

2024

LEAGUE OPERATIONS, GOVERNANCE & RESOURCES 101



Approved: lla board of directors
11/23/2024

This information has been gathered from the resources
at Little League International and Little League
University, Little League Canada & Little League Alberta
to help guide your entire league board members
throughout the season

Special thanks to Wendy Berdahl for her inspiration
and assistance

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Operational Guide for Little League Boards



The League- Overview

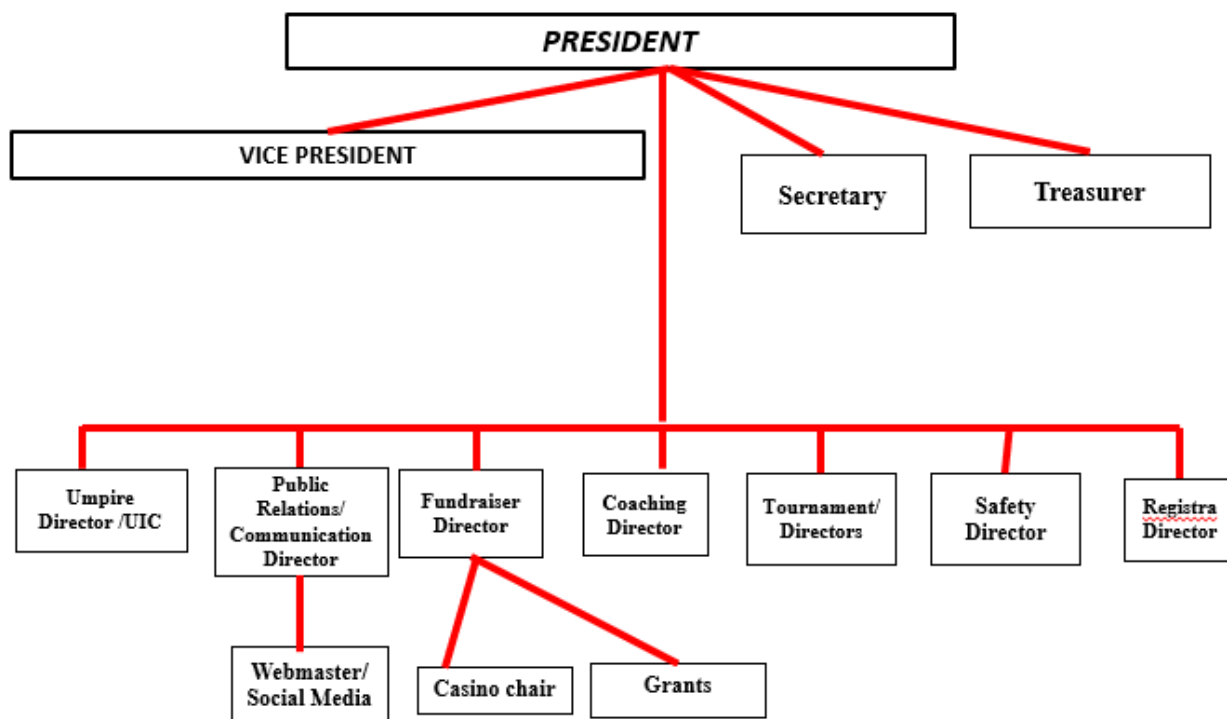
The league is the basic unit of organization. It serves the home community and is the core of the volunteer aspect of Little League.

At this level, managers, coaches, umpires, league officers, auxiliary, and other personnel come into close association with the children. It is the local league perspective that the public sees Little League.

Within the framework of rules and regulations of Little League, the local league is autonomous. It establishes its own administration, elects its Board of Directors, and maintains an organization best suited to meet the needs of Little League in the community.

It is the duty of a board member to know your league By-laws

Organization Chart- Essential Board Members



League President

The president should be the most informed officer of the league.

Each president 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 reserves the right to require a league to remove any officer who does not carry out the terms of charter application. Serious violation can result in loss of the league's charter.

Advertising

Utilize social media

Face book tends to have the broadest reach, while X, Instagram, tik tok and others provide unique communication opportunities.

Yard signs- Great to bring attention to Little League households or all star summer ball players.

City signs – Great to bring attention to registration dates and locations and playoffs

Newsletters – e-Newsletters provide up-to-date information to a whole database at once.

Resource Guide Quick Tip: Player Recruitment <https://www.littleleague.org/videos/resource-guide-quick-tip-player-recruitment/>

Website

League Website is a key tool that is a landing place for all information.

Little League Alberta's website is www.littleleague.com. All Leagues and Districts can have links to their sites.

Communication

Educate Parents – While it is important to make sure the players are enjoying their experience in Little League, educating their parents and guardians on the offerings of the program is equally important in ensuring the players return for the next season.

Be transparent with parents throughout the season and provide them with insight and opportunities to get involved.

Share with parents the great resources available on [Little League University](#), such as [Backyard Tips](#), to help keep the kids active when they're not on the field. Above all, make sure that parents see that their children are having fun and making friends.

Little League not only allows the children to make friends but is also a great way for parents to grow their social circle and get involved with the community.

Tip: Email newsletters to your members to keep them informed or just to direct them to your website for information.

2025 Season Safety

In each Little League (LL) baseball organization, the mandated dedicated Safety Officer ensures adherence to safety protocols, overseeing facility inspections, equipment checks, and compliance, collaborates on safety education, and serves as proactive advocate fostering a culture of well-being and enjoyment for all involved.

The Safety Manual – A Safety Awareness Program - Canada

PURPOSE

This Safety Manual aims to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League

COMMITMENT TO SAFETY

Before the start of a new Little League season, each manager and coach will be directed to the Safety Manual which contains important safety and first aid information with which all volunteers should be familiar.

SAFETY OFFICE ROLE

The Safety Officer is an individual who looks after the safety aspects of the league. Their role is defined in the Safety Manual

Financial Responsibilities

Little League International/ Canada strongly encourages all leagues to be forthcoming and transparent with its finances.

From paying charter fees, purchasing uniforms, and playing equipment, to the field and facility maintenance, it takes significant funding to play ball each year. Leagues should not be running in a deficit. Leagues may have to fundraise, **apply** for grants, or obtain sponsorship to remain liquid.

Leagues are also responsible for the following:

- Little League Alberta Membership Fee
- Little league Canada Charter Fee
- Insurance Fee – Mandatory & Optional Coverage
- District membership fees

Season Budget

Prepare an annual budget, including all your expenses and share it at registration

This helps explain how registration fees are set and why fundraisers are necessary.

Tip: It is Important to always be transparent with both the board and the members about all costs to operate the league.

Fundraising & Grants

Establish a Fundraising Committee to oversee all fundraising and sponsorship activities

It's more important than ever to formalize a group within your Board of Directors to assist with fundraising efforts of all sorts; collect ideas, assign individuals to specific tasks, and build opportunities to generate funds in the community.

The Fundraising Committee can include members of the Financial Committee, and both should work closely together. The Fundraising Committee should establish a communication plan that focuses on reaching out to businesses and other community organizations to explain the season offering for **2025** and the financial state of the league.

Include fundraising in your league's registration efforts

Have an option to accept donations from parents to support specific needs, such as player scholarship donations or in-kind donations of equipment, during the online or in-person registration process.

Alert parents to mandatory fundraisers that they will be asked to participate in throughout the season.

Consider the possibility of involving current players and/or alumni in a single, league-operated fundraising initiative.

Work with local sponsors and organizations to generate fundraising ideas, such as:

Fundraising take-out nights; Special discount cards or sales; Online product fundraising opportunities (e.g. novelty items)

Charter Rights & Forms - Little League Canada

Just a reminder Charters are due into Little League Canada not later than **April 15th**. This Charter is an estimation of the number of teams you will have in your league this season (2025). Final Charter adjustments are due into Little League Canada not later than **June 1st** and adjustments can be made up until that date.

The important things to remember:

- Charters help us ensure we have all your leagues updated contact information for important notices.
- If your league offers a challenger program, charters help us and the Jays Care Foundation plan for the season.

Registration data (this is the list of players on each team in each division) are due on or by **June 1st**. This information will have to be uploaded to the LL Data Centre. (Instructions can be found at littleleague.ca/document-library)

If you need LLC to resend your charter or need help completing it, please contact your District Administrator.

Please ensure important fields are filled out correctly on the spreadsheet. This includes names, gender, birthdate, city, postal code, email address, team name and division of play. This allows your District and Little League Alberta to communicate, provide statistical data to the Government agencies and verify insurance requirements. Providing only partial information creates many problems and unnecessary work.



**BASEBALL
SOFTBALL
CHALLENGER**

2024 Little League Baseball Canada Charter Application

#500-2210 PRINCE OF WALES DR., OTTAWA, ON, K2E 6Z9
TEL: (613) 733-3301 - Fax: (613) 733-2820 - E-mail: canada@littleleague.org

PLEASE FORWARD THE FOLLOWING TO CANADA REGION OFFICE:

- 1) Copy of Insurance Certificate
- 2) Copy of Boundary Map, signed & dated
- 3) Copy of Constitution and By-Laws, signed & dated by the League President
- 4) Application for Interleague Play & Combined Teams, approved by your DR

LEAGUE NAME

LEAGUE IDENTIFICATION NUMBER

PLEASE USE FOR ALL CORRESPONDENCE

BASEBALL					SOFTBALL						
LEVEL OF PLAY	Age	PREVIOUS SEASON TEAMS	CURRENT SEASON TEAMS	PER TEAM RATE	CHARTER FEE (TEAMS X RATE)	Age	PREVIOUS SEASON TEAMS	CURRENT SEASON TEAMS	PER TEAM RATE	CHARTER FEE (TEAMS X RATE)	
T-BALL	4 - 7			\$15.00	\$ 0.00	4 - 7			\$15.00	\$ 0.00	
COACH PITCH/MACHINE PITCH	7 - 8			\$15.00	\$ 0.00	7 - 8			\$15.00	\$ 0.00	
MINOR	9 - 12			\$42.00	\$ 0.00	9 - 12			\$42.00	\$ 0.00	
LITTLE LEAGUE (MAJOR)	9 - 12			\$42.00	\$ 0.00	9 - 12			\$42.00	\$ 0.00	
INTERMEDIATE (5A/7D)	11 - 13			\$48.00	\$ 0.00	N/A	N/A	N/A	N/A	N/A	
JUNIOR	13 - 14			\$48.00	\$ 0.00	13 - 14			\$48.00	\$ 0.00	
SENIOR	13 - 16			\$48.00	\$ 0.00	13 - 16			\$48.00	\$ 0.00	
TOTAL BASEBALL					0	\$ 0.00	GIRLS SOFTBALL				
							0				
							\$ 0.00				

LEAGUE PRESIDENT

LEAGUE MAILING ADDRESS

CITY PROVINCE POSTAL CODE

BUS PHONE:

BUS PHONE:

CELL PHONE:

E-MAIL:

OFFICERS	NAME	E-MAIL
SAFETY OFFICER		
INFORMATION OFFICER		
VP BASEBALL		
VP SOFTBALL		
VP CHALLENGER		
COACH COORDINATOR		
PLAYER AGENT		
TREASURER		
SECRETARY		
MANAGER-IN-CHIEF		

Date boundary map last updated: mm dd yyyy Required

Registration

As the new season approaches, registration should be top of mind.
Registration is a prime opportunity to gather information.

You can gather *valuable insight* into the programs you need to focus on for the year and potentially upcoming years.

An example of what you should have on your registration as data collection.

- ☐ Is your child interested Competitive All-Stars or if a teenager in our Western Frontier Baseball Program. (The Performance Program of Little League Alberta).
- ☐ Is your Child interested in summer travel baseball (Playing Level AA-A in Majors, AAA, AA, A in Minors)
- ☐ Your child played Little League in the last 3 years
- ☐ Would you like to volunteer or do you have any skills that would assist our programs.

Assessing your returning players, as well as forecasting how many new participants you'll have, will help provide a forecast for revenue tied to your registration fees, and will help your league identify areas where additional revenue will be needed to support the league's activities.

Leagues should not close registration until every possible spot is filled.
Consider late registration as one option to offer.

No one wants to see a disappointed player.

Helpful video <https://www.littleleague.org/videos/resource-guide-quick-tip-registration/>

Charter Fees, Insurance Fees, Membership Fees

Payment for Charter Fees, Insurance Fees and Membership Fees are all billed by and paid to Little League Alberta. Once you have sent in your preliminary Charter to Little League Canada, Little League Alberta is sent a preliminary invoice for the fees.

You will also receive an email from Little League Alberta asking you to fill out a questionnaire for the year. This information is required to provide you with proper insurance. Once your form is completed, Little League Alberta uses this information to estimate the cost of your insurance for the year.

Little League Alberta will send a preliminary invoice based on the information which you have provided to date. Seventy-Five (75%) of that total invoice is **due May 15**.

Once you have provided Little League Canada with your adjusted Charter Teams and Databases (**to be completed by June 1**), Little League Canada then adjusts the team number and invoices, or provides a credit, to Little League Alberta. Once the adjusted invoice is received, Little League Alberta will then provide you with the amount of the final balance due. This amount is due **no later than July 1**.



Little League Canada/Little League Alberta
2025 Charter & League Fee Details
MEMBER: _____

PRELIMINARY

☒

FINAL

☐

IMPORTANT DATES

PRELIMINARY DEPOSIT DUE

May 15/25

CHARTER ADJUSTMENTS

June 1/25

PLAYER & COACH DATABASE

June 1/25

FINAL BALANCE DUE

June 15/25

	Original # Teams	Per Team	Total	Adjusted # Teams	Adj Total
LLC Charter Fees					
T-Ball	0	\$15.00	\$0.00	0	\$0.00
Coach Pitch	0	\$15.00	\$0.00	0	\$0.00
Minor	0	\$42.00	\$0.00	0	\$0.00
Major	0	\$42.00	\$0.00	0	\$0.00
Intermediate	0	\$48.00	\$0.00	0	\$0.00
Junior	0	\$48.00	\$0.00	0	\$0.00
Senior	0	\$48.00	\$0.00	0	\$0.00
Challenger	0	\$17.00	\$0.00	0	\$0.00
Major Softball	0	\$42.00	\$0.00	0	\$0.00
Junior Softball	0	\$48.00	\$0.00	0	\$0.00
Senior Softball	0	\$48.00	\$0.00	0	\$0.00
Sub Totals	0	-	\$0.00	0	\$0.00
Other Fees					
TOTAL TEAMS	0		TOTAL CHARTER FEES:		\$0.00

Little League Alberta Membership Fee - District Level **\$0.00**

Insurance	Group Policy Fee (Directors & Officers coverage)	\$225.00	
	Mandatory Abuse Coverage Add On - Child Protection	\$0.00	
	Liability & Accident Coverage (\$5.00 Per Person Estimate)	\$0.00	
	Liability & Accident Coverage Adjustment	\$0.00	
	Umpire Coverage (if required)	0	\$0.00
	Additional Property Coverage as per Certificates Issued	\$0.00	
Special Coverages:	Awards Banquet	\$0.00	
	Field Maintenance	\$0.00	
	Concession Coverage	\$0.00	
	TOTAL INSURANCE FEES	\$225.00	

\$11 per chartered team

Preliminary calculation (15 pers/tm)

LL Data Ctr Actual & used to adjust

(\$25 Basic, \$100 w/alcohol)

(\$50/Field-\$250/Assoc)

(\$50/Pre-Pack, \$250/Hst)

Tournament Sanctions (#x \$30) # of Sanctions 0 **\$0.00**

Final Number of Players/Coaches 0 Calculated From Your LL Data Center Uploads

Final Liability & Accident Premium \$ - This is your total that will be adjusted from Estimate on Preliminary Fee Details

TOTAL BALANCE CALCULATED - Charter, Membership, Insurance, Sanctions	\$ 225.00	
TOTAL DEPOSIT DUE BY MAY 15/25 - 75% of Above Total	\$ 168.75	(Due Now from Prelim Fee Details)
PAYMENTS RECEIVED PRIOR TO FINAL FEE DETAIL STATEMENT	\$ -	(Will be filled on Final Fee Details)
FINAL BALANCE DUE AFTER ADJUSTMENTS DONE ON JUNE 15	\$ -	(Amount Owed Final Fee Details)

* As detailed on your application and insurance package.

Membership Fees include:

- * Summer Baseball Leagues for AA & A levels.
- * Access to Little League Alberta Tournaments
- * Insurance Coverage Access for players, leagues & Officers (D/O coverage) & team equipment
- * Optional access to Additional Equipment & Special Operational/Event Insurance
- * Access to participate at Annual Conferences to better the program
- * Access to coaching & umpire initiatives and programs
- * Advocating for your league through your District to Little League Alberta Board Activities
- * LLA Provincial Office operations and support to grow the programming further in Alberta
- * Assistance to Districts to Host Tournaments

Data Centre

All Canadian leagues are required to use the Data center for player information.

2025 Registration data needs to be uploaded to the data center **BY JUNE 1**. Only those names registered in the data center will be covered by insurance. please include your coaches, managers and volunteers.

The Little League® Data Center, located at [LittleLeague.org/DataCenter](https://www.littleleague.org/DataCenter)

The Data Center also is the location where many of the annual league operation activities are completed. For example, Board Members, All-Stars rosters, waivers, combined teams form etc.

Logging in to the Little League® Data Center

Your Data Center username is the same as the email address on your league or district officer record. Please confirm with your League President or District Administrator that you have been added as an officer, and that your email address is correct. You should receive an email with password setup instructions once listed as an officer.

If you need to reset your Data Center password, please go to :

<https://apps.littleleague.org/dc/v2/Account/Login?returnUrl=>

Little League Alberta Additional Information

Umpire Forms

Board of Directors and Officers

Both are **due by May 1**.

For more information go to

<https://www.littleleague.org/downloads/in-season-completing-your-pre-tournament-data-center-checklist/>

2024 Little League Baseball Age Chart

2025 Little League® Age Chart



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
2021	2021	2021	2021	2021	2021	2021	2021	2020	2020	2020	2020	4
2020	2020	2020	2020	2020	2020	2020	2020	2019	2019	2019	2019	5
2019	2019	2019	2019	2019	2019	2019	2019	2018	2018	2018	2018	6
2018	2018	2018	2018	2018	2018	2018	2018	2017	2017	2017	2017	7
2017	2017	2017	2017	2017	2017	2017	2017	2016	2016	2016	2016	8
2016	2016	2016	2016	2016	2016	2016	2016	2015	2015	2015	2015	9
2015	2015	2015	2015	2015	2015	2015	2015	2014	2014	2014	2014	10
2014	2014	2014	2014	2014	2014	2014	2014	2013	2013	2013	2013	11
2013	2013	2013	2013	2013	2013	2013	2013	2012	2012	2012	2012	12
2012	2012	2012	2012	2012	2012	2012	2012	2011	2011	2011	2011	13
2011	2011	2011	2011	2011	2011	2011	2011	2010	2010	2010	2010	14
2010	2010	2010	2010	2010	2010	2010	2010	2009	2009	2009	2009	15
2009	2009	2009	2009	2009	2009	2009	2009	2008	2008	2008	2008	16

NOTE: This age chart is for BASEBALL DIVISIONS ONLY, and only for 2025.

2025 Little League® Age Chart



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
2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	4
2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	5
2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	6
2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	7
2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	8
2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	9
2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	10
2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	11
2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012	12
2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011	13
2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	14
2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	15
2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	16

NOTE: This age chart is for **SOFTBALL DIVISIONS ONLY**, and only for **2025**.

LENGTH OF YOUR SEASON

Spring Season

Your season should start as soon as possible and go as long as possible for the following reasons:

- Delay in start date due to wet fields.
- Possibility of weather days and need to reschedule.
- Players wanting to Play in a summer ball program.
- Players that want to play in All-Stars and will need game eligibility.
- **Your league might want to book indoor team practice time as the weather may play a factor getting onto the fields this season.**

Out-of-Boundary Players:

District Administrator must review the list of out-of-boundary players requests first. Then the league *must submit* the list of out-of-boundary players through the approved process available on the Little League Data Center:

Information needed for this is: Player information (Player's name, league age, Parent/Legal Guardian contact information), Player's Home league (if applicable).

LLC Regional Director (Roy Bergerman) will review and provide final approval with supporting waiver documentation from home league.

INTER-LEAGUE POLICY

Whether your league has only one team or several teams, playing inter- league with other Little Leagues are events that the players and families can get excited about. And provide the opportunity to play different leagues outside of tournament play.

Many leagues have organized successful interleague opportunities, which have provided a competitive setting with a fun atmosphere, where players can improve their on-field and off-field skills.

Each District may have options to do Inter-League play.

*All players must be evaluated; Dates will be set by the interleague director and the District Administrator. Players who are not evaluated will be place in the single A division as per the policy.

*Directors from each league will play a major part of this program and will sit on a District committee.

Leagues will not be required to submit a request form when playing other leagues within their district and will only be required to submit a form when playing leagues from outside their district. In addition, tournament combinations within the same district do not need an approved regular-season interleague play form.”

Risk Management & Insurance

This is a fundamental part of your league.

Little League Alberta REQUIRES that every local Little League program maintain insurance coverage for the entirety of the policy year.

Maintaining insurance prevents a gap in coverage and protects against potential risk and exposure to issues that still exist whether the league is active, or no games/practices are currently taking place.

The current policy year will **expire on March 30 of each year**. The new year will be from June 1st to May 31st of each year. Little League Alberta will be sending out information on who will have to complete the Abuse & Molestation course along with the police record check

All leagues are required to enroll in the insurance program as soon as LLA sends out the forms in February. Your coverage is based upon the information which you provide in the form and as such it needs to be filled out as soon as possible. Failure to complete the form will result in your League not being insured.

If you are insured by another provider, Little League Alberta requires that you provide proof of insurance, with a loss payable to include Little League Alberta for each and every year that you have other insurance.

LITTLE LEAGUE ALBERTA TRAVEL SUMMER BALL

The mandate of this program is to provide a coordinated approach to summer baseball within the Little League system. Teams will be able to register and play a series of games that encourage the values of the program in a competitive environment with similar skilled teams.

Eligible Participants

Any league from an Alberta or Saskatchewan District who is in good standing may register team(s) through the Little League Alberta office. Leagues may accept additional players who register with the league and are selected to a team even if they did not meet minimum game requirements.

AGE GROUPS AVAILABLE

Minor - Any players Little League Age 8 to 10 yr. old

Major - Any players Little League Age 10 to 12 yr. old

Senior - Any players Little League Age 13 to 16 yr. old

Please refer to the Little League Summer Ball Program documents for complete information.

Assistance, clarification, or questions on Summer Baseball and the Championship Weekend Sectional Tournaments, can be directed to:

Little League Alberta Office and Summer Program Coordinator

Phone: (403) 320-2025 (office) Fax: (403) 320-2053 info@littleleagueab.ca(email)

PROVINICAL AAA - ALL-STAR PROGRAM (Also known as Divisional Play leading to the World Series): for Seniors, Juniors, Intermediate and Majors

Any AAA All-Stars team is eligible to participate in the Provincial Championships; with winning team participating in Canadian Championships and the winner moves on to the World Series Tournament.

Leagues are encouraged to form combined teams with other leagues to ensure the “AAA” players in their league receive an opportunity to play at that the AAA All-Star level.

Please refer to the Divisional Document.

Coaches Training

The district will be providing Training of Coaches in March and April information will be sent out for your coaches to sign up. There are also several online training sessions.

Every League should have a quality Coaches Training Program. Often Districts work with all of their Leagues to provide District wide training opportunities.

Other Learning Opportunities:

Little League University <https://www.littleleague.org/university/coaches/>

USA Baseball

NCCP Training

Umpire Training

Please refer to the Little League Alberta Umpire Policy and Little League Alberta Umpire Plan for up-to-date information on Umpire Training.

SPECIALTY PROGRAMS

GIRLS PROGRAMS

Physical activity develops children's self-esteem and confidence and can develop further social skills such as leadership and empathy. Girls need sports and more female role models practicing and coaching them in sports to ensure that they live long and healthy, active lives.

Girls at Bat program: is a program designed to be a spark that ignites that passion in communities across Canada. By combining fun, challenging baseball skills with team-building exercises and healthy activities, Girls At Bat empowers girls with the confidence, self-esteem, and leadership capacity they need to succeed on and off the field.

<https://www.mlb.com/bluejays/community/jays-care/girls-at-bat>

Little League Alberta Girls program:

For more information contact the Provincial Office at: customer.service@underthelights.ca.

CHALLENGER Program

What is Challenger Baseball?

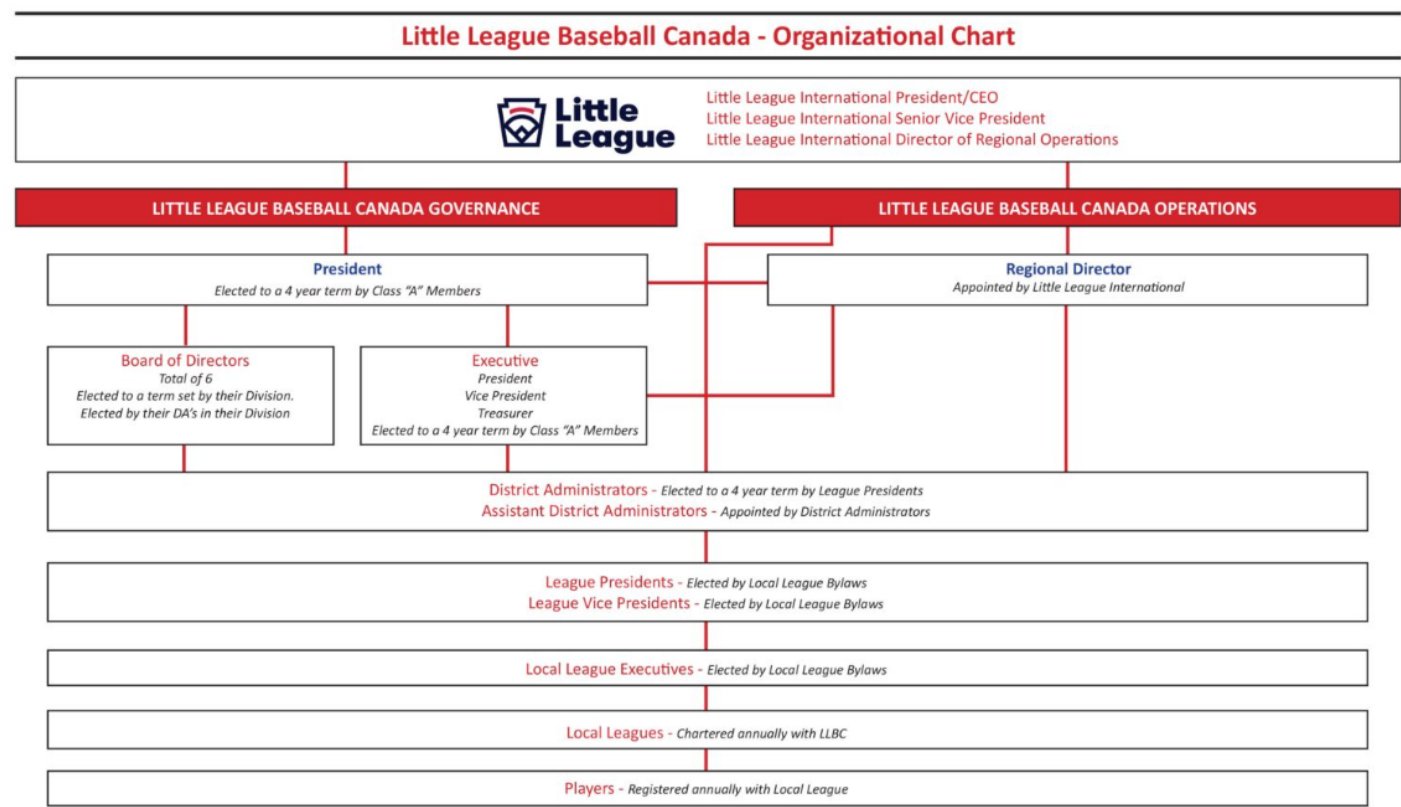
Challenger Baseball is a program that provides an opportunity for children, youth, and adults with cognitive and/or physical disabilities to enjoy the full benefits of participating in baseball at a level structured to their abilities. Buddies are assigned to each player to help provide a safe and enjoyable experience and to assist players with all aspects of the game.

The program aims to teach the core life skills inherent to baseball, including teamwork, communication, determination, resiliency, inclusion, independence, confidence, self-esteem, social skills, and courage. The program also aims to provide experiences that enhance the lives of children, youth and adults with disabilities and their families.

Please follow this link for more information:

<https://challengerbaseballcanada.ca/how-does-challenger-baseball-work/>

LITTLE LEAGUE CANADA STRUCTURE



LITTLE LEAGUE ALBERTA

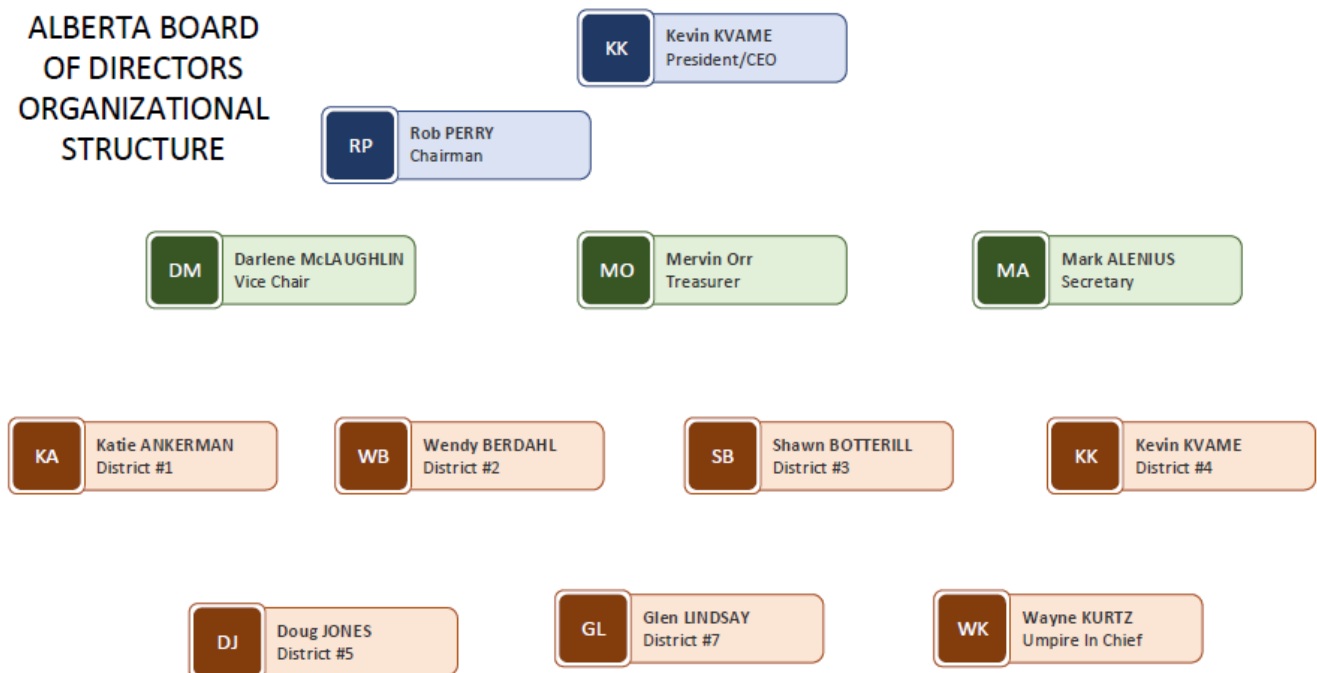
Purpose of Bylaws

The purpose of the bylaws is to guide the board's actions and decisions. They are helpful in preventing or resolving conflict and disagreements. They can protect the organization from potential problems by clearly outlining rules around authority levels, rights, and expectations.

If the Board of Directors fails to follow the bylaws, it can be held liable for breaching its duty to the organization. Every board member needs to know your League and District By-laws. The district board is here to help.

Little League Alberta Board of Directors meets approximately once quarter. If you would like to get involved or learn more, please let your District Administrator know, or contact info@littleleagueab.ca

LITTLE LEAGUE ALBERTA BOARD OF DIRECTORS ORGANIZATIONAL STRUCTURE



AWARDS:

LLA Awards

The Little League Alberta Awards Program is held at the Little League Alberta Annual Meeting and Conference. Little League Alberta is proud to partner with the League and District members to recognize key individuals from around Alberta.

Little League Alberta covers the cost of the plaque or award engraved for each person. The nominating league or district is responsible for the cost of any additional gift each person receives on behalf of Little League (dependent on their years of service) and their ticket to the Awards Dinner or Luncheon.

We encourage all Little Leagues and District Associations to participate in this worthwhile program and showcase their deserving personnel in front the Little League family in the province!

PLEASE NOTE THAT THE SUBMISSION DEADLINE IS NOVEMBER 1, 2024

LLC Awards

Little League® Baseball Canada offers a recognition awards program for all volunteers who have served or may still be serving their League, District, or Canadian Region as a dedicated volunteer for more than five (5) consecutive years. Little League Canada covers the cost of awards starting at 15 years.

Any League President, District Administrator, member of Little League Baseball Canada's Executive Committee, or employee of Little League Baseball Canada may make nominations starting in January with the proper form being sent to your District Administrator then being forwarded to the regional office.

PLEASE NOTE THAT THE SUBMISSION DEADLINE IS MAY 30TH

All rewards are accompanied by a letter from the President of Little League Baseball Canada thanking the individual for his or her service as a Little League volunteer.

2025 CHAMPIONSHIP TOURNAMENT DATES

	Tournament	Location	Dates
Little League Baseball	Divisionals	TBA	July 17-22
	Regionals	Victoria, BC	July 27-Aug 7
	World Series	Williamsport, PA	Aug 13-24
Intermediate 50/50	Divisionals	TBA	
	Regionals	Kingston, ON	July 16-23
	World Series	Livermore, CA	July 27-Aug 3
Junior Baseball	Divisionals	TBA	July 11-17
	Regionals	Lethbridge, AB	July 21-30
	World Series	Taylor, MI	Aug 3-10
Senior	Divisionals	TBA	
	Regionals		July 13-20
	World Series	Easley, CA	July 26-Aug 2
Major Softball	Divisionals	TBA	
	Regionals	Montreal, QC	July 25-29
	World Series	Greenville, NC	Aug 3-10
Junior Softball	Divisionals	TBA	
	Regionals	TBA	July 19-23
	World Series	Kirkland, WA	July 27-Aug 2
Senior Softball	Divisionals	TBA	
	Regionals	TBA	July 20-24
	World Series	Lower Sussex, DL	July 28-Aug 3

Top challenges for nonprofit organizations



Effective non-profit board governance is critical to the success of any non-profit organization.

Nonprofit organizations work hard to accomplish a world of good, but running one is much harder than it looks. Aside from the common issues that face any company, like adapting to new technology and staying up to date with accounting and regulatory requirements, nonprofits face some additional challenges specific to their sector.

1. **Failing to Understand Fiduciary Duties.** When you volunteer to serve as a director or officer of a non-profit, you accept the responsibility to act with the duties of good faith, due care, and loyalty. You also accept the potential liability for failing to fulfill those duties. Today, board service comes with real responsibilities and real consequences for those that fail to live up to them.
2. **Failing to Provide Effective Oversight.** Boards are entitled to delegate tasks to committees, officers, staff, or in certain cases, professionals, but only if they perform sufficient oversight. Oversight is commonly exercised through policies and procedures so long as the board ensures that the policies and procedures are followed. Common oversight mechanisms include the review of financial statements, policies, travel, and expense reimbursement. Difficult tasks that require more time and focused attention can be delegated to committees. Common governance committees include those designed to oversee finances, investments, audits, and compensation.
3. **Not Running Nonprofits Like a Business and Ignoring the Bottom Line**

With so much emphasis on performance, your nonprofit may struggle with remembering that it is still a business that has to have a bottom line in the black. Nonprofits often put their social impact goals at the forefront and their business objectives second, which is fine until there is not enough coming in to cover what is going out.

Cost and social impact must become aligned to deliver real life-changing results across all activities. To ensure your mission never loses sight of its capability/reach, you should use the right tools. This will make your people and processes more agile and adaptable and ready to meet changing circumstances within the resources you have. And they will allow you to track the bottom line in real-time

4. Micro-managing. The board's key duties are to provide oversight and strategic direction, not to meddle in the organization's day-to-day affairs. Board members who cross this line are undermining the

5. Avoiding the Hard Questions. It can be uncomfortable to ask tough questions or to disagree with one's fellow board members. However, groupthink rarely leads to sound decision-making and more frequently leads to non-profit board governance mistakes. Often, the most valuable board members are the ones who, calmly and respectfully, speak their minds. It is important to set a tone that encourages a free exchange of ideas, both good and bad. Open, vigorous discussions about key issues should be encouraged. A board that passes every resolution unanimously should evaluate whether it needs to do more to encourage a thoughtful and open discussion.

6. Insufficient Conflict Management. Perhaps the greatest source of non-profit board governance mistakes is inadequate conflict management. If a conflict of interest is with an insider, their family member, or business, it is not enough to simply disclose the conflict and have the disinterested directors approve the transaction. In such cases, the disinterested members of the board need to consider alternative arrangements that do not give rise to a conflict of interest. If after considering alternatives, the board still finds the transaction with the insider is in the best interest of the organization, then the board should carefully document the basis for the decision and the fact that the interested director did not participate in the deliberations or vote. The best practice is to follow the procedures outlined in the intermediate sanctions regulations to properly analyze and document the proposed transaction.

7. Lack of Awareness of Laws Governing. Directors that hail from the for-profit world often assume non-profits operate in a less-regulated environment

8. Operating with Outdated, Inconsistent Governing Documents. Over time, many organizations change their mission and purpose without updating their governing documents. Similarly, many organizations develop governance practices that do not comply with their original governing documents. For example, it is not uncommon to see bylaws that call for voting members although no member votes have ever taken place or bylaws with a term that calls for the cessation of the organization on a date that has long since passed. Frequently, these issues stem from copying another institution's bylaws without regard to the distinctions between the organizations or current law. Encourage compliance by conducting regular reviews of the governing documents and checking the bylaws before electing additional officers or directors, creating additional committees, adopting amendments, etc. Well drafted, compliant, and up to date bylaws are a key tool to help the board members avoid non-profit board governance mistakes.

9. People working for nonprofits tend to wear many hats. Being generalists can mean no one in your organization has the dedicated knowledge that detailed business and finance analysis functions require. It's essential to find tools that empower everyone to analyze information and make data-driven decisions.

[Nonprofit organizations](#) clearly face a range of specific challenges, some of which are obvious, while others are less so. To future-proof your organization and achieve your mission, you need to be aware of these issues and how they could be affecting your business.

Nonprofits that are serious about being around for the long-term need strategies to mitigate these challenges and use them as a starting point for developing a comprehensive business strategy. Approaching an operational strategy from this perspective is essential to sustaining successful business operations.

10. Failure to Cultivate Board Diversity. The initial board is typically made up of friends and advisors of the organization's founder. Over time, the initial board may reach out to their trusted friends and advisors to fill vacancies. This approach to board recruitment can lead to the usual suspect syndrome. This is where the same individuals who went to the same schools, belong to the same clubs, and hail from the same neighborhoods and professions are institutionalized onto an organization's board. If your organization is run by a group of usual suspects, consider mixing it up by creating a matrix of skills, experiences, and backgrounds that would add valuable perspectives to the board. Those with law, accounting, and fundraising skills are obvious choices. Substantive mission-related skills are also important. For example, an educational organization may want to recruit a retired teacher or school administrator; whereas, a domestic violence shelter may want to include a policy expert, social worker, or someone who has been a victim of abuse.

11. Recruiting and Selecting Board Members Without Due Care. We sometimes select friends, relatives, and business associates often because we believe that they will share our vision, support our views, and make meetings pleasant. And sometimes because we can't find anyone else. We sometimes select influential and wealthy individuals because they will contribute substantial sums to the organization and connect us to their network of other influential and wealthy persons. All of this may be well and good, but only if we make sure that we select directors who are going to attend meetings, provide real oversight, and govern using their independent judgment.

12. Failing to Educate and Motivate Board Members, we should recognize that the vast majority of directors simply don't understand what they are supposed to be doing and believe that they will not be held accountable for their inaction. It's up to the president, chair, executive director, and really each board member to correct this lack of understanding. While this may be an ongoing process, we can make some quick fixes. Set up a basic orientation process. Regularly send out information to the board about the organization's major issues (it's okay to be repetitive if the issues remain outstanding) and how board members might help. Have the board conduct a SWOT (strengths, weaknesses, opportunities, threats) analysis on itself (not just the organization) and create an action plan based on the analysis.

13. Failing to Document Actions Appropriately. Some of us adopt minutes that are virtual transcripts of board meetings. Others adopt minutes that only document actions without any mention of the process or deliberations. What's proper? Well, it depends. But often what's most appropriate lies somewhere between these two extremes. Documenting every discussion could create greater exposure for liability and makes it unlikely that minutes will be reviewed except in cases where we are looking for something specific. On the other hand, documenting only actions can result in a loss of institutional knowledge about why certain decisions were made and provide less evidentiary support of a board's due care in making decisions. Documenting nothing is not an acceptable alternative, but it's a common problem. Do we incorporate minutes of board committee meetings into our minute books? Do we even have minute books?

14. Failing to Review Program Effectiveness and Efficiency and Take Appropriate Follow-up Actions. Many of us board members understand that we are fiduciaries and have a responsibility to provide financial oversight. And we "know" that our organization are doing great work because the executive tells us so. But how do we really know this?

15. Failing to Hold Executives (and Nonparticipating Directors) Accountable. How many of us give regular performance reviews to our executives? Do we just give pats on the back (which we should do whenever

deserved) or do we also take a hard look at deficiencies and take corrective actions? Many non-profits are transitioning to younger, less experienced leaders as the boomers start to retire or move to other positions. Mistakes happen and may happen more often with new leaders. How do we respond to this? Do we document errors in judgment, complaints, abuses of authority? Are we prepared to fire an executive even without malfeasance where he or she is just not getting the job done? And what about removing directors who don't show up at meetings or otherwise fail to fulfill their governance responsibilities? Tricky stuff, but don't we need to deal with it?

The board of a league are simply
"THE CARETAKERS OF THE LEAGUE"

*Whether you're here for a short or long period of time
it is your responsibility to look after the league
just like the people before you and for the people after
you*

RESOURCES:

LLC Updates and News

ALUMNI Program

Little League Canada has launched our Alumni program to connect current and past members to create a sense of unity and community among one another from Little League programs around the country.

The program proceeds will in part go toward **two scholarships bursaries, each worth \$500**, one to a graduating Senior Baseball Player, and one to a graduating Senior Softball Player. This scholarship is intended to be used toward continuing participation in sports or for future scholastics endeavors. Players must submit applications to the Regional Office by May 30 and the awardees will be named during the Little League Canada Annual General Meeting at the beginning of August annually.

Little League International League Resource Guide

Resource Guide <https://www.littleleague.org/s/resource+guide+>

Little League® operations are ongoing throughout the year, regardless of where your league is located. To help League Administrators oversee and prioritize its schedule, the Resource Guide will help guide the activities that should be accomplished during the “play” portion of the season, and what there is to “prepare” for in the offseason.

Rulebooks and Changes

Each League will be supplied with 3 Rule books from LLC as well as 1 tee ball manual per T ball team chartered

More may be purchased in the LL Canada shop (2024 aren't available yet) <https://little-league-canada.myshopify.com/> but LL Canada is encouraging the downloading and use of the APP. <https://www.littleleague.org/playing-rules/little-league-rulebook-app/>

Equipment & Uniforms

Uniforms/Patches:

Regular season uniform requirements (Rule 1.11)

End of Season follow up

Little League International has a great parent survey everyone would benefit utilizing.

[Link- LLI League Parent Survey](#)