

# **Washington Little League District Administrators Association**



## **Mission Statement, And Organizational Structure**

## MISSION STATEMENT

The mission statement of the State of Washington Association of District Administrators is to be the unifying element between all Little League Districts within the State of Washington.

To provide the forum for a free exchange of ideas.

To be the vehicle for assignment/award of State Level Tournaments and in conjunction with Little League Baseball, Inc. set the Regulations and Guidelines for same.

To assist the United States Western Region Headquarters in assessing the effects of Little League policy on the Little Leagues within the State of Washington.

To assist in formulating policy and the direction of Little League Baseball, Inc. by its active participation in search of new ideas which, if enacted, would enhance the foundation on which Little League Baseball and Softball were founded.

To work together in a cooperative effort with the realization that our commitment must be such that it is beneficial to Little League participants throughout the State of Washington.

## **SECTION 1 - ELIGIBILITY**

Any person residing within the State of Washington who is duly elected by local Little Leagues within a District for the purpose of representing the local Little Leagues and to function as a District Administrator.

## **SECTION 2 - MEETINGS**

**ALL MEETINGS** – All Association meetings shall begin with the Pledge of Allegiance, followed by the Little League Pledge and shall be governed by Roberts Rules of Order.

**REGULAR MEETINGS** - The Association will hold at least two meetings per year (normally September and Spring). In person meetings are expected, but regular or special meetings can be conducted online if circumstances so dictate.

**SPECIAL MEETINGS** - Special meetings of the Association may be called by the Association Coordinator at his/her discretion. The Association Coordinator shall call for a special meeting to consider a specific subject upon receipt of a written request of at least twenty-five percent (1/4) of the Regular Members. It is expected that each district be represented at meetings. No business

other than that specified in the notice of the special meeting shall be transacted at any special meeting of the Association.

**NOTICE OF MEETINGS** - Notice of each meeting of the Association shall be delivered to each Association member at the last recorded email address at least seven days in advance thereof, setting the place, date, time, and purpose of the meeting; or in lieu thereof, notice may be given in such form as may be authorized by the Association Regular Membership, from time to time, at a regularly convened meeting.

**QUORUM** – The presence in person or representation of fifty-one percent (51%) of the Regular Members, or a number acceptable to the Association Regular Membership in advance of the meeting, shall be necessary to constitute a quorum.

**NOMINATIONS** – Only voting members in good standing may nominate for positions within the Association.

**VOTING** – Only Regular Members shall be entitled to vote at any meeting of the Association except as here-in-after stated.

**PROXY BALLOT** – A District Administrator may appoint a representative to vote on his/her behalf at a regular or special meeting. Any vote cast by this representative shall be as though the regular member is present.

**ASSOCIATION DOCUMENT** – This document can be amended at any duly called meeting of the Washington Little League District Administrators Association.

### **SECTION 3 - WASHINGTON STATE COORDINATOR**

**ELIGIBILITY** - The State Coordinator shall be a District Administrator who is in good standing with Little League Inc. and the Association.

**TERM OF OFFICE** - The term of office shall be a three (3) year term. State Coordinators shall be elected at the September meeting. The following can cause a term to expire: failure to maintain eligibility as a Regular Member, resignation, other events making it impossible to fulfill the term, or by a vote of two-thirds (2/3) of the Association members.

**MISSION** - The mission of the Washington State Coordinator is to coordinate the efforts of the State of Washington Association of District Administrators in the successful completion of all levels of play which comprise Little League Baseball Inc., (Baseball, and Softball) Washington State Tournaments.

**The Washington State Coordinator shall:**

Initiate the direction and organizational structure necessary to accomplish the mission statement.

Appoint an association secretary and state information officer.

Schedule and chair periodic meetings as deemed necessary to accomplish the mission statement.

Solicit from Association Members, items/topics for meeting agenda or presentation.

Record and cause to be distributed, meeting schedules, and agenda presentations. Record and cause to distributed meeting minutes and Association Policy statements.

Facilitate an action plan to enhance communication between Association members.

Receive all correspondence critiquing State Tournaments and cause same to be distributed to Association Members for the purpose of Host evaluation and to assist in the award of future tournaments.

Act as the liaison between the Association and the Western Regional Headquarters on topics associated with the Association's purpose.

With the Association's approval, create committees, organizational structure as necessary to accomplish the mission statement.

To accept additional duties/tasks as mutually agreed between the Association's members and the State Coordinator.

**ACCOUNTABILITY** - The State Coordinator will accept responsibility commensurate with the Mission Statement and Execution Plan as stated here-in-before.

#### **SECTION 4 - STATE TOURNAMENT DIRECTORS**

All State Tournaments in Little League Baseball and Softball will follow the Association's approved tournament guidelines

Each State Tournament Director will be the District Administrator that is hosting that level of play. The administrator hosting the major baseball tournament is responsible for obtaining a meeting place and providing lunch/snacks and refreshments for the fall meeting before he/she hosts the state tournament.

All State Tournament Sites must be ASAP approved.

Tournament Format - Any Little League approved format may be used. All state tournament formats/brackets must be submitted to Western Region for approval by June 1.

Each Tournament Director will provide a detailed information packet to competing districts BY JUNE 15th as set forth by the Association. As a minimum, the packet would include a bracket, date/time of managers meeting, location of the tournament, and Hotel/Motel/RV park information

If you host the Major Baseball or Softball State Tournament, you are required to give the Championship team an official Headquarters' provided Banner/Pennant. The Championship team members would also each get a Jacket, Hat, or Sweatshirt (jacket or sweatshirt preferred), with the words "Washington State Little League Champions current year" and a Champions medallion. The Second-place team members would get a 2nd Place medallion. You are also required to provide all team members of all teams with an official Headquarters' approved Player Participation Pin.

If you host any State Tournament other than Major Softball or Major Baseball, you are required to provide to the Champions a Headquarters' provided Banner/Pennant. You are also required to provide medallions to each of the first and second place team players, coaches and manager. You are also required to provide all team members of all teams with an official Headquarters' approved Player Participation Pin.

Each State Tournament Director will report on their hosted tournament at the fall Association meeting.

If a tournament host is not in compliance with the association's State Guidelines and in accordance with Little League Guidelines, the State Coordinator with concurrence of a majority of the Association members, may move a State Tournament if it is in the best interest of Little League.

## **SECTION 5 - STATE ASSOCIATION SECRETARY**

**ELIGIBILITY** - The State Association Secretary shall be appointed to up to a three (3) year term by the State Coordinator.

**TERM OF OFFICE** - The term will expire at the same time as the term of the coordinator that appoints them. State Secretaries shall be appointed at the Fall meeting. The following can cause a term to expire: replacement of the State Coordinator, resignation, other event making it impossible to fulfill the term, or by a vote of two-thirds (2/3) of the Association members.

### **The State Association Secretary shall:**

Be responsible for recording the activities of the Association and maintain appropriate files, mailing lists, and necessary records.

Maintain a list of all members and give notice of all meetings of the Association.

Keep the minutes of the meetings of the Association and cause them to be recorded in a file kept for that purpose.

Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.

## **SECTION 6 STATE UMPIRE IN CHIEF COORDINATORS**

**ELIGIBILITY** –State Umpire in Chief Coordinators –shall be elected for up to a three (3) year term by the District Umpires in Chief (or their designees) at the State Meeting and ratified by the Association membership.

**TERM OF OFFICE** - The term will expire at the same time as the term of the coordinator who is in office at the time of the election. One umpire in chief shall be elected for baseball and one

for softball. The two umpires in chief must be from different districts but are not required to be current district staff. State Umpires in Chief shall be elected at the Fall meeting. The following can cause a term to expire: replacement of the State Coordinator, failure to maintain eligibility as a volunteer umpire, resignation, other event making it impossible to fulfill the term, or by a vote of two-thirds (2/3) of the Association members.

**The State Umpire in Chief Coordinators shall:**

Coordinate the state Umpire in Chief meeting, plan, lead discussion, and present information from the meeting to the District Administrators at the Fall and Spring State Association Meetings.

**SECTION 7 STATE INFORMATION OFFICER**

**ELIGIBILITY** – The State information Officer shall be appointed to up to a three (3) year term by the State Coordinator.

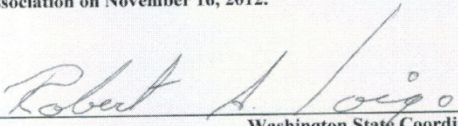
**TERM OF OFFICE** - The term will expire at the same time as the term of the coordinator that appoints them. State Information Officers shall be appointed at the Fall meeting. The following can cause a term to expire: replacement of the State Coordinator, resignation, other event making it impossible to fulfill the term, or by a vote of two-thirds (2/3) of the Association members.

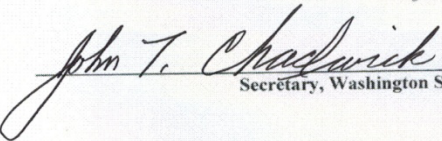
The State Information Officer shall be responsible for maintaining the State Web Site, including posting state tournament sites and dates, keeping current brackets and results for all state tournaments, as reported by tournament directors or other reliable source.

This document includes all amendments approved from Nov. 16, 2012, to Sept. 30, 2023.

**State of Washington  
Association of  
District Administrators**

This document describing the STATE OF WASHINGTON ASSOCIATION OF DISTRICT ADMINISTRATORS is hereby agreed upon and adopted by the association on November 16, 2012.

  
Washington State Coordinator

  
Secretary, Washington State Association