

President, VP, and Treasurer 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

- **Required Board Positions**
 - Role of the Presidents
 - Role of the Required Board Positions
- **Goal Setting**
- **Preparing your annual calendar**
- **Waivers**
- **Constitutions and yearly revisions**
- **Yearly financial report**
- **Yearly membership meeting**



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 Treasurer:

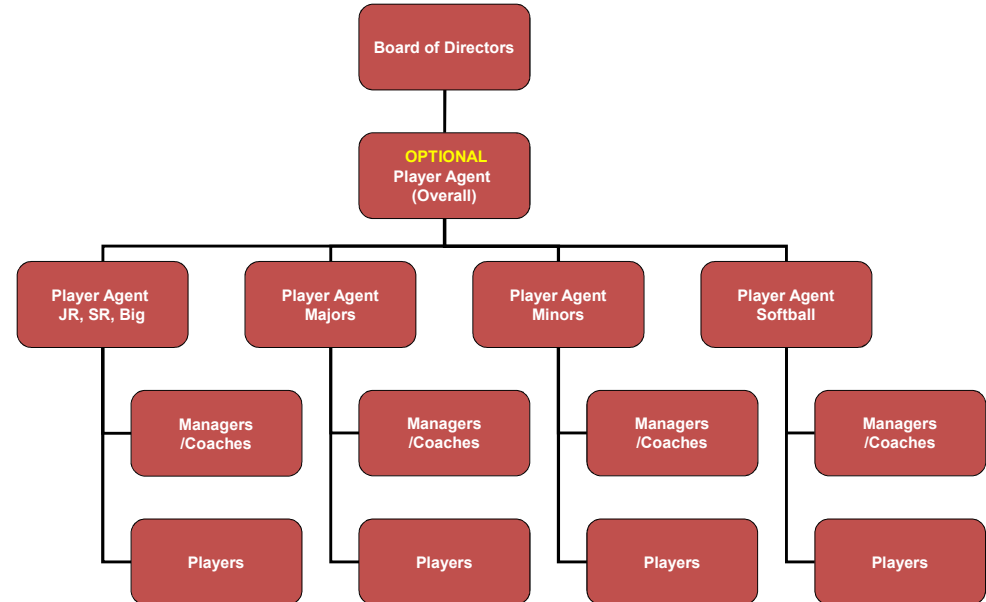
- Prepares budgets and assumes the responsibility for all local leagues finances
- Develop Annual report for league
- Signs check co-signed by another officer or director
- Dispenses league funds as approved by the board of directors
- Reports on the status of the leagues funds
- Keeps local leagues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

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

WAIVERS

- **Waivers for Leagues – All Due Feb 28th 2023**
 - **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) with Red Shirt Option**
 - This is a full release with a one year red shirt option
 - Player will be eligible for tournament play after one year of service with new league
 - Three step process:
 - Parent submits request to join new league. Request must include why they are making the request
 - Home league Board of Directors votes on weather to release or not and produces communication regarding the vote
 - New league Board of Directors votes on weather to accept or not and produces communication regarding the vote
 - These three items are submitted to the District Administrator for review
 - After review the DA will add comments and send to WR for LLI approval or denial
 - **Residency Waiver**
 - If player moves into boundaries after the February 1st cut off
 - Must apply for waiver from LLI for player to play

REVIEWING CONSTITUTION

- **Reviewing League Constitution**
 - 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 constitution
- **All Leagues must submit a new Constitution by February 28th 2023**
 - Submit draft constitutions to Jacquie Treach at azd5pio@gmail.com and copy Carl A Thompson at azd5da@cox.net

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
- **All Leagues must submit to Little League and the District by October 30th**
 - Currently no leagues have submitted last years Financials and this years budget.
 - Please submit them to DA at azd5da@cox.net ASAP

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 1st to September 30th

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 (Becky Basset)

Membership Meeting and Background Checks

YEARLY REQUIREMENTS

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:

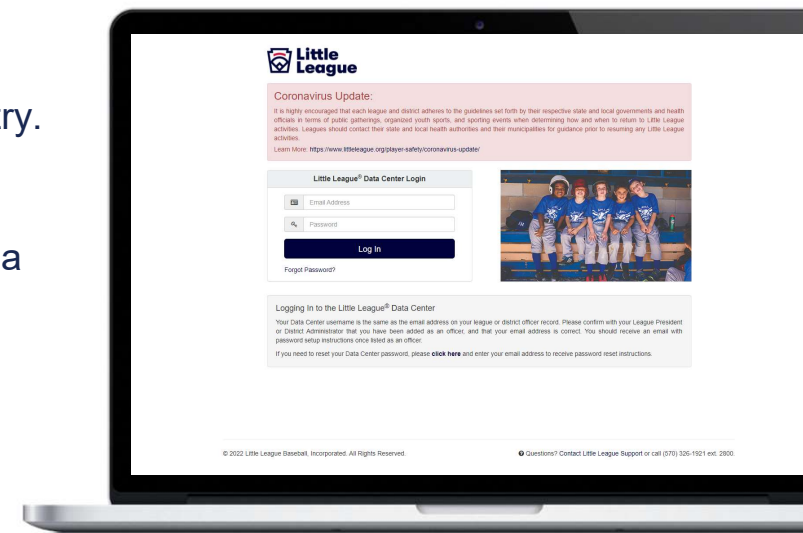
All volunteers with frequent participation are required to have a background check done.

All Background checks are to be done via JDP.

- League gets 125 free background checks
- Website <https://www.jdp.com/littleleague-backgroundcheck/>

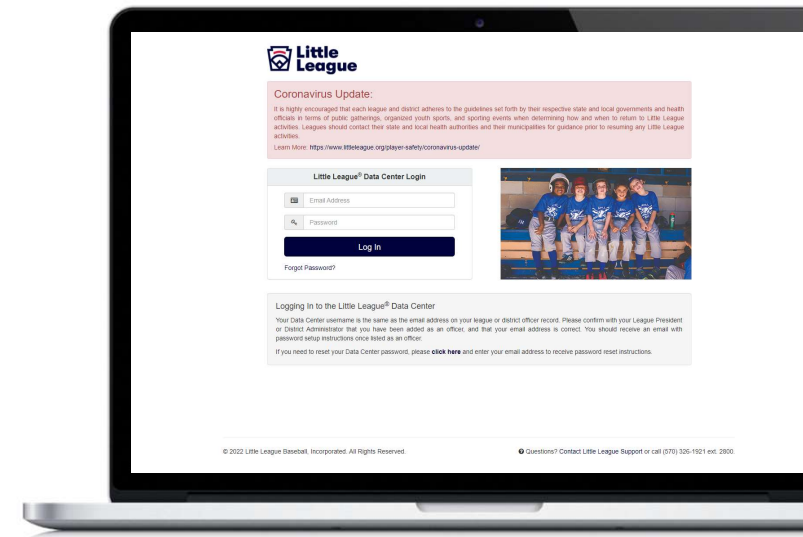
DATACENTER

- **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



RESOURCE GUIDE

- **Review Resource Guide**
 - <https://www.littleleague.org/resource-guide/>



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 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**