



May 2008

Dear CEB Members:

Little League Baseball and Softball would again like to notify you of how excited we are to have established a relationship with CEB. We look forward to working with everyone to grow the game of baseball throughout Europe.

As discussed at the CEB Congress, we would encourage everyone to charter with Little League this season as there is no charter fee. Please remember that if you charter you are not obligated to participate in the Little League International Tournament. You will however still have access to the free on-line manager/coach resource center as well as the various other Little League resources.

Please follow these simple steps as you complete the Little League affiliation process.

1. The Federation should provide a written statement of their intent to join The CEB-LL Program. The letter should be addressed to the CEB-LL Committee. It can be e-mailed to office@baseballeurope.com or Europe@littleleague.org or faxed to +49 69 67724212 or +48 24 2544571.
2. The Federation should appoint their Little League Country/District Administrator and fill out the enclosed form. The form should be sent back to the CEB-LL Committee (contact information same as above).
3. The Federation should propose league structure in their country. League structure should be based on geographical areas, long-term development goals, general population numbers and number of current youth baseball teams. Please feel free to use maps to illustrate your proposal. League structure is subject to CEB-LL Committee approval.
4. Upon approval of your league structure you will be asked to fill out Charter application forms for each league. The form is available online at the Little League EMEA Region website at <http://www.eteamz.com/llbeurope/>.

Sincerely,

Daniel Velte
Director of League Development

Beata Kaszuba
European Regional Director



**INTERNATIONAL DISTRICT (COUNTRY) ADMINISTRATOR
BIOGRAPHICAL PROFILE**

PLEASE PRINT OR TYPE ALL INFORMATION

_____ Date _____ Country/Province _____ District No.

Name: _____
(Last) (First) (Middle)

Date of Birth: _____ Single () Married () Spouse's First Name: _____

Education: High School _____ College _____ Degrees _____

Military Experience: _____

Occupation: _____ Capacity: _____

Employed by: _____

Number of years in Little League: _____ Number of Little League Congresses Attended: _____

Please list period of time spent in the following capacities:

District Administrator _____ Assistant D.A. _____ League President _____ Coach _____

Manager _____ Other: _____

Activities involved in other than Little League: (Service Clubs, Fraternal/Civic/Sports Organizations, Distinguished Awards, etc.)

Home Address: _____

Business or Package Address:
(If possible, do not use a Post Office Box Number) _____

Telephone Information: _____
Country Code Home Phone Business Phone Fax Number

E-mail Address: _____

Comments: _____

PLEASE SUBMIT THIS FORM TO CEB OR TO LITTLE LEAGUE OFFICE

The following individuals are my **appointed assistants** for: _____

LITTLE LEAGUE BASEBALL

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

LITTLE LEAGUE SOFTBALL

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

JUNIOR LEAGUE BASEBALL

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

JUNIOR LEAGUE SOFTBALL

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

SENIOR LEAGUE BASEBALL

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

SENIOR LEAGUE SOFTBALL

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

BIG LEAGUE BASEBALL

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

BIG LEAGUE SOFTBALL

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

Complete as needed for additional assistants and staff members.

ADDITIONAL: _____

Name: _____
Street: _____
City: _____ Zip _____
Country: _____

ADDITIONAL: _____

Name: _____
Street: _____
City: _____ Zip _____
Country: _____

Telephone: _____
Fax: _____
E-mail: _____

Telephone: _____
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E-mail: _____

ADDITIONAL: _____
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ADDITIONAL: _____
Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

The following individuals are my **appointed District Staff** for: _____

CHALLENGER DIVISION

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

DISTRICT TREASURER

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

DISTRICT UMPIRE CONSULTANT

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

AUXILIARY CHAIRPERSON

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

SECRETARY

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

SAFETY OFFICER

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

INFORMATION OFFICER

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____

ADDITIONAL: _____

Name: _____
Street: _____
City: _____ Zip _____
Country: _____
Telephone: _____
Fax: _____
E-mail: _____



The Role of the District Administrator in Little League® Baseball and Softball

■ QUALIFICATIONS

- 1) Service in a local Little League is desired, preferably as a league president or an assistant district administrator. Experience including exposure to all facets of the local Little League operation is preferred.
- 2) He/she should be a resident of the district area.
- 3) He/she must have sufficient time to devote towards the position.
- 4) He/she should be conversant in English.

■ STATUS IN SERVICE

- 1) Must be aware at all times that he/she is representative of local Little Leagues to Little League International
- 2) Must be knowledgeable of and support principles of the program
- 3) Must understand policies, Rules and Regulations, and have good judgment

■ COMMUNICATION AND CONTACT

Primarily serves as effective Liaison between Little League International and local Little Leagues. This requires:

- 1) Frequent personal contact with the officers and other personnel of each league
- 2) Monthly district meetings are desirable, minimum is three or four meetings annually. Timing is important:
 - (a) Prior to local Little League organizational sessions in September
 - (b) Before the Congress and prior to each season of play
 - (c) Prior to Tournament
 - (d) At the end of playing season

Meeting agendas should be well-planned and allow time for discussion. Regular reports are sent to Little League International and copies of minutes are sent to each league.

■ EXPECTATIONS

As the important liaison between Little League International, and local Little Leagues, the District administrator is relied on heavily to help maintain Little League Baseball and Softball programs as a viable and meaningful activity in more than 7,500 communities worldwide.

Meetings-

- The DA is expected to have a minimum of 4 meetings annually with his/her leagues in the district.

Staff-

- The DA is expected to have an identifiable staff available to assist in servicing the leagues of the district.

Education-

- The DA is expected to distribute and review educational materials to aid in the development of local league programs.

Initiative-

- The DA is expected to assist in adding additional divisions or teams to their constituent leagues.

Communications-

- The DA is expected to serve as the liaison between his/her constituent leagues and Little League Baseball and Softball.

Knowledge-

- The DA is expected to have thorough knowledge of the Little League program through related education, skills and experience.
- Accessibility-
- The DA is expected to be available to serve constituent leagues, even in the off-season.

Financial Responsibility-

- The DA is expected to report financial matters to his/her constituent leagues as well as provide a financial statement for review to his/her constituent leagues and to Little League International for filing.

Orderliness-

- The DA is expected to be prepared, organized and punctual for all meetings, briefings and district events.
- Stability-
- The DA is expected to handle unavoidable pressures and perform effectively.

Leadership-

- The DA is expected to provide leadership and inspiration to constituent leagues.

Cooperation-

- The DA is expected to be willing to help others and assist in problem solving as needed.

■ TENURE OF OFFICE

- 1) Elected for a term of three years (one-third each year, by schedule)
- 2) If resignation or other termination, successor is appointed by Little League for balance of unexpired term
- 3) Elections by July 15, terms start on October 1. All District records and funds go to successor.

LITTLE LEAGUE® INTERNATIONAL

CHARTER APPLICATION FOR INTERNATIONAL LEAGUES

BASEBALL				GIRLS SOFTBALL			BOYS SOFTBALL		
Division	Ages	Previous Season Teams	Current Season Teams	Ages	Previous Season Teams	Current Season Teams	Ages	Previous Season Teams	Current Season Teams
LITTLE LEAGUE MAJOR	9 - 12	Fill out online and print. Rec		9 - 12			9 - 12		
JUNIOR LEAGUE	13 - 14			13 - 14			NA		
SENIOR LEAGUE	14 - 16			13 - 16			13 - 16		
BIG LEAGUE	16 - 18			14 - 18			14 - 18		
TEE-BALL	5 - 8			5 - 8			5 - 8		
MINOR LEAGUE	7 - 12			7 - 12			7 - 12		
CHALLENGER	5 - 18			NA			NA		
		TOTAL BASEBALL TEAMS	0		TOTAL GIRLS SOFTBALL TEAMS	0		TOTAL BOYS SOFTBALL TEAMS	0

TOTAL BASEBALL TEAMS	0						
TOTAL GIRLS SOFTBALL TEAMS	0	+	0				
TOTAL BOYS SOFTBALL TEAMS	0	+	0				
TOTAL TEAMS	0	-	0	X	\$13	-	\$0.00
							TOTAL CHARTER FEE
							TOTAL PAYMENT SUBMITTED

IF YOU WOULD LIKE TO PAY BY CREDIT CARD PLEASE COMPLETE THE REQUIRED INFORMATION BELOW

METHOD OF PAYMENT: CHECK MASTERCARD/VISA NAME ON CARD: _____

SIGNATURE: _____ CARD NO.: _____ EXP. DATE: _____

Quote #:

Please Correct Any Information As Needed

Home Phone:

LEAGUE IDENTIFICATION NUMBER:
(Please use on all correspondence)

Bus. Phone:

E-Mail Address:

Fax Number:

League Location:

VOLUNTEER SCREENING AGREEMENT

Little League Baseball will not accept any request for charter affiliation/re-affiliation or any request for insurance coverage until the following verification is signed by both the league President and either the league Vice-President, Treasurer or Secretary. All unsigned forms will be returned, without being processed. All local Little League programs will also be required to sign a statement on the tournament enrollment application that verifies that the process stated below has been implemented in compliance with the Regulations. Failure to comply may result in the loss of tournament privileges and possible charter suspension by the Charter Committee.

Regulations I (b) and I (c) 8 mandate the use of the "Little League Volunteer Application" for all managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. This form shall only be modified in order to comply with local, state, provincial or national laws. Pursuant to Regulations I (c) 8 and 9, background checks must be conducted on every individual that is required to complete a volunteer application. As duly elected President and V.P./Treas./Sec., we agree on behalf of the organization that we will comply with the use of the "Little League Volunteer Application" and conduct all of the required background checks.

LEAGUE CHARTER AGREEMENT

As duly elected president of the organization listed herein, I hereby make application for a charter and for the right to conduct a baseball and softball program under the name "Little League" for the year indicated on this form. This application is accompanied by a registration fee, which I understand will be refunded if charter is not granted. If accepted, I pledge myself and my organization to strict compliance with all the Rules and Regulations of Little League Baseball Incorporated. I also agree that myself and my organization will not discriminate against any person on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference. I hereby agree that Little League is the sole and exclusive owner of all funds and property acquired by the organization at any time in the name of Little League and that all of these funds and property shall be devoted solely and exclusively to Little League's purposes. In the event that any controversy or dissatisfaction may arise in connection with the charter hereby applied for, I agree on behalf of the league mentioned to accept the decision of the Charter Committee as final and binding. Whatever controversies thereafter remain shall be decided by meeting with both parties present in Williamsport. Our league recognizes the needs of International Headquarters to raise funds for its annual activities and hereby consent to it receiving royalty payments from the manufacturers of articles of equipment used by our organization.

We have read and agree to comply with the Volunteer Screening Requirements and League Chartering Agreement
Application will not be processed if both signatures are not present.

President's Signature _____ Date _____ V.P./Treas./Sec. Signature _____ Date _____