

General Board Members Training

## Arizona District 5



little  
league

“

**Little League believes in the POWER of youth  
baseball and softball to TEACH life lessons  
that BUILD stronger individuals and  
communities.**

”

**Little League Mission Statement**

# Agenda

- **General Board Members Training**
  - Role of Governing Board Member
  - League Structure
  - League Require Officers
  - Expected Commitment for a Board Member
  - League Operations
  - Data Center
  - Little League Website / Training



# ROLE OF A BOARD MEMBER

## Board of Director Authority

- The management of the property and affairs of the Local League shall be vested in the BoD

## Duties and Powers:

- The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.
- The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution.
- The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a, b).

# LEAGUE STRUCTURE

- **League Constitution**
  - Each league is governed by its Leagues approved constitution.
- **Annual Requirements**
  - Annual Financial Repot
  - Cooperation Commission
  - File Taxes with IRS
  - Apply for 501(C)3 status with Little League
- **Annual Membership Meeting**
  - Each league must hold a yearly membership meeting.
    - The following is to be covered:
      - Annual Finical Report, Annual State of the League Address, Selection of number of Board Members, Election of Board Members, and voting on new constitution revisions

# REQUIRED LEAGUE 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

## Board Positions

# SUMMARY OF DUTIES

### Role of the President:

- 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:

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

## Board Positions

# SUMMARY OF DUTIES

### Role of the Secretary:

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

### Role of the Vice President:

- 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

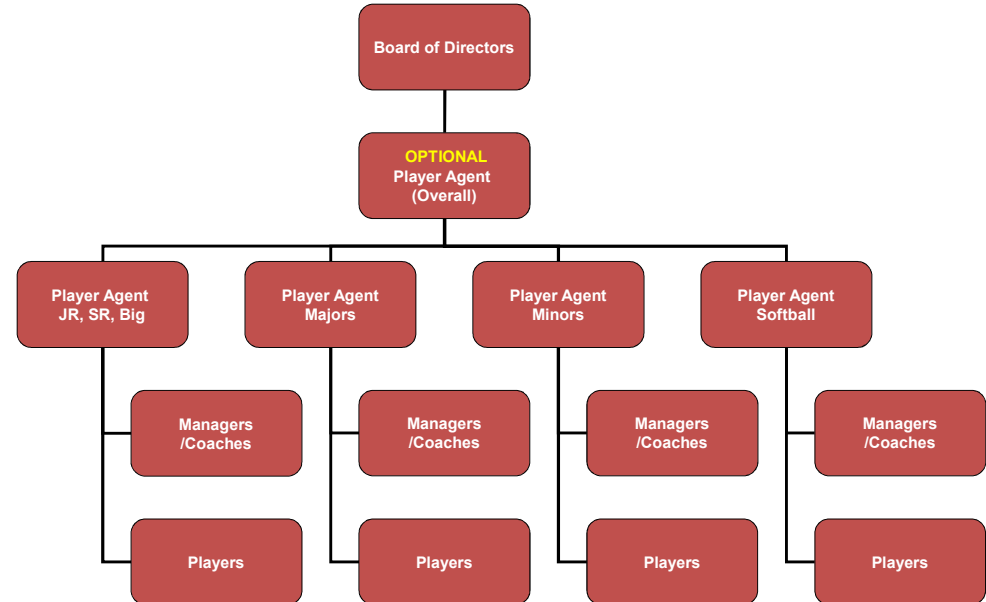


## Board Positions

# SUMMARY OF DUTIES

## Role of 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



## Board Positions

# SUMMARY OF DUTIES

### Role of the Safety Officer:

- 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:

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

Focusing on the Basics

# GOAL SETTING

1

## What do you want to Accomplish?

What was the reason you ran for the BoD?

What is the main thing you want to accomplish this season?

What improvement does your league need?

2

## Set obtainable Goals

Set one or two obtainable goals for the season.

Example:

Getting the league out of negative financial situation

New equipment or league improvements

3

## Focus on achieving your goals

Work to ensure that your goal is accomplished

Work with your BoD / team to ensure completion

Evaluate the outcome and celebrate the success

## General Board Members

# EXPECTATIONS OF BOARD MEMBERS

### Leadership

- Each board member is expected to be a leader in the Little League Community
- In addition board members must be leaders within their leagues and community to ensure positive league operations

### Affiliation

- Each board member is expected to promote the Little League Program and no other program during their tenure

### Commitment

- Board Members are expected to participate in daily operations of the local league.
- Board members are also expected to participate in league activities to ensure a smooth operation

### Board of Directors sets League Operations

- League operations run October 1<sup>st</sup> till September 30<sup>th</sup>
- Set annual calendar at first meeting in October.

# ANNUAL CALENDAR

## *Recommended Dates:*

- **September**

- Hold Annual Membership Meeting
- Elect BoD and elect officers

- **October**

- Establish tentative registration dates
- Establish registration costs
- Establish tentative dates for tryouts
- Establish tentative dates for draft
- Establish tentative dates for opening day
- Establish tentative dates for clinics and trainings

- **November**

- Review constitution – draft changes for next annual meeting
- Attend Park and Rec meetings for field use. (Depending on municipality)

- **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, July, and August**

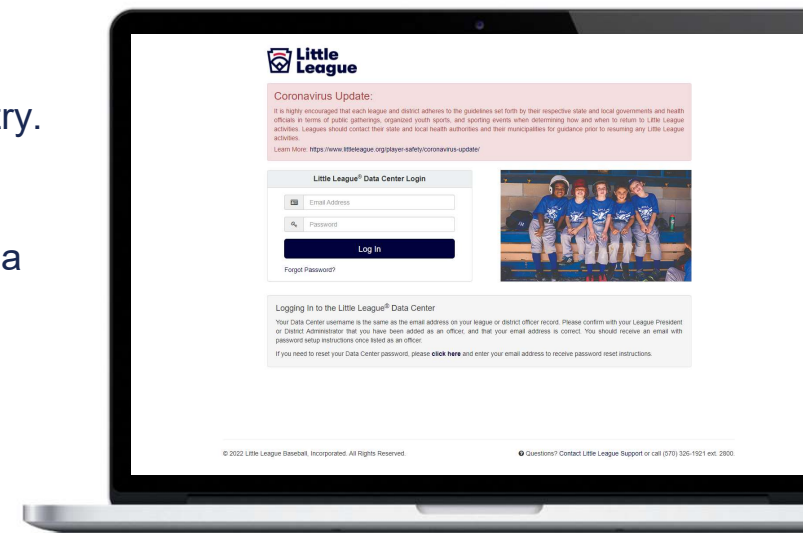
- Select and Announce All-Star Teams
- Ensure Fall Ball registration is running
- Create Fall Ball teams for upcoming season

# LEAGUE OPERATIONS

- **Ensure presence at League events**
  - Board should be present at all events to ensure proper management
- **Engagement**
  - Board should engage with members and players to ensure value of the program
  - Board should do at least monthly checkups on satisfaction from its leagues stakeholders
  - Board should be responsive to its membership and members
- **Remember **YOU** make the league run well! Make sure every player has the best experience possible!**

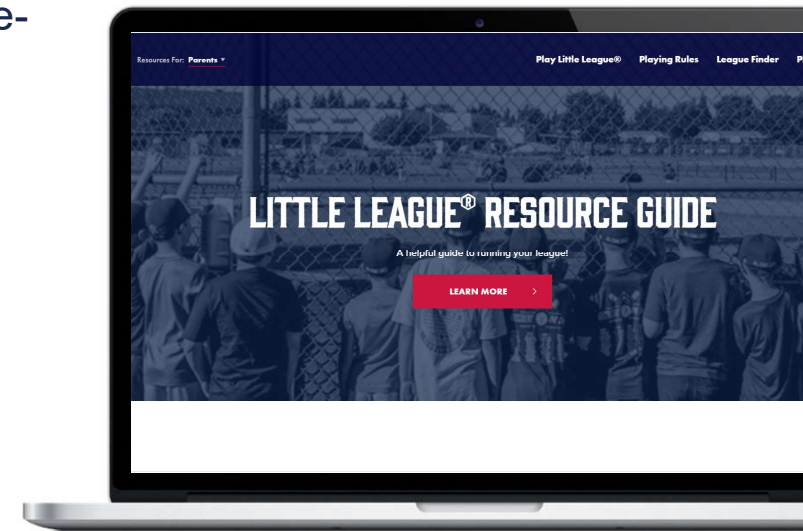
# DATACENTER

- **Review Data Center**
  - Central point of information for league, district, and LLI
  - What you will use:
    - Find Umpires
      - Umpires that have been approved via the umpire registry.  
No need to background check these umpires
    - Manage Forms
      - Interleague and combined play forms are maintained via this function
    - Manage/View Officers
      - Only officers listed on this tab will be covered under your insurance policy
    - Submit Background Checks
      - Quick link to JDP website
    - View District Information
      - See information for all leagues in the District



# LLI WEBSITE

- **Review Little League website**
  - [www.littleleague.org](http://www.littleleague.org)
  - Resource Guide (<https://www.littleleague.org/resource-guide/>)
    - Contains information on how to run a league
    - Contains tools and trainings
  - Little League Forms
    - All of the little league forms and materials you will need are contained on this page
  - League finder
    - How families can find their home league
  - Playing rules and policies
    - Information on how to crowdfund
    - Use of the Little League trademarks





Communication

# 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

LITTLE LEAGUE® INTERNATIONAL



# 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)**