

Meetings



Objective:

- To provide an overview of the requirements of the District Administrator regarding meetings and their use to provide guidance and direction to constituent leagues.

Primary action in which all can come face-to-face and provide the interaction on the workings of the program.

- Scheduled well in advance so people can plan
- Agenda items are well thought out and shared in advance
- Allow time for discussion and best practice sharing
- Interaction should be encouraged, not lecturing
- Requirement is now a minimum of five (5) per year
- Utilize the tools that are available to you to structure all meetings

How do you and your staff create meeting agendas?

- What are the topics?
- Do you gather topics from the leagues?
- Do you provide updates from Little League?
- Do you conduct an educational/operational component?
- Are you reviewing district financials and providing statements?
- Do you offset with monthly reminders in the non-meeting months?

District Administrator Meeting Book

LITTLE LEAGUE® DISTRICT ADMINISTRATOR MEETING BOOK



LittleLeagueU.org/DA-Meeting-Book



District Administrator Meeting Book

- This has been created to provide you examples and ideas on how to conduct your meeting and more:
- Decorum of the meeting
- Provide you with topic ideas
- Outline how to craft meeting minutes
- Supply sign-in sheets for each meeting and good info to maintain
- Offers a D.A. Timeline
- Provides framework for creating a District Calendar



District Administrator Meeting Book

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.



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- 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



Meeting Minutes

The following should be within each meeting minutes.

- Name of the organization
- Date and place of the meeting
- Type of meeting: regular or special
- Attendance listing of those present
- Approval of previous meeting minutes
- All reports and actions taken
- All MAIN motions made and carried or defeated (Omit any withdrawn)
- All other motions carried and which contain information needed at a future meeting (tabled items)
- Adjournment
- Signature of minute creator

Meeting Minutes

- The name of the maker of the motion should be stated, but the name of seconder needs not be included unless the organization desires to do so
- The minutes are a record of what is DONE, not SAID
- Opinions of members should be omitted
- Statements or discussion should not be included in the minutes
- When a motion is very important, include the vote count
- Once finalized, the minutes should be signed by the creator (secretary) and also the D.A.
- Distribute to all involved, whether in attendance or not

Incentives

- Incentives for leagues meeting an attendance requirement or attending all meetings could include, but not limited to:
 - Reduction or discount on of district fees
 - First choice of tournament affidavit review days/times
 - Tangible reward items, such as pins, equipment, etc.

Incentives

- Require league attendance at a set number or percentage of meetings per year
- Require League President or his/her appointed board member to attend
- **Failure to attend could result in:**
 - Inability for League Presidents to be approved as tournament team managers/coaches
 - Non-approval of interleague play and combined team applications
 - Inability for league to host special games and/or International Tournament games



Some Shared best practices - Meetings

- Create and provide a League Administrator checklist
- Recognize all groups: Umpires, Softball, Challenger, etc.
- Research all items spoken and communicated about
- Offer CPR training to all leagues at minimal cost
- Be fair when placing tournaments, share hosting responsibilities
- Be knowledgeable of rule changes: read the book and updates
- Know when holidays and community activities may conflict