Player Agent

Registrations

Open online registrations (Blue Sombrero) and notify the players via mass email.





Conduct and oversee Live registration Dates and notify players via mass email. o Work with the BOD on dates and locations

o Find volunteers to help

Review online registrations.





Collect, scan and upload all birth certificates, proofs of residency and other necessary documentation (ie, Adoption Paperwork) to Sharepoint. Send emails out for any missing documentation.

All Documentation uploaded, but also be backed up on the external hard drive





Double check that all information is completed and properly uploaded. Making sure each child is register to play in the appropriate division.

Teams

* Create teams for each division and monitor the numbers on each team. o New T-Ball and Coach Pitch players should be grouped as best as possible by locality and try to honor as many requests as possible for specific managers or coaches; or to be placed with other specific players for car pool purposes.
	+ Players returning to their prior division will be placed on the same team unless there is a specific request to move to a different team. T-Ball and Coach Pitch can be moved as requested (if possible). Minor and above will re-enter the draft with a note as to the reason for the request. o New players and players advancing into an upper division will attend the draft.
	+ Create a ‘Waiting List’ for players that registered late to be assigned to a team.
	+ Coordinate with division reps for list of managers and their coaches to be entered into Blue Sombrero.

Draft

* Drafts will be conducted according to Little League guidelines unless it is stated differently in the FCALL By Laws.
* Players who have the option of playing in a higher division MUST attend the higher divisions draft for the purpose of evaluation and skill eligibility for the high division.

Those not attending or those players deemed ‘not ready’ will attend the lower draft for the purpose of team placement.

* Conducts the drafts with the Vice President or appointee; for each division beginning with the upper division first. Draft will be ran as stated by FCALL By Laws o Major draft attendees will be new players, redrafts and players that could play either Major or Minor must attend. o Minor draft attendees will be new players, redrafts and players that could play either Minor or Coach Pitch.
	+ Junior and Senior to be conducted together, this draft will be conducted last after the local High Schools complete their tryouts. This draft may be held on a different day than the other drafts.

Rosters

Create rosters and notify managers of their availability









Notify managers of any player changes to their roster via email.

Player Issues

* Respond to communications received regarding any player issues and address
	+ Division Age Chart
	+ Car Pooling Options

o Babysitting/Residency Issues

* + Roster Issues
* Direct communications received to the appropriate Board Member for resolution
	+ Manager issues
	+ Coach issues
	+ Parent issues
* All communications should have the entire Board of Directors copied so that they know the steps that have been taken for the resolution.

All-Star Season

Work with the division reps to obtain a list of All-Star Teams







Create the teams with Managers and coaches of each team

Create All Star Binders and verify that all documentation is in order, including the following:

* + Fill out the affidavit
	+ Copies of birth certificates
	+ Proof of residency
	+ League map
	+ Obtain required signatures on the Affidavit

Take binders to the designated meeting location for District 3 approval







Distribute approved binders to managers

Retrieve binders from the Managers upon completion of their respective All-Star Tournaments.

Misc. Duties

* Creates User name and password in the Little League Data Base to be able to upload rosters in June. You will need the League ID# to do this.
* Creates and Maintains the list of Pool Players for each division – players in Minor division and above can play on other teams in their division if the that team does not have enough players to man the field.

Participate in assisting with Live Registrations for Spring and Fall Seasons











Participate in Park Duty when the season begins

Help out in the Concession Stand from March 15th to October 31st

Carries out such duties and assignments as may be delegated by the President

Carries out such duties as assigned by the Board of Directors