



## ***POLICIES AND PROCEDURES***

### **I. GENERAL ADMINISTRATION**

- A. Little League's (LL) recommended method of operation, 'Hometown', is the basis for Arizona District 13 Little League (hereafter D13) Constitution which may be modified at any D13 meeting by majority vote of the District Administrator (DA) and D13 Staff members in attendance.
- B. Local League is defined as, Ahwatukee, Chandler American, Chandler National (North & South), Tempe Guadalupe, Tempe Rio Salado, and Tempe South LL's.
- C. D13 Staff is defined as any individual choosing to participate in business of D13 AND is appointed to as staff by the DA and/or is a current D13 Local League President (or appointed representative) in good standing and does so in a positive and responsible manner. District Staff will be expected to participate in D13 meetings and volunteer for activities to help District 13 conduct business.
- D. D13 staff need not hold an official D13 or Local League position to volunteer.
- E. D13 Officers and Ancillary positions shall be held to the highest standard in terms of personal conduct.
- F. A dually appointed D13 staff or ancillary position may be suspended or removed by the DA if the individual is not conducting D13 business in the best interest of all participants or violates LL Rules of Conduct.

### **II. SELECTION OF DISTRICT 13 OFFICERS**

- A. Local League Presidents (or appointed representative) shall elect a D13 DA to serve a four year term or until a successor shall have been elected.
- B. The DA shall annually appoint, at minimum, the following positions to complete D13 Officer positions:
  - 1. Assistant District Administrator,
  - 2. Secretary/Treasurer (may be separate positions), and
  - 3. Safety Coordinator
- C. The following ancillary staff positions or responsibilities shall be appointed by the DA dependent on the availability of volunteers.
  - 1. Web Administrator
  - 2. Umpire in Chief
  - 3. Sponsorship Coordinator

- D. D13 Officers may create ancillary positions, as deemed necessary, to productively manage and operate D13.
- E. Any D13 Officer or Staff may hold more than one position within D13.

### **III. DISTRICT 13 OFFICERS**

- A. Responsibilities
  - 1. Administration and management of D13, and the administrative support and guidance D13 local leagues.
  - 2. D13 Officers shall have the authority to:
    - a. Make decisions on operations of D13.
    - b. Have fiscal responsibility for D13.
    - c. Hire outside professionals for legal or other aid necessary to conduct D13 business.
    - d. Have authority to enforce accountability within D13.
    - e. Be point of contact for D13 with, but not limited to:
      - (1) Western Region, and
      - (2) LL International.
  - 3. May be appointed to multiple positions.

### **IV. ANCILLARY STAFF**

- A. Responsibilities
  - 1. Shall be responsible for operations of D13 and ensure District and local league fiscal responsibility.
  - 2. Shall assist D13 Officers in development of local leagues ensuring adherence to LL operations.
  - 3. May be appointed to multiple positions.

### **V. MEETINGS**

- A. D13 meetings shall be conducted utilizing Robert's Rules of Order.
- B. D13 meetings shall be held biannually, or more frequently as deemed necessary.
- C. D13 Officers, Ancillary staff positions, and current Local League Presidents (or local league representative) are expected to attend.
- D. A quorum of the D13 Officers and Local League Presidents (or local league representative) shall not be organized for the transaction of business unless a quorum is present. Provided the notice of the meeting was properly transmitted in person, by website posting, or by electronic mail setting forth the date, time, place and purpose of the meeting.