinator to manage the job of setting up the tryout stations. Do not rely on third-party organizations such as the Crystal Lake Travelers to set up the stations. This will create confusion, and cause unnecessary delays at the beginning of the tryout. More information about the tryout organization and procedure is provided separately.
- For previous tryouts, a numbering system was used that corresponded to the players' ages. For example, 9-year-old players were assigned three-digit tryout numbers beginning with 100, 10-year-old players were assigned three-digit numbers beginning with 200, 11-year-old players began at 300, and 12-year-old players were assigned 400 numbers. To process large groups of players quickly and efficiently during reception, tryout numbers should be pre-assigned. Use the special tryout teams (see January note above) to sort data and create age-specific lists of players. Assign a tryout number to each player. Print the lists and designate one list as the player agent's master list. Use the lists to administrate player reception. On the master list, cross off the name of each player who comes to try out. Names that are not crossed out become ineligible for the regular drafts. These players are designated hat picks at the conclusion of the regular drafts. Prior to the drafts, remove these players from the tryout and draft-only lists. Assign a new number such as "999" and transfer them from the Tryout team roster (TO-AB or TO-M) to the Hat team roster (B-Hat or M-Hat) in their respective draft divisions.
- Major A and Minor managers will need a roster for their team before the draft. This will inform them which players have returned to the team, how many roster spots are filled, and how many players they must plan to draft. Customarily, the player agent provides rosters to the managers at one of the tryout sessions.
- With the 2000 season, the tryout divisions use player rankings to draft players. The player rankings are derived from the grading that is done at the tryout. The player agent must make arrangements to select official tryout graders, collect their scores, and then compile the scores in a spreadsheet. Once the scores have been compiled, the data is sorted, and draft lists are created for each of the drafts, Major A, Major B, and Minor. The player agent uses the draft list to conduct the rounds of draft, and copies of the draft list are provided to the managers before the draft begins. A special assistant can be appointed to perform this task.

## 7. March

- To prepare for the draft, the player agent should review the draft needs of each team. Review and update the list of player options that each team will exercise. It is helpful to make a draft map or chart to follow at the draft. The draft chart should show how many rounds to include in the draft, as well as how many picks each team must make in each round of draft. The chart can include blank spaces where the tryout number or name of each player is written as the draft proceeds.
- At the draft, the player agent is in charge. When communicating with the managers, the player agent should be clear and concise. If it is necessary to

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make a ruling about a point of order, the process, or a selection, the player agent should reference the rule that applies.

- To conduct the draft, it is necessary for the player agent to have a computer (with the player/volunteer database preloaded) and a printer at the meeting site. A software program (Draft Picker) that is used to randomly create the draft order must also be preloaded on the computer.
- Before the draft begins, the player agent clears all unauthorized persons from the draft room.
- Distribute to the managers copies of the draft rules, a draft list. The draft list is a copy of the tryout rankings. For the Major A draft, the cutoff rank should be marked. The player agent may also wish to give each manager a copy of the draft map that is used to administrate the draft.
- Special situation players should be noted at the start of the draft, these usually include siblings in the draft pool, as well as option players. In some instances this may include the extraordinary situation of a player refusing to play for a certain team. The player agent should use discretion about publicizing sensitive information of this type, choosing to wait and see whether the draft results will make disclosure necessary.
- When the draft is ended and all the teams' rosters are updated. Parent volunteers are also reassigned to the correct team. Print copies of the team's roster (select All Information on Team Personnel) for each manager. These rosters contain useful information for managers such as phone numbers, names of parents, names of volunteers, etc.
- At the beginning or at the conclusion of the draft, the player agent should remind managers to begin contacting players on the first Friday following the draft. Players should not be contacted earlier. In the past, an unwritten policy was established for managers to wait until the weekend that follows the draft before contacting their players. Understanding that some players react with disappointment about their selection to a Major B team instead of a Major A team, all players are contacted on the weekend while they are away from school. This helps kids deal with their feelings for a couple days before sharing news with classmates at school.
- At the end of each draft, the player agent should make a record of the draft order that will be used to assign late players to teams. It is also helpful to announce the order so that managers will know what to expect.
- Within 3 or 4 days after the drafts are completed, the Booster club will want 5 or 6 complete sets of rosters for all divisions. They will also want three complete sets of schedules for each division (this includes individual team schedules and a master schedule). Make arrangements to have this information picked up or dropped off ASAP.
- Make a complete set of all team rosters for the president. Be sure that the president has a copy of all the division schedules.
- At the March meeting issue a current registration report. The report should include total players, teams, and vacancies by division. If the meeting occurs after the draft, managers have the opportunity to nominate coaches. Remind managers to submit their coach nominations in a timely manner. The April meeting is normally the last meeting before opening day. In order for the board to authorize a coach to be in the dugout and on the field, they should be nominated and approved before opening day. Also, new coaches should make arrangements to participate in the required ASEP training. Encourage division V.P.'s to be proactive in this matter. It is advisable for the V.P.'s to contact each manager and obtain a list of the coaches they intend to nominate. In the event a manager is unable to attend the important April meeting, the division V.P. can submit the nominations on behalf of the manager.

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- After the drafts are complete, continue to register players as long as vacancies remain. Players are assigned to fill vacancies in the order that was determined at the draft's end. Once the V.P. of Equipment has ordered the uniforms, it will be necessary to communicate uniform team and size information directly to the V.P. of Equipment. During this period, the player agent maintains close communication with the V.P. of Equipment.

In order to comply with Little League rules that state that no team of mixed ages may have more than eight players of the same age, it may be necessary to deviate from the planned order. For example, in the Minor division the next late player is due to be assigned to Team X. However, the late player is a nine-year old and Team X already has eight nine-year-old players. In this case, the player agent would assign the player to Team Y, the next team that can accept another nine-year-old player. If only two vacancies remain, and Team X and Team Y both have eight nine-year-old players, then the player agent must obtain clearance from the president before assigning the player to Team X. It is probable that an exception will be made, but exceeding the eight-player limit may affect the team's eligibility for participation in inter-league play, e.g., the Crystal Lake City Series.

- If necessary, the player agent may be asked to update the Operating Manual and arrange to have copies printed for distribution to new managers and coaches. In some instances, the player agent may simply choose to publish abridged versions of the Operating Manual for the use of division V.P.'s. The master version of the Operating Manual is currently formatted as a *Microsoft Publisher 2000* file.
- After parent/player night, the player agent's activity diminishes and the phone becomes strangely quiet. There is only the occasional inquiry from a parent seeking to register a late child.

### 8. April

- Present an updated registration report at the monthly meeting.
- Many managers will be submitting their final coach nominations at this meeting. To make this part of the meeting go smoothly, it is recommended that the player agent direct the proceedings. Bring a master list of all teams, with blank spaces to write the names of coaches that are nominated and approved. If managers are not present, their nominations can be submitted by the Division V.P. Afterwards, compare notes with the secretary to be sure that the information is accurate.
- Update the database and be sure all records are complete. Be sure to delete the dummy draft divisions and teams. The day before opening day, print two new sets of rosters for all divisions and teams. At the opening day ceremony, give one copy to the league president and one copy to the booster president.

### 9. May

- In the first week of May, submit the official Little League report to Little League Inc. in Williamsport, PA. This can be mailed on a floppy disk, or it can be uploaded via the Internet. To upload the report on the Internet, the league's web page must be set up first at myTeam.com. The deadline for submitting this annual registration report is two weeks after opening day.
- If there are any players in the league who were registered under the conditions of the out-of-bounds regulations (Little League Regulations II (d) or IV (h)), the player agent must complete a waiver report. The report must be signed by both the American league president and the president of the league where the player actually resides. The waiver is mailed to Little League in Williamsport within 14 days after the start of the season (Little League Regulation II (e)).
- At the May meeting, the player agent reports the status of sending the Little League report. Present the final registration report.

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- Normally, the trophy chairperson from the Booster club will contact the player agent to request a set of rosters for all the teams. The rosters are used to have nameplates produced for the season-ending awards that are given to the players.
- Prior to the June meeting, the player agent prepares a ballot for the 12-year-old All-Star team. Contact the Major A division V.P. and the President to determine the meeting date (time and location) for Major A managers and coaches to discuss the All-Star candidates. Also, select a final date for ballot submittal, a time and place to tally the votes, and the time and date the team will be announced.
- Every 12-year-old Major A player must be included on the ballot. To prevent abuse, it is recommended that each ballot be numbered and assigned to a particular team. The player agent should keep a master list of all ballot assignments. There are 18 official ballots, three ballots for each of the six Major A teams. Place three ballots for each team in an envelope. The manager will distribute two of the team's ballots to coaches.

## 10. June

- During or at the end of the meeting, distribute the All-Star ballot envelopes to the Major A managers.
- At the special meeting called to discuss All-Star candidates, the player agent generally presides. After making some brief introductory remarks, the player agent provides an opportunity for each Major A manager to make recommendations about his/her players. If a manager is unable to be present, the manager may designate the division V.P. or a coach from the team to make the recommendations. Other managers may question the manager about his comments, as well as the conduct and performance of eligible players. Coaches may listen and take notes, but they are not permitted to make recommendations or to volunteer responses to questions that are directed to a manager.
- If the player agent wishes to make some summary comments, this is appropriate. It may also be appropriate for the All-Star manager and/or the president to comment about voting issues.
- To be counted, all ballots must be returned to the league president by the deadline. Normally, the president and/or player agent arranges to be present at one of the fields (between 7:30-8:00 p.m. on the evening of the deadline) to accept last-minute ballots.
- Together, the president, player agent, and division V.P. count the ballots. The player agent posts the results. If the All-Star manager wishes to add notes to the notice, e.g., first practice time and location, the selection of alternates or inactive players, these can be included by the player agent.
- For the other All-Star teams, managers must complete a *Tournament Team Eligibility Affidavit*. There is also a *Little League Baseball Medical Release* that must be copied and distributed by the manager to each All-Star parent. These are official Little League Williamsport forms; normally the league president receives them by mail in May of the current season. The president may give the forms to the player agent for distribution to the All-Star managers. If not, the player agent should be aware that the forms are required for eligibility to participate.
- During the final week of the season, two teams from Major A, Major B, and Minor earn the opportunity to play in the Crystal Lake City Series. The managers of these teams must bring five copies of their current roster to the City Series meeting that is arranged by CLLINC. Normally, the player agent prints these rosters and either brings them to the meeting or sends them along with an American League representative for distribution.

## 11. July

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- The best month of the year for a player agent. Generally, no report is necessary at the monthly meeting.

## 12. August

- Another month when there is little to report. Thinking ahead to September, the player agent may decide to prepare the annual reports and forecasts for the next season in advance. Some of this information (manager vacancies) can be briefly reported at the August meeting.
- Each tryout division V.P reports the final standings for the division at the July or August meeting. Since the standings affect the following season's draft, the player agent should make a record of the standings. It also advisable to check with the secretary to be sure the division standings are published in the monthly minutes.
- If the player agent intends to step down from office in September, make arrangements for an orderly transition. Deliver documents, software, manuals, and envelopes to the new player agent promptly at the end of the term.

Note: A CD-Rom disk is provided that contains a copy of the Draft Picker and League Assistant software programs. The Microsoft Publisher 2000 version of the Operating Manual is included. In addition, copies of documents that can be used as guidelines or templates for completing various player agent tasks are included.