

LITTLE LEAGUE PRESIDENTS TIMELINE OF EVENTS

October

- **Financial report due to the District Administrator (990 IRS Form).**
- **Plan and set (early and regular) registration dates and locations.**
- **Inventory uniforms and equipment**
- **Put together a budget for the new fiscal year, LL fiscal year is Oct 1 to Sept 30.**
- **Communicate with the adjoining leagues about Inter-League play.**
- **Form committees "Among" your B-O-D.**
- **Submit an updated roster of board members to the DA.**
- **Read the Little League Operations Manual & "A Day in the Life of Hometown LL".**
- **Set Dates for BOD meetings.**
- **Contact last year's sponsors and solicit new ones.**
- **ATTEND DISTRICT PRESIDENTS MEETING**

November

- **Have a plan completed and dates for the upcoming season, i.e. (registration, tryouts Etc.)**
- **Ensure that you have the fields reserved for the upcoming season (if applicable).**
- **Have a completed status on all equipment. (i.e. reusable, new order, etc.)**
- **Review any necessary player actions with the player agent, (see regulation 3).**
- **Submit new season charter to LL HQ's.**
- **Evaluate Managers and Coaches**
- **Order Rule Books and Operating Manuals for B-O-D**
- **Send notifications to all returning players & coaches & advertise new Registration Dates.**
- **Continue to communicate with adjoining leagues.**
- **ATTEND DISTRICT PLAYER AGENTS / PRESIDENT'S MEETING**

December

- **Local rules should be discussed and approved. Keep in mind that local rules are to add to the rules and regulations of LLBB and not take away from them, i.e. The ten run mercy rule is in effect unless voted out by the B-O-D; you cannot set a time limit on a game unless you have back-to-back games; Selection of All-Star Manger, Coaches, Players; Rain Out schedule.**
- **The first batch of Manager and umpire nominations should be ready for approval.**
- **Approve Coaches' Section of League Safety Plan for distribution.**
- **Preliminary game schedule set or at least a working copy.**
- **Board discussions about hosting and participating in post-season play.**
- **Staying informed about players by the player agent.**
- **Review/approve General Members Applications.**
- **Advertise sign-up and try-out information.**
- **Send flyers with registration information to schools.**
- **Your League must be chartered by the end of the month.**

January

- **Final registrations completed.**
- **Any and all waivers approved by BOD and submitted to District Administrator.**
- **Continue manager, coaches and umpire appointments and approvals.**
- **Adjustments, if any, to the charter submitted to LL HQ's.**
- **ATTEND DISTRICT PRESIDENT' MEETING**

February

- Meet with all managers and coaches to cover try-outs and draft procedures.
- Tryouts and draft completed.
- Begin all field repairs and improvements.
- Schedule training sessions for managers and coaches
- Set up Picture Day.
- Oversee the daily, weekly operations of the league, fine tuning it.
- Form 990 due to IRS no later than the 15th.
- Attend with coaches Mariners Coaching Clinic
- Start planning for Post Season Tournaments and play. (Local Playoffs, TOC, All Stars)
- Continue to promote your league program & fundraisers.
- Review/Approve General Members Applications.
- **ATTEND DISTRICT PRESIDENT'S & SAFETY OFFICER MEETING.**

March

- Continue to oversee the operations and fine tuning the league.
- Final decisions on Post Season Hosting and Participation.
- Post Season uniform selection.
- Plan any end of season parties or trophies that will be needed, to include any late season tournaments that may be in your supplemental rules.
- **Work on and finalize safety manual.**
- Appoint volunteer for Program Committee and Tournament Advisory Committee.
- Preparations for opening day.
- Opening day happens.
- **ATTEND DISTRICT INTERLEAGUE MEETING.**
- **ATTEND DISTRICT PRESIDENTS/UIC MEETING**

April

- **Transmit rosters to Little League Office.**
- **League Safety plan to Headquarters April 1st**
- **Continue to oversee the operations and fine-tuning of the League.**
- **Start planning the General Membership meeting for the Fall Elections.**
- **Get a feeling on who may or may not return to the B-O-D.**
- **Advertise for new BOD member signups.**
- **Develop a plan for T.A.D. (fall ball).**
- **All-Star voting, the guidelines for this should be in your local league rules and are to be followed as it is written.**
- **Prepare/plan for District Tournaments. BOD approves Hosting Tournaments.**
- **Complete Host form, attach minutes and notify the District of plans to HOST any Tournaments.**
- **Submit to Little League the League's selection for Volunteer of Year, Mom of the Year, Good Sport, and Challenger Award.**
- **Start organizing your big league teams.**
- **Remember Little League Days with the Mariners.**
- **ATTEND DISTRICT PRESIDENT'S MEETING**

May

- **Continue to oversee the operations of the league.**
- **Have a plan for T.A.D. (fall ball).**
- **Advertise for new Board Member signups.**
- **Check the status of All-Star uniforms ordered or purchased.**
- **Plan for the upcoming Post Season, (i.e., workers, supplies, etc.)**
- **All-Star votes counted PA, Pres, VP, but kept under lock and key. (Per Local Rules)**
- **Hold any end of season tournaments as planned.**
- **Last month to submit final roster changes to LL HQ before All Stars.**
- **Plan any Closing Day picnics or Ceremonies.**
- **Review/Approve General Member Applications.**
- **Attend any Special Game Tournament Briefings.**
- **Remember Little League Days with the Mariners.**
- **ATTEND DISTRICT PLAYER AGENT & PRESIDENT' MEETING.**

June

- **BOD approves All-Star Managers and Coaches per Local Rules.**
- **BOD approves All-Star Rosters.**
- **June 15, announce All Stars, set up pictures and practice schedules.**
- **Attend Tournament Briefings.**
- **Ensure smooth operations of any TOC tournaments you are hosting.**
- **Prepare All-Star affidavits and include all support documents.**
- **Present All-Star affidavits to the District Staff for approval.**
- **Submit International Tournament Enrollment form to LL HQ's.**
- **Remember Little League Days with the Mariners.**
- **Plan any recognition banquets/ceremonies and trophies for the All-Stars.**
- **ATTEND DISTRICT PRESIDENT' MEETING**
- **ATTEND AFFIDAVIT REVIEW AT DISEGNATED TIME.**
- **ALL-STAR MANAGERS AND COACHES MEETING 7/15/2019.**

July

- **Enjoy the All-Star tournaments; however, your work is NOT done.**
- **Oversee any of the tournaments that your League is hosting.**
- **Plan for various BOD members to attend as many games as possible that your teams are participating and represent your league.**
- **If a team from your League advances from the District, at a minimum you or a member of your BOD should make an appearance.**
- **Finalize any plans for T.A.D. program.**
- **Review plan for General Membership Meeting.**

August

- Finalize the end of the season, i.e. rosters filed in the local League file for next year's review, equipment returned, etc.
- Send out notifications to all General Members of the upcoming meeting.
- Finalize a financial report for the General Membership meeting.
- Finalize an agenda for the General Membership meeting. Review voting procedure.
- Conduct registration for upcoming T.A.D.
- **ATTEND FALL BALL MEETING.**

September

- Hold General Members meeting and elect new BOD.
- **New BOD has first meeting after election and must elect the President, Vice-President(s), Secretary, Treasurer, Safety Officer, Information Officer, Player Agent(s), Equipment Manager and Concession Manager or Committee. Others can follow as need be.**
- Start your T.A.D. season.
- Initiate the process all over and enjoy.
- **ATTEND DISTRICT PRESIDENT MEETING.**

NOTE: The above events are samples and may not apply to all leagues with the exception of those noted during the discussion. Remember above all we are here so that the children in our communities may enjoy a sport that is enjoyable, competitive but most of all fun. A well-organized League is only as good as its volunteer's who stay focused and organized.