



## CULVER CITY TEAM REGISTRATION POLICIES

Major League Softball (MLS) and the [City of Culver City](#) 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

Go to the online Registration Page and CLICK the **Register NOW!** button to register a NEW team, or CLICK the **LOGIN** button 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 online Registration Page 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 **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 via PayPal by logging in at [www.mlsoftball.com](http://www.mlsoftball.com) and selecting the Make a Payment option, (PayPal 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 "postdated" checks will be accepted.
5. In the event of a rejected transaction, the full amount must be paid by Cash, 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 it hasn't been paid) and is due and payable in full 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. In the event a team cannot complete the season, due to no fault of its own (examples: program closure, excessive weather, field space loss, state/county/city shutdowns), the team shall have a credit of \$25 for each game **not played** applied to the team's **next** season played with MLS (this credit will not apply to any previous forfeits / rainouts or playoff / championship games not played). No monetary refunds will be issued in these situations.
8. Major League Softball will not accept multiple personal checks from any one (1) team.
9. 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 Manager's Meeting conducted prior to the start of each season at a location, date, and time specified on the online Registration Page. 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 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 online Registration 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 Culver City** 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 **Culver City** 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:

- **Gold Team Status**

Teams that participated in each of the last three (3) **Culver City** Softball seasons are afforded "Gold Team Status" and will have priority over teams in the Silver, Bronze and New/Open Status categories in situations where there is a shortage of field space on a given evening/day. Teams that possess Gold Team Status must register prior to the Registration Deadline and pay the Good Faith Deposit in order to "bump" a team of lesser status when there is a shortage of field space on the evening/day that the Gold Team wishes to play.

- **Silver Team Status**

Teams that participated in two (2) of the last three (3) **Culver City** Softball seasons are afforded "Silver Team Status" and will have priority over teams in the Bronze and New/Open Status categories in situations where there is a shortage of field space on a given evening/day. Teams that possess Silver Team Status must register prior to the Registration Deadline and pay the Good Faith Deposit in order to "bump" a team of lesser status when there is a shortage of field space on the evening/day that the Silver Team wishes to play.

- **Bronze Team Status**

Teams that participated one (1) of the last three (3) **Culver City** Softball seasons have "Bronze Team Status" and will have priority over teams in the New/Open category in situations where there is a shortage of field space on a given evening/day. Teams that possess Bronze Team Status must register prior to the Registration Deadline and pay the Good Faith Deposit in order to "bump" a team of lesser status when there is a shortage of field space on the evening/day that the Bronze Team wishes to play.

- **New/Open Team Status**

Any team that does not fall into one of the previous status categories shall be granted "New/Open Team" status. New/Open teams that follow all of the registration procedures and meet all of the deadlines as outlined herein and executed on the online Registration 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 up till & 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 Culver City](#) 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.scmf.org](http://www.scmf.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 on or before the Registration Deadline listed on the Registration Page online. 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 Registration Deadline will automatically be denied.