

CHECK LIST	SUGGESTED ANNUAL CALENDAR OF EVENTS
Sept. 1-15	Annual election of Board of Directors and Annual Meeting
Sept. 15-22	Board of Directors elects officers
Sept. 30	Apply for Charter
Oct. 1	Regular Meeting of Board of Directors. Committees to be appointed: 1. Nominating 5. Grounds 9. District 2. Membership 6. Equipment 10. Auxiliary 3. Finance 7. Managers 11. Auditing 4. Property 8. Umpire 12. Minor League
Nov. 1-30	Review constitution — apply for Incorporation and Tax Exemption (if not so structured)
December	Apply for general liability, legal liability and accident insurance prior to December 31 st .
January	Pre-season planning - Reports from Committees - Contact sponsors
February	Establish registration dates - tryout dates - Player Selection
March	date - Umpire Clinics - Manager and Coach Training Clinics.
April	Establish briefing date for new parents - Establish schedules for games - Opening Day Committee should meet biweekly to report progress and plans - Field Committee (time to paint and fix up, preparing for season opener) - Summer Camp brochures are ready.
May	Begin Regular Season Play - File Team Rosters - File Schedules
June	Second Week: National Little League Week - District Tournament meeting (where scheduled, hold election of District Administrator) - Summer Camps open at Williamsport and Green Acres, Indianapolis, Bristol and St. Petersburg - Select Tournament Team Manager and coach.
June-July	Selection of Tournament Teams - File Tournament Affidavits for 9/10 Baseball and Softball, Little League, Junior League, Senior League and Big League Baseball, as well as Softball divisions as instructed in Tournament Regulations - Tournament Team Practice - District Tournament Play - Section Tournament Play
August	State Tournaments - Division Tournaments - Regional Tournaments - World Series in eight divisions of the program - Nominating Committee reports tentative slate of prospective New Board Members to Board of Directors for September meeting.

Little League Baseball does not limit participation in its activities on the basis of race, creed, color, national origin, gender, sexual preference or religious preference.

TRAINING PROGRAM FOR LEAGUE PRESIDENTS

Leadership is the most important adult contribution to Little League Baseball. Volunteer effort without direction in leadership, vision and purposeful goals leaves much to be desired. Leadership begins at the level of the league Board of Directors and is translated most effectively by the league president.

Do you provide leadership or just give orders? The success of exercising effective leadership will depend largely on your ability to:

1. Organize
2. Motivate
3. Delegate responsibility

A president must be capable of imparting leadership qualities to co-workers, and be able to utilize them in maintaining control and integrity.

Every president, upon election, should immediately become knowledgeable of the basic philosophy of the Little League program. A thorough understanding of the Regulations is imperative. The Official Regulations encompass the policies, principles and guidelines by which the program is operated.

Upon commencement of your duties as president, the first step is taking inventory of all assets and equipment, reviewing past league operation and establishing priorities and goals for the current season. The next step is appointing proper committees and selecting committee chairmen. Appropriate meetings should be scheduled with individual committee heads, explaining their roles and the goals of each committee. It is important that the president check with committee heads on a monthly basis. Stress the importance of starting and stopping meetings on time and following a prepared agenda with concise committee reports.

Proper league organization should include the following committees: (References are from the current Little League Operating Manual)

A. Accounting Procedure

1. Previous year's report
2. Budget for current season

B. Financing the League

1. Establish fees in conjunction with the finance committee
2. Make contacts

C. Equipment

1. Inventory and proposed requirements
2. Secure bids

D. Field Procurement

1. Requirements, care and maintenance
2. Plans (future expansion and improvements)

E. Auxiliary

1. Goals and plans
2. Submit proposed projects for Board approval



F. Membership

1. Encourage more parental involvement
2. Review names of prospective Honorary, Sustaining and Regular Members

G. Committees (See Sample Constitution)

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|---------------|------------------|
| 1. Nominating | 7. Managers |
| 2. Membership | 8. Umpire |
| 3. Finance | 9. District |
| 4. Property | 10. Auxiliary |
| 5. Grounds | 11. Auditing |
| 6. Equipment | 12. Minor League |

In sequence, conforming to an annual calendar of events, the president should file applications for charter and insurance thus enabling the league to receive the necessary supplies from Little League Headquarters.

The president should be familiar with the following:

H. President annually appoints, with Board approval, all managers, coaches and umpires.

1. Qualifications desired (“Little League’s Greatest Challenge” — brochure)

I. Review Little League Regulations

J. League Boundaries

K. Incorporation

L. Tax Exemption

M. Accident and Liability Insurance

N. Plan Clinics for Umpires, Managers, Coaches, Safety Officer and Administrative Personnel

1. League training meetings for adults strengthens the local operation. Plan to attend clinics sponsored by Little League Baseball each spring. Materials are available from Little League Headquarters or from the Internet.
2. Publications for training:
 - a) My Coach Says
 - b) Training Handbook
 - c) Prepare the Child
 - d) Play It Safe
 - e) Rule Books
 - f) Umpire Manual
 - g) The Right Call
 - h) ASAP Newsletter
 - i) What’s the Score
 - j) A Year in the Life of Hometown Little League
 - k) Little League Education Program for Managers & Coaches

O. Establish registration dates and site

1. Publicity releases
2. Check authorized age documentation
3. Eligibility

P. Schedule tryouts

Q. Player Selection Date

R. Briefing Date for New Parents

S. Establish game schedule

T. Appoint Protest Committee in accordance with Playing Rule 4.19(f)

U. Begin regular season play

1. File team rosters with Headquarters (Little League Network preferred)
2. File schedules with Headquarters

V. Tournament Preparation

1. Team selection procedures
2. Manager selection procedures
3. Tournament practice
4. File tournament affidavit
5. Medical Release Form for each team.

W. Review Handbook and Manual.

It will make the job much easier and your program even more successful. The absolute check on your Little League activity is simply — “Is everyone (players, managers, coaches, umpires, league officers and parents) having fun in taking part in your program?” If not, zero in on the segment that is reflecting a negative experience and turn it around.

To gain wider experience, each president should encourage the District Administrator to hold regular district meetings. Group discussions involving other league presidents can add to the options available in resolving local league problems.

Beyond the requirement of league administration, the president should personify the best public image to the community. He/she should take an active role in gaining support and winning friends for the league program. The increasing scope of all youth activities challenges Little League to earn the respect of the community. Little League is competitive with many other agencies and it is in this area that the league president and fellow officers must give dignity and stature to the Little League program. Adopt a positive public relations policy for dealings with the press, radio and television and the general public.

Over the years, Little League has developed a successful formula for maintaining the autonomous character of local league operation. But it has also established close ties with the local league by means of intercommunications between the president and all field levels up to and including Little League Headquarters.