



# ARIZONA DISTRICT ADMINISTRATORS ASSOCIATION

## Policies and Procedures

### ARTICLE I – NAME

The name of the Organization shall be known as the ARIZONA DISTRICT ADMINISTRATORS ASSOCIATION (A.D.A.A.), a.k.a. Arizona State Little League.

### ARTICLE II – OBJECTIVE

It shall be the policy of the A.D.A.A. to promote Little League Baseball through the coordination of State and Division Tournaments and provide, when appropriate leadership training for Little League Volunteers. The A.D.A.A. shall act as a clearinghouse for any problems or questions within the State.

### ARTICLE III – MEMBERSHIP

#### SECTION 1. MEMBER

Only duly elected District Administrators or legally appointed D.A.s by Little League Headquarters are eligible for membership in the Association.

#### SECTION 2. ASSOCIATE MEMBER

Any member of a District staff wishing to further the policies and procedures of the A.D.A.A. may upon recommendation of his/her member D.A. apply for Associate Membership in the A.D.A.A. Associate members shall have no voting rights. All Associate Members are required to be on record as District Staff Member with Little League Headquarters and Western Region.

#### SECTION 3. OFFICERS

Only members may be elected to the positions of Chair and Vice Chair. Any member or associate member may be elected to the positions of Secretary and Treasurer.

#### SECTION 4. TERM OF OFFICE

Officers shall be elected at the annual fall meeting held in October and shall hold the office for a two (2) year term or until a successor is elected. The officers shall take office on the following November 1<sup>st</sup> or until a successor is elected. It is recommended that, if possible, The Chairman and Vice Chairman should be on different election cycles.

### ARTICLE IV – DUES

#### SECTION 1. DUES

Dues for Districts shall be fixed at such amounts as the members shall be determined at the annual meeting for the following membership period.

#### SECTION 2. MEMEBERSHIP PERIOD

The Membership Period shall be October 1 through September 30.

### ARTICLE V – MEETINGS

#### SECTION 1. ANNUAL MEETING

##### SECTION 1. ANNUAL MEETING

The A.D.A.A. shall meet at least once annually. Any officer, at his/her discretion, may call other meetings. The Chairperson will distribute agenda material through the mail, at least three (3) weeks prior to the annual meeting. D.A.s wishing to have information included on the agenda must make a request to the Chairperson at least one month prior to the meeting. A copy of the minutes from the previous meeting will be mailed along with the agenda.

## **SECTION 2. AGENDA**

The Chairman shall set the agenda for the annual meeting. Members wishing to have an item on the agenda shall notify the Chairman no later than thirty (30) days prior to the scheduled annual meeting. The Agenda and supporting materials shall be sent to Members no later than 14 days prior to the scheduled Annual Meeting.

## **SECTION 3. SPECIAL MEETINGS**

Upon written request of one-third (1/3) of the members, the Chairperson shall call a special meeting to consider a specific subject.

## **SECTION 4. QUORUM**

The presence, in person or by a Representative, of one third (1/3) of the members shall be necessary to constitute a quorum.

## **SECTION 5. VOTING**

Only D.A.s or their designated representative within the District shall be entitled to vote, in person, at any meeting. During the fiscal year, in the event there is a need for a vote from the Members, electronic voting shall be allowed. Electronic voting for changes or amendments to the Policies and Procedures shall be allowed after sufficient discussions via phone or video conferences.

## **SECTION 6. RULES OF ORDER**

Roberts Rules of Order shall govern the proceedings of all meetings.

# **ARTICLE VI – EXECUTIVE COMMITTEE**

## **Section 1. EXECUTIVE COMMITTEE.**

The Members of the Association may appoint an Executive Committee which shall consist of not less than three (3) nor more than five (5) Members or Associate Members, one of whom shall be the Chairman.

## **Section 2. POWERS**

The Executive Committee shall advise and assist Members in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Members, but in no event, will the Executive Committee have authority over the Membership.

## **Section 3. EXECUTIVE COMMITTEE MEETINGS**

At any meeting of the Executive Committee, a majority of the total members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the committee.

# **ARTICLE VII – POLICIES/PROCEDURES**

## **SECTION 1. DISTRICT BOUNDARY MAP**

It will be the responsibility of the Chairperson to maintain a current and accurate map of all District boundaries within the State and to review/update said map as frequently as deemed necessary and appropriate.

## **SECTION 2. FUNDING CONSIDERATIONS**

1. The dues are based on the fiscal year and of each year and are delinquent 90 days from the following annual meeting.
2. All A.D.A.A. funds will be retained in a single checking account. Monies will be categorically divided and segregated, for reporting purposes, within this account.
3. The Treasurer will provide a financial report, including a copy of the year-end bank statement, at least annually. This report will be distributed at the annual meeting.
4. The Western Region Director and/or Assistant Director, if attending the annual A.D.A.A. meeting, will have his/her travel expenses paid by A.D.A.A. funds, unless paid by his/her budget.
5. While attending the annual A.D.A.A. meeting, State D.A. funds will be used to pay for two (2) meals for each D.A. (or his/her representative). Incidental meeting costs (meeting room, coffee, etc.) will also be

paid from the State D.A.'s fund. Other costs incurred by the D.A.s for meeting attendance (room, board, mileage, etc.) are the responsibility of each District and will not be reimbursed.

### **SECTION 3. TOURNAMENT AND TRAVEL POLICIES**

- 1. AWARDS:** A.D.A.A. is responsible for the purchasing of State Championship banners. The host District is responsible for purchasing participation pins for the teams. State hosts will distribute the State Championship banner. The championship banners are to be of the same design as distributed by Little League Baseball and Softball.
- 2. PER DIEM PAYMENTS:** It is the policy of the A.D.A.A. not to pay any per diem or any other similar costs, to any team, at State Tournament at any level/division.
- 3. PARTICIPATION AND DECORUM:** It is the policy of the A.D.A.A. to encourage parental participation and attendance at all levels of tournament. Spectators are advised to issue positive and non-distracting messages to all players and adult personnel. Anyone not fulfilling these obligations is subject to being removed by tournament officials. In keeping with the policy of "keeping the game between the lines," it is our further policy to ban any/all forms of artificial noise makers at all tournament games, including but not limited to: air horns, bells, chimes, bullhorns, etc.
- 4. FUND RAISING DURING GAMES:** Only the Host District is responsible for and permitted to conduct fund raising activities during State Tournament games (concession sales, raffles, etc.). The Host District is also responsible for staffing all such activities, along with host responsibilities for field preparation and all other similar and related activities.
- 5. DRAWING OF PAIRINGS, ETC.:** Each year at the annual meeting, the State D.A.s in attendance will draw tournament pairings. The Host District is responsible for forwarding brackets to Western Region.
  - 5.1** All districts will be drawn for each level of tournament play.
    - 5.1.1** If the District Hosts decides to conduct the State Tournament in the Double Elimination Format, the draw will fill the "byes" in the respective Little League published Double Elimination bracket. The remaining draws will be placed in the respective order for the remaining positions in the bracket starting on the top bracket of the furthest column to the left down, then on to the top of the second column down.
    - 5.1.2** If a District elects to be removed from the respective tournament, that District is removed and the remaining teams are moved UP one position from the order of the draw following the format in Article 6 Section 3 Paragraph 5.1.1.
    - 5.1.3** If the District Host decided to conduct the State Tournament in the Pool Play Format, there will be two pools. Pool A will contain the Districts drawn 1, 3, 5, 7, 9, 11, 13 and Pool B will contain Districts drawn 2, 4, 6, 8, 10, 12, 14.
    - 5.1.4** If a District elects to be removed from the tournament, the remaining teams are moved up one position in the order of the draw following the format in Article 6 Section 3 Paragraph 5.1.1.
    - 5.1.5** If a District should reverse a decision to drop from a tournament, they will be placed in the original order drawn.
- 6. ROTATION OF STATE TOURNAMENT GAMES:** All State Tournament games will be on a fixed schedule of rotation except as provided in the subsections of this article.
  - 6.1** Districts scheduled to host shall notify the Chairperson, Vice-Chairperson and Secretary fourteen (14) days prior to the Annual Meeting. The Secretary will notify all members of a District choosing to exercise their "first right of refusal."
    - 6.1.1** The District scheduled to host a respective tournament may decline to host without any penalty.
    - 6.1.2** Any member of A.D.A.A. may raise objections to any host scheduled in the rotation at the annual meeting. If an objection is made the association by a two-thirds vote may remove the district from hosting the respective tournament.

**6.1.3** The report can be amended in the event another District submits a “bid” for the same tournament and presents a proposal under Section 6.2.

**6.2** Any Arizona District may bid on any tournament in the rotation by:

**6.2.1** Notifying, in writing, the Chair and the Membership of the Association of their District’s intention to bid on a specific tournament in the rotation. The proposal must be submitted in person by D.A. or representative at the annual meeting.

**6.2.2** Submitting a proposal to the Tournament Committee to support their District’s bid on the tournament. Lack of a proposal shall constitute an automatic withdrawal of a District’s bid.

**6.2.3** To be considered, the proposal will as a minimum contain the following information:

**6.2.3.1** Tournament Name by Division and Level.

**6.2.3.2** The proposed location of the tournament.

**6.2.3.3** A detailed description of the facilities

**6.2.3.4** Detailed field description specific to the division and type of play:  
Grass or dirt infield  
Outfield dimensions

**6.2.3.5** Staffing – credentials of the District Tournament Staff to include the Site Director and the Umpires.

**6.2.3.6** Tournament play format:  
Double elimination or pool

If pool, a description of the Pool format to be used.

**6.2.3.7** How does the Host district propose to keep the rest of the Districts informed of all applicable tournament information and schedules?

**6.2.3.8** Available housing for Players/Managers/ coaches and family

**6.2.3.9** Other information that may be deemed appropriate by the submitting District to support their bid.

**6.2.4** The A.D.A.A. will award the tournament(s) by vote at the annual meeting.

## **7 TOURNAMENT FIELD SITE REQUIREMENTS**

**7.1** All tournament field sites must have a current “ASAP Facility Survey” on file with Little League International by 10:00 am. the first business day following the State Annual Meeting and meet the minimum requirements.

**7.2** All tournament fields shall meet the compulsory dimensions as indicated in Little League Rules and Regulations for the respective divisions and levels of play.

**7.3** All tournament fields should meet areas indicated the dimensions indicated as “Optional or Recommended” in the Little League Rules and Regulations for the respective divisions and levels of play.

**8 HOUSING:** The Host District is not responsible for providing or paying for team housing. Nonetheless, the Host District is strongly encouraged to help negotiate favorable rates with local hotels and/or identify for traveling teams local hotels that might offer reasonable rates to traveling teams. Host Districts may, at their own option, arrange for and offer private housing to traveling Districts, who are then strongly encouraged to take advantage of such accommodations. Regardless of how housing is arranged, it is the responsibility of each local league to assume full responsibility for housing and associated costs for rooms, food, mileage and all other expenses for players, managers and coaches.

**9 COMPLETED TOURNAMENT BRACKETS:** As soon as a State Tournament is concluded, it is the responsibility of the Host District to send a completed bracket to each D.A. so that each D.A. can know how his/her teams placed and how the tournament progressed. During the tournament, the Host District is encouraged to provide regular and periodic updates via e-mail, fax or other media.

**ARTICLE VIII – FAILURE TO COMPLY WITH POLICIES & PROCEDURES**

1. Tournament Eligibility. Failure to comply with Article VI, Section 2, Paragraph 1 and Article VI, Section 7 will result in the District not being eligible to host 8-10 Year-Old, 9-11 Year-Old, Intermediate (50/70), Little League Baseball or Softball tournaments until the District is in compliance.
2. District(s) who have not been in compliance with Article VII, Section 2, Paragraph 1 for a period exceeding three (3) years, will be required to only pay dues for the previous three (3) years.

**ARTICLE IX – AMENDMENTS OR CHANGES TO THE POLICIES & PROCEDURES**

1. Any Member may propose an amendment or change to the Arizona District Administrators Association Policies and Procedures at the Annual Meeting.
2. Proposals must be sent to the Chairperson no later than 30 days prior to the scheduled Annual Meeting. Proposals sent after 30 days prior to the Annual Meeting will not be considered.
3. Changes may be approved provided there is a two-thirds (2/3) majority of the Members in attendance when the vote is taken.