



**LITTLE LEAGUE**

# DISTRICT TOOLKIT

"DEVELOPING OUR LEAGUES TO DEVELOP OUR YOUTH"

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# General – Board of Directors

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## Annual Membership

### *Reference*

- [Notifying Members of Annual Meeting](#)
- [5 Things To Do Before Your Annual Board Election](#)
- [Components of an Annual Membership Meeting](#)
- [Local League Election Procedures](#)

### *Video*

- [Notifying Members of Annual Meeting](#)
- [Review Annual Meeting Items](#)
- [How To Hold Your Local League Board Election](#)

## Constitution

The objective of the Local League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens

**The Constitution is voted on and approved by the Membership, not the Board of Directors.**

### *Reference*

- [Don't Let This Happen: Failure to Review Constitution Results in Challenged Election](#)

### *Video*

- [Essentials for Reviewing a League's Constitution and Bylaws](#)
- [Constitution and Bylaws Review](#)

## Bylaws

Learn why local league bylaws are important, what they should look like, suggestions to incorporate and have in your Bylaws.

**Bylaws are not part of the Constitution. Bylaws are voted on and Approved by the Board Members. The bylaws define playing rules, Drafts, All Star Selections for your Local League.**

## *Reference*

- [Don't Let This Happen: Lack of Bylaws Governing Actions Detrimental to the League](#)

## *Video*

- [Preparing Local Little League Bylaws](#)

# PRESIDENT

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## Goal

*The League President needs to be willing to devote the time, energy and dedication to ensure that all players and volunteers have a fun, memorable Little League experience.*

## Constitution

- Reviewed and approved at the annual meeting by membership
- Quorum required for approval
- League Officers and job descriptions should be updated on annual basis, as applicable
- Copy to be forwarded to District Administrator by November 1<sup>st</sup>.
- Little League will approve this document every year even if no changes, a letter of approval will be sent.

## Responsibilities

Responsibilities per sample Little League Constitution

### **President - The President shall:**

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Local League at the Annual Meeting.
- (c) Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the Local League.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive, and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection.

- (i) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league's Safety Officer, or other designated Board member
- (j) Obtain Concussion Training (per California State Law) and Child Protection Training (Safe sport Federal Law). This is to be completed annually

## Reference

### Resources

- [League President: Local League Role](#)
- [Tips for Being a Successful League President](#)
- [Appointing Managers, Coaches, and Umpires](#)
- [13 Best Practices Every League Should Implement](#)

### Videos

## Best Practices

- ✓ Recommend shadowing one year prior to becoming President and have served on the Local League in another capacity
- ✓ Detail oriented

# Vice President

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## Goal

*The Vice President presides in the absence of the president, works with other officers and committee members, is ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the president. Separate vice presidents may also be selected to oversee individual divisions within the league. If so, one vice president should be selected as the one to preside in the absence of the president. A vice president may manage, coach or umpire, provided they do not serve on the protest committee.*

## Constitution

- Reviewed and approved at the annual meeting by membership
- Quorum required for approval
- League Officers and job descriptions should be updated on annual basis, as applicable

## Responsibilities

Responsibilities per sample Little League Constitution

### **Vice President – The Vice President:**

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (c) Obtain Concussion Training (per California State Law) and Child Protection Training (Safe sport Federal Law). This is to be completed annually

## Reference

### Resources

- [Tips for Managers Prepping for Player Tryouts](#)
- [8 Helpful Tips for New Little League® Coaches](#)
- [Best Practices for Training Little League® Coaches](#)

### Videos



## Best Practices

- ✓ Recommend asking for feedback, from managers, coaches at the end of the year for improvements for following year to retain and grow your program.

# Player Agent

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## Goal

*The Player Agent conducts annual tryouts, is in charge of player selection, assists the president in checking birth records and eligibility of players and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball. Separate player agents may also be selected to oversee individual divisions within the league. The player agent must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received explicit written permission to allow this from Little League International*

## Constitution

- Reviewed and approved at the annual meeting by membership
- Quorum required for approval
- League Officers and job descriptions should be updated on annual basis, as applicable

## Responsibilities

Responsibilities per sample Little League Constitution

### **Player Agent – The Player Agent shall:**

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility.
- (c) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- (d) Prepare the Player Agent's list
- (e) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League International of any subsequent player replacements or trades.
- (g) Obtain Concussion Training (per California State Law) and Child Protection Training (Safe sport Federal Law). This is to be completed annually

## Reference

### Resources

- [The Player Agent](#)
- [Preparing Team Rosters](#)
- [Trading Players Within a Local League](#)
- [The Draft: Manager and Coach Options](#)
- [Tips for Managers Prepping for Player Tryouts](#)
- [There Is Much to Consider When Selecting Team Managers](#)
- [The Player Draft: What Parents Need to Know](#)
- [Five Need-to-Knows for Tournament Parents](#)
- [Tournament Team – Player Eligibility](#)

### Videos

- [Player Agent: Local League Role](#)
- [Tournament Forms and Waivers: What You Need to Know](#)

## Best Practices

- ✓ Recommend asking for feedback, from managers, coaches on player development at end of each year.

# Safety Coordinator

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## Goal

*The Safety Officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to Little League International through the ASAP system.*

## Constitution

- Reviewed and approved at the annual meeting by membership
- Quorum required for approval
- League Officers and job descriptions should be updated on annual basis, as applicable

## Responsibilities

Responsibilities per sample Little League Constitution

### **Safety – The Safety Coordinator shall:**

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

**Note:** In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education** - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers
  - (2) Compliance** – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
  - (3) Reporting - Define** a process to assure that incidents are recorded, information is sent to league / district and national offices, and follow-up information on medical and other data is forwarded.
  - (4) Background Checks** – If the League President so designates, the safety officer will complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9
  - (5) Provide Resources for training and compliance of** Concussion Training (per California State Law) and Child Protection Training (Safe Sport Federal Law). This is to be completed annually for Managers, Coaches and Umpires.
- (c) Obtain Concussion Training (per California State Law) and Child Protection Training (Safe sport Federal Law). This is to be completed annually
  - (d) Complete and Submit the ASAP Safety Plan in the Data Center by March 1.

## Reference

### Resources

- [Safety Officer: Local League Role](#)
- [Conduct a Facilities Safety Check Before the Season Starts](#)
- [The ASAP Program Is the Blueprint for League Safety](#)
- [Build Your Plan](#)
- [Concession Stand Inspection Checklist](#)
- [How to Handle an Injured Player, Returning to Play After Injury](#)
- [How to Submit an Accident Insurance Claim](#)
- [Staying Safe from Lightning at the Field](#)
- [Make Regular Equipment & Facility Check-Ups a Year-Round Endeavor for Your League or District](#)
- [Best Practices for Your League's Finances](#)

### Videos

## Best Practices

- ✓ Recommend creating rotation schedule for checking ice pack and first aid supplies at each field
- ✓ Include safety tip in monthly newsletter
- ✓ Check-in with managers and coaches at least once per month

# Secretary

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## Goal

*The Secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, issues membership cards and maintains a record of league's activities*

## Constitution

- Reviewed and approved at the annual meeting by membership
- Quorum required for approval
- League Officers and job descriptions should be updated on annual basis, as applicable

## Responsibilities

Responsibilities per sample Little League Constitution

### **Secretary – The Secretary**

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors
- (d) Issue membership cards to Regular Members, if approved by Board of Directors
- (e) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- (f) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (g) Notify Members, Directors, Officers and committee members of their election or appointment.
- (h) Obtain Concussion Training (per California State Law) and Child Protection Training (Safe sport Federal Law). This is to be completed annually

## Reference

### Resources

- [Secretary: Local League Role](#)

### Videos

## Best Practices

- ✓ Minutes should be approved each month and posted on your website

# TREASURER

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## Goal

*The League Treasurer signs checks co-signed by another officer or director (or as directed by the local league's constitution), dispenses league funds as approved by the board of directors, reports on the status of league funds, keeps local league books and financial records, prepares budgets, and assumes the responsibility for all local league finances.*

## Constitution

- Reviewed and approved at the annual meeting by membership
- Quorum required for approval
- League Officers and job descriptions should be updated on annual basis, as applicable

## Responsibilities

Responsibilities per sample Little League Constitution

### **Treasurer - The Treasurer shall:**

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to the Little League International.
- (f) Obtain Concussion Training (per California State Law) and Child Protection Training (Safe sport Federal Law). This is to be completed annually



## Reference

### Resources

- [Treasurer: Local League Role](#)
- [9 Principle Responsibilities of a Treasurer](#)
- [Don't Let This Happen: Duped Into Issuing Online Payment](#)
- [Risk Management Downloads](#)
- [Season-End Financial Tips for Local Little League® Volunteers](#)
- [Don't Let This Happen: Money Gone Missing](#)
- [Don't Let This Happen: Not Taking Immediate Action When Money Goes Missing](#)
- [Help Protect Your League with Crime Insurance Coverage](#)
- [Local Little League® Financial Transparency Checklist](#)

### Videos

## Best Practices

- ✓ Include budget updates as standing agenda item at Board meeting



## Additional Information and Resources

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- [District 11 Website](#)
- [Little League University](#)
- Concussion Training from the CDC
- Safe Sport, Child Protection Training

Information contained within this manual is a compilation of Best Practices, information found in Little League Operating Manual, Rule Book and Little League University. Our hope is to have this document evolve based upon feedback from our leagues based upon your own experience in the program.

*Addition, suggestion, or changes should be made in writing to:*

California District 11

Jerry Pierce, District Administrator

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