

RESPONSIBILITIES

BEING AN EFFECTIVE MANAGER

CREATING A DISTRICT STAFF

- Importance of having a staff
 - Allows you to delegate tasks
 - Umpire coordination
 - Tournament management
 - Meeting planning

CREATING A DISTRICT STAFF

- You can't be at all places at one time
 - Leagues like to have district staff present for “big” games
 - Tournament time spans across multiple locations for multiple divisions
 - You are a volunteer and have a person life, too

CREATING A DISTRICT STAFF

- Provides perspective from different areas within your community
 - Rural vs. suburban
 - Old vs. young
 - Baseball vs. Softball
- Shows the league presidents that all decisions are not unilaterally sent down from you

CREATING A DISTRICT STAFF

– District staff

- Titles can ultimately be decided by you as the DA
- Little League International recommends the similar roles as you would see from a league's board

CREATING A DISTRICT STAFF

–Safety Officer

- » Work with the local leagues on ASAP
- » Complete district safety plan

–Treasurer

- » Handle finances of district
- » Produce financial report

- *Note* Recommend not having spouse or blood relative in this position

CREATING A DISTRICT STAFF

–Information Officer

- » Maintain website or social media
- » Confirm correspondence reaches all necessary parties

–Baseball ADA

- » Provide help with baseball related questions or concerns
- » Assist in tournament preparations

CREATING A DISTRICT STAFF

–Softball ADA

- » Provide help with softball related questions or concerns
- » Assist in tournament preparations

–Umpire

- » Help coordinate and train local volunteer umpires in district
- » Provide rule interpretations

CREATING A DISTRICT STAFF

–Secretary

- » Take minutes of all meetings
- » Provide updated membership information

CREATING A DISTRICT STAFF

- Background Checks
 - Little League provides district access to First Advantage
 - » 150 free checks
 - » Customer Service that leagues receive
 - Recommend that all staff who are dealing with league have checks done annually

CONDUCTING MONTHLY MEETINGS

- Monthly meeting agenda
 - Roll call
 - It's like taking attendance at school.
 - Mark down who is present, who is absent and note any other meeting attendees or proxies. (Preferably your District Secretary)
 - Approval of minutes
 - Requires a motion to approve minutes and a second.
 - Provide opportunity to discuss minutes if something is questioned.

CONDUCTING MONTHLY MEETINGS

- Financial report
 - Have treasurer give the latest financial spreadsheet from the district
 - Explain any big changes or requests for funds
- Recapitulation of last meeting (District House Keeping)
 - Quick, 30 second recap to cover last meeting, just in case attendees did not review minutes.
 - Keep it short and do not allow interjections or topics that will derail meeting agenda.

CONDUCTING MONTHLY MEETINGS

- New business
 - Cover topics that are relevant to your League Presidents
 - » New rules, important deadlines, ASAP requirements, etc.
 - Allow for topics to evolve organically, but if a topic gets too far off, propose that it be added to the agenda for next meeting.

CONDUCTING MONTHLY MEETINGS

- Return to old business, tabled business
 - For those topics that went on too long or couldn't reach a resolution
 - Don't spend too much time re-hashing on the topic.
 - » Remember – Not everyone will always agree

CONDUCTING MONTHLY MEETINGS

- Open forum
 - Allow the League Presidents provide feedback or discuss specific issues being faced at their leagues.
 - Take this opportunity to foster a sense of community and allow leagues to help other leagues.
 - » This is a great way to ease tensions created by tournament time.

CONDUCTING MONTHLY MEETINGS

- Conclude meeting
 - Parting thoughts from you as the DA
 - Keep your meetings on task and when it is time to end it, end it.
 - Motion to conclude meeting and a second.
- (provide a pdf of an example agenda) When in doubt consult: ([Link for Robert's Rule of Order](#))

CONDUCTING MONTHLY MEETINGS

– Meeting planning

- Make the dates and times of meeting as easy possible
 - Rotate the locations of the meetings so no one league is travelling farther than another
 - After the first meeting, vote on what day and time is best for each league.
 - » Some communities don't like meeting on Sundays for religious commitments and some don't like meeting on Mondays because of MNF.
 - » Your leagues can have different values and wants, so find the best way to balance the needs.

CONDUCTING MONTHLY MEETINGS

- Allow leagues to submit topics for the agenda
 - It's important to make the meetings feel like they are helping the leagues and not just “wasting their time”
 - Within reason, allow any topic to be submitted to avoid the sentiments of bias or favoritism.

CONDUCTING MONTHLY MEETINGS

- Establish authority
 - Explain your role
 - Describe your position as liaison between the leagues and the Regional Headquarters
 - Make it clear that you and your staff provide oversight to the leagues and the district meetings

CONDUCTING MONTHLY MEETINGS

- Remember that you were elected to this position for a reason
 - You're a seasoned Little League volunteer, so you know that Little League attracts lots of different personalities.
 - Remind leagues that you once walked in their shoes

CREATING AN OPEN DIALOGUE

- Provide multiple communication channels
 - Give out contact information
 - Phone Number
 - » Work
 - » Cell
 - » Home
 - » (as you feel comfortable)

CREATING AN OPEN DIALOGUE

- E-mail Address
 - » Work
 - » Personal
 - » New LL specific e-mail
 - » (as you feel comfortable)
- Personal Social Media
 - » Facebook
 - » Twitter
 - » (as you feel comfortable)

CREATING AN OPEN DIALOGUE

- Create a website/social media page
 - Post agendas
 - Provide minutes from last meetings
 - Update page with news from Little League International
- Check in periodically with leagues
 - Communication is a two-way street
 - Don't forget about or ignore leagues just because you're focused on the "squeaky wheels"

CREATING AN OPEN DIALOGUE

- Hold transparent conversations
 - Share beneficial questions or concerns with all districts
 - If you receive a rule/regulation questions, send response to all league presidents or pertinent personnel at leagues.
 - If there is sensitive information, remove all of the specific details and use a good training example

CREATING AN OPEN DIALOGUE

- Announce decisions or appointments publicly
 - District tournament selection
 - » Notify all league presidents via e-mail
 - » Share at a specific meeting
 - Interleague Play/Combined Teams
 - » Send out district policy to all leagues (even leagues who don't normally participate)
 - » Provide a monthly update on leagues who are interested/not interested

CREATING AN OPEN DIALOGUE

- Home league favoritism
 - » Be extra cognizant of extra communication or help towards your home league.
 - » Do not display favoritism or bias towards home league just based on familiarity

ORGANIZING

- Upkeep of league files
 - Constitutions

[\(Sample Constitution link\)](#)

[\(Link to the constitution section in League Officers section\)](#)

ORGANIZING

- Boundary Maps
 - Keep a copy of all league boundaries
 - » Region staff will provide a letter confirming approval of each league map
 - » Hold onto previous versions in separate folder for overlap or merger issues

[\(Link to new BONZI league finder\)](#)

ORGANIZING

- Provide a copy of the last approved map to the league president each year for tournament time
 - » Map should still be legible
 - » Do not allow leagues to bring their own maps/verify map provided by league is exactly the same as the one on file at region

ORGANIZING

- Keep your district in the loop about district map
 - » District map is only the conglomeration of each league's boundary map
 - » Share the territory you cover for new league development, if different based on your state association

ORGANIZING

- Maintaining records of correspondence
 - Digital records
 - E-mails
 - » Most e-mail domains allow for at least 1 gb of data to keep old e-mails
 - » Keep one folder in your e-mail titled Little League
 - Have sub-folders for each league
 - Have a separate folder for regional or Little League International correspondence

ORGANIZING

– Computers

- » Computers continually expand memory
- » Keep one folder on your computer titled Little League
 - Have sub-folders for each league
 - Waiver requests
 - General Questions
 - Tournament documents
 - Verification forms
 - Maps

ORGANIZING

- Have a separate folder for regional or Little League International official letters
 - Charter Committee Cases
 - Disciplinary action
 - Purchase a back-up hard drive or large flash drive to store all important files on
- » Other technological devices
- Take advantage of scanners to eliminate hard copy records
 - Put less emphasis on fax as a scanned document is much easier to read
 - Convert old faxed materials into pdfs by scanning

ORGANIZING

- Hard copies
 - Print off copies of important e-mails
 - Make copies of hard copy letters from leagues or Little League International and/or region
 - Store in a location safe from disaster
 - » Water, fire, weather, etc.
 - Multiple “points of care”
 - » Main document binder
 - » Other locations as back-ups
 - » Safe deposit box

ORGANIZING

- Creating a calendar
 - Personal DA calendar
 - Make a calendar of key dates
 - » Digital or Hard Copy
 - Google Calendar
 - iCalendar
 - Outlook
 - » Monthly meetings
 - » Little League deadlines
 - » Tournament dates

[\(Link to how to create a Google Calendar\)](#)

[\(Link to how to create an iCalendar\)](#)

ORGANIZING

- » Little League events
 - World Series
 - (Congress)
 - (Round tables)
 - State Meetings
- Include personal dates
 - » Work trips
 - » Vacations
- Share calendar with leagues

[\(Link to how to share a Calendar\)](#)

ORGANIZING

- Leagues/district calendar
 - Include important dates for each league
 - » Registration
 - » Draft
 - » Opening Day
 - » Closing ceremonies
 - Transpose any other important dates from personal DA calendar

ORGANIZING

- Post/share district calendar
 - » Social Media
 - » Website
 - » Via e-mail
 - » Monthly meetings