

LITTLE LEAGUE® DISTRICT ADMINISTRATOR MEETING BOOK



INTRODUCTION & OVERVIEW

Dear Little League® District Administrator -

Within this booklet you will find materials to hold at least five district meetings throughout the year at designated times of the year, to create a district calendar and as well as what is known as The DA Timeline. Use these materials to support or improve your district operations and in turn help your leagues be effective and proper local Little Leagues.

There are five time frames provided to assist you. Pre-Season Administration/Fall (Oct.-Dec.); Pre-Season Planning (Jan.-March); In-Season (March-April); Post-Season/Tournament (May-June); Post-Season/Summer (July-September). You may find your time frames maybe slightly different, based on your location.

DISTRICT MEETING KIT

The District Meeting Kit provides an overview of meeting decorum, collecting meeting minutes and conducting at the minimum of five meetings with local leagues throughout the year.

The meeting sheets will help you plan for your meeting, build an agenda and track attendance. These sheets help you execute five meetings at various times of the year with recommended topics to help you execute these meetings. We would suggest you cover these topics in some manner during this time of the year. You may have additional items to cover during these meetings and those items should be added to your agenda.

When providing notice about your meeting, you should include the agenda for the meeting, with most, if not all of the items as outlined on sheet for that particular meeting plus any additional items you wish to add. Use the attendance sheets to track attendance for your records.

If you elect to have more than five meetings, divide up topics from the meeting sheets for that time of the year to build an agenda for the meetings.

THE DA TIMELINE

The DA Timeline is a tool to help the DA execute his/her year, with tasks, important dates, educational topics and more. Specific dates and months or time frames during the year are tagged to each item. Your time frames may vary based on your location but provides a snapshot of your year so you can execute work as needed.

The Timeline can also be useful if you wish to expand your meetings to monthly (or near monthly). Mixed with meeting sheets, you help build out meeting agendas for more than five yearly meetings. If you hold more than five meetings, you can hold shorter meetings.

CREATING A DISTRICT CALENDAR

A highly recommended task of the DA is to build a yearly planning calendar that is very useful to not only the district but to each league. Along with financial records, this can provide transparency of your district operations

Use the items outlined year, with their suggested time frames or dates to build your calendar, along with any other items not provided here. Your calendar should be provided at the start of the fiscal year (October) and than update as needed throughout the year.

SUPPORT AND MATERIALS

A variety of support and materials for the topics and tasks outlined throughout this booklet can be found on LittleLeagueU.org or by contacting the Region Office. If there are not materials available, the Region Office can assist, provided reasonable advance notice is provided.

DISTRICT MEETING KIT

DECORUM

Below is an overview of proper meeting decorum in regards to the order of business.

1. Call the meeting to order
2. Roll Call
3. Minutes of the previous meeting
4. Reports of the officers:
 - a. district administrator
 - b. assistant district administrators
 - c. treasurer
 - d. secretary
5. Standing committee reports (i.e. Interleague Play, Special Games/TOC, League Development)
6. Special committee reports (i.e. Tournament Site Selection, Finance)
7. League reports (i.e. league activities, changes, updates)
7. Unfinished business
8. New Business
9. Adjourn

MEETING MINUTES

Below is an overview of the items to include in meeting minutes and details needed for minutes. Recording and distributing minutes is A MUST.

1. Kind of meeting, regular or special
2. Name of organization
3. Date and place of meeting
4. Presence / listing of attendees
5. Approval of previous minutes
6. All reports and action taken
7. All MAIN motions carried or lost (OMIT THOSE WITHDRAWN)
8. All other motions carried and which contain information needed at a future meeting
9. Adjournment
10. Signature

NOTE: The name of the maker of the motion should be stated but the name of the seconder need not be included unless the organization desires to do so. The minutes are a record of what is DONE and not of what is SAID. Generally the personal opinions of members should be avoided. Statements or discussions should not be included in the minutes.

When the motion is very important, include the count of the votes.

Normally the minutes are signed by the secretary. When they are to be published, they should also be signed by the District Administrator.

DISTRICT MEETING KIT

Meeting Type: Pre-Season Administration / Fall **Suggested Time of Year:** October-November

PLANNING FOR YOUR MEETING

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Date of Notice: _____

Provide AT LEAST 15 days before meeting.

Email or postal mail notice with date, time, location and any agenda items set.

Notification provided at least to each league president.

RECOMMENDED MEETING TOPICS

Refer to LittleLeagueU.org or contact the Region Office for supporting information.

- District Budget**
Provide league presidents and district staff a proposed budget to review and approve.
- Constitutions**
Remind leagues the importance of strictly adhering to their constitution and any changes can only be made with approval from the membership. The Board may suggest changes, as well as the members. The constitution on file with Little League is considered official.
- Bylaws / Local Rules**
Bylaws do not rewrite any Little League® rule, regulation or policy. The Region Office can review bylaws upon request and provide an overview of items to include in a league's bylaws. Each should submit a copy to the DA.
- District Calendar**
Produce a calendar for the upcoming or current year that outlines various important dates and events that leagues should be aware of. These may include meeting dates and clinics for the year, tournament projected start dates, and more. See the Creating a District Calendar portion of this booklet.
- League Board Meetings**
Review each league's board meeting schedule and review best practices and meeting decorum for conducting such meetings. Ensure leagues follow its constitution in conducting meetings and emphasize transparency with league members to open up lines of communication.
- League Chartering**
Review information available regarding chartering for the upcoming year. Emphasize proper charter numbers, how to properly charter and ability to adjust during the year. Emphasize chartering by Jan. 1 to prevent insurance lapse.
- League Finances and Taxes**
Use this topic to review the do's and don'ts of league financial management. Emphasize the importance of leagues utilizing strong financial management practices and being transparent. Additionally, discuss the advantages of applying for Little League's tax exemption and properly filling taxes annually to be compliant with federal law and prevent exemption from lapsing.
- Safety - ASAP**
Review benefits of participating in ASAP. Remind leagues of deadlines for submitting items to take part of benefits. Provide leagues with resources available, including Region Safety Officer contact information.

DISTRICT MEETING KIT

I attended the meeting below and it covered relevant topics and provided thorough education that was useful to me and my local league.

Meeting Type: Pre-Season Admin / Fall Pre-Season Planning In-Season
 Post-Season / Tournament Post-Season / Summer Other/Monthly

Meeting Date & Time: _____

Location: _____

Total Attendees: _____

LOCAL LEAGUE ATTENDANCE

Name	League	Position

District Administrator: Retain this sheet for your records

DISTRICT MEETING KIT

Meeting Type: Pre-Season Planning **Suggested Time of Year:** January-March

PLANNING FOR YOUR MEETING

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Date of Notice: _____

Provide AT LEAST 15 days before meeting.

Email or postal mail notice with date, time, location and any agenda items set.

Notification provided at least to each league president.

RECOMMENDED MEETING TOPICS

Refer to LittleLeagueU.org or contact the Region Office for supporting information.

- League Registration Plans**
Discuss each league's plans for registration and review best practices to ensure hiccups and issues are at the minimum and each league registers proper players.
- District Dues**
If your district collects dues, outline the reason for the dues and what they financially support.
- Draft / Player Selection**
Review the approved draft methods from the Little League® Operating Policies. Remind leagues they cannot differ from the draft methods without Charter Committee written approval prior to draft.
- Regular Season Schedules**
Request each league submit its regular season schedules and outline the requirements and restrictions for regular season schedules, including the need to have at least 12 regular season games, which does not include end-of-season tournaments, special games events and interleague play.
- Interleague Play**
Outline district plans for Interleague play during the upcoming season. Remind leagues that Interleague Play online applications are required to be completed by all parties before any games played. Consider forming an Interleague Play committee to formulate common rules during play.
- Rules and/or Regulations Changes**
If there are any changes released by Little League®, distribute the information and ensure each league understands the changes as they effect each league.
- Volunteer Appointments**
Review the requirements for appointing volunteers. Find out each league's plans to conduct required background checks. Emphasize the need to follow guidelines as outlined.
- Waiver Requests**
Emphasize to leagues that they must gain approval from the Charter Committee prior to deviating from the Rules and Regulations, including players that do not reside or attend school within the league's boundaries. Provide an overview of how to submit requests, including online submission site. Remind leagues that requests are not approved until written approval is provided by the Region Office.

DISTRICT MEETING KIT

I attended the meeting below and it covered relevant topics and provided thorough education that was useful to me and my local league.

Meeting Type: ___ Pre-Season Admin / Fall ___ Pre-Season Planning ___ In-Season
 ___ Post-Season / Tournament ___ Post-Season / Summer ___ Other/Monthly

Meeting Date & Time: _____

Location: _____

Total Attendees: _____

LOCAL LEAGUE ATTENDANCE

Name	League	Position

District Administrator: Retain this sheet for your records

DISTRICT MEETING KIT

Meeting Type: In-Season

Suggested Time of Year: March-April

PLANNING FOR YOUR MEETING

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Date of Notice: _____

Provide AT LEAST 15 days before meeting.

Email or postal mail notice with date, time, location and any agenda items set.

Notification provided at least to each league president.

RECOMMENDED MEETING TOPICS

Refer to LittleLeagueU.org or contact the Region Office for supporting information.

- ASAP**
Remind any leagues that have not submitted their Safety Plan (ASAP) or changes needed to do so soon. Emphasize to leagues to fulfill duties as outlined in their plans and to encourage and promote safe environments.
- Registration Data**
Remind leagues requirement to submit their registration data for players, managers and umpires to Little League® online through the data center. If leagues have already submitted data, remind them to update as needed.
- Special Games Events**
Discuss the ability to hold Special Games events, outline what they consist of and the difference from Interleague Play. Note an approved application from the Region office is required before any games are played.
- Tournament Dates**
Provide an overview of projected tournament dates for all divisions of play for all levels of play (district, state, region and World Series).
- Tournament Player Eligibility**
Review the requirements for player eligibility on tournament teams so leagues can begin to prepare. This includes reviewing residency or school documentation and birth record requirements for each player, as well as games played needed for each player. Additionally, relate regular season schedules requirements for 12 games to tournament play eligibility.
- Tournament Sites**
Outline need to review sites for tournament play and requirements for sites. Determine interest from leagues to host tournament games. Possibly form a committee to review each interested site.
- Waiver Requests**
Continue to emphasize to leagues that they must gain approval from the Charter Committee prior to deviating from the Rules and Regulations, including players that do not reside or attend school within the league's boundaries. Provide an overview of how to submit requests, including online submission site. Remind leagues that requests are not approved until written approval is provided by the Region Office.

DISTRICT MEETING KIT

I attended the meeting below and it covered relevant topics and provided thorough education that was useful to me and my local league.

Meeting Type: ___ Pre-Season Admin / Fall ___ Pre-Season Planning ___ In-Season
 ___ Post-Season / Tournament ___ Post-Season / Summer ___ Other/Monthly

Meeting Date & Time: _____

Location: _____

Total Attendees: _____

LOCAL LEAGUE ATTENDANCE

Name	League	Position

District Administrator: Retain this sheet for your records

DISTRICT MEETING KIT

Meeting Type: Post-Season / Tournament **Suggested Time of Year:** May-June

PLANNING FOR YOUR MEETING

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Date of Notice: _____

Provide AT LEAST 15 days before meeting.

Email or postal mail notice with date, time, location and any agenda items set.

Notification provided at least to each league president.

RECOMMENDED MEETING TOPICS

Refer to LittleLeagueU.org or contact the Region Office for supporting information.

- Tournament Documentation**
Outline the need of each tournament team to present documentation for review prior to the tournament. This includes the eligibility affidavit, league map with players plotted, residency/school documentation and birth record. Provide leagues with dates of review of this documentation, review the affidavit and need to have affidavit and documentation (except birth record) at each game.
- Tournament Eligibility**
Review the eligibility requirements for leagues to submit tournament teams, which includes proper regular season chartering and play, which includes at least 12 games played. Also review once again eligibility for each player on a tournament team.
- Tournament Enrollment**
Provide any information on tournament enrollment provided by Little League®. Outline requirements for leagues to enroll in each division it will enter a tournament team online through Little League® data center prior to June 15 deadline. Leagues must be chartered during the regular season in proper divisions to enroll in specific tournament divisions. If leagues are not enrolling in any divisions, leagues still must complete the enrollment to agree that they complete the necessary background checks.
- Tournament Schedules**
Provide either a sample tournament schedules, which includes format, dates and more. If closer to tournament start date, provide schedules for applicable divisions of play. Schedules must be finalized by June 15 or two weeks before start of play in the division.
- Tournament Sites**
After sites have been reviewed, announce which sites will host tournament games. Outline requirements and needs at each site to host tournament games. A checklist you create or obtain from LLU can be provided.
- Tournament Team Selection**
Ask leagues to provide tournament team selection methods. Remind leagues to follow the methods as outlined.
- Weather Plans**
Discuss how the district will handle inclement weather during tournament games, including rescheduling plans. Note that games interrupted by weather will need to wait it out until near curfew and game sites may need to be changed mid-game due to weather.

DISTRICT MEETING KIT

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Meeting Type: Pre-Season Admin / Fall Pre-Season Planning In-Season
 Post-Season / Tournament Post-Season / Summer Other/Monthly

Meeting Date & Time: _____

Location: _____

Total Attendees: _____

LOCAL LEAGUE ATTENDANCE

Name	League	Position

District Administrator: Retain this sheet for your records

DISTRICT MEETING KIT

Meeting Type: Post-Season / Summer **Suggested Time of Year:** July-September

PLANNING FOR YOUR MEETING

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Date of Notice: _____

Provide AT LEAST 15 days before meeting.

Email or postal mail notice with date, time, location and any agenda items set.

Notification provided at least to each league president.

RECOMMENDED MEETING TOPICS

Refer to LittleLeagueU.org or contact the Region Office for supporting information.

- Annual Meetings**
Most leagues will likely hold their annual membership meetings in the coming months. Review the requirements and process of annual meetings. Plan to attend annual meetings (or someone from the staff) and ask leagues to submit updated information to you within 72 hours of a completed meeting.
- Election of Officers**
Discuss the process of election of officers during the upcoming Annual Meeting. Review that directors are not elected per position and those properly elected will meet to determine who will hold which position(s). Emphasize that failure to follow constitution and proper protocol will result in null and voided results.
- Fall Ball / Second Season Program**
Discuss with leagues fall ball and second season programs and remind leagues that all rules and regulations still apply, including out of boundary players. Review options available to structuring fall ball programs and that it is fully instructional and actual games do not need to be played.
- Finances**
Review good financial management practices for each league and request financial reports for leagues. Discuss advantages of the league conducting an audit, and having it conduct by non-board members. Remind leagues to submit a financial report to Little League International and/or the Regional Office.
- League Reports**
Ask each to provide a report of the past year to the whole group, which includes highlights, registration and team numbers, as well as an issues.
- New Year Goals**
On the heels of the league reports, work with leagues to determine goals for the upcoming year both for each individual league as well for the district as whole.
- Review of Past Year**
Discuss tournament results from the past year, as well as issues that arose in planning and during the tournaments. Additionally, review highlights during the year plus issues that arose at other times of the year.

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Name	League	Position

District Administrator: Retain this sheet for your records

THE DA TIMELINE

The DA timeline provides an overview of tasks, important dates, educational topics and more. Specific dates and months or time frames during the year are tagged to each item. Some time frames may vary for your district

Review Rule and Regulation Changes.....	Pre-Season Administration
Review each league’s bylaws/local rules.....	Pre-Season Administration
Check each League’s Charter Status.....	Pre-Season Administration
Work with Leagues to Determine Pitch Count Tracking Procedure.....	Pre-Season Administration
Update District Calendar.....	Pre-Season Administration
Interleague Play Meeting.....	Pre-Season Planning
Residency Eligibility.....	February 1
Check each League’s ASAP submission.....	February
Federal Tax Return Due.....	February 15
Review each League’s Tournament Team Selection Methods.....	In-Season
Conduct Spot Checks of Leagues with Staff.....	In-Season
Update District Calendar.....	In-Season
Tournament Planning Meeting with District Staff.....	In-Season
Determine Outstanding Items for Leagues with Region Office.....	In-Season
ASAP Submission Deadline for District Incentives.....	Middle-Late March
Review League Financial Reports.....	March
ASAP Submission Deadline for League Incentives.....	Late March/Early April
Recommend Deadline for Player, Manager and Coach Data Submission.....	April 15
Remind Leagues to Submit Waivers By Deadline.....	May
Follow-Up on Any Outstanding Safety Plans.....	May
Check Each League’s Charter Status.....	May 15
Deadline for Waivers, Interleague Play Applications, Combined Team Applications.....	June 1
Deadline to Charter for Current Year.....	June 1
Tournament Briefing for Managers.....	June
Tournament Management Briefing.....	June
Residency Documents and Affidavit Review.....	June
Release Tournament Schedules.....	By June 1
Check Enrollment Status of Leagues.....	June 10
Tournament Enrollment Deadline.....	June 15
Review Tournaments.....	Post-Season/Summer
Receive each League’s Membership List.....	Post-Season/Summer
Determine League Membership Meetings for Upcoming Year.....	Post-Season/Summer
Review each League’s Fall Ball Plans.....	Post-Season/Summer
State Tournaments.....	July
Regional Tournaments.....	Mid July-Early August
Little League World Series Tournaments.....	Late July-Late August
Update League Officers.....	August
Create a District Budget.....	August
Create a District Calendar.....	August
Baseball Age Determination Date.....	August 31
Review League Financial Reports.....	September
Tournament Mileage Deadline.....	September 15
Tournament Enrollment Changes Deadline.....	September 30
Promote Upcoming Year Education and Training Events.....	Post-Season/Fall
Remind Leagues to Charter for Upcoming Year.....	Post-Season/Fall
Review Volunteer Appointments and Background Check Procedures.....	Post-Season/Fall
Work and Communicate with New League Officers.....	Post-Season/Fall
Meet with District Staff and Determine Any Changes or Additions.....	Post-Season/Fall
Determine Outstanding Items for Leagues with Region Office.....	Post-Season/Fall
Begin of Little League Fiscal Year.....	October 1
Review ASAP submission guidelines.....	October-January
Tournament Umpire Request Deadline.....	November 1
Marketing Little League Clinics and Create Attendance Incentives/Requirements.....	December
Remind Leagues to Charter for Upcoming Year.....	December
Softball Age Determination Date.....	December 31 (of past year)

CREATING A DISTRICT CALENDAR

Use the items below to create a district calendar to be provided to league officers. Your time frame may vary, but we have suggested topics per month but also per time of the year to help you.

District deadlines could be earlier than Little League-issued dates.

Item	Month	Time of the Year
League Submit Local Rules/Bylaws	January	Pre-Season Administration
Federal Tax Return Submitted	February 15	Pre-Season Planning
Submit Safety (ASAP) Plans	February	Pre-Season Planning
Interleague Meeting	March	Pre-Season Planning
Submit Registration Data to Little League	March	In-Season
Special Games / TOC Meeting	March	In-Season
District Fees Due	April	In-Season
Waiver Request Reminder	April	In-Season
Tournament Management Briefing	May	In-Season/Post-Season
Tournament Schedules	May	In-Season/Post-Season
Waiver Request Deadline	June 1	In-Season
Combined Team and Interleague Application Deadline	June 1	In-Season
Tournament Briefing for Managers	June	Post-Season/Tournament
Residency Documents and Affidavit Review	June	Post-Season/Tournament
Fall Ball Planning	July	Post-Season/Summer
Update Data Center	October	Pre-Season Administration/Fall
Financial Reports Due	October	Pre-Season Administration/Fall
League Budgets Due	October	Pre-Season Administration/Fall
Charter for Upcoming Year	December	Pre-Season Administration

There are various other items and events that could be held at various times throughout the year. Some of the suggested items to include are:

- Little League Clinics
- District Umpire Clinic
- Other District Clinics
- Special Games Events
- State Meetings
- First and Last Days of School
- Registration Dates per League
- Tryout Dates per League
- Opening Days per League
- Closing Days per League
- Fall Ball Start Dates per League
- League Board of Directors Meetings
- Annual Membership Meetings per League
- Tournament Start Days
- Holidays

LITTLE LEAGUE® BASEBALL AND SOFTBALL

LittleLeagueU.org