

Completing Your Pre-Tournament Data Center Checklist

Introduction

Today's Topic:

**“Completing Your Pre-Tournament
Data Center Checklist”**

Presenter:

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Format:

20 minutes + 20 minutes Q&A



Main Topics

1. Regular-Season To Do's
2. Prerequisites for Tournament Enrollment
3. Enrolling in Tournament

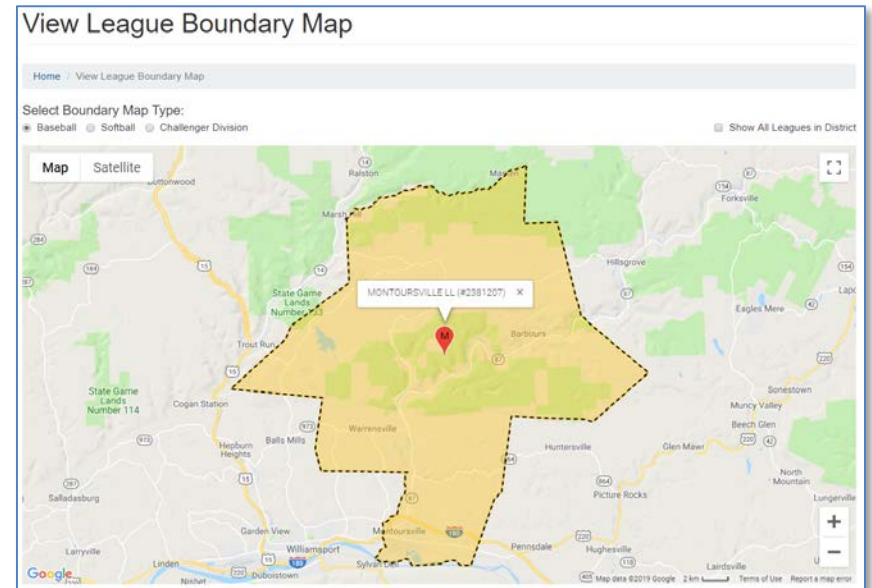
Regular-Season To Do's

Regular Season – Update Officers

- Only the president, vice president, secretary, or treasurer can enroll in tournament
- Important updates and instructions are emailed regularly
- Confirmation emails when chartering and enrolling in tournament are sent to the accounts on record

Regular Season – Review Maps

- Go to **View League Boundary Map**
- Check baseball, softball, and Challenger maps
- Send any changes to your district administrator



Regular Season – Charter

Charter the correct divisions for tournament play:

Little League Baseball

	TOURNAMENT DIVISIONS					
REGULAR SEASON DIVISIONS	8 to 10 Year Old	9 to 11 Year Old	Little League	Intermediate (50/70)	Junior League	Senior League
Minors - Player Pitch	✓	✓				
Majors	✓	✓	✓			
Intermediate (50/70)			✓	✓		
Junior					✓	✓
Senior					✓	✓

Little League Softball

	TOURNAMENT DIVISIONS				
REGULAR SEASON DIVISIONS	8 to 10 Year Old	9 to 11 Year Old	Little League	Junior League	Senior League
Minors - Player Pitch	✓	✓			
Majors	✓	✓	✓	✓	
Junior				✓	✓
Senior				✓	✓

Regular Season – Pay Balance

- Leagues owing any fees from the regular season (i.e., Chartering and Insurance Enrollment Fees) are placed on hold and cannot compete in tournament until that balance is paid off
- Leagues owing for the regular season will be placed on hold on June 1st

Regular Season – Pay Balance

- To pay, go to **Manage Financials** and then click **Make A Payment**

Home / Manage Financials / Make A Payment

Make A Payment

Please select a payment method:

- Pay by Credit Card
- Pay by Electronic Check (ACH)
- Pay by Mail

Pay By Credit Card

* Amount You Wish to Pay Little League

\$ 1,530.00 USD

2.6% Processing Fee

\$ 39.78 USD


Total You Will Be Charged

\$ 1,569.78 USD

* Name As It Appears on Card

(Name As It Appears on Card)

* Credit Card Number

(Credit Card Number) 

Enter the number without spaces or dashes. We currently only accept MasterCard and Visa.

* Expiration Date

04 2019

* Card Verification Code

(CVV)

The 3-digit code on the back of your card.

[Submit Payment](#)

Combined Teams/Interleague Play

Regular-season Combined Teams:

- The request is initiated by the “host” league and then is confirmed by the “participant” league(s)
- The participant league(s) must charter a single team in that division
- Accident insurance for the team is only paid by the host league
- To initiate a request, go to **Manage Forms > Regular-Season Combined Teams Forms**

Combined Teams/Interleague Play

Regular-season Interleague Play:

- The request may be initiated by either league; the other league confirms participation
- To initiate a request, go to **Manage Forms > Regular-Season Interleague Play Forms**

Tournament Combinations

- Based on approved regular-season combinations (i.e., Combined Teams or Interleague Play)
- Can be initiated by any league in the combinations; confirmed by the others
- Required for a multi-league affidavit
- Available now (go to **Manage Forms > Tournament Combination Requests**)

Prerequisites for Tournament Enrollment

Tournament Enrollment Prerequisites

- Required of **ALL** leagues regardless of tournament participation:

1. Your league must confirm **Background Check Compliance**

The screenshot shows a web form titled "Confirm Background Check Compliance" from the Little League Data Center. The form includes a header with "Home / Confirm Background Check Compliance" and a "Print" button. A note indicates that asterisks denote required fields. The main text is a sworn statement from the league president. The form contains several input fields: "Name" (John Doe), "Type Name" (John Doe), "Title" (League President), "Year" (2019), and "Date" (2019-04-23). A green button with a checkmark and the text "I Hereby Agree to the Above Terms and Conditions" is prominently displayed. Below the button is a "Cancel" link. At the bottom, there is a banner for "OFFICIAL SPORTING GOODS RETAIL PARTNER OF LITTLE LEAGUE" featuring the Dick's Sporting Goods logo and Little League Baseball and Softball logos. The footer contains copyright information and contact details.

Tournament Enrollment Prerequisites

- Required of **ALL** leagues regardless of tournament participation:

2. Your league must complete the annual **District Administrator Evaluation**

The screenshot shows the 'District Administrator Evaluation' form in the Little League Data Center. The form is titled 'District Administrator Evaluation' and contains eight numbered questions. Each question has radio button options for 'Yes', 'No', 'Completely Satisfied', 'Somewhat Satisfied', 'Not Satisfied at All', 'Excellent', 'Satisfactory', 'Needs Improvement', 'Yes', 'No', and 'N/A'. Question 3 includes a dropdown menu labeled 'Please Select...'. At the bottom of the form, there is a green 'Submit Evaluation' button and a 'Cancel' link.

Little League® Data Center Hometown LL (#2380106) ▾

Home ▾ District Administrator Evaluation

District Administrator Evaluation

1. It is important that each District Administrator develops a staff of assistant district administrators to assist in the operation of the district for the benefit of the local league. Does your district have assistant district administrators to support the operation of the district?
 Yes
 No
2. Each District Administrator should have open lines of communication with each local league in the district in an effort to be responsive to concerns and inquires throughout the season. Are you satisfied that your district administrator and the district staff are responsive to your concerns, inquires and generally available to your local league board of directors?
 Completely Satisfied
 Somewhat Satisfied
 Not Satisfied at All
3. One of the main vehicles to provide service to your local league is to conduct regular district meetings that provide the opportunity for review of financial operations in the district, share educational information and collective problem solving for common issues. How many district meetings were conducted by your District Administrator and/or the district staff? (Excluding documentation verification for the International Tournament)
4. To be effective as District Administrator, he or she must stay up-to-date on the responsibilities and expectations of the position, as well as knowledge of the program. Rate your DA's knowledge of the Little League program as it pertains to rules, regulations and policies.
 Excellent
 Satisfactory
 Needs Improvement
5. One of the most important functions of a District Administrator is to monitor the activities of the constituent leagues within their district by providing league reminders about important milestones and tasks to ensure compliance with regulations and policies. Has your district administrator been responsive and efficient in processing all league, team and player documentation requests submitted by your local league in accordance with Little League Rules Regulations and Guidelines?
 Yes
 No
 N/A
6. Fiscal transparency is paramount at all levels of the Little League® program. Has your district administrator provided a district budget outlining anticipated revenues and expenditures for the current year?
 Yes
 No
7. The District Administrator provides the example of fiscal responsibility by presenting the district's financial / treasurer reports. Does your district administrator provide regular district treasurer's reports / statements?
 Yes
 No
8. Please provide any additional comments regarding the district operation in the space below. (Optional)

Enrolling in Tournament

Tournament Enrollment

- Only the president, vice president, secretary, or treasurer can enroll in tournament
- 3 main steps to enrolling in tournament:
 1. Accept the 3 sets of terms and conditions (i.e., **Tournament Waiver**, the **Child Abuse Reporting** guidance, and the **New Rules** guidance)
 2. Enter the tournament team counts
 3. Pay for your tournament teams (optional)

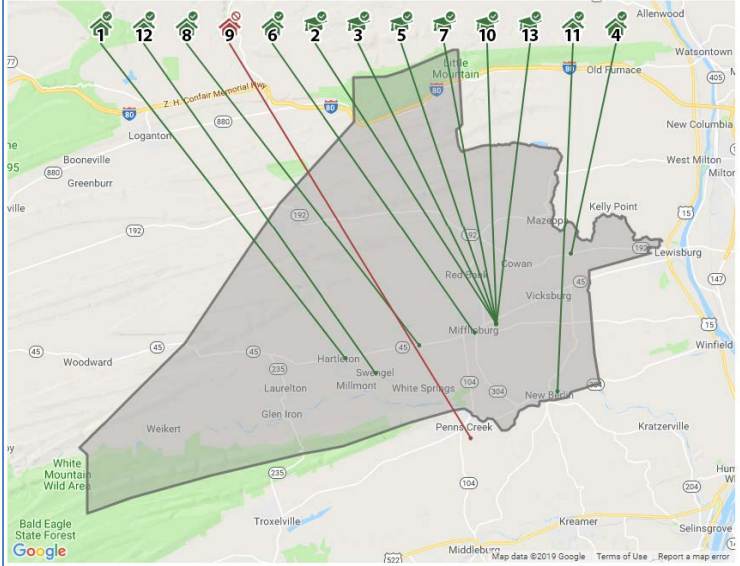
Tournament Affidavits

- The Tournament Affidavit System requires that an approved map be in the system, that the league creating the affidavit is enrolled in tournament, and that any required tournament combinations be in place

Tournament Affidavits / Print Player Map

Tournament Affidavit ID 2019-131-14022
Little League Baseball® - Little League Tournament

Please print the map below and carry a copy signed by your League President and District Administrator with your tournament affidavit.



This boundary map is optimized for printing. Click to open an interactive version of the map.

#	Player	Address	Type	In/Out	Waiver
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Summary

Building Blocks for Your Tournament



Recap

- Am I properly chartered?
- Have I reviewed my league's boundary map(s)?
- Have I paid off my regular-season balance?
- Are the necessary regular-season Combined Teams or Interleague Play combinations in place?
- Am I enrolled in tournament?
- Did I request the appropriate tournament combinations?

Need Assistance?

- Call (570) 326-1921 x2800
Monday – Friday, 9am – 5pm ET
- Email support@littleleague.org

Questions & Answers