

CITY OF BROOKFIELD PARKS, RECREATION & FORESTRY DEPARTMENT

2019 ADULT SOFTBALL TEAM APPLICATION INFORMATION

Please review this information thoroughly and make every effort to complete and check all the information requested as part of your application process. Your cooperation will assist us in making the registration system as efficient as possible. Thank you.

I. TEAM REGISTRATION MATERIALS INCLUDE:

- A. One "Team Entry Form" - Gold
- B. Fifteen (15) "Player Registration Forms" - White
- C. One "Verification of Employment Form" for Company Teams - Green
- D. One "Release Form" - Yellow
- E. "Adult Team Sports Policies and Procedures" - White

II. PLAYER AND TEAM ELIGIBILITY

Refer to Item III - Program Eligibility in the "Adult Team Sports Policies and Procedures".

III. LEAGUE FORMAT

Refer to Item II - League Format in the "Adult Team Sports Policies and Procedures".

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>
<u>Last Yr's:</u>	Men's 35+	Women's	Coed	Men's C
<u>Leagues</u>				(3 Divisions)

All leagues must have a minimum of 6 teams. If less than 6 teams register for a league, options will be presented to those teams involved. Games will be played at Wirth Park. Leagues will begin April 29, 2019, and are scheduled to finish by mid-August. No games scheduled for Monday, May 27th or Thursday July 4th. Monday (8 team max.), Tuesday (20 team max.), Wednesday (12 team max.), Thursday (20 team max.).

IV. REGISTRATION INFORMATION AND PROCEDURES

Refer to Item IV - Registration Procedures in the "Adult Team Sports Policies and Procedures."

The following materials must be completed and submitted to the Parks and Recreation Department, along with all fees, to be considered for acceptance to the league.

A. Team Entry Form

- 1. Team Name - one is required for identification.
- 2. Sport/Division - check appropriate sport and division.
- 3. List previous and current year's sponsor.
- 4. Team Status - check appropriate category(s).
- 5. Manager Information - used for mailing and for phone messages when time does not permit mailing.
- 6. Co-Manager Information - needed when we cannot reach manager. This should be someone accessible by phone. This person may also sign for the manager on player contract forms.
- 7. Indicate your desired league and night of play for this year.
- 8. Indicate your previous year's league and night of play if you are a returning team.
- 9. If you are a returning team, indicate stronger, same, or weaker and the number of returning players.
- 10. Use the "Comments" section for any information we should have before leagues are set.
- 11. List the roster on the form.

B. Player Contract Forms

- 1. Teams must submit a minimum of twelve (12) completed player registration forms during the registration period. **If 12 player registration forms are not submitted during the registration period, your registration will not be accepted.**
- 2. All information on the form must be completed including both the player's and manager's signatures.
- 3. Players must list their legal address at which they reside. P.O. Boxes will not be valid addresses.
- 4. Resident players must provide a photo copy of their driver's license for verification. If a copy is not provided, that player will be considered a non-resident for the season.
- 5. Player registration fees are not refundable but are transferable up until the start of the program, April 29, 2019.

C. Company Teams - Verification of Employment Form

- 1. For teams wishing to qualify as a commercial/industrial team, a "Verification of Employment Form" for the team must be completed and signed by an authorized company official.
- 2. Company team status allows a "new" company team to be considered for acceptance into the program before a team that does not meet the residency requirements.

D. Order for Accepting Teams in Program

- 1. Returning teams meeting residency requirement.
- 2. Returning teams that do not meet residency requirement.
- 3. New teams meeting residency requirement or New company teams.

4. New teams that do not meet residency requirement.

E. New Teams

- 1. New teams must submit a completed "Team Entry Form" with a tentative roster on the reverse of the form, and a deposit in the amount of \$50 to be waitlisted for a spot on one of our leagues.
- 2. New teams registering will be placed on a waiting list, according to time of registration. New teams will be accepted according to the order listed above and will be accommodated on a space available basis.

F. Fees

All fees must be paid in full when registering your team and include:

- 1. Team Franchise Fee: (includes \$20 ASA Fee) \$175.00 - (1 umpire/game) 12 games
- 2. Player Contract Fee: \$ 20.00 City of Brookfield residents.
(per player) \$ 40.00 Non-resident of the City of Brookfield

All checks for fees should be made payable to the "Brookfield Park & Recreation Department". Credit card will also be accepted for payment.

V. REGISTRATION TIMETABLE AND DEADLINES

To be considered for acceptance into the Adult Softball Program, each manager must submit **all** required forms and fees including a minimum of 12 players during the registration period indicated below and by the **FRIDAY, FEBRUARY 15 DEADLINE. ONLY PROPERLY COMPLETED FORMS WITH APPROPRIATE FEES WILL BE ACCEPTED. PARTIAL APPLICATIONS WILL NOT BE ACCEPTED FROM ANY TEAM. TO AVOID DISAPPOINTMENT - REGISTER EARLY!!** Returning teams registering after the deadline will be considered a new team and placed in the program according to the new team process.

Registration begins for new and returning teams Monday, Feb. 4
 Deadline for returning teams to register..... Friday, Feb. 15
 New Teams added Monday, Feb. 18

Registrations will be accepted at the Parks & Recreation Office (2000 N. Calhoun Rd.) Monday through Friday between the hours of 8:00 A.M. - 5:00 P.M.

VI. PROGRAM INFORMATION

A. League Organization Meeting

No Meeting for 2019

B. Practice Field Requests

- 1. A practice field request form will be mailed to all managers the week of March 4th which must be completed and returned to the Parks & Recreation Office by Friday, March 22nd.
- 2. Practice fields will be assigned, and permits mailed the week of March 25, 2019

C. Player Pool

A player pool of people seeking teams is available at the Parks and Recreation Office if your team needs players.