

Pennsylvania

District 13

Little League

By-Laws

District Administrator (DA)

- **Role**
 - The District Administrator is an experienced volunteer elected by the constituent leagues to counsel, direct, and provide leadership in the policies and rules of the Little League program, and to serve as liaison between the leagues and the Region Director.

- **Election**
 - The District Administrator position is elected every four years. Elections will occur in the following years: 2023, 2027, 2031, ...
 - District Administrator elections will be coordinated by/with East Region.
 - Elections must be completed and certified by July 15th with the newly elected DA assuming responsibilities October 1st.

Assistant District Administrators (ADAs)

- **Director of Baseball**
 - Update district leagues about rule changes pertaining to Little League baseball
 - Coordinate umpires for the district tournaments
- **Director of Softball**
 - Update district leagues about rule changes pertaining to Little League softball.
 - Coordinate umpires for the district tournaments.
- **Secretary**
 - Prepare the minutes of the district meetings and send them to the DA in a timely manner.
- **Treasurer**
 - Keep records for the receipt and disbursement of all moneys and securities of the district, approve all payments from allotted funds and draw checks. All disbursements by check must have dual signatures.
 - Prepare an annual budget, under the direction of the DA, for submission to the leagues at the fall meeting.
 - Prepare an annual financial report, under the direction of the DA, for submission to the leagues at the fall meeting, and to Little League International.
 - File taxes in accordance with Little League expectations.

Required Clearances for DA and ADAs

- In accordance with Little League Regulation I(c)8, all district volunteers must pass the JDP background check with no infractions related to minors.

Meetings

- The DA will conduct a minimum of five (5) district-wide meetings each calendar year. The following is a recommended timeframe and common topics for those meetings:
 - July/August - fall ball, election process, end-of-year tasks, preparation for next season
 - January - rule updates, registration progress, preparation for interleague/combined teams
 - March - interleague groups and schedules
 - May - tournament preparation
 - June - DA election (if necessary), tournament brackets and paperwork

Financials

- **Budget**
 - The district will prepare and present the financial statement for the previous year and a budget for the coming year at the October meeting.
- **Taxes**
 - Taxes and financial statements will be completed and submitted in accordance with the Little League expectations and requirements.
- **Sources of Revenue**
 - **League Assessments** - When the district's account balance projects to fall below \$5,000, leagues will be assessed a per-player fee to balance the budget and maintain a proper account balance.
 - When the amount drops below \$5,000 the following procedure will be implemented:
 - All leagues enrollment data for each of the previous 3 years will be collected and the average of those 3 years will be calculated.
 - The leagues average enrollment will determine the percentage of the leagues responsibility.
 - The percentage of the leagues responsibility will be determined by the amount needed total for the district.

- The amount needed will be voted on at a district meeting or by electronic vote. \
- Leagues will be asked pay the amount to
 - “PA District 13 Little League”
- **Post-Season Involvement Charge**
 - Each league will be asked to pay \$2.00 per kid entering the post-season.
 - League A = 60 kids rostered x \$2 per = \$120 Tournament Fee
 - This fee will serve to balance the districts budget after paying bills for tournament season (Flags, Awards, Balls, Etc.)
- **Bracket Change Fee** - Leagues will notify the DA of their intentions to enter tournament teams by an advertised date (usually June 1st). At that time, tournament brackets will be created. If a league adds or removes a tournament team after the advertised date, the league will be assessed a \$100 fee for each altered bracket.
- **Missed Meeting Fee** - This fee can be waived by the DA for extenuating circumstances and justifiable reasons. Each league is expected to have a league representative at every district meeting. In the event that a league is not present, a \$50 fee will be assessed to the league.

Interleague Rules

- If a league is interleagueing with other District 13 leagues in coach-pitch baseball, player-pitch baseball, minor softball, Junior baseball, or Fall Ball, the leagues involved must follow the approved interleague rules. Also, leagues DO NOT need to complete the interleague form on the Data Center.
- If a league is interleagueing with teams outside of District 13, those games will follow the Little League rule book; interleague rules do not need to be followed. Also, leagues NEED to complete the interleague form on the Data Center.

Combined Teams

- **Regular Season**
 - If a league has insufficient players registered within a particular division, the league’s president is encouraged to seek a combined team with a neighboring league. This should be done as early as possible due to the difficulty of combining teams once one league has created/drafted teams. For combined

teams, players register with their home league. Registration fees should then be sent to the host league.

- **Tournament**

- Tournament teams must contain no less than 12 players and no more than 14 players.
 - Exceptions for having fewer than 12 players on a tournament team are:
 - A league has only one regular season team, that team has fewer than 12 players, and the league enters that team for tournament play.
 - There are no other age-eligible players that are willing to participate on the given tournament team. Documentation will be required prior to approval.
- Little League and East Region limits combined teams to a maximum of three leagues and a maximum, combined population of 50,000.
- Additional considerations specific to District 13:
 - For minors, majors, and juniors, the number of regular season teams in the combining leagues cannot exceed the greatest number of regular season teams for any league within the district by more than one team. For example, one league in the district has six major teams and no other league has more than six teams. The maximum number of regular season teams that would be permitted to combine is seven.
 - For leagues that charter Senior and enroll Junior tournament teams, the number of regular season teams for a league will be the rounded value of the following calculation:
 - $(\text{Total number of 13 and 14 year olds participating}) / 12$
 - For minor baseball, the number of regular season teams for a league will be the rounded value of the following calculation:
 - $\# \text{ Player pitch minor teams} + (\text{Total number of 10 year olds in majors}) / 12$
 - For 9-10-11, if leagues have chosen their major and minor teams first, the combined team will only be limited by the Little League and East Region restrictions.

Tournament Site Selection

- District 13 is divided into two areas (Area I and Area II).
 - East Region includes Benton, Berwick, Bloomsburg, Catawissa, Central Columbia, Danville, Millville, and RCV.

- West Region includes Lewisburg, Mifflinburg, Milton, Selinsgrove Area, Shikellamy-Acorn, Snyder County, and Warrior Run.
- Ideally, tournaments alternate year-to-year between the two areas.
- At the October meeting, the DA will ask which leagues would like to host the coming tournaments (held June/July the following summer).
- Leagues requesting to host tournaments MUST have an approved ASAP on the data center and they should have two approved fields or lights.
- Additional considerations will be given for leagues with lights to host sectional tournaments.
- Historically, all softball tournaments have been hosted by one league and Junior baseball has been hosted in New Berlin.
- Priorities will be giving to leagues in the following areas:
 - Even years
 - Area I: 8-9-10 Baseball, Softball
 - Area II: 9-10-11 Baseball, Major Baseball
 - Odd years
 - Area I: 9-10-11 Baseball, Major Baseball
 - Area II: 8-9-10 Baseball, Softball
- If there are no leagues in a given area willing to host a particular tournament, leagues from the other area will be offered the opportunity to host the tournament.

Awards and Banners

- The district will purchase banners and awards for all district tournaments and state tournaments hosted within the district. Banners and awards for sectional tournaments are supplied by the coordinator of Section 3 – the district is assessed a fee from Section 3 to cover the costs of those banners and pins.
- Banners are purchased through the Little League Store and awards have historically been purchased through dphcustompins.com or infinitepins.com
- At the district level, banner #913 will be purchased for baseball and #915 will be purchased for softball. The banner will contain the current year, Pennsylvania for the State, the appropriate division (8-9-10, 9-10-11, Little League, or Junior), the level of play will be District 13, and the achievement will be Champions.
- Also at the district level, awards will be purchased for the two teams competing in the championship game and the umpires of the championship game (approximately 40 pins for each level of play).
- At the state level, banners #914 and/or #916 will be used for baseball and softball respectively. The banner will contain the current year, Pennsylvania for the State, the

appropriate division (8-9-10, 9-10-11, Little League, or Junior), and the achievement will be Champions.

- Pins will be purchased for ALL teams participating in the state tournament (approximately 20 pins per team and 8 teams).