

THE DISTRICT ADMINISTRATOR STANDARDS FOR EXCEPTIONAL

EXCEPTIONAL LEADERSHIP

AND VOLUNTEER SERVICE

D.A. STANDARDS FOR EXCEPTIONAL LEADERSHIP AND VOLUNTEER SERVICES

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LITTLE LEAGUE® IS THE CORNERSTONE OF COMMUNITIES AROUND THE WORLD. IN ORDER FOR OUR PROGRAM TO PROVIDE A HIGH LEVEL OF SERVICE TO PARENTS, PLAYERS, AND VOLUNTEERS TO ENSURE EVERYONE HAS A FUN, MEANINGFUL LITTLE LEAGUE EXPERIENCE, LEADERSHIP AT THE DISTRICT LEVEL MUST CONTINUE TO BE THE STRENGTH OF OUR PROGRAM.

A motivated and informed District Administrator, educated in the best practices for maximizing the Little League experience, is essential to providing guidance and structure to its constituent leagues, and positioning the program as available and meaningful activities to the youth of the world.

Initiatives like New District Administrator Training and Little League University provide solid foundations for District Administrators through online resources and in-person trainings. But a distinct and comprehensive approach to servicing our leagues from the district leadership is a constant priority, and has shown to have a positive impact on local league operations and community participation.

There are a minimum of **eight standards** designed to sustain and enhance a District Administrator's ability to support and lead the local leagues he or she has been elected to serve. These standards become the tenets of effective district administration and service to local leagues. All District Administrators will sign a letter of agreement as an indication of their intent to provide the highest level of consistent quality service.









OVERVIEW TENETS

EFFECTIVE DISTRICT ADMINISTRATOR AND SERVICE TO LOCAL LEAGUES

- 1. DISTRICT ORGANIZATIONAL STRUCTURE
- 2. COMMUNICATIONS AND RESPONSIVENESS
- 3. MEETINGS
- 4. EDUCATION

- 5. LEAGUE REPORTING/MONITORING
- 6. MANAGEMENT OF THE INTERNATIONAL TOURNAMENT
- 7. FINANCIAL
- 8. A SAFETY AWARENESS PROGRAM (ASAP)

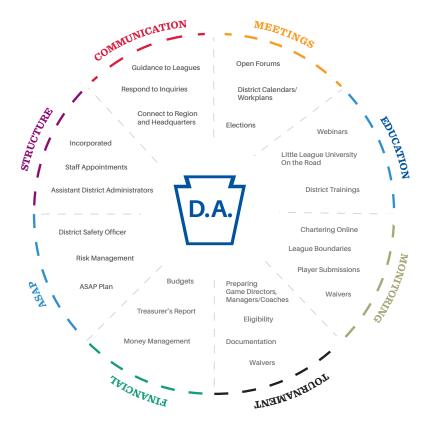
"AS OUR KIDS GREW IN THE PROGRAM, WE BECAME MORE INVOLVED. SO I BECAME A DISTRICT ADMINISTRATOR."

SHANNON WALKER District Administrator Ohio, District 8

DISTRICT ADMINISTRATOR STANDARDS Many District Adminis

Many District Administrators (D.A.s) excel at these standards. New D.A.s and those with needs to improve in certain areas have ample resources through Little League's is professional staff at our Regional Centers and Little League International, as well as the possibility of mentors in their state and/or region that can be utilized for support in providing enhanced support and leadership to their leagues.

These D.A. Standards assist in creating an environment at the district level that will lead to excellent service to our constituent leagues. A structured reporting system aids in identifying areas of improvement needed, not only with the district, but with the program as a whole.



THE DISTRICT ADMINISTRATOR STANDARDS FOR EXCEPTIONAL LEADERSHIP AND VOLUNTEER SERVICE





With these standards guiding the way, D.A.s will be able to enhance the service to our local Little League® programs. The eight tenets of these standards will be the foundation that strengthens our district leadership.

Through the District Reporting/Monitoring Process, the staff at the Regional Centers will be able to identify areas of improvement needed for not only individual District Administrators, but the district level as a whole, and they will be able to address those areas with individual improvement plans to help D.A.s provide better service to their leagues.

There may be no greater volunteer commitment to Little League than that of being a District Administrator. With that commitment comes the great reward of knowing that you have directly had a positive impact on your entire community, but it's a commitment that does not come lightly. District Administrators that choose not to work with Little League staff to improve with the goal of providing the best possible service to local Little League programs, will either be removed or not eligible for the next district election.

GOALS OF THE D.A. STANDARDS:

- » To continue to enhance the service to our local Little League programs, communities, volunteers, and families through the District Administrator.
- » To identify areas of improvement needed for not only individual District Administrators, but the district level as a whole.
- » To work with District Administrators to overcome deficiencies with concentrated improvement strategies, or deem those unwilling to remediate ineligible for the position.

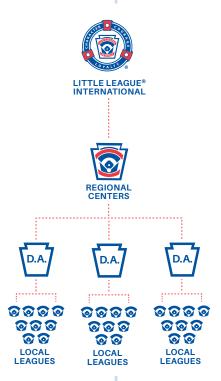
1. DISTRICT ORGANIZATIONAL STRUCTURE

A district should be incorporated in its respective state. This is easily done with the help of staff at Little League® International. Additionally, District Administrators cannot perform all the duties effectively by themselves. A District Staff will be appointed annually and is responsible for maintaining and servicing the local leagues in the District. The District Staff, which may be comprised of current or former local league officials/members of the Board of Directors, with representation from a majority of the leagues in the district, is tasked with implementing/overseeing all specific aspects/divisions of play of the Little League program operating within the district.



TRAINING TOPICS

- Incorporation and Tax Exemption: It is common for a league or district to incorporate and register the organization as a 501c3 non-profit to receive tax exemption status.
 - Tax Exempt: Instructions, Form, and FAQ at LittleLeague.org/TaxExempt.
- Responsibilities of the District Administrator: The D.A. has been
 elected by the League Presidents to serve the operational needs of the district
 and is expected to understand the tasks that must be accomplished to move
 the district forward.
- The Role of the District Administrator: The D.A. is the liaison between the local leagues, the regional center, and Little League International.
- Appointing Assistant District Administrators: No D.A. is expected to manage a District without help. It is important to choose wisely, selecting volunteers to serve on the District Staff.
- Read Full Articles at LittleLeagueU.org/DA-Standards-Structure



EXPECTATIONS

☐ Should be incorporated
 ☐ Staff appointed annually is responsible for servicing the leagues
 ☐ Staff should include current and former league officials
 ☐ Should have representation from a majority of leagues in the district

QUICK FACTS

- ► Elected for a 4-year term by League Presidents
- ► Form a District Organization
- ► Monthly Meeting (Min. 5 annually)
- ► Conduct District Tournaments

2. COMMUNICATIONS AND RESPONSIVENESS

The District Administrator's goal is to provide quality leadership and oversight for the district. This is best done by cultivating an open line of communication with each local League President and the league's Board of Directors. Part of the service element of the District Administrator is to be responsive to concerns and inquiries of each local league in the district as well as the Regional Center. This is probably one of the most overlooked, but important responsibilities of the District Administrator. This responsiveness extends beyond regularly scheduled district meetings.





TRAINING TOPICS

- Communication Tools to Promote and Share Your League:
 There are many ways to effectively and efficiently communicate information to local leagues, including online and through social media.
- Dos and Don'ts of Social Media for District Administrators: With the use of digital communication, there are specific, excepted methods for maximizing the impact of social media, as well as situations to avoid.
- Communication is Crucial to a Well-Run League: Connecting with volunteers at different levels and locations; and in various ways, improves the ability to stay informed.
- Being Accessible: Leagues need to know that you will pick up the phone, or answer an email or text when they come calling.
- Getting the Word Out: Touting Little League® in communities throughout the district entices families, as well as potential sponsors, to support the program.
- Read Full Articles at LittleLeagueU.org/DA-Standards-Communication



It is critical that D.A.s and their staff become the expert and can assist with resolving issues and concerns.

The District Administrator is the conduit of information and reporting between the local leagues and the Regional Center/Little League International.

"COMMUNICATION IS CRITICAL FOR OUR ORGANIZATION."

CARMINE CONTI District Administrator New Jersey, District 7

POTENTIAL D.A. STAFF

Secretary	

Information Officer

Treasurer

Safety Officer

Softball A.D.A.

Baseball A.D.A.

Tournament Management

Umpire Coordinator

EXPECTATIONS

	Provide leadership and guidance to leagues
	Be responsive to local league inquiries
	Be responsive to Little League International and Regional Center inquiries
П	Be accessible to local leagues and Regional Staff

3. MEETINGS

One of the main vehicles to help service leagues is to conduct regular meetings during the season with the leadership of each local league. While the number of meetings can differ due to a number of variables, Little League® International recommends a minimum of five (5) meetings a year in able to provide the face-to-face interaction needed to be effective.

"NOTHING BEATS FACE-TO-FACE TIME WITH THE LEAGUE PRESIDENT."

MARTIN HOOVER District Administrator California, District 49

LLU LITTLE LEAGUE® UNIVERSITY

TRAINING TOPICS

- Managing a Meeting: Getting League Presidents to a district meeting is only impactful if the meeting is well-organized and informative.
- Training Presentations: Little League International has several prepped presentations designed to help D.A.s and their staffs learned how to best manage district operations.
- Local League Elections: At the end of Little League's fiscal year, each local league must elect a new Board of Directors. The D.A. must make sure these elections are conducted appropriately.
- Election Procedures: Understanding the election procedure for each league will help to ensure that annual elections are completed in accordance with Little League procedures.
- Constitution and Bylaws: Each local league has its own constitution and bylaws designed to govern the league. The D.A. is strongly encouraged to have each local league review these documents soon after Board elections are completed in the fall.
- Read Full Articles at LittleLeagueU.org/DA-Standards-Meetings

EXPECTATIONS

Meet with constituent leagues a minimum of five (5) times per year

Meeting agendas expected to cover at a minimum:

☐ Program updates	☐ Educational initiatives
Reminders	☐ Service elements and ideas
	☐ Work plan outlining the season

Effective Meetings Agendas Include

- Overview of program updates
- Reminders
- · Open forums
- Educational Initiatives from Little League® International
- · Latest Financial Report

District Calendars/ Work Plans

- Serve as a guide for the year
- Explains program objectives
- Aids in increasing participation
- Helps in expanding local league offering to their communities

QUICK TIPS

- Create an agenda
- Rotate the location of the meeting
- ► Allow leagues to submit topics on the agenda



4. EDUCATION

To be an effective District Administrator, staying up-to-date on the responsibilities and expectations of the position, including the accountability to the local leagues, the regional centers, and Little League® International is required. The state meetings, regional clinics, the quadrennial International Congress, and Regional Roundtables are opportunities for the District Administrator to receive training, education, and information to be shared with the local leagues in their district to ensure effective operation. Regular attendance and participation of the District Administrator and members of their staff will provide the continuing education needed to be knowledgeable about the operation of the program.

"KEY AND CRITICAL ... IS THE EDUCATIONAL PROCESS"

JENICE CONDIE District Administrator California, District 12



Learning Opportunities

- · State Meetings
- Regional Roundtables
- International Congress (every 4 yrs.)
- · Live Clinics at Regional Centers
- · LLU on the Road Clinics
- Webinars



TRAINING TOPICS

- Promoting Little League: Enticing families and volunteers to join the program begins with public awareness and player registration.
- Child Protection: For a parent or guardian to consider placing a child in to a local league, there must be an assurance that the child will be entering a healthy and safe environment.
- Finding the Right Volunteers: One of the biggest challenges for any local league is engaging volunteers that put the league's interests above their own.
- The League President Is In Charge of Appointments: The League President is accountable to the Board of Directors for nominating team managers and umpires.
- The Role and Responsibilities of Local League Board of Directors:
 The Local Board of Directors has been elected and appointed to oversee the league's operation, and that includes several specific tasks.
- Read Full Articles at LittleLeagueU.org/DA-Standards-Education

Download Registration Templates LittleLeagueU.org/Registration-Flyers Volunteer Recruitment Guide LittleLeagueU.org/Recruitment-Guide LittleLeagueU.org/ResourceGuide LittleLeagueU.org/ResourceGuide

EXPECTATIONS

Live clinics at the Regional Centers as well as LLU on the Road Clinics provide educational opportunities
Attend and participate in a minimum of two online webinar sessions and one live, in-person session (State Meetings, Clinics, International Congress/Regional Roundtable Events) per year
Share educational initiatives with leagues
Train district staff through meetings or attending regional clinics, International Congress/Regional Roundtables, and related education-based events

5. LEAGUE REPORTING/MONITORING

One of the most important functions of the District Administrator is to monitor the activities of the constituent leagues within their district. Effective monitoring includes providing league reminders about important milestones and tasks to ensure compliance with regulations and policies. The Little League Data Center is a crucial tool in monitoring league activities.

AREAS TO MONITOR



- » Chartered leagues considering not affiliating for the following season.
- » Local league officers for each league in the district are updated.
- » Leagues are enrolled (or not enrolled) to play in the International Tournament.
- » Leagues have submitted player information data through the Little League® Data Center.
- » Leagues' boundary maps are reviewed annually and current in the Little League mapping system.
- » Influence by the current District Administrator, district election within the past four years.
- » Leagues have included interleague play and combined teams information through the Little League Data Center by June 1 of the current year.
- » Contact and assessment of all potential new leagues within the district.
- » Verify team numbers of chartered leagues each season in the Little League Data Center.



TRAINING TOPICS

- Local League Election Procedures: Oversite and assistance with execution of local league elections is essential to the smooth transition of leadership from one season to the next.
- It's in the Report: The District is financially accountable to the leagues and the leagues, in turn, are financially accountable to their members.
- Insurance Is a Must: To provide the safest experience possible for players, volunteers, and spectators; and each local league is required to have insurance.
- Remember the Value of the Experience: The local league and district staff are expected to look at the player and family experience as its top priority.
 Set the proper tone with nomination and selection of managers and coaches.
- Check the Calendar: Establishing and operational calendar helps to plan the year for a local league's Board of Directors.
- Read Full Articles at LittleLeagueU.org/DA-Standards-Reporting

EXPECTATIONS

Be aware of the status of all leagues within the district in regards to chartered leagues and leagues considering not affiliating for the following season

"GO OUT AND BE PROACTIVE. WHAT'S WRONG AND WHAT CAN I DO TO HELP?"

DAVE ARKFELDDistrict Administrator
Nebraska, District 3

Learn How to Charter Online



Watch On-Demand Video Tutorials functions of the Data Center

- Chartering
- League Official Updates
- · Player Roster Submission
- · Combined Teams
- · Interleague Play
- Split Division Format
- Waivers
- International Tournament Enrollment
- The Little League Boundary Mapping System

Visit: LittleLeagueU.org

6. MANAGEMENT OF THE INTERNATIONAL TOURNAMENT

The International Tournament is another critical component of the Little League® program. It would be impossible to conduct the number of games in the number of divisions without the help of the District Administrators and staffs. Their role in the tournament is crucial. Responsible for the preparation, administration, guidance, and oversight at the district, and/or section and state levels as assigned, the District Administrator provides a valuable service to the leagues and community.

THE D.A. IS DIRECTLY RESPONSIBLE FOR

- » Preparing schedules
- » Reviewing affidavits
- » Supporting eligibility materials
- » Identifying game sites
- » Develop alternative scheduling plans due to inclement weather
- » Overseeing all levels of the tournament (district and/or section and state levels)
- » Assigning duties to supporting staff

Organize District-Wide Educational Meetings for Tournament Including

- · Game Management (A.D.A.)
- Rules
- · Regulations
- Operations
- Umpire Training



TRAINING TOPICS

- Preparing A.D.A.s and Game Directors for Tournament: Giving guidance and direction for volunteers operating the District Tournament will help to assure a well-run event.
- Prepping Managers and Coaches for Tournament Games: Providing tournament managers and coaches with an understanding of what to expect, while offering a chance to ask questions, will limit the chances that issues will arise once games start.
- Tournament Documentation: Getting the proper eligibility documentation in order is the responsibility of the district and the league, and makes the tournament verification process much easier.
- Tournament Eligibility: To confirm a players' eligibility is simple if the district and league understands what is needed to accurately complete the verification process.
- What the District Must Do for Tournament: Being prepared for the district tournament is as simple as planning, coordination, and communication.
- Read Full Articles at LittleLeagueU.org/DA-Standards-Tournament

EXPECTATIONS

☐ Be responsible for the preparation, administration, and oversight of district tournaments and/or section, or state level tournaments

QUICK TIP

- ▶ It is imperative for a D.A. to be accessible at all times during the tournament in case of any issues.
- ➤ To host games above the district level, your district must follow Little League Guidelines and be ASAP Compliant.





Little League University on the Road

► Live seminars covering game management and how to provide meaningful briefing to local league volunteers

7. FINANCIAL

Fiscal transparency is paramount at all levels of the Little League® program. The District Administrator provides the example of fiscal responsibility by presenting the district's financial reports at the start of the season and prior to the district/local leagues with tournaments.

As part of the reporting to local leagues and Little League International, it is imperative to lead by example as the D.A. in showing that the district is in good financial standing according to Little League and state association guidelines (if applicable).

"PROPER MANAGEMENT AND REPORTING OF DISTRICT FUNDS IS CRUCIAL IN PROVIDING SOUND, SOLID LEADERSHIP FOR THE FUTURE OF YOUR DISTRICT."

MELISSA SINGER

Little League International Vice President of Finance



TRAINING TOPICS

- Managing your Money: Fiscal transparency and financial accounting is critical to the operation of a local league and district.
- Finances Local League Resource Guide: The best practices for financial oversight are provided annually in the Local League Resource Guide. Become familiar with this information to avoid fiscal pitfalls.
- End-of-Fiscal-Year Review: At the end of September, local leagues and districts reconcile their financial records and prepare to deliver the "business" to the incoming Board of Directors.
- Knowing How to Handle the Money: Use these tips to make sure that every transaction is explained and accounted for.
- Understanding the Business: Each local league and district must be transparent and responsive to the money raised and spent in the name of Little League. To do so means you are in touch with how the business of Little League is being conducted on behalf of the players and volunteers in your communities.
- Read Full Articles at LittleLeagueU.org/DA-Standards-Financial

"WE HAVE TO BE RESPONSIBLE TO THE LEAGUES AND SHOW THEM WHERE THE MONEY IS GOING."

GLEN LINDSAY

District Administrator Alberta, Canada, District 7

EXPECTATIONS

Present a district budget to the leagues in the district prior to the season
Provide a financial statement at the close of the season to the leagues in the district
Provide a financial statement to Little League International
Be in good financial standing

Financial Report Includes:

- Annual Budget distributed to league
- Financial Statements prepared for both local leagues and Little League International



Download Excel Templates

- Revenue/Expense Worksheet
- · Treasurer's Report
- LittleLeagueU.org/Finance-Downloads

Tips for Preventing Fraud

- · Establish a Finance Committee
- Require multiple signatures on all checks
- Transition meeting for incoming and outgoing board members
- Transparency by providing regular updates and insights

8. A SAFETY AWARENESS PROGRAM (ASAP)

The district staff is integral in assisting its leagues in providing a safe and healthy environment for its players, parents, and volunteers around the world.

D.A.s in the United States are able to utilize the Little League® A Safety Awareness Program (ASAP) to assist with their safety efforts. By having a District Safety Officer on the district staff, efforts can be made to implement and ensure ASAP plans are executed in local leagues. The Safety Officer, with support from the District Administrator and staff, will serve as a resource for local leagues as each annually develops and submits an ASAP plan. The goal of each District shall be 100 percent compliance amongst the leagues in the district.

Note: While all D.A.s are responsible for ensuring their leagues operate in a safe, healthy environment, this standard only applies to D.A.s in the United States.

"THROUGH ASAP, DISTRICTS AND LEAGUES ARE ACTIVELY PREPARING, MONITORING, AND ENHANCING THEIR OFFERINGS FOR THE SAFETY AND WELL-BEING OF ALL PARTICIPANTS."

DAN KIRBY

Little League International Vice President of Risk Management



TRAINING TOPICS

- Risk Management Means Safer Leagues: Downloading the information in the Risk Management section of the annual Local League Resource Guide can make your district safer and provide a financial benefit.
- ASAP Means Safety: Taking the time to implement Little League's ASAP program has proven to make the Little League experience happier and healthier for local leagues.
- The Role of the Safety Officer: Whether at the local league or district level, the Safety Officer is responsible for helping to assure that Little League is a fun, safe place for everyone.
- Best Practices for Every League: Regardless of where your Little League is, every league can benefit from these simple stables of league operation.
- Read Full Articles at LittleLeagueU.org/DA-Standards-ASAP

"SAFETY IS ONE OF THE HALLMARKS OF LITTLE LEAGUE."

JOHN DONALDSON District Administrator Virginia, District 9

EXPECTATIONS ☐ Have a District Safety Officer ☐ Serve as a resource for leagues administering the ASAP Plan ☐ Exceed the national average of ASAP Plans submitted in the district



ASAP 16 REQUIREMENTS

- Safety Officer
 Active in your league
- 2. Safety Manual Publish/distribute
- 3. Emergency Numbers
 Post/distribute
- Conduct National Background Checks Anyone who provides regular service to the league or has repetitive access to players/teams.
- 5. Fundamentals Training Hitting, fielding, pitching, etc..
- First-Aid Training Coaches/Managers
- 7. Field Inspections
 Before every game
- 8. Annual Facility Survey Complete and upload online
- 9. Safe Food Handling/Prep
 Use at concession stands
- Regular Inspection/ Replacement of equipment
- 11. Accident Reporting

 Promptly within the incident
- 12. First-aid kits
 Require at all events
- 13. Enforce all
 Little League rules
 Including proper equipment
- Submit Player Registration/ Volunteer data
- Submit a Qualified Safety Program Registration Form
- Best Practices Implementation

DISTRICT REPORTING/MONITORING:

A system of utilizing current technologies will aid in reporting expectations which will allow both Regional Staff and Little League® International staff to monitor the effectiveness of the district's operations. This reporting system will obtain the needed feedback for Regional and International staffs to provide additional support and quidance for those D.A.s that may need remediation.

Timeline for Reporting

MAY 1 —

LEAGUE REPORT

As part of the tournament's online enrollment process, each league will be required to complete a brief survey regarding its district service. The information that will be gathered will become part of record in an overall database.

SEPTEMBER 1 -



At the close of the fiscal year, the District Administrator will be required to complete an end-of-year report that will gather data based on the expectations outlined in the letter of agreement. Additionally, feedback will be captured on the report regarding an overall status of the district that includes not only concerns to be addressed and policy considerations, but the sharing of best practices and successes. Data from these reports will be shared with the Regional Director.

SEPTEMBER 15



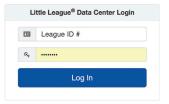
At the close of the fiscal year, the Regional Director for each region will utilize the end-of-year report to complete an online assessment on each of the District Administrator expectations as they relate to regional activities. Communications and responsiveness will be measured, as well as other items such as tournament administration processes.

OCTOBER 1 -

REVIEW BY LITTLE LEAGUE® INTERNATIONAL

Upon receipt of separate reports from the District Administrator and Regional Director, the Little League International Operations Staff in Williamsport, Pa., will assist the Regional Staff in determining those District Administrators that will require a remediation plan to address any areas of concern.

Data Center Login



LittleLeague.org/DataCenter

View your district reports on the Data Center

Home / View Reports / Charter Information for Leagues in Your District

Charter Information	
faul assures in Varus District	



DESIRED OUTCOMES OF THE D.A. STANDARDS FOR EXCEPTIONAL LEADERSHIP AND VOLUNTEER SERVICE

- » To continue to enhance the service to our constituent leagues, communities, volunteers, and families through the District Administrator.
- » To identify areas of improvement needed for not only individual District Administrators but the district level as a whole.
- » To work with D.A. to overcome deficiencies with concentrated improvement strategies or deem those unwilling to remediate ineligible for the position.

LITTLE LEAGUE® IS THE CORNERSTONE OF COMMUNITIES AROUND THE WORLD.

LEADERSHIP AT THE DISTRICT LEVEL MUST CONTINUE TO BE THE STRENGTH OF OUR PROGRAM.

8 TENETS OF LITTLE LEAGUE® D.A. STANDARDS

- 1. DISTRICT ORGANIZATIONAL STRUCTURE
- 2. COMMUNICATIONS AND RESPONSIVENESS
- 3. MEETINGS
- 4. EDUCATION
- 5. LEAGUE REPORTING/ MONITORING
- 6. MANAGEMENT OF THE INTERNATIONAL TOURNAMENT
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