



## DUARTE TEAM REGISTRATION POLICIES

Major League Softball (MLS) and the City of Duarte strive to provide the best possible league experience for program participants. To ensure that your team is accepted into the league and is correctly classified, please read and complete the following steps:

### 1. REGISTRATION

To register your team, select the **Register NOW!** button on the Registration Flyer or **Login** to re-register a Returning Team. All required information must be provided to ensure acceptance into the league. **Registration will be conducted during the time period printed on the Registration Flyer and all registrations are subject to final approval by MLS's administrative staff.**

### 2. REGISTRATION FEE PAYMENT POLICIES

1. For the purpose of determining Registration Fee status, any team that has not participated in a program conducted by MLS prior to the Winter 2009 Season **or** does not have a Forfeit Bond on deposit shall be considered a "New Team" and shall be required to pay a one-time, \$35.00 New Team Registration Fee which is non-refundable. Teams that have an existing User Name and Password to Login at [www.mlsoftball.com](http://www.mlsoftball.com) **and** are in "Good Standing" shall have "Returning Team" status and shall pay the Returning Team Registration Fee.
2. All teams, regardless of their Registration Fee status, shall pay a "Good Faith Deposit" of no less than \$100.00 on or before the registration deadline. A "Good Faith Deposit" must be received in order for a team to be placed onto a game schedule.
3. All remaining Registration Fees are due before the first pitch of each team's third game. In the event that the Registration Fee is not paid in full as specified, teams will pay a Special Collection Fee of \$50.00 to recover the cost of making a Special Collection.
4. Registration Fees may be paid anytime at [www.mlsoftball.com](http://www.mlsoftball.com) via Paypal, (which accepts personal checking, savings accounts, debit cards and all major credit cards). Registration Fees may also be paid to the League Director at the preseason managers' meeting or on the field via Cash, Money Order or Cashier's Check. No "post dated" checks will be accepted.
5. In the event of a rejected transaction, the full amount must be paid by Credit Card, Money Order or Cashier's Check, in addition to a \$50.00 service charge for the rejected item, before the next game (prior to the first pitch).
6. In the event that a team declares that it cannot play after it has registered and before the League begins, a refund less 30 percent of the Registration Fee will be issued (this refund does not apply to the "Good Faith Deposit"). The total amount of the Registration Fee is fully earned (even if they haven't been paid) and is due and payable after a team's first scheduled game. (For more detail, refer to the "Manager's Participation Agreement" on your Login page at [www.mlsoftball.com](http://www.mlsoftball.com).)
7. Major League Softball will not accept multiple personal checks from a team.
8. It is the manager's responsibility to request a receipt and retain it for the entire season.

### 3. MANDATORY PRESEASON MANAGERS' MEETING

There will be a Managers' Meeting conducted just prior to the start of each season at a location in the City of Duarte on the date and at the time specified on the Registration Flyer. It is absolutely mandatory that each team is represented by at least one individual at the meeting. Teams may not receive final acceptance into the league if they do not have a representative present. Preseason managers' meetings generally take no more than 30 minutes and important matters such as league rules are discussed and often voted upon. Temporary game schedules are always distributed and teams that want a scheduling accommodation must submit their request(s) at the Managers' Meeting.

#### **4. ROSTER FORM AND HOLD HARMLESS AGREEMENT**

It is imperative that each team completes the Official Roster as provided on the Register NOW! page. All required information must be provided for the Manager and at least one (1) Coach. There must be a uniform number, last name, first name and Male/Female identifier for each player including the Manager and Coach(es). **If your team does not wear numbered uniforms you must assign a uniform number between 1 and 98 to each player.** Each Official Lineup Card contains the League's Hold Harmless Agreement which will be distributed at each game and must be signed by each player prior to participating in a game.

Teams must provide a minimum of eight (8) players and a maximum of twenty (20) players on the original roster. In no circumstance shall a team roster exceed twenty (20) players. **Roster additions may be made up to the established deadline each season (the roster addition deadline will be established at the preseason Managers' Meeting.).** All added players will be subject to approval by an MLS Administrative Director before participating in the league. MLS expressly intends to prevent teams from significantly affecting their classification level after the season has begun.

#### **5. TEAM ACCEPTANCE CRITERIA**

MLS and the City of Duarte reserve the right to reject any team's final acceptance into the league and to modify the evening/day they will be allowed to play. A "multi-tiered" system is used to determine team acceptance into the City of Duarte Adult Softball Program. Teams that meet certain qualifications shall be afforded specified advantages during the registration/team acceptance process. Priority is assigned to qualified teams as follows:

##### **Returning Team Status**

Teams that participated in either of the previous two (2) Duarte Softball Program seasons have "Returning Team Status" and will have priority over teams in the "Open" category in situations where there is a shortage of field space on a given evening/day.

##### **Open Team Status**

Any team that does not fall into the previous status category shall be granted "Open Team" status. Open teams that follow all of the registration procedures and meet all of the deadlines as outlined herein and executed on the Register NOW! page shall be accepted into the league, subject to the terms and conditions specified above.

#### **6. Forfeit Fees**

In the event of a forfeit, teams are strongly encouraged to pay the full amount of the prevailing Officials' Game Fees on the field. If the full amount of Officials' Fees is not paid, the forfeiting team must pay the prevailing Officials' Fees plus an additional "Forfeit Collection Fee" of \$10.00 prior to the first pitch of their next scheduled game. Teams that forfeit their last game of the season without paying the Officials' Fees will be removed from the Returning Team database and will be considered "New" for determination of future Registration Fee status. This also applies to teams that have "Returning" status because they played prior to Winter 2009 and have a Forfeit Bond on deposit.

#### **7. Forfeit Bonds (Teams in Good Standing at the Conclusion of the Fall 2008 League)**

Any team that posted a \$35.00 Forfeit Bond during a previous season shall be deemed a "Returning Team" for Registration Fee status purposes. Teams that request a refund of their Forfeit Bond shall then be removed from the Returning Team database and will be considered a "New Team" for any subsequent registration.

#### **8. Insurance and S.C.M.A.F. Player's Medical Benefit Fund (P.M.B.F) Coverages**

Major League Softball, Inc. and the City of Duarte do not include or provide insurance coverage for accidents or injuries sustained while participating in the program. Teams may purchase optional Players' Medical Benefit Fund (P.M.B.F.) coverage from the Southern California Municipal Athletic Federation (S.C.M.A.F.) at an additional cost of \$42.00 per season. P.M.B.F. provides \$500.00 of coverage per player per calendar year. Teams that desire P.M.B.F. coverage must provide a separate check in the amount of \$42.00 made payable to S.C.M.A.F. at registration. Visit [www.scmaf.org](http://www.scmaf.org) for more specific information regarding P.M.B.F. coverage.

**9. Game Scheduling Policy**

If your team would like to request a special scheduling consideration for a particular date, this information **MUST** be given to us either prior to or at the Preseason Managers' Meeting. We will try to accommodate such requests. However, it may not be possible due to field availability and/or scheduling constraints. Any requests submitted after the Preseason Managers' Meeting will automatically be denied.