



# Arizona District 5 Little League

President, League Officer, and  
Treasurer Training  
January 7<sup>th</sup> 2019



# Little League Article II

- *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 grow to be good, decent, healthy and trustworthy citizens*



# Agenda

- Presidents Training
  - Required BoD positions
    - Role of the President
    - Role of Required BoD positions
  - Preparing your annual calendar
  - Waivers
  - Constitution and yearly revisions
  - Yearly financial report
  - Yearly membership meeting
- Questions



# BoD Officers

- Required Board of Directors Offices
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Player Agent
  - Safety Officer
  - Coaching Coordinator
- Recommended officers
  - Information Officer
  - Concession Manager
  - Sponsorship Manager
  - Umpire-in-Chief



# Role of the President

## ***Summary:***

- Apart from all other considerations, sound leadership, couched in knowledge, experience and common sense, is the greatest requirement and most exemplary qualification of the man or woman selected as president of a Little League
- Leadership is the main attribute
- Selects all Managers, Coaches, Umpires, and committees
- Main contact for the league for international and district
- Strong leader in community and advocating for LL
- Presides at league meetings, and assume full responsibility of league operations



# Role of the Vice President

## ***Summary:***

- Presides in absence of the president
- Works with other officers and committee member
- An ex-officio member or all committees



# Role of the Secretary

## ***Summary:***

- Maintains register of members and directors
- Records minutes of meetings
- Issues meeting invitations
- Manages league membership rolls



# Role of the Treasurer

## ***Summary:***

- Prepares budgets and assumes the responsibility for all local leagues finances
- Develop Annual report for league
- Signs check co-signed by another officer or director
- Dispenses league funds as approved by the board of directors
- Reports on the status of the leagues funds
- Keeps local leagues books and financial records





# The Player Agent

- Conducts Annual Tryouts
- In charge of player selection
- Assists the president in checking birth records and eligibility of players
- Generally Supervises and coordinates the transfer of players to or from the Minor Leagues according to precisions of the Little League Baseball and Softball
- The player agent must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received written permission.
- Separate player agents may also be selected to oversee individual division within the league



# Player Agent Organization Chart





# League Constitution

## Section 6

- The play Agent Shall:
  - Record all player transactions and maintain an accurate and up-to-date record
  - Receive and review application for player candidates and assist the President in verifying residence and age eligibility
  - Conduct the tryouts, the player draft, and all other player transactions or selection meetings
  - Prepare the Player Agents list
  - Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit
  - Notify Little League Headquarters of any subsequent player replacements or trades



# Role of the Safety Officer

## ***Summary:***

- Coordinates all safety activities for league
- Prepares and submits the ASAP plan to LLI
- Ensures Safety in all league activities and events



# Role of the Coaching Coordinator

## ***Summary:***

- Coordinates all coaches within the league
- The main voice for coaches and managers to the BoD



# Annual Calendar

## Recommended Dates:

- **September**
  - Hold Annual Membership Meeting
  - Elect BoD and elect officers
- **October**
  - Establish registration dates
  - Establish registration costs
  - Establish dates for tryouts
  - Establish dates for draft
  - Establish dates for opening day
  - Establish dates for clinics and trainings
- **November**
  - Review constitution – draft changes for next annual meeting
- **December**
  - Apply for new years charter
  - Apply for general liability insurance
- **January and February**
  - Oversee establish dates and plans
  - Check on registration numbers
  - Interview and appoint coaches
  - Run background checks
- **March, April, and May:**
  - Oversee season operations
  - Start planning and registration for Fall Ball Programs
  - Finalize all All-Star Selection processes.
- **June**
  - Select and Announce All-Star Teams



# Waivers

- Waivers for Leagues – All Due Feb 28<sup>th</sup> 2019
  - IID Waivers
    - Used for players that used to live within your league but have moved to another leagues boundaries. Must not break service with home league during waiver
    - Only needs to be submitted once in the players carrier
  - Out of Boundaries Waivers (OBW)
    - Must be submitted and approved annually
    - Will not be eligible for All Star Play
    - Used for players that live outside leagues boundaries that have never lived in leagues boundaries.
    - Home league BOD must approve release, Requesting League BOD must approve waiver and parents must sign and complete OBW waiver and Letter of hardship must be provided
  - Residency Waiver
    - If player moves into boundaries after the February 1<sup>st</sup> cut off
    - Must apply for waiver from LLI for player to play



# Reviewing Constitution

- Reviewing League Constitution
  - Handout
  - Review and make any changes so your membership can vote and annual meeting
    - Must have 2/3 voting majority to pass any revisions
  - Process
    - Once revised send draft to Western Regional Office in San Bernadine
    - They will indicate if they approve of draft
    - Announce vote of membership to ratify the new changes and consitution





# Yearly Financial Report

- Annual Financial Report
  - Must be presented at Yearly Membership Meeting
  - Should contain all budget items and expenditures
    - Show under / over budget projections for chart of accounts
  - Should contain balance sheet and chart of accounts
    - Show Income and Expenditures for the FY (October 1 – September 30)
  - Proposed Budget for next fiscal year
- This Report is due to be reported at your Annual Membership Meeting
  - This report is also due to District by the end of October for filing with Little League International



# Yearly Requirements

- File Arizona Cooperation Commission Annual Filing
  - <https://ecorp.azcc.gov>
  - Update any new board members at this time
- File Taxes with IRS
  - Little League has a fiscal year from
  - October 1<sup>st</sup> to September 30<sup>th</sup>



# 501(c)3 Process for LLI

- Yearly Process to be included on LLI 501(c)3 status
  - League must submit to LLI the following:
    - Annual Financial Report
    - Next years Budget
    - Letter of Intent (with Leagues ENI number included)
  - Submit electronically to [bbasset@littleleague.org](mailto:bbasset@littleleague.org) (Becky Basset)



# Yearly Membership Meeting

- Each league must hold a yearly membership meeting
  - Every member in good standing is welcome to attend
  - Must have at least 50% of membership present to hold meeting
  - At meeting the following is done:
    - Annual financial report is given
    - Annual state of the league address
    - Selection of number of board member for the next fiscal year
    - Voting to fill number of voted on board members
    - Voting on any policy and constitution revisions
  - Meeting held in September



# Background Checks

- All volunteers with frequent participation are required to have a background check done.
- All Background checks are to be done via JDP.
  - League gets 150 free background checks



# League Data Center

- Review Data Center and its importance



# Issues?

- If you have any questions during the season don't hesitate to ask for help!
  - The Regional and District staffs are here for you
  - Don't hesitate to contact Carl at [azd5da@cox.net](mailto:azd5da@cox.net) or your leagues liaison with any questions



# Questions

Questions?

Thank you for Attending and your Dedication  
to Little League

Training information will be posted to the  
District 5 Website  
[www.azdistrict5.org](http://www.azdistrict5.org)