



Work Items For A  
Little League President  
17 Jan 10  
by Kent Seaton, GF Americans LL

<u>Time Frame</u>	<u>Item</u>
July-Aug	Report & send in All-Star 50/50 & program monies
July-Sep	Work maintenance & repair projects for your complex
July-Aug	Re-cap your past season & look for lessons-learned
Aug-Sep	Work board member positions – see who's returning & who you have to replace Try to fill vacant positions by early December.
Sep-Oct	Wind up fiscal year, start new fiscal year & begin prep for tax return(due 15 Feb)
Sep-Oct	Prep financial report for turn-in to LL Dist & LL, Inc.
Sep-Dec	Look for programs to boost your league to boost numbers – make it more fun for your league's kids, help better your coaches, get more money, etc.
Sep-Dec	Review last year's budget – estimated vs. actual, Create next year's budget, analyze if you have enough income to cover expenses, i.e. – raise registration fees, sponsor fees, fundraiser programs, concession prices, etc. List/estimate projects that NEED to be done or nice to do, maybe by grants.
Dec-Jan	Send out sponsor requests – take advantage of EOY tax deductions for them
Dec-Jan	Prepare for registration – when, where, prepare announcements, prep. forms, line up personnel for all positions needed, plan advertising/flyers/newspapers/TV/radio,
Dec-Jan	Plan for tryouts & following draft efforts. Where to hold tryouts, date, time, location, workers to hold it, help player agents prep for it & be sure they understand their efforts (see white book). Do you need batter's cage netting, pitching machine, bats, balls, forms for coaches to rate each tryout player. Don't forget to plan for a late tryout & do it before your draft.
Oct-Sep	Hold League board meetings to manage your league
Oct-Sep	Hold City presidents' meeting to manage local issues, local rules, plan dates, work local tournaments, work scholarships, league game schedules, etc.
Mar-Apr	Work game schedules & tournament schedules
Dec-Feb	Work city training sessions for coaches & umpires
Dec-Jan	Prep & work league insurance fees & send in to LL, Inc.
Dec-Mar	Prep & work league charter fees & send in to LL, Inc.
Dec-Mar	Prep, write up & send in League ASAP program
Jan-Mar	Plan & set up season kickoff – field cleanup day, funday/opening day ceremonies, etc.
Jan-Mar	Begin recruiting for coaches & umpires
Mar-Apr	Set team practice start & schedules
Mar-Apr	Work planning for umpire schedules for league/city
Oct-Jan	Evaluate uniform & equipment condition to plan replacement budget as necessary
Apr-Jun	Work season to keep running smoothly. Talk w/ player agents to do evaluations of coaches & asst. coaches.
Mar-Apr	Begin field preparations to assure ready for practice & opening day

Feb-Apr	Collect names for volunteers – coaches, ump's, field work, maint. work, concessions, etc.
Mar-Sep	Work & maintain fields
May-Jun	Planning for All-Stars – selection of players/coaches, announcements, tournament planning, travel issues, manpower to work, etc.
Jun-July	All-Stars – hold tournaments, manage travel, report results, communicate to DA
Oct-Sep	Communicate w/ other presidents & ADA & DA
Oct-Sep	Work closely w/ Treasurer to clarify expense & income definitions to simplify EOY reporting
Oct-Sep	Promote Sponsors around complex – bulletin boards, signs, posters, etc.
Oct-Sep	Delegate – Delegate – Delegate!!! Don't ever think you can do it yourself. You'll burn out quick. If you don't have help, close it!! Example – not enough help for concessions – close it & put up a sign. Make the coaches umpire a couple games, etc.