



LEAGUE RESOURCE GUIDE

"ASSISTING LEAGUES CREATE LIFE LONG MEMORIES"

Available online at <https://www.ca54littleleague.com>

Table of Contents

PRESIDENT	4
Goal.....	4
Constitution	4
Bylaws	4
Responsibilities	4
Reference	5
Resources.....	5
Videos.....	5
Vice President.....	6
Goal.....	6
Responsibilities	6
Reference	6
Resources.....	6
Videos.....	6
TREASURER.....	7
Goal.....	7
Responsibilities	7
Reference	7
Resources.....	7
Videos.....	8
Safety Coordinator.....	9
Goal.....	9

Responsibilities	9
Reference	10
Resources	10
Videos.....	10
Secretary.....	11
Goal.....	11
Responsibilities	11
Reference	11
Resources	11
Videos.....	11
Player Agent.....	12
Goal.....	12
Responsibilities	12
Reference	12
Resources	12
Videos.....	12

PRESIDENT

Goal

The League President needs to be willing to devote the time, energy and dedication to ensure that all players and volunteers have a fun, memorable Little League experience.

Constitution

- Reviewed and approved at the annual meeting by membership
- Quorum required for approval
- League Officers and job descriptions should be updated on annual basis, as applicable
- Copy to be forwarded to District Administrator by **November 1 current year.**

Bylaws

Responsibilities

Responsibilities per sample Little League Constitution

President - The President shall:

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Local League at the Annual Meeting.
- (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.

(h) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection.

(i) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league's Safety Officer, or other designated Board member

Reference

Resources

- [Components of an Annual Membership Meeting](#)
- [5 Things To Do Before Your Annual Board Election](#)
- [Preparing Local Little League Bylaws](#)

Videos

- [Constitution and Bylaws Review](#)
- [How To Hold Your Local League Board Election](#)

Vice President

Goal

Assist the President and Board of Directors perform duties delegated by the President or Board of Directors.

Responsibilities

Responsibilities per sample Little League Constitution.

The Vice President:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

Reference

Resources

- [Components of an Annual Membership Meeting](#)
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TREASURER

Goal

Perform duties of the Office of Treasurer assigned by the President and Board.

Responsibilities

Responsibilities per sample Little League Constitution.

The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary. Approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to the Little League International.
- (f) Be aware of Incorporation laws and procedures through the California Secretary of State. Prepare all correspondence and taxes when due to the California Secretary of State.

Reference

Resources

<https://www.littleleague.org/university/articles/season-end-financial-tips-for-local-little-league-volunteers/>

<https://www.littleleague.org/university/search/league+treasurer>

- <https://www.littleleague.org/university/articles/9-principle-responsibilities-of-a-treasurer/>
- <https://www.sos.ca.gov/business-programs/business-entities>
- <https://oag.ca.gov/charities>
- <https://www.irs.gov/charities-and-nonprofits>
- [Components of an Annual Membership Meeting](#)
- [5 Things To Do Before Your Annual Board Election](#)
- [Preparing Local Little League Bylaws](#)

Videos

Safety Coordinator

Goal

Provide a safe environment for children and all participants of Little League

Responsibilities

Responsibilities per sample Little League Constitution

Safety – The Safety Coordinator shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

Note: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education** - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers
- (2) Compliance** – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- (3) Reporting** - Define a process to assure that incidents are recorded, information is sent to league / district and national offices, and follow-up information on medical and other data is forwarded.
- (4) Background Checks** – If the League President so designates, the safety officer will complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9
- (5)**
 - (1) Background Checks** – If the League President so designates, the safety officer will complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9. And State of California fingerprinting requirement per AB506.

Reference

Resources

- <https://www.littleleague.org/player-safety/child-protection-program/local-league-background-check-information/>
- <https://oag.ca.gov/fingerprints/agencies>
- [Components of an Annual Membership Meeting](#)
- [5 Things To Do Before Your Annual Board Election](#)
- [Preparing Local Little League Bylaws](#)

Videos

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Secretary

Goal

The Secretary – Maintain records of the league.

Responsibilities

Responsibilities per sample Little League Constitution

Secretary – The Secretary

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors
- (d) Issue membership cards to Regular Members, if approved by Board of Directors
- (e) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- (f) Conduct all correspondence not otherwise
- (g) specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (h) Notify Members, Directors, Officers and committee members of their election or appointment.

Reference

Resources

- [Components of an Annual Membership Meeting](#)
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Player Agent

Goal

The Player Agent is a member of the local Little League Board of Directors who is responsible for serving as an advocate for the players in the league and organizing the player draft to ensure all of the draft procedures are properly applied.

Responsibilities

Responsibilities per sample Little League Constitution

Player Agent – The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility.
- (c) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- (d) Prepare the Player Agent's list
- (e) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League International of any subsequent player replacements or trades.
- (g)

Reference

Resources

- <https://www.littleleague.org/s/player+agent>
- [Components of an Annual Membership Meeting](#)
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