Procedures and Requirements for Chartering With Little League® Baseball and Softball

1. Charter application – A charter application can be obtained by contacting Little League International (570-326-1921).
   - All information requested on the application must be complete, including those items regarding individual teams, league personnel, and insurance.
   - No application will be processed without proper contact information for the league president. The league president’s signature, and that of the league vice president, or league secretary must also be affixed at the bottom of the charter application. These signatures indicate the league has read, and will comply with Little League’s Volunteer Screening and League Charter agreements, and will conduct annual background checks on applicable league volunteers.
   - Any fees associated with the charter.

The materials must be submitted to: Little League International
539 U.S. Route 15 Highway
P.O. Box 3485
Williamsport, Pa., 17701-3485

2. Submission of materials – The proper regional office must be in receipt of the following items to assure the charter application process may proceed. (See listing of regional offices on Page 2).
   - The local league constitution.
   - A boundary map and written description of boundaries, bearing the signature of the league president and district administrator, including the date on which the map/boundaries was approved.
   - The official list of local league board members. This listing must include: full name, position on board, mailing address, street address (when applicable), day and evening telephone numbers, e-mail address (if available).

3. Charter ratification – Once the proper charter documentation is received by Little League International, the appropriate regional office will be notified and the final verification process will begin. Upon completion of the verification process, the Little League charter will then be formally accepted and presented to the local league.
## Listing of U.S. and non-U.S. Regional Headquarters:

### Eastern Region Headquarters
(Serves these states: CT, DE, DC, MA, ME, MD, NH, NJ, NY, PA, RI, VT)

Little League Eastern Region Headquarters
P.O. Box 2926
Bristol, CT 06011-2926

Phone: 860-585-4730  
Fax: 860-585-4734  
E-mail: eastregion@LittleLeague.org

### Southwestern Region Headquarters
(Serves these states: AR, CO, LA, MS, NM, OK, TX)

George W. Bush Little League Leadership Training Center
P.O. Box 20127
Waco, TX 76702-0127

Phone: 254-756-1816  
Fax: 254-757-0519  
E-mail: southwestregion@LittleLeague.org

### Western Region Headquarters
(Serves these states: AK, AZ, CA, HI, ID, MT, NV, OR, UT, WA, WY)

Little League Western Region Headquarters
6707 Little League Drive
San Bernardino, CA 92407

Phone: 909-887-6444  
Fax: 909-887-6135  
E-mail: westregion@LittleLeague.org

### Canada Region Headquarters
(Serves all of Canada)

Little League Canada Region Headquarters
235 Dale Avenue
Ottawa, ONT  Canada K1G OH6

Phone: 613 731-3301  
Fax: 613-731-2829  
E-mail: canada@LittleLeague.org

### Central Region Headquarters
(Serves these states: IA, IL, IN, KS, KY, MI, MO, MN, NE, ND, OH, SD, WI)

Little League Central Region Headquarters
9802 E. Little League Drive
Indianapolis, IN 46235

Phone: 317-897-6127  
Fax: 317-897-6158  
E-mail: centralregion@LittleLeague.org

### Southeastern Region Headquarters
(Serves these states: AL, FL, GA, NC, SC, TN, VA, WV)

Southeastern Region Headquarters
PO Box 7557
Warner Robins, Georgia 31095-7557

Phone: 478-971-7070  
Fax: 478-971-7071  
E-mail: southeastregion@LittleLeague.org

### Southeastern Region Headquarters
(Serves these states: AL, FL, GA, NC, SC, TN, VA, WV)

Southeastern Region Headquarters
PO Box 7557
Warner Robins, Georgia 31095-7557

Phone: 478-971-7070  
Fax: 478-971-7071  
E-mail: southeastregion@LittleLeague.org

### Asia-Pacific Region Headquarters
(Serves all nations in Asia and the Pacific)

Little League Asia-Pacific Region Headquarters
c/o Hong Kong Little League
Room 1018, Sports House
1 Stadium Path,
Causeway Bay, Hong Kong

Phone: (852) 2504 - 8629  
Fax: (852) 2504 - 4007  
E-mail: llbapr@hkbaseball.com.hk

### Latin America Region Headquarters
(Serves Mexico and all countries in South America, Central America, and the Caribbean)

Little League Latin America Region Headquarters
P.O. Box 10237
Caparra Heights, Puerto Rico 00922-0237

Phone: 787-982-3076  
Fax: 787-982-3076  
E-mail: latinamerica@LittleLeague.org

### European Region Headquarters
(Serves all countries in Europe, the Middle East, and Africa)

Little League European Region Headquarters
Al. Malej Ligi 1
99-300 Kutno, Poland

Phone: 011-48-24-2544569  
Fax: 011-48-24-2544571  
E-mail: europe@LittleLeague.org