

South Durham Little League Board of Directors Position Description

Position Title: Baseball Player Agent

Skills/Interests: Helping families navigate the SDLL process with the athlete's best interest in mind. Many aspects will be kept confidential. Must be available to quickly and professionally respond to parents, coaches, etc.

About the Role:

Serve as a member of the Player Placement Committee and Chair the Nominating Committee. This position entails a lot of administrative work - emails, spreadsheets, etc. Many hours are logged prior to and at the beginning of the spring and fall seasons, attending drafts, evals, all star meetings and creating the all star binders. It should be a two-person job with the PA in training serving as an assistant.

Responsibilities:

Serve as primary contact for parents during the registration process and all star season.
Set up registration via Sports Connect usually two weeks prior to Fall & Spring registration
opening dates. This includes updating program description, division settings, registration
questions, capacity numbers & confirmation notes. PA also sets up scholarship coupon codes.
Serve as primary contact for parents interested in scholarships & relays payment coupon codes
Help check players in for evaluations
Attend player placement meetings and all player drafts
Create draft sheets (coaches kids slotted by President & Coaching Coordinator)
Create rosters in Sports Connect following drafts and sends to coaches, uniform coordinator &
safety officer
Create Tball teams based on coach and practice day requests & send out rosters
Handle registration cancellations and refunds (typically no refunds after draft)
Handle substitute player requests from coaches. Subs are selected according to draft order.
Put together and chair Nominating Committee
Handle waivers in the spring.
Facilitate Majors all star player vote (creating ballot, counting votes)
Attend all star selection meetings
Send all star invitations and manage responses. Communicate with coaches to determine
alternate choices
Organize all star parent meeting/paperwork collection
Create all star team affidavits via LLI website
Create all star binders with all paperwork & affidavits and hands off to coaches. This task requires a ton of attention to detail checking to make sure all paperwork is in order with correct dates, etc.

Hours: 20+ hours preseason drafts & postseason all-stars; 1-5 hours during season