



Little League® Baseball and Softball League Official Training



GETTING STARTED



Fall



In accordance with Constitution

Annual Meetings – Board Elections – Election of Officers



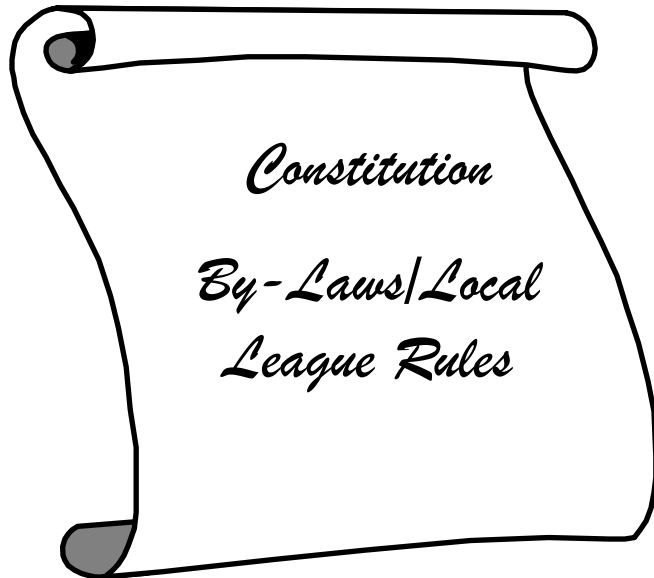
Second Season/Fall Ball Training and Development

- Same rules and regulations apply, as in Spring season
- Can be conducted on an informal basis
- Great opportunity to introduce new divisions
- Great way to recruit both parents and additional adult volunteers for next year
- Interleague play may roll over from Spring season
- Can use current or following year's age chart
- No additional fees (Includes the \$10.00 / team charter fee)
- Insurance needs to be adjusted if more teams are added in a division than were chartered and insured in the spring season
- Managers and Coaches for TAD must be appointed and approved
- Make sure to do background checks on all new volunteers
- Send in names of new players to Little League International Headquarters

General Membership Meeting

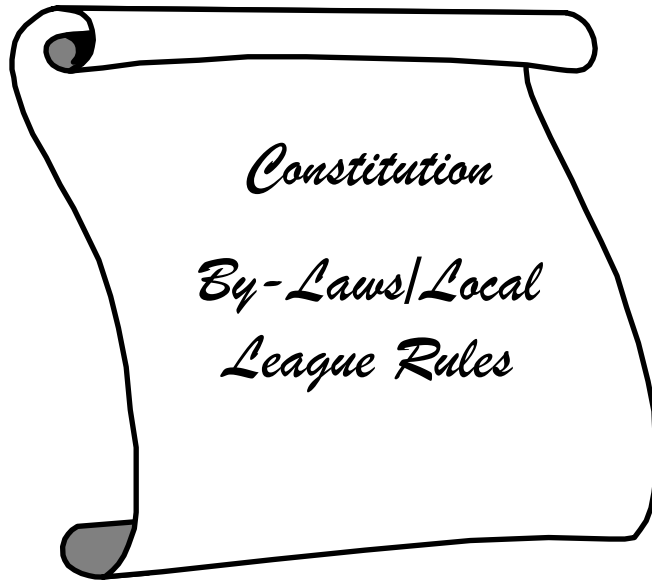
- **Required Annually per the League's Constitution**
- **Advertise 2 weeks in advance**
 - **Promote potential Constitution Changes**
- **Ensure Quorum per the League's Constitution**
- **Year in Review**
 - **Operations**
 - **Financial Report**
- **Membership determines number of Board Members**
- **Board meets to select officers**
- **If no quorum, must hold Special General Membership Meeting**

Local League Constitution



- **Constitution:** Reviewed & approved annually by the **membership** at a duly organized meeting as provided in Article XII of the Model Constitution
- Uploaded to the LL Data Center for Regional Headquarters review
- Board of Directors may not deviate from document

Local League Constitution



- The Constitution spells out the duties and responsibilities of the officers of the board, definition of membership, election procedures, meeting requirements such as quorum, etc.
- Legally-Binding Document

What to do after the Board Elections

- The Board of Directors shall have the power to appoint such standing and special committees as it shall determine by the constitution and to delegate such powers to them as the board shall deem advisable and which it may properly delegate.
- The board may adopt such rules and regulations for the conduct of its meetings and the management of the league as it may deem proper.

Four things to do after officer elections:

1. Meet to elect officers among its members — there needs to be a minimum of a President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer, and Coaching Coordinator
2. Establish meeting dates for board
3. Publish election results for membership on the league's website and social media pages
4. Update your League Officers by notifying the District Administrator, Region Headquarters, and Little League International, through the Data Center of the election results. (this must include proper addresses, phone numbers and email addresses of the board)

Local League

By-Laws/ Local League Rules

- **By-Laws/Local League Rules:** created each season by the **Board of Directors**



- Must be in compliance with Little League Rules & Regulations
- Sent to DA for review and waivers requested, when necessary

Local League

By-Laws/ Local League Rules

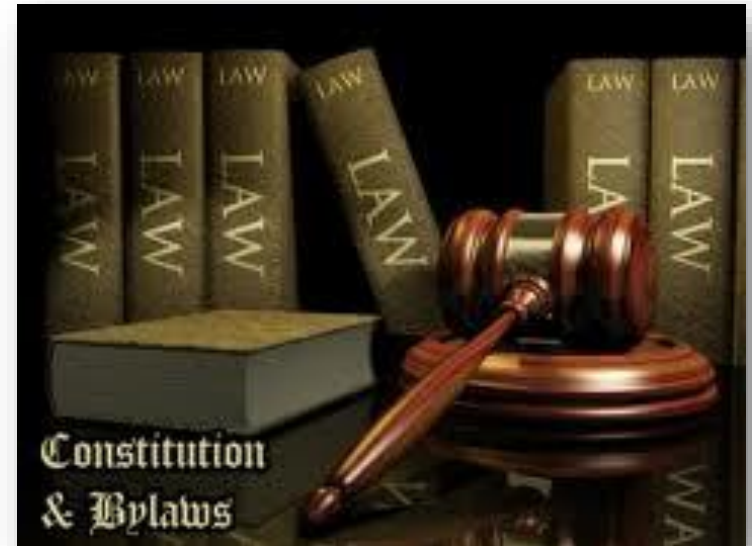


- Expires annually at the end of the fiscal year and must be renewed annually
- Normally includes the local board's procedures for Division Structure, Selection of Tournament Teams (All Stars), specific ground rules for various divisions, etc.
- **Must have a Zero Tolerance Policy for abuse**

Constitution/By-laws

Best Practices

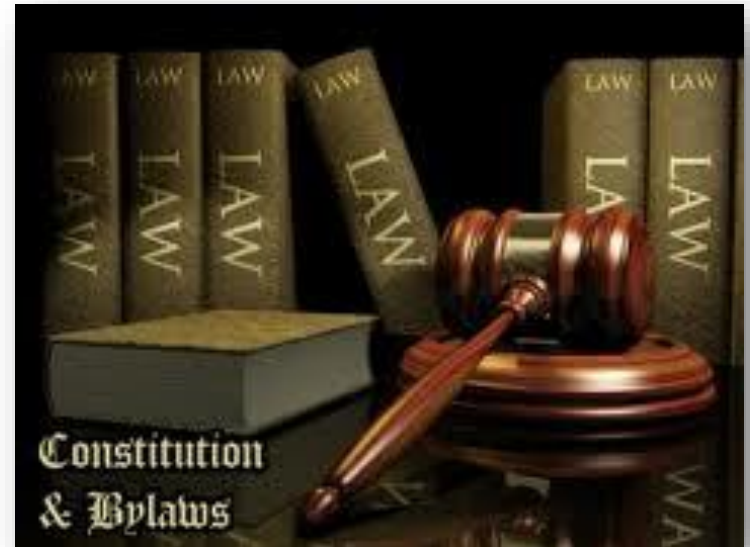
- Make all general documents available to any Member of the local league
- Strongly recommended to post or distribute at registration(s)
- Review Constitution and By-Laws annually and make recommendations for any desired changes.



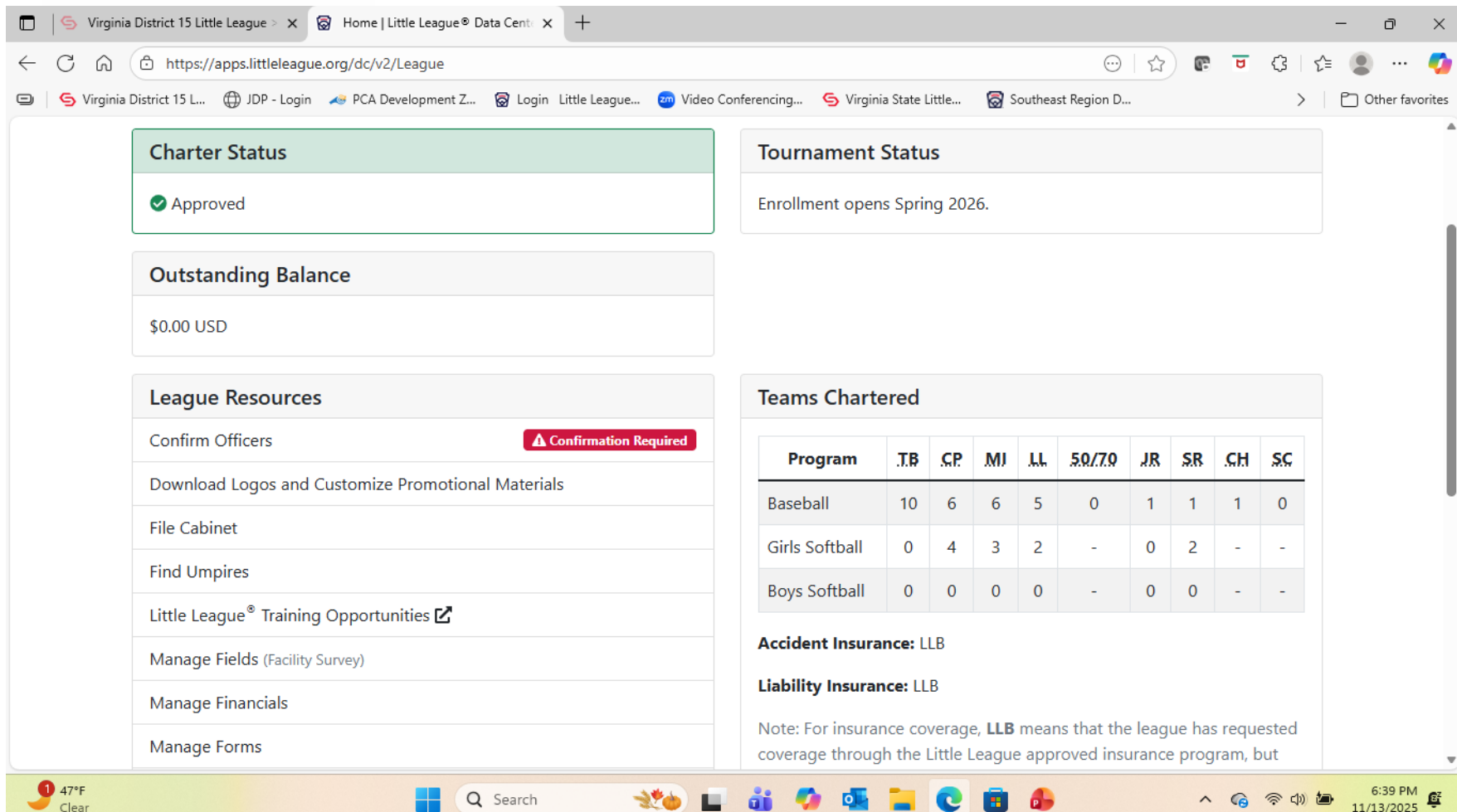
Constitution/By-laws

Best Practices

- Make all documents “transparent”. No information on Constitution or By-Laws should be a secret.
- Post on league’s website and make available upon request.
- Follow the Constitution and By-laws
- Hold a Parent Meeting or Parent Orientation to go over how to become a member, draft procedure, tournament selection process, etc.



Charter/Insurance Enrollment Form



The screenshot shows a web browser window with the URL <https://apps.littleleague.org/dc/v2/League>. The page is titled "Charter/Insurance Enrollment Form" and displays the following information:

- Charter Status:** Approved (indicated by a green checkmark icon).
- Tournament Status:** Enrollment opens Spring 2026.
- Outstanding Balance:** \$0.00 USD.
- League Resources:**
 - Confirm Officers (Confirmation Required)
 - Download Logos and Customize Promotional Materials
 - File Cabinet
 - Find Umpires
 - Little League® Training Opportunities
 - Manage Fields (Facility Survey)
 - Manage Financials
 - Manage Forms
- Teams Chartered:**

| Program | .TB | .CP | .MJ | .LL | .50/70 | .JR | .SR | .CH | .SC |
|----------------|-----|-----|-----|-----|--------|-----|-----|-----|-----|
| Baseball | 10 | 6 | 6 | 5 | 0 | 1 | 1 | 1 | 0 |
| Girls Softball | 0 | 4 | 3 | 2 | - | 0 | 2 | - | - |
| Boys Softball | 0 | 0 | 0 | 0 | - | 0 | 0 | - | - |
- Accident Insurance:** LLB
- Liability Insurance:** LLB
- Note:** For insurance coverage, **LLB** means that the league has requested coverage through the Little League approved insurance program, but

- Charter early (now)
- Team Charter fees may be deferred for a limited time
- Insurance premiums must be paid in full before coverage is effective

Incorporation & Finances



- Has the Board submitted proper Incorporation papers with the state? (if applicable)
 - Annual renewal with the State Corporation Commission (SCC)
- Has the Board submitted the proper 990 federal tax form for fiscal year? (e-Postcard 990-N if under \$50,000 in gross receipts, Form 990-EZ with Schedule A if over \$50,000, or Form 990 with Schedule A if over \$1,000,000)
 - File Federal Taxes NLT 15 Feb 2026

Incorporation & Finances



- Has the Board submitted proper State tax form for sales tax on revenue for fiscal year? (if applicable)
- Register for Exemption of Virginia State Sales Tax
- Remember that the Articles of Incorporation on file with the state, as well as the local league's Constitution, are BOTH legally binding. They must not conflict and should be periodically checked for inconsistencies.



Incorporation & Finances

For further information regarding insurance,
incorporation and/or finances, contact:

Becky Bassett at
570-326-1921 ext. 2228
or email

bbassett@littleleague.org



President: Local League Role

- The local Little League® President is the most visible local league position in the program, and serves as the chairman of a local league's Board of Directors. An election is conducted annually by the league's recognized voting members to place the league president.
- Aside from solid leadership skills, an effective league president will also bring knowledge, experience, and common sense to the position, along with efficient organization and administration abilities. The prospective league president also needs to be willing to dedicate time and energy to guarantee that players, families, and volunteers all enjoy a fun, memorable Little League experience.
- The league president is accountable to the local league Board of Directors. Duties of a league president are described within the limits of the rules and regulations, and within the local league constitution, giving each league president the ability to oversee the affairs of all elements of the league.
- As the chief administrator, the league president selects and appoints managers, coaches, umpires, and committees members. However, all appointments are subject to final approval by the local league's Board of Directors. And league presidents should work hand-in-hand with fellow volunteers to ensure the best decisions are being made for the entire league.



President: Local League Role

- The league president should be the most informed officer of the league. The individual must know the regulations under which Little League operates and, in authorizing the annual application for charter, binds all members of the league to faithfully observe the regulations. Little League International reserves the right to take disciplinary action against the league and/or its officers should there be a violation of the terms of the charter application. League presidents are encouraged to work closely with their District Administrators and Little League International staff to provide guidance to avoid any potential situations.
- Beyond the requirements of league administration, the league president is also the face of your local Little League program, and personify the best public image in reflection to the community at large and all of Little League. Each league president should take an active role in gaining support and winning friends and supporters for the league program.
- Additionally, the league president presides over league meetings, and assumes full responsibility for the operation of the local league. Little League prides itself on instilling leadership skills in its players, and the local league president should be the example to guide all participants, volunteers, and parents on what it takes to be a great leader.



Vice President: Local League Role

- Presides in the absence of the president; works with other officers and committee members; is ex-official member of all committees and carries out such duties and assignments as may be delegated by the President.

Secretary: Local League Role

- The League Secretary is the Board of Directors member who is in charge of records, correspondence, minutes of meetings, and related affairs of the organization.
- The Secretary should maintain a roll of membership for the league. This roll will include members of all classes, as defined by your league's constitution. Maintaining the membership will help throughout the year and especially during the annual meeting. This roll will help establish what is necessary to obtain a quorum during membership meetings. The Secretary will also maintain any files, mailing list, or necessary records for the local league.
- Throughout the year, correspondence will need to be sent out from your league. Examples of correspondence can be notifying members of upcoming meetings or notifying member of appointments on committees.
- Minutes of meeting are important in maintaining an accurate history of your league. Accurate minutes will help in seeing when league by-laws or the constitution have been changed. The documentation of general membership meeting and board meetings will help in showing transparency by the local league's Board of Directors.

Treasurer: Local League Role

- A local league's Treasurer is a crucial position within its Board of Directors. The Treasurer is responsible for the financial condition of the local league and providing monthly or periodic updates to fellow board members. The individual will prepare financial statements and budgets, including the annual financial report to be submitted to the league's membership. The Treasurer also handles income and expenses of the league and properly tracks and records them. It's a big job, with a very important role in making sure your league operates smoothly, and your volunteers and players have all the support they need.
- The Treasurer, to properly perform the functions of the position, should have:
Financial and Accounting Management Experience
- While the Treasurer does not need to be an accountant or work in the financial field, some background and ability to handle financial and accounting tasks is strongly recommended. The ability to prepare proper and thorough records is essential.
- To avoid possible issues of theft, a Treasurer should keep solid financial records and track all of the league's purchases. This should include approval for all purchases and requirement of receipts and order forms (if possible) for all transactions, no matter the size of the purchase.

Treasurer: Local League Role

- The Treasurer should also institute the following to improve the league's financial management: Money Counting Procedures
- To be transparent and to limit mistakes, multiple individuals should be included in money counting. A procedure for counting money after each concession stand use must be in place, which may include counting upon opening and closing. Forms should be developed to streamline the process. Assistants to the Treasurer or a Concession Manager should be used to count and handle the money each evening so the Treasurer doesn't have to go to the field nightly.
- Conducting Audits
 - An audit committee should be used that includes three Board of Directors members, but not the President, Treasurer, or anyone that signs checks. The committee should review the league's books and records at least quarterly, but ideally on a monthly basis. The committee should also ensure it meets prior to the annual meeting and provide its findings to the President and Treasurer.
 - The Treasurer, with the Board of Directors or an appointed Committee, should institute written financial management guidelines so they are expressly explained and questions would be very limited in times that issues may arise. The Treasurer should spend considerable time at a meeting explaining each of these guidelines and could even require each Director to sign in acknowledgement that each has read the guidelines.

Player Agent: Local League Role

- The Player Agent is widely considered the second-most important local league Board of Directors position, with the League President being considered the most important. A Player Agent is tasked with overseeing all aspects of the management of playing members of the local league. Separate Player Agents are permitted for separate divisions and levels of play, which allows a volunteer holding this position to also serve as a coach or manager in the league, but NOT in the division in which he/she serves as the Player Agent. Whether tasked with overseeing the whole league or individual divisions, a Player Agent must know these five things:
 - 1) Thorough Understanding of Preseason Tasks
 - Player management begins in the preseason when players register, tryout, and are selected to teams. This is the busiest time for the Player Agent.
 - While the Board of Directors, as a whole, will staff registration, it is still the responsibility (with the President) to validate all players' ages and residency.
 - For tryouts, the Player Agent will ensure notification of the date, time, and location is communicated to all player candidates and prepares the tryout list that managers will use to evaluate players. Major division teams and above must follow Little League-approved team selection methods (drafts), which is the responsibility of the Player Agent.
 - 2) Understanding of Player Selection Methods and Options
 - Player selections is the responsibility of the Player Agent, who must ensure that proper methods (determined by the Board) are properly used and managers are educated in advance of the draft of the selection process. The Player Agent must prepare the draft list, which lists all eligible players for selection, coordinate the draft and ensure trades are conducted in accordance with the rulebook.

Player Agent: Local League Role

3) Conduction of Strict Roster Management

- The Player Agent should record each team's roster and keep them on file and submit them to Little League through Sport Connect (or alternate method if league does not have Sport Connect.
- Once teams are selected and set, the Player Agent must oversee all teams to ensure those selected to the team are the only ones participating in team activities and ensure players are routinely attending such activities.
- During the season, should there be the need for replacements, the Player Agent, along with the team manager, must follow the established process for such replacement. The Player Agent must also provide proper notice to the individual being replaced.
- It is the responsibility of the Player Agent to ensure no manager is mishandling his roster and that all players are being treated equal.



Player Agent: Local League Role

4) Understanding of How to Release Players

- Any time a player is released, written notice must be provided by the league.

5) Knowledge of Tournament Team Player Requirements

- A Player Agent is responsible, along with the League President to verify and attest to each tournament team's player age and residency in accordance with Little League regulations. The Player Agent must also ensure which players are eligible for selection to a tournament team. The Player Agent may also be responsible for selection of such teams.



Safety Officer: Local League Role

- One of the most important Board positions in a local league is the Safety Officer. The Safety Officer has two main functions — education and the development and implementation of a safety plan.
- The Safety Officer is responsible for creating awareness and educating the league on the opportunities to provide a safer environment for children and all participants of Little League®.
- Programs should be used to educate players, coaches, umpires, volunteers, and parents on safety and safety procedures. Coaches clinics that teach first aid, proper use of equipment (i.e. pitching machines), and player safety (i.e. pitching limits) are great ways to educate volunteers in the local league. With proper education, coaches will have the tools they need to keep players healthy and active during the season.
- The Safety Officer will prepare a safety plan each year for the league and make sure that the plan is used. A Safety Awareness Program (ASAP) will be prepared and submitted to Little League International each year. The Safety Officer needs to make sure that this tool is used within the league to help in establishing plans and procedures in regards to safety.
- Promoting compliance of safety procedures is a key component of the Safety Officer's duties. This is done by establishing and promoting a culture of safety within the league.
- Reporting of accidents is a key function here, as it helps Little League International in developing new rules in regards to player safety. The reporting of near misses of accidents is also encouraged, as it will help local leagues identify possible areas of concern to include in future ASAP plans.
- Protecting children and everyone in the league is the focus. Through the work of the league Safety Officer, creation of a safe environment for all Little League participants can be established and sustained. In return, this will promote goodwill for families that participate in the local league and the community by keeping it safer for all participants.

Umpire in Chief: Local League Role

- Serves as coordinator of and advises the league President on the league umpire program
- Responsible for recommending umpires to the league President for appointment to the league umpire roster
- Recruiting and retaining volunteer umpires
- Establishing a league umpire training program
- Coordinating and assisting with conducting umpire clinics at league and district level
- Communicating rule changes to league umpires
- Scheduling league umpires for regular season games
- Evaluating league umpires and prepare league umpires for advancement to tournament levels
- Communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Region, and/or Headquarters level.



LIO: Local League Role

- Sets up and manages league's official website
- Sets up online registration and ensures the league rosters are uploaded to Little League
- Assigns online administrative rights to other local volunteers
- Collects, posts, and distributes important information on league activities including direct dissemination of fundraising and sponsor activities to Little League, the district, the public, league members
- Primary contact person for Little League and Sports Connect regarding optimizing use of the Internet for league administration and distributing information to league members and to Little League International
- Provides player, coach, and manager records to Little League International



Coaching Coordinator: Local League Role

The Coaching Coordinator is one of the newer Board of Directors positions introduced. This individual should be someone with past coaching experience, but it is recommended that the individual is not a current manager or coach in the league. If multiple coordinators are used, an individual could be a coach or manager and a Coaching Coordinator as long the roles are served in in different divisions.

A Coaching Coordinator should be familiar with the following to properly perform the duties of the position:

1. Little League Rules and Regulations
2. Player Management Duties
3. Training and Education Offerings

Your league's Coaching Coordinator is also tasked with:

1. Providing manager and coach training and education each year
2. Implementing a budget to offer training and education
3. Monitoring managers and coaches throughout the year
4. Reporting any roster management issues to the Player Agent

Being a good Little League coach is so much more than providing on-field instruction. It's ensuring that players are learning, growing, and having fun, in all aspects of the game. The Coaching Coordinator ensures that these vital volunteers have the resources they need to make the season a successful one for all participants and parents.



Sponsorship and Fundraising Manager: Local League Role

- Sponsorships and donations from local businesses and organizations help provide the necessary funding for the local Little League® program to thrive. This support provides for lower registration fees from families, promotes local businesses, and brings a greater sense of community to your league.

Here are some tips for fostering and developing your potential sponsors:

- Create a sponsorship brochure and donation letter that includes information about the league and funding needs.
- Visit businesses in person to discuss the opportunities to support the league through a monetary or in-kind donation. Also, see if the company encourages its employees to do community service and has anyone who might be willing to volunteer with the league.
- Provide recognition and thanks to those that have sponsored through your league's website, social media accounts, printed materials, public speeches, etc.
- Review and convey Little League's trademark usage guidelines and what can/cannot be offered to your local league sponsors
- As the Sponsorship/Fundraising Manager, it is also important to monitor how the money raised through these efforts is being managed. Maintain records of monies secured through sponsorship and fundraising initiatives and ensure that all donations to the league are for the general treasury of the league and not one specific team.



Concession Manager: Local League Role

- Maintains the operation of concession facilities
- Organizes the purchase of concession products
- Responsible for the management of the concession sales at league events
- Schedules volunteers to work the concession booth during league events
- Collects and reviews concession related offers including coupons, discounts, and bulk-purchasing opportunities
- Organizes, tallies and keeps records of concession sales and purchases.

Officers Meet with DA, Staff

- Conduct meeting/training with new league officers
- Discuss plans for the coming year
- Introduce/mentor new Board members
- Learn DA's authority and role with local league
- Review League Boundary Maps
- Coordinate start-finish times for Regular Season and Interleague Play
- Establish Interleague (Local) Rules
- Review district structure and DA election process



Winter



Registration Promotion



- Call/email previous years players and remind them about registration
 - Ask them to spread the word
 - Have a membership drive contest with rewards given to the highest player members referring new players

Player Registrations

- Have Multiple Dates available
- Paperwork Needed:
 - Enrollment & Volunteer Applications
 - Medical Releases & Injury Policy for league
 - **Boundary Maps**
 - **At least 3 proofs of residency within boundaries date or in force between February 1, 2025 and February 1, 2026**
 - Financial Statement
 - Tryout / Draft explanation
 - Tournament Team selection method
 - Board approved local league rules and guidelines



Use of Websites

- In conjunction with Dick's Sporting Goods, Sports Connect (formerly Blue Sombrero an affiliate of Dick's) offers free web hosting which includes free online Registration and League Management tools for Little League Baseball & Softball. Webhosting by Sports Connect is not a requirement but it can and does make the process easier, simpler (and cheaper).



All Leagues Must Use Sports Connect for Registration

Use of Websites



- Use of the Little League trademarks, logos and links to www.LittleLeague.org are permitted on league web sites, but Little League reserves the right to review any web site that uses its trademarks and logos. If content is deemed inappropriate, the league will be required to remove the offending content.

Residence and School Attendance Player Eligibility Requirements

- Residence shall be established and supported by documents, **dated or in force between February 1, 2025 (previous year) and February 1, 2026 (current year)**, from ONE OR MORE documents from EACH of the Three Groups outlined below to determine residency of such parent(s) or guardian:

Group I

1. Driver's License
2. School records
3. Vehicle records (i.e., registration, lease, etc.
4. Employment records
5. Insurance documents



NOTE: Example – Two different driver's licenses (Group I) constitute only ONE document.

Residence and School Attendance Player Eligibility Requirements

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Group II

1. Welfare/child care records
2. Federal records (i.e., Federal Tax, Social Security, etc.
3. State records
4. Local (municipal) records
5. Support payment
6. Homeowner or tenant records
7. Military Records



NOTE: Example – Federal and State Tax forms that the RESIDENT completes does not constitute a Federal Record.

Residence and School Attendance Player Eligibility Requirements

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Group III

1. Voter's Registration
2. Utility bills (i.e., gas, electric, water/sewer, phone, mobile phone, heating, waste disposal)
3. Financial (loan, credit, investments, etc.) record
4. Medical records
5. Internet, cable or satellite records



NOTE: Example – Three documents from the same Group constitute only ONE document.

Residence and School Attendance Player Eligibility Requirements



- School attendance shall be established and supported by a document
- Current academic year dated **prior to October 1, 2025**
- One of the following categories to determine school attendance
 1. Official/Certified School enrollment record
 2. School issued report card or performance record
 3. A Little League issued school attendance form completed by the principal, assistant principal or administrator

Out of Boundary Player?

- **What does your Board need to do now??**

1. Does he/she qualify for a:
 - Regulation II(d) Claim (form provided)
 - Regulation IV(h) Claim (form provided)
2. If they **DO NOT** qualify for either claim, provide them with contact information for their proper league and they must register there.
3. Does the Board wish to request a Charter Committee waiver?
 - Must forward written request with supporting documentation and comment from league where player resides.
 - [SE Region Waiver Requests](#)



Regulations I (b) and I (c) 8 & 9



- Little League Baseball, Incorporated (“LLB”) requires each of its local leagues to conduct a nationwide background check in conjunction with the submission of a Little League Volunteer Application for all managers, coaches, Board Members, and any other persons, volunteers and/or hired workers who provide regular services to a league or have repetitive access to, or contact with, players or teams.

Regulations I (b) and I (c) 8 & 9



- Little League recommends the volunteer applications and background check information be kept in a secure location.
- After entering the Social Security # into the JD Palatine background check tool, the league can redact any/all personal information from the application.
- JD Palatine can send a link to individuals to complete the data entry online, if they prefer.

All Volunteers Must Complete the Abuse Awareness Course Annually



Regulations I (b) and I (c) 8 & 9

- Each year Little League International provides 125 free background checks required in the regulation. Any checks completed beyond 125 require a nominal fee. Information on how to utilize this benefit, as well as how to conduct background checks, can be found on the Little League website and LL Data Center.
- Occasionally, Sex Offender Registry data may be unavailable for an individual state(s) when you run your background checks. This may occur on the criminal background check tool provided for free by Little League International. If this occurs, you have the option of going immediately to the individual state(s) SOR website or going back and re-running the Sex Offender Registry data on the National Sex Offender Registry website until the data becomes available.

All Leagues Are Required to Conduct Background Checks via Sports Connect

Appointments

Managers / Coaches / Umpires



- Committees screen those willing to serve
- President appoints at his/her discretion with Board approval
- Coaches new TO THAT TEAM shall not be named until after the draft (keeper division(s))
- **Recommend using formal training and certifications as a prerequisite, or at least a discriminator**

Appointments

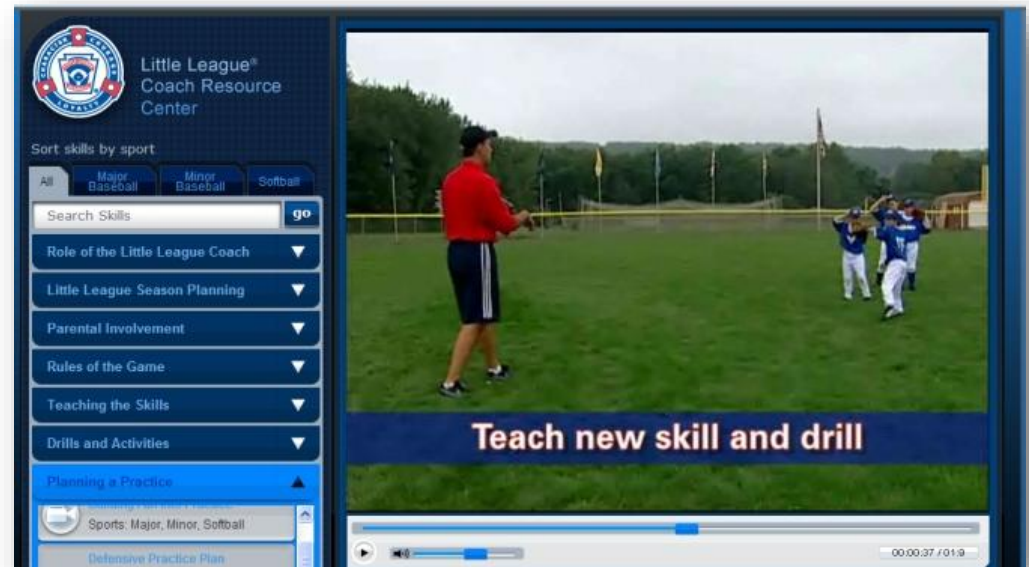
Managers / Coaches / Umpires



- No manager, coach or umpire has tenure
- DO NOT give a reason to a manager, coach or umpire for not re-appointing or re-approving that person
- Plan to send managers, coaches and umpires to clinics and seminars
- Conduct Manager, Coach, and Umpire Training

Education & Training

- Coach Resource Center
- Baseball and Softball
- Videos and Articles
- Teaching the Skills
- Drills and Practice Plans
- Team Organization
- Involving Parents



www.LittleLeague.org/university/coaches

Education & Training



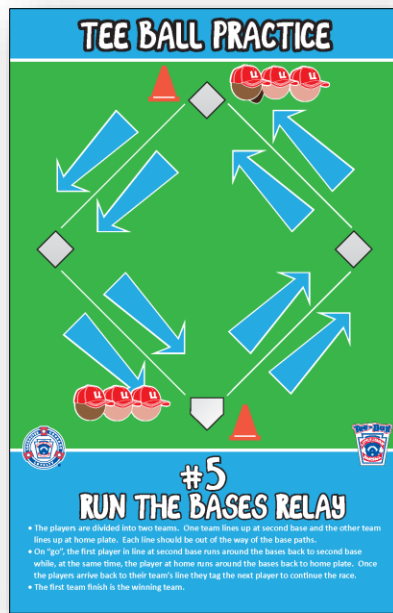
www.LittleLeague.org/university/umpires

- Umpire Resource Center
- Free to all Chartered Leagues
- Updated Regularly
- Features both video and text based articles as well as the latest Little League news
- Content specific areas for baseball and softball; plate and base umpires; and 60' and 90' diamonds

Tee Ball Program

- LittleLeague.org/Teeball
- Free 10 Week Program
- Skills, Drills and Practice Plans
- Available on Little League University
- Also available by download

<https://www.littleleague.org/university/articles/little-league-tee-ball-program/>



2 – Quick Plan (45 minutes)

Quick Plan for detailed instructions for every activity within each lesson

- 09 Introduction
 - 2 players
 - throws (players and coaches)
 - new to throw/PCA tip of the week
- 10 Stances
 - no tagged and must freeze like whatever the coach says
 - practice plan for complete instructions
- 15 Review Grip and Throwing
 - pitcher's circle
 - throw with whole hand using fingertips
 - rate grip and throwing with opposite foot
- 30 Team Throwing
 - no need to be fastened to the fence
 - no broken into even teams
 - one turns throwing through the hoop against the fence
 - no that is made through the hoop counts as an "out" for that
 - players are working toward three outs
 - monitor for grip and stepping with opposite foot
 - practice plan for complete instructions
- 40 Swinging
 - rate a swing to players
 - no practice swinging without a bat (a dry swing)
 - 1 player, one at a time to practice with a tee while others are
 - tagging
- 45 Conclusion
 - 1 player compliment another/PCA tip of the week
 - what they learned
 - if next event (practice, game)

Don't make a mistake! (Mistake should be to make a mistake. If you fear mistakes, we won't try our hardest. Remember to just keep hustling and working hard, no matter what!



Don't make a mistake! (Mistake should be to make a mistake. If you fear mistakes, we won't try our hardest. Remember to just keep hustling and working hard, no matter what!

target. It is a good idea to have them say "ready" once they have their eyes on their target as a reminder not to lose sight of the target first. The next move is to step directly to their target. The ball and hand should move in a circular motion. A good reminder is to tell players that when they take the ball out of their glove their hand should go past their thigh and then the ball should continue to go up facing the sky - "thrust to thigh, show it to the sky." They should release the ball to the target and then they are confident to move to finish the circular motion. Stepping this follow through will prevent them from stopping their arms as soon as they release the ball. (8 minutes)

4. Stop players and call back to the coach. Have each player drop their outfield to the bucket and give another teammate a high five. (10 minutes)

5. Call players in and have them sit in the grass. Talk about swinging a bat. Before teaching, discuss safety rules. They must always keep their hands on the bat, never throw it and stay in their spots so that there are no accidents. Demonstrate a swing using cones. (Which is your "strong" hand your throwing hand? Your hand goes on top. The other below, bend knees, stand "sideways", eyes on the ball.) Stress that the bat should be held in the fingers and palm of fingers - not in their palms. Have them put their index finger of one hand into the palm of their other hand. They should close the hand over the finger as tight as possible. Once the hand is closed, have the players try to get their index finger out. Do this again with the index finger being placed where the fingers meet the hand the second time. Again have them grip down hard and try to take their finger out of their hand. It should be much more difficult to free their finger the second time. This should demonstrate to the players that using the fingers is a stronger grip than using the palms. Once they have a proper grip, have players spread their feet slightly wider than their shoulders in an athletic position with knees slightly flexed. Then have them take a swing trying to have the bat stay level to the ground. Encourage them to swing hard while staying balanced. Remind the players that they must watch the ball that they are hitting the whole time. They should follow through in finishing with their hands up over their head shoulder and the bases on their back should be facing the pitcher's mound.

6. Gather players and have them give another player a high five. Talk about what they learned today and how it will help them be great ball players. Give the PCA tip of the week. Remind the parents of the next event. (8 minutes)

Dismisses

Coach (Machine) Pitch Program



- Free 12 Week Program
- Skills , Drills and Practice Plans
- Picks up where the Tee Ball Program leaves off
- Available from LLU and direct download

<https://www.littleleague.org/university/articles/the-little-league-coach-pitch-program/>



Education & Training Partners

- Partnered to provide a framework and tools for local volunteers to develop a culture of positive, character-building competition.
- Great content on LittleLeague.org
- Free parent course to help create a healthy atmosphere for players and parents alike.
- Special pricing on Double Goal Coaching Course
- **Diamond Leader - Little League Coaching Training Certification Requirement for Tournament Team Managers and Coaches Selection**



League Structure Scheduling



- Decide league's age structure
- Determine number of players returning
- Always look toward expanding the Major Divisions
- Decide on method for expansion
- Ensure small divisions have somebody to play
- 12-year-old Regulation for Majors/Junior Softball and Majors/50-70 Baseball

League Structure Scheduling



- Decide on method for expansion
- Ensure small divisions have somebody to play
- 12-year-old Regulation for Majors/Junior Softball and Majors/50-70 Baseball

Regulation IV – Baseball

- Local Board of Directors annually determines alignment for divisions
- Age determination date for BASEBALL is August 31st

Match month (top line) and box with year of birth. League age indicated at right.

| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | AGE |
|------|------|------|------|------|------|------|------|------|------|------|------|-----|
| 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2021 | 2021 | 2021 | 2021 | 4 |
| 2021 | 2021 | 2021 | 2021 | 2021 | 2021 | 2021 | 2021 | 2020 | 2020 | 2020 | 2020 | 5 |
| 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2019 | 2019 | 2019 | 2019 | 6 |
| 2019 | 2019 | 2019 | 2019 | 2019 | 2019 | 2019 | 2019 | 2018 | 2018 | 2018 | 2018 | 7 |
| 2018 | 2018 | 2018 | 2018 | 2018 | 2018 | 2018 | 2018 | 2017 | 2017 | 2017 | 2017 | 8 |
| 2017 | 2017 | 2017 | 2017 | 2017 | 2017 | 2017 | 2017 | 2016 | 2016 | 2016 | 2016 | 9 |
| 2016 | 2016 | 2016 | 2016 | 2016 | 2016 | 2016 | 2016 | 2015 | 2015 | 2015 | 2015 | 10 |
| 2015 | 2015 | 2015 | 2015 | 2015 | 2015 | 2015 | 2015 | 2014 | 2014 | 2014 | 2014 | 11 |
| 2014 | 2014 | 2014 | 2014 | 2014 | 2014 | 2014 | 2014 | 2013 | 2013 | 2013 | 2013 | 12 |
| 2013 | 2013 | 2013 | 2013 | 2013 | 2013 | 2013 | 2013 | 2012 | 2012 | 2012 | 2012 | 13 |
| 2012 | 2012 | 2012 | 2012 | 2012 | 2012 | 2012 | 2012 | 2011 | 2011 | 2011 | 2011 | 14 |
| 2011 | 2011 | 2011 | 2011 | 2011 | 2011 | 2011 | 2011 | 2010 | 2010 | 2010 | 2010 | 15 |
| 2010 | 2010 | 2010 | 2010 | 2010 | 2010 | 2010 | 2010 | 2009 | 2009 | 2009 | 2009 | 16 |



- Match month (top line) and box with year of birth. League age indicated at right.**

[illegible]

Spring



Player Tryouts



- Review league division eligibility
- Prepare a tryout list
 - Assign numbers to players
 - Organize by division
 - Draft numbers affixed to player for identification
- Provide copies to Managers / Coaches in attendance
- Have multiple tryouts

The Draft

Leagues must utilize draft methods outlined in the Little League Rule Book (Operating Manual):

- **Plan A** – existing teams from previous season remain intact with selection of new players being completed in a round-table format: the last-place team of the preceding season gets the first choice in every round of the draft, the next to last place team gets the second selection etc...
- **Plan B** – Total Redraft - redraft of previous season teams, held in two separate parts. 1st Preliminary Draft- Returning players to division are selected 2nd Draft- Players eligible through tryouts are selected to fill remaining rosters (See Alternate method next slide)



The Draft

Leagues must utilize draft methods outlined in the Little League Rule Book (Operating Manual):

- **Plan C** – Blind Draft – Preliminary & Second drafts apply. Players separated by age – names placed in non-transparent container – individually selected at random and placed on team
- **Alternate method for Plan B** – Alternative to two separate drafts (one for returning players, and one for new players)
- **Alternate method for Plan B** – Conduct a regular draft wherein, if a number of returning Major League players has not been drafted by the time that same number of draft picks remain, those returning players must be the only players eligible from that point forward in the draft.



Charter Committee Waivers

Process

- Local League Board votes whether or not to request waiver
- If Board votes to request a waiver, the President writes a letter, detailing the request and submits to SER/LL Waiver Website. Supporting documents are attached and the DA is notified by the website
- DA provides his/her recommendation and indicates such in the Waiver Website



Charter Committee Waivers

Process

- Regional Office presents their case(s) to the Charter Committee
- Charter Committee will inform Regional Office
- Regional Office informs the DA and local league



The Regular Season



Opening Day!



- Ceremonies should be brief but meaningful
- Invite media
- Great time to get new members
- Select and pay homage to Top Volunteer, Mom, Challenger and Good Sport of the Year (send paperwork to DA)

Protest Committee



- **Local league Board of Directors is totally responsible for solving protests during regular season**
- President may call DA, **then** Regional Headquarters for interpretation of a rule or regulation (not a ruling)

Disciplining a Member

- Committee receives complaints **IN WRITING** and reports to the Board.
- Board could decide to take no further action or send **WRITTEN** notice to the accused; when, where and why they need to appear (due process).
- **Board could decide to draft a written warning, temporarily suspend Membership privileges, or suspend or revoke Membership privileges for remainder of the year (2/3 majority vote needed).**



Leagues Should Define Disciplinary Policies in By-Laws

Summer



Selection of Tournament Teams

- **Best Practices**
 - **Player and Manager/Coaches Selection process defined in League's By-laws**
 - **Follow the process**
 - **May announce tournament team as early as 15 May**
 - **Ensure Eligibility and Availability before announcing**
 - **Ensure Managers, Coaches, and Players are best representation of the community, league, and district**

Leagues Should Define Selection Process in By-Laws

Team/League Eligibility

- To be eligible for Tournament, the following must be accomplished:
 - Charter in division you have Tournament Teams by **June 1, 2026.**
 - All required waivers submitted and approved prior to **June 1, 2026.**
 - All Regular Season team rosters submitted to LLI per Regulation IV (g), not later than **April 1, 2026.**
 - Fees incurred by the league must be paid in full by **June 1, 2026.**
 - All Combined Teams and Interleague Play requests that involve Tournament requests must be submitted by **June 1, 2026.**
- Failure to meet any of the above requirements could result in a team or teams being declared ineligible by the Tournament Committee.

Tournament Eligibility Verification Process - Affidavit

- Requires the following additional information for players, managers, and coaches:
 - **League boundary map** must accompany affidavit with locations of each player noted – appropriate signatures required
 - **Tournament Player Verification Form** for each player.
 - **Waivers for players** outside the boundary must accompany affidavit [II(d), IV(h) or Charter Committee]
 - **Copies of documents needed to establish residence** of all participants must accompany the team. **Actual documents need to be seen when verification process takes place. DA still needs to see original birth certificate (FIRST Time Only).**
- **Participation in other programs** during the International Tournament is permitted, subject to the provisions of Regulation IV (a) Note 2.



Required Signatures Affidavit

- League President AND Player Agent are required to sign the affidavit attesting to accuracy of the information.
- Manager must sign affidavit signifying he/she understands the playing rules, rules regarding pitching eligibility, as well as his/her right to refer protests to the Tournament Committee.


Tournament Eligibility Verification




- Eligibility information, including residence for the District winner, will be verified at the district level.
- Eligibility information verified at each tournament level in addition to original screening by the District Administrator.
- Eligibility information required to accompany each team at all levels in case of discrepancy.

Additional Resources

Quick Links ▾ Resources For: **Parents** ▾ **Play Little League** **Playing Rules** **League Finder** **Play**

 **Little League University** Training Training Courses Create Training Account Parents Coaches Umpires League Officials District Admins All

TRAINING COURSE CATALOG




Abuse Awareness Training Course

REQUIRED COURSE

Abuse Awareness Training Course

FOR ALL TRAINING




Diamond Leader Training Program

REQUIRED COURSE

Diamond Leader Training Program

FOR ALL TRAINING




Prepare: Resource Guide Companion...

PREFERRED COURSE

Prepare: Resource Guide Companion...


FOR DISTRICT ADMINS LEAGUE OFFICIALS TRAINING



Play: Resource Guide Companion Course

PREFERRED COURSE

Play: Resource Guide Companion Course




Umpire Training Course

PREFERRED COURSE

Umpire Training Course

FOR TRAINING UMPIRE



District Administrator Tournament Prep...

PREFERRED COURSE

District Administrator Tournament Prep...

<https://www.littleleague.org/university>

Questions??

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<https://www.vadistrict15.org/>

<https://www.vastatell.org/>

“Our kids, our future.”

