

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, coupled 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:

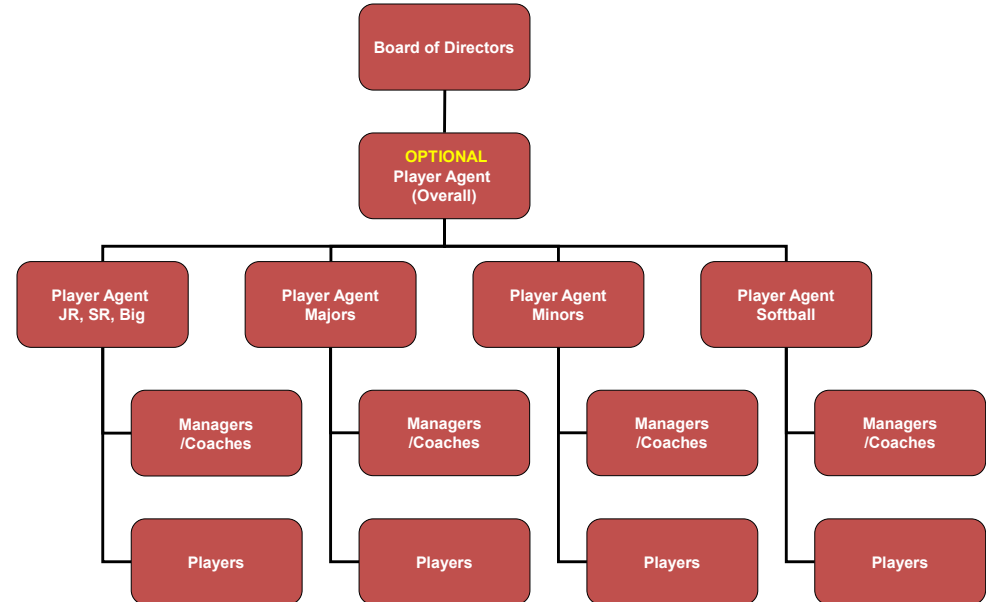
- Prepares budgets and assumes the responsibility for all local leagues finances
- Develop Annual report for league
- Signs check co-signed by another officer or director
- Dispenses league funds as approved by the board of directors
- Reports on the status of the leagues funds
- Keeps local leagues 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 28<sup>th</sup> 2025**
  - **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 1<sup>st</sup> cut off
    - Must apply for waiver from LLI for player to play

# PLAYERS CHOICE – REGULATION II

**LEAGUE CHOICE (Ages 4-7):** Players league age seven (7) and under may register in any Little League program without respect to any geography-related eligibility or school enrollment eligibility requirements.

**NOTE:** Players registering under this option are fully eligible to participate in all aspects of league play, including International Tournament play, for the duration of their Little League careers provided they have continuous and unbroken participation within the specific league where initially registered and provided all other participation eligibility requirements have been met.

# PLAYERS CHOICE CONT.

Players who have participated in the league without a break in participation since league age seven (7), OR the sibling of a player who is an active participant league age (7) or younger OR the sibling of an active player in the league who has participated in the league without a break in participation since league age seven (7), are eligible to continue participation in the league provided they maintain continuous and unbroken participation within the league and regular season play.

**NOTE 1:** This option only applies to players born on or after September 1, 2017 (Baseball) or January 1, 2017 (Softball).

**NOTE 2:** A player may only qualify based on a sibling who initially gained eligibility under Regulation II(a)(1) if that sibling is an active participant in the league for the current season.

# 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 January 31<sup>st</sup> 2025**
  - Submit draft constitutions in the Datacenter for review

# 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 30<sup>th</sup>**
  - Currently no leagues have submitted last years Financials and this years budget.
    - Please submit them to DA at [azd5da@cox.net](mailto: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 1<sup>st</sup> to September 30<sup>th</sup>

## 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)



## 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:

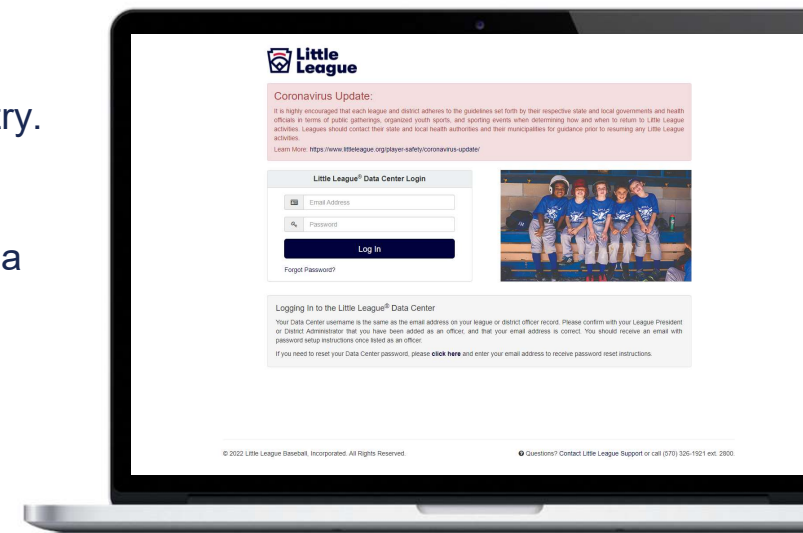
All volunteers with frequent participation are required to have a background check done.

All Background checks are to be done via JDP.

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

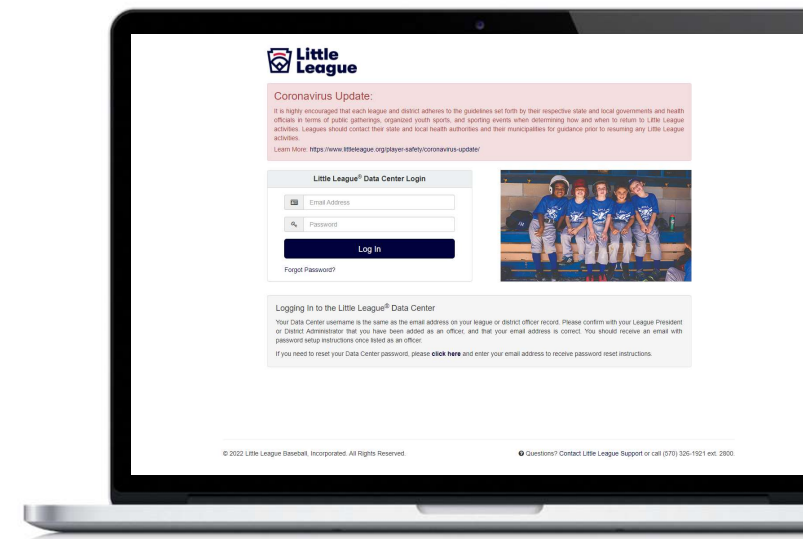
# DATACENTER

- **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](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)