

NEW LEAGUE OFFICER ORIENTATION



Welcome

- Topics

- Chain of Command
- Objectives of the League
- Role of the Board
- Constitution
- Bylaws
- Background Checks
- Volunteer Appointments
- League Membership
- Board Meetings
- Finances
- Player Eligibility
- Draft
- Waivers
- Select Regulations, Rules and Policies

- Presenters

- Jen Colvin
 - Southeastern Region Director
- Matt Weber
 - Southeastern Assistant Region Director

- Questions?

- Use the Webex Q&A feature

Most Important Documents

League's Constitution

League's Boundary Map

Little League Rule Book

Chain of Command



Objectives of the League

- 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 will grow to be good, decent, healthy and trustworthy citizens.
- Provide youth baseball and softball activities in accordance with Little League Baseball and Softball rules, regulations and policies.

Role of the Board

- Actions by Board should be as a result of well-documented facts or a discussion which considered all relevant facts
- Diligent
 - Act with care of a reasonably prudent person
- Loyal
 - Refrain from engaging in activities that injure or take advantage of the organization
- Obedient
 - Abide by the rules, regulations and policies of the organization

Role of the Board

Govern (run) local league

Responsible for day-to-day operations

Uphold rules, regulations and policies

Manage the property and affairs of the local league

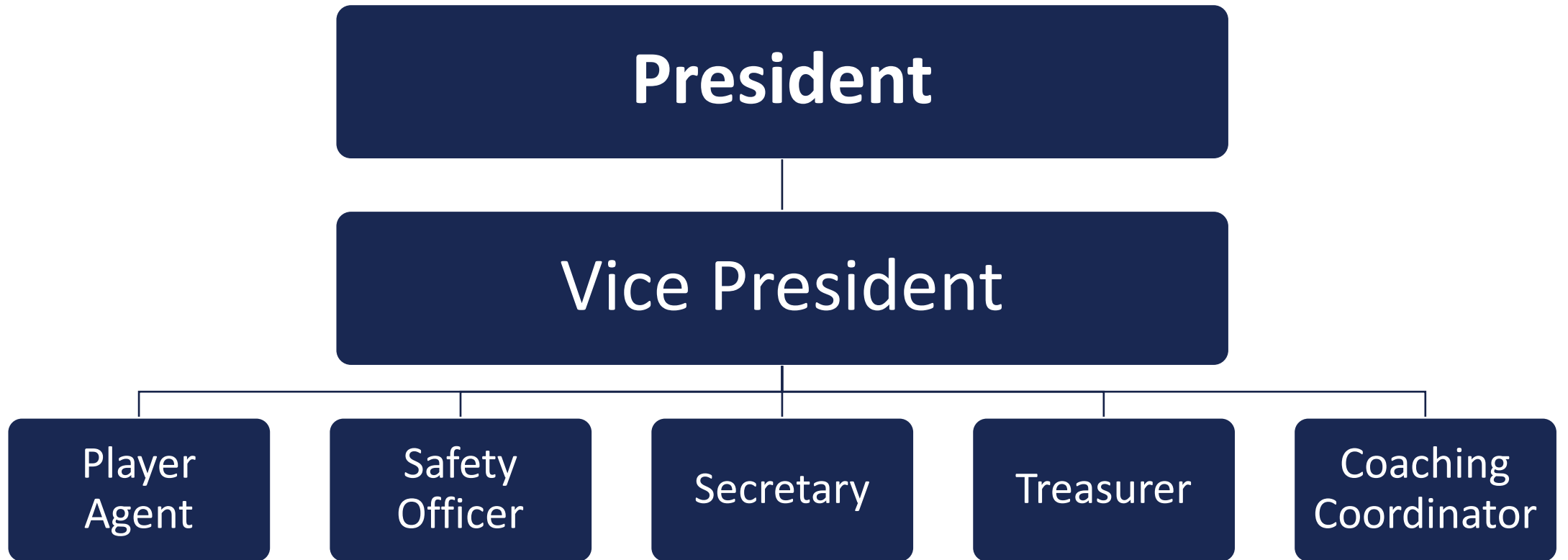
Be a leader and example to players and volunteers

Communicate effectively with league members

Work with district for a variety of topics

Respond to and work with Regional Office

Board of Directors



League President

- Assumes full responsibility for the operation of the local league
- Presides at league meetings
- Receives all communications, supplies, and related items
- Sees to it that league personnel is properly briefed on all phases of rules, regulations, and policies of Little League
- Contact between the local organization and Little League



Player Agent

- Conducts annual tryouts
- Oversees player selection (draft)
- Assists president in checking birth records and eligibility of players
- Generally supervises and coordinates management of players
 - Minor League to Major League moves
 - Player Releases
 - Uphold Strict Roster Management
- Ensures which players are eligible for selection to a tournament team



Additional Directors Duties

- Treasurer
 - Handles all financial management of the league
- Secretary
 - Maintain league information, such as membership role, meeting minutes, meeting notices and more
- Vice President
 - Presides in the absence of the president and works with other officers
- Safety Officer
 - Coordinates all safety activities and prepares the ASAP plan
- Coaching Coordinator
 - Trains, education and monitors managers and coaches



League Constitution

- Spells out the duties and responsibilities of the officers of the board
- Defines league membership
- Outlines annual board of directors election
- Provides membership and board meeting requirements
- Legally-binding document
- Board cannot deviate from Constitution



League Constitution

- ALL changes must be approved by majority of league's general membership
 - By majority approval of those present duly-organized meeting
- Board may make recommendations to membership for changes
- Review must take place during duly-organized membership meeting
 - General, Special or Annual
- Approved membership changes provided to Region office
 - Region responds with approval or non-approval
 - Non-approval may come from questions related to document, missing information or document not meeting standards
- Board **MAY NOT** make changes without proper approval from members
- ALL board members, including non-voting officers shall have a copy of document and access available to all general members

League Bylaws

- Also known as local rules
- Expire annually at end of fiscal year/year-end/season
- Approved by the board of directors
- Spell out various operational items as well as local league options available in the rule book
 - Ground rules can be included too
- DO NOT rewrite or edit any rule or regulation
- Must be approved one month before start of season
- No changes to document within one month before start of season
 - Per your league's constitution



Bylaws & Local Rule Options

Age Structure
Per Division

Player Per
Team Per
Division

Draft Methods
Per Division

Use of "Player
Pool"

Alternative
Field
Dimensions

Continuous
Batting Order

10/15-Run
Rule

Tournament
Team
Selection

Tournament
Team Size

Background Checks

- Little League Baseball, Incorporated (“LLB”) requires each of its local leagues to conduct a nationwide background check in conjunction with the submission of a Little League Volunteer Application for all managers, coaches, Board Members, and any other persons, volunteers and/or hired workers who provide regular services to a league or have repetitive access to, or contact with, players or teams
- Regulations I (b) and I (c) 8 & 9
- Each volunteer **MUST** complete the **LITTLE LEAGUE VOLUNTEER APPLICATION** annually
- Each year, Little League International provides 125 free background checks
 - Little League’s background check provider is JDP



Background Checks

- An individual may be eligible for appointment and approval provided the proper background check is completed
- No local league shall permit any person to participate in any manner whose background check reveals:
 - a conviction, guilty plea, no contest plea, or admission to any crime involving or against a minor or minors
- Local leagues must take into consideration criminal records when making the determination whether the individual is unfit to participate in any manner in the league



Volunteer Appointments

- Each manager, coach and umpire must be appointed by president and approved by the board of directors
- President first makes appointments, which are provided to board of directors for review
 - If president does not appoint, board will not review
- No manager, coach or umpire has tenure
 - Each must be appointed and approved annually to continue to serve
- Board is not required to approve each appointment
- DO NOT provide a reason to a manager, coach or umpire if he/she is not appointed or approved



Volunteer Appointments

Volunteer Submits Application



President Appoints at Discretion



Board Approves at Discretion

League Membership

- This includes volunteers in the league
 - More than board of directors
 - Coaches, umpires, scorers, groundskeepers, team parents, etc.
- An individual should have to do something to be a member
- Regular Members are those that are eligible to vote at membership meetings
- Parents are not members, unless they qualify
- Members should not be involved in the operation of and promotion of other youth baseball/softball organizations
- Members are also subject to discipline
 - Any discipline MUST follow constitution

Board Meetings

- Frequent meetings are encouraged
 - Once a month strongly recommended
 - Hold meetings each month, regardless if league action is taking place
- Prepare written agenda in advance of meeting
 - Provide, along with related information in advance of meeting
- Allow for adequate time to thoroughly discuss all items and more
- Provide an environment that encourages open discussion
- Frequent attendance should be mandatory



Board Meetings

- Meeting minutes are a must and should be accurate and thorough
- Be transparent with members
- Share meeting minutes on website and with members as requested
- Allow members to attend
 - Either with open meetings or through a request
- Follow Robert's Rules of Order

Meeting Minutes

Meeting Type

Organization Name

Date and Place

Attendees

**Approval of
Previous Minutes**

All Reports

All Action Taken

**All Main Motions
Carried or Lost**

**All Other Motions
Needed for Future
Meetings**

Adjournment

Finances

- A financial report must be submitted annually to Little League International by each league
- A financial report shows the league expenses and income per category for the fiscal year
- The treasurer should provide a financial report monthly to the board and copy of bank statement
 - Posting financial report on the league website or at the league site provides transparency
- Use a budget to begin the fiscal year
 - Keeps board accountable
 - Compare with financial report
- Maintain documentation of all significant revenue sources
- Require multiple signatures on checks and bank accounts
- Limit and monitor use of credit and debit cards
- All non-profits regardless of income must file appropriate 990 form with the IRS as well as required state forms



Finances

- Each local league may become tax exempt under Little League Baseball, Incorporated's Group Exemption Number
 - Must apply by submitting Letter of Intent to Little League
 - Must use a fiscal year of Oct. 1 – Sept. 30
- May apply for own directly with IRS
- Leagues must apply for own state sales tax exemptions
- Leagues may become incorporated with approval from Little League
 - Submit paperwork and consent form for review
 - Once approved, league would file and maintain with state government offices

Contact Becky Bassett for further assistance

BBassett@LittleLeague.org

570-326-1921 ext. 2228



Player Eligibility

- A player will be deemed to reside within the league boundaries if:
 - His/her parents are living together and reside within such league boundaries
 - Either parent or court-appointed legal guardian reside within such boundaries
 - He/she attends school within the boundaries of the local Little League
- “Residence,” “reside” and “residing” refers to a place of bona fide continuous habitation.
- Place of residence once established shall not be considered changed unless the parents, parent or guardian makes a bona fide change of residence.
- It is recommended that the league require some proof of residence or school attendance within the league’s boundaries at the time the player registers
- It is the league’s responsibility to ensure each players meets the requirements to be eligible for the league
- Leagues can’t accept players who do not reside/attend school within league’s boundary



Player Eligibility

- Age determination date for SOFTBALL is December 31
 - The player's 'league age' for the current season is the age she was on December 31
- Age determination date for BASEBALL is August 31
 - The player's 'league age' for the current season is the age he/she will be on August 31
- Each player must present proper proof of age documentation prior to participation with the league
 - Original Birth Record
 - Or one of four other available options



Player Eligibility

- Each league's board of directors determines the age structure per division based on the range of ages available
- Players participating in the Major division or above may participate in up to two divisions
 - Players may not play in more than one league
 - Does permit player to participate in both baseball and softball within league
 - Player may only be selected to one Tournament team
- 12-year-olds may participate in Minor League under specific circumstances
- 15-year-olds may only participate in Junior League with Little League approval



Player Draft

- Major Divisions and above MUST conduct a draft from approved methods
 - Tee Ball, Minor and Machine/Coach Pitch need to assigned players, but may use alternative method
 - A different method may be used per division of play
- Drafts take place after a tryout evaluation
- Providing parity within league will provide a valuable experience for all teams and players
- Tee Ball and Minor League teams must be disbanded annually



Player Draft

Plan A

Players return to their teams of previous season

Teams will then fill remaining roster spots from new division candidates

Plan B

Typically known as 'redraft"

Returning players must be drafted, but can be drafted to any team

Plan C

Blind Draft Method

No players automatically return to team

Waivers

- Each local league must follow all rules, regulations and policies
- Each league may make a request to operate outside of a specific rule, regulation or policy
 - Nothing is off limits
- However, it is only a request and no guarantee of approval is provided
- Until approval is provided, the league may not utilize the requested alteration
- Requests and any subsequent approvals are annual
- All requests must be submitted and approved prior to June 1



Waivers

- The only entity to allow a league to operate outside of the rules, regulations and policies is the Charter Committee
 - The Regional Office is provided limited ability to review and respond to various types of requests
 - District has NO authority to grant or deny any waiver requests. Will provide comment only
- Charter Committee is made up of operation staff members from the Williamsport headquarters office
- Charter Committee works through the Regional Office in review and response of each request
- Leagues make their requests through written statements provided to the District then to the Regional Office

Out-of-Boundary Player

- Leagues can only allow players to participate that do not meet residency and/or school requirements with approval from the Charter Committee
- No league is obligated to request a waiver for out-of-boundary players
- Request must be made before player's participation with league
- Player is not eligible until response is received from Charter Committee
- It is the requesting league's responsibility to initiate the waiver on behalf of the player
- A pre-set outline of steps must be followed in requesting the waiver

Out-of-Boundary Player Request

- To request a waiver for an out-of-boundary player:
- Requesting league's board of directors votes whether to make request to Charter Committee
 - If league votes NO, the request does not proceed
- League makes written request and provides to district along with letter from parent and any supporting information
 - If player resides or attends school in another Little League boundary, requesting league must gather written comment from that league
- District forwards to Regional Office with his/her comments after reviewing
- Regional Office compiles information and submits to Charter Committee for review
- Charter Committee reviews and responds, which will be provided in writing from Regional Office



Regulations, Rules and Policies

- Regulation II (d)
 - Players who move or change schools outside of the league boundaries, can continue participation with league
 - Current players, or any sibling of a current player whose brother or sister met the criteria under II(d) at one time may be retained.
 - Any player meeting (1) or (2) above may be retained for the remainder of his/her career, including Little League, Intermediate (50-70) Division, Junior, and Senior League competition.
 - NOTE: A player who qualifies under this regulation and elects not to participate for a playing season is not eligible to be retained for the subsequent season.
 - Regulation II (d) form must be completed by the league president, which includes collecting proper residency or school enrollment/attendance requirements.
 - Form and supporting documents are submitted to District Administrator for review
 - The league and the district will maintain the form and documentation in their files and provide copies to parents
 - This review process is only required once during a participant's career



Regulations, Rules and Policies

- Rule 1.11 (a) 2
 - The Little League Official Shoulder Patch must be affixed to the upper left sleeve or left chest of the uniform shirt. Patches shall be placed centered on the left shoulder sleeve; or, centered on the left chest for sleeveless style. The patch may not be screen-printed or sublimated.
- Guidelines for Use of “Little League” in Fundraising and Local League Sponsorship
 - No advertisements for sponsors or donors (lettering on uniforms, fence signs, program ads, websites, etc.) may include direct references to alcohol; tobacco products; e-cigarettes; vaping; marijuana or other controlled substances; firearms; gambling; or adult content.
- Crowdfunding
 - Review policy regarding use of crowdfunding sites, such as [gofundme.com](https://www.gofundme.com), before using such site.



Questions?

Thank you for joining us!

A follow-up email message will be sent in the following days.