

# District Structure



# District Structure - objective

- To provide an overview of the benefits of establishing a district structure regarding incorporation, staffing, and how it relates to service of constituent leagues.

# Importance of a District Staff

- Keys to overall success.
- Effective management of local league personnel.

# Importance of a District Staff

- The D.A. may appoint assistants and/or area administrators.
  - The responsibility for overall administration of the district may not be delegated, and the authority of the A.D.A. cannot supersede that of the D.A.
- A.D.A.s should have served in a local Little League, preferably as a League President, although this is not required.
- Experience should include exposure to all facets of the local Little League operation.
- He/she should be a resident of the district area.
- He/she must have sufficient time to devote to multiple district activities, including attendance at the district meetings and Leadership Training Seminars.



# Importance of a District Staff

- All assistants should attend a seminar during their first year as an assistant, which will assist with:
  - Carrying out their mission of service to a geographical area.
  - Adding extension programs (all baseball programs, softball programs and Challenger Division) in their assigned areas.
  - Developing and implementing training programs for umpires, managers, and league officials.
  - Promoting Little Leagues in all non-chartered areas of the district.  
This is a primary function of every assistant.



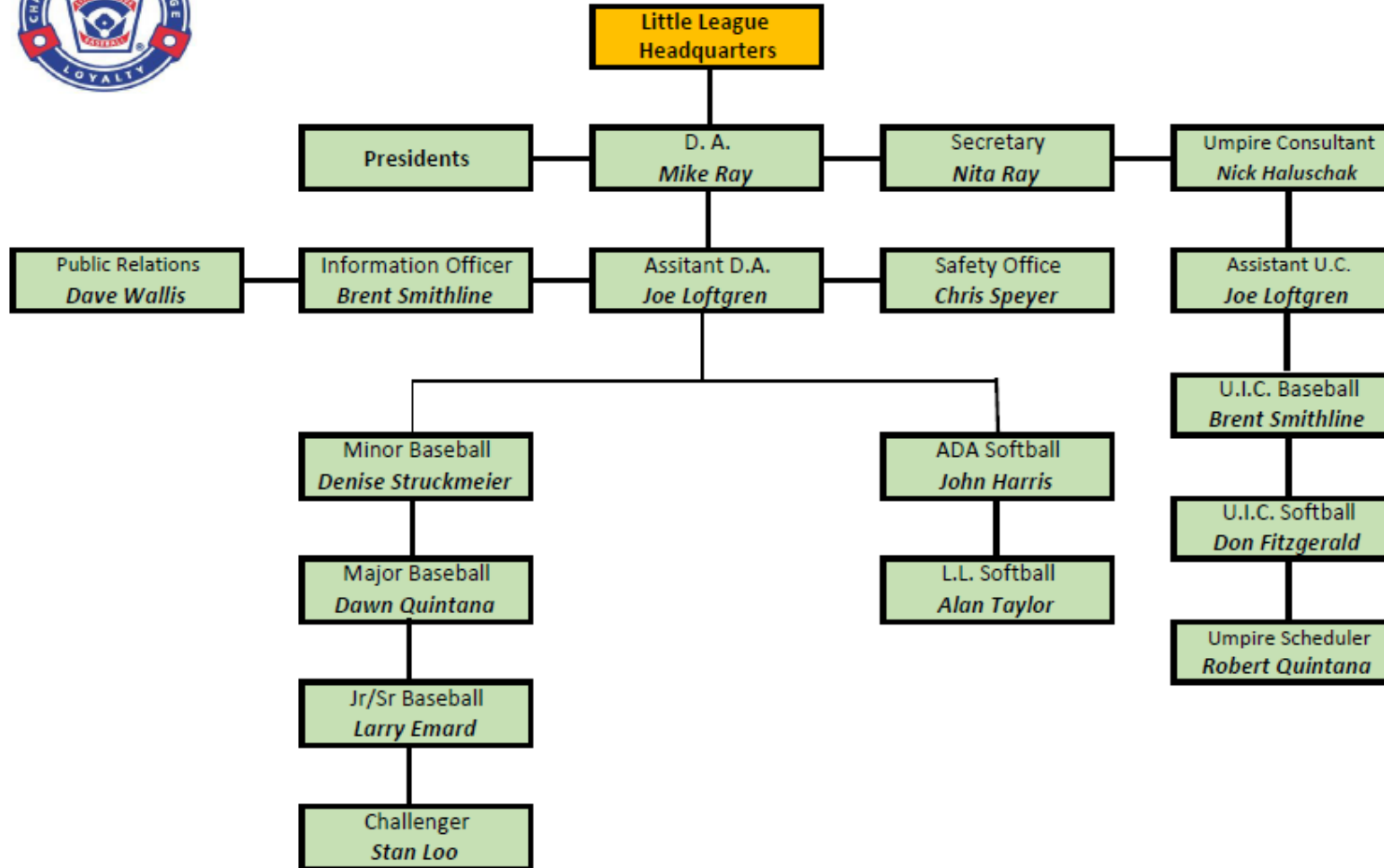
# Importance of a district staff

- A.D.A.s are appointed by the D.A. to serve the district.
- It is important for the district to update and maintain all district staff positions on file at the Regional Offices and with Little League International.
- Implementing Little League initiatives to improve experience and increase participation (Special Games, Little League Days, assisting with tournament operations).





## Washington District Four Organizational Chart



# Structure of staff

- A.D.A. appointed positions should include:
  - Treasurer
  - Safety Officer
  - Secretary
  - Information Officer
  - Umpire in Chief
  - Information Officer
  - Divisional Officers



# Structure of staff

## TREASURER

- ✦ Maintain district financial records.
- ✦ Prepare district financial report.
  - ✦ Report should allow transparency to local leagues.
- ✦ Accountability to local leagues and Little League International.

## SAFETY OFFICER

- Responsible for district safety plan.
- Should work with local leagues on ASAP plans and questions regarding the ASAP Program.
- Coordinate training and developmental sessions.

# Structure of staff

## SECRETARY

- Maintain meeting minutes.
  - Distribute meeting minutes correspondence to appropriate parties.
- Coordinate emails and distribute various communications.
- Maintain communication files.

# Structure of staff

## INFORMATION OFFICER

- Maintain communications directly from Little League International with district assistants and local leagues.
- Coordination and maintenance of district website and social media accounts.
- Work with media outlets and disseminate additional information.

## UMPIRE-IN-CHIEF (UIC)

- It is recommended to have a designated position for a Baseball UIC, and a position for a Softball UIC.
- The UIC assists in umpire assignments for tournaments.
- Coordinate rule seminar trainings
- Assist in the interpretation of rules and regulations



# Structure of staff

## DIVISIONAL OFFICERS

- Divisional Officers can include:
  - Softball A.D.A.
  - Challenger A.D.A.
  - Minor/Major Baseball A.D.A.
  - Teenage Baseball A.D.A.
- Should assist with Interleague, Combined Teams, tournament sites, and hosts.
- Can help leagues and league Vice Presidents with District-wide and local league marketing efforts for registration and publicity throughout the season in attempts to boost awareness.



# Washington district 1 district structure

## District Administrator – Ed Lundberg

- **Positions within the district:**
  - Director of Baseball
  - Director of Challenger Leagues
  - Director of Communications
  - Director of Finance
  - Director of Interleague
  - Director of League Management and Organizational Structure
  - Director of Player Development
  - Director of Player Agents
  - Director of Safety
  - Director of Softball
  - Director of Tournaments
  - Director of Umpires



# Washington District 1 responsibilities

- **Director of Communications**: Oversees the organizational aspect of all district communications. The District website meets all their demands for an online presence in terms of registration and scheduling. An effective website could help with consistent communication from the district to the constituent leagues and families.
- **Director of Finance**: Oversees the organizational aspect of all finances within the district. This individual establishes a budget, files the appropriate paperwork with the government, and maintains district financial records. This individual also creates a financial template and guideline for leagues to follow.



# Washington District 1 responsibilities

- **Director of Interleague**: Oversees the interleague program. This individual coordinated off season meetings to gather feedback from managers, coaches, and league officials with regards to structure and playing agreement for each division. Also responsible for creating schedules for interleague, tracking pitch counts, and keeping standings.
- **Director of League Management and Organizational Structure**: Oversees the organizational structure for the district. This individual works very closely with the D.A. to make sure that best practices are being implemented. This position identifies the key documents each league needs to complete each year and creates a system in which leagues can upload said documents.



# Effective District Structure

Maintaining an effective district structure allows for:

- Delegation of Tasks
  - Meeting Planning
  - Tournament Management
  - Training and Development
- Various Perspectives
- District Representation



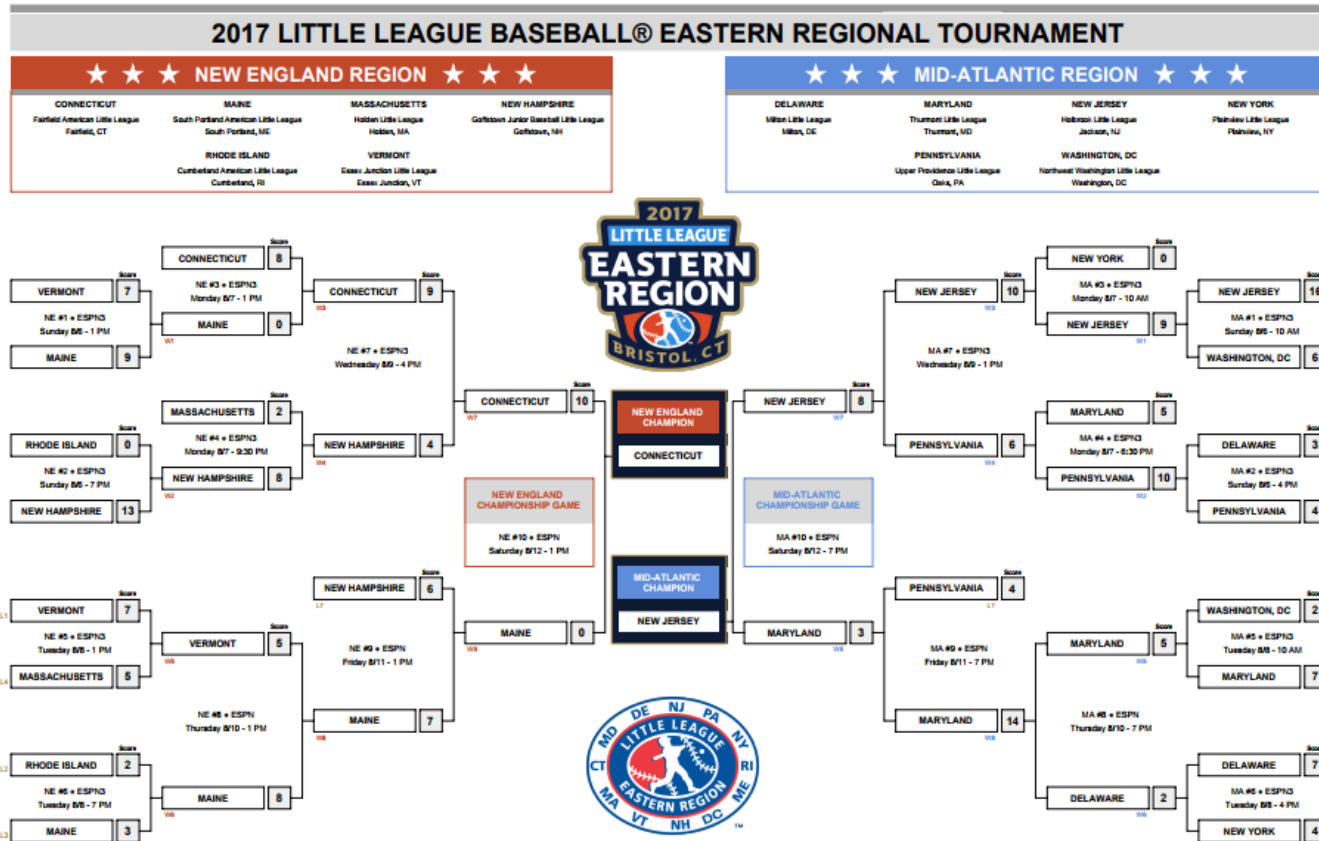


# Delegation of tasks

- MEETING PLANNING

- Little League International mandates a minimum of five (5) scheduled meetings, comprised of an agenda and goals, with local league personnel.
- Overview of program updates, reminders, and education initiatives from Little League International.

# Delegation of tasks



- Field and host assignments and locations.
  - ASAP: Section and State levels
- Affidavit and Player Verification review.
- Tournament structure and format.
- Tournament umpire assignments.

# Delegation of tasks

- TRAINING AND DEVELOPMENT
  - Little League International Congress and Little League International Regional Roundtable.
  - Regional Clinic Seminars
  - District Training
    - Umpire
    - ASAP
    - Rules and Regulations
  - Little League International Initiatives and Programs.



# Various perspectives

- Allows all local leagues to see the district structure and design.
- This allows for flexibility with decision making while considering multiple views
  - Baseball vs. Softball
  - Rural vs. Suburban
  - Experienced vs. New



# District representation

- Local league meetings and training
- Tournament games and functions
- Little League International and Regional seminars
- Community-based initiatives



# Establishing Incorporation for the district

## What is Incorporation?

- A form of organizational structure recognized by law that provides local leagues with permanency, stability, and protection that may otherwise be lacking.
- Incorporation is not required, but strongly recommended.

## Benefits of Incorporation

- A level of recognition that business contacts, donors and future league officers will appreciate.
- Added personal liability protection for district and league officers.
- A means of holding title to property.



# How does my district become incorporated?

- District and leagues would first obtain consent from Little League Baseball, Incorporated to use the words “Little League” in their name by submitting their incorporation paperwork and consent form for review.
- Once approved, your district or league would file and maintain them with state government offices.
- A bulletin detailing the procedure is available at [LittleLeague.org/Consent](http://LittleLeague.org/Consent).



# How does my district become incorporated?

- A district or league wishing to use the words “Little League” in its corporate title must first obtain consent from Little League Baseball, Incorporated. Consent is given to an individual district or league only after the following documents are properly submitted and approved:
  - Approved Constitution/By-Laws
  - Articles of Incorporation
  - Financial Statement
  - Completed Consent to use the Words “Little League” in Corporation Title form (six copies)
  - Letter of Intent form, complete with League ID number and Federal Employer Identification Number (E.I.N.)
- Once all the above items are received and reviewed by Little League International, the executed consent forms along with the other documents will be returned.
- This information should then be forwarded to the state office where the incorporation will take place.

