



South Durham Little League

Board of Directors

Position Description

Position Title: Baseball Player Agent

Skills/Interests: Helping families navigate the SDLL process with the athletes 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:

This position entails a lot of administrative work - tons of 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:

- ☐ Serves as primary contact for parents during registration process and all star season.
- ☐ Sets 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
- ☐ Helps check players in for evaluations
- ☐ Attends player placement meetings and all player drafts if available
- ☐ Creates draft sheets (coaches kids slotted by President & Coaching Coordinator)
- ☐ Creates rosters in Sports Connect following drafts and sends to coaches, uniform coordinator & safety officer
- ☐ Creates tball teams based on coach and practice day requests & sends rosters out.
- ☐ Handles registration cancellations and refunds (typically no refunds after draft)
- ☐ Handles sub player requests from coaches. Subs are selected according to draft order.
- ☐ Handles waivers in the spring.
- ☐ Facilitates Majors all star player vote (creating ballot, counting votes)
- ☐ Attends all star selection meetings
- ☐ Sends all star invitations and manages responses. Communicates to coaches to determine alternate choices
- ☐ Organizes all star parent meeting/paperwork collection
- ☐ Creates all star team affidavits via LLI website
- ☐ Creates 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