



PASADENA TEAM REGISTRATION POLICIES

Major League Softball (MLS) and the [City of Pasadena](#) strive to provide the best 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

Visit the online Registration Page and CLICK the RED **Register NOW! – New Teams Only** button to register a NEW team or CLICK the GREEN **LOGIN! to re-register** button to re-activate a RETURNING team. All required information must be provided to ensure acceptance into the league. **Registration will be conducted during the period stated 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 prior to the 2008 Summer 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 Username and Password to Login at www.mlsoftball.com/login **AND** are in "Good Standing" shall have "Returning Team" status and shall pay the Returning Team Registration Fee.
- 2) All teams, regardless of "NEW or RETURNING" status, shall pay a "Good Faith Deposit" (GFD) of no less than \$100.00 on or before the registration deadline. A "Good Faith Deposit" must be received 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 (during 10-Game seasons) or second game (during 6 or 8-Game seasons). If the Registration Fee is not paid in full as specified, teams will pay a **LATE 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/login 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 or Scorekeeper present on the fields when games are in play via Cash, Money Order or Cashier's Check. No "postdated" checks will be accepted. Checks must be made payable to **Major League Softball**.
- 5) In the event of a rejected transaction, the full amount must be paid by Cash, Money Order or Cashier's Check, in addition to a \$50.00 NSF service charge for the rejected item, before the next game (prior to the first pitch).
- 6) If a team declares that it cannot play **after** it has registered and **before** the League begins, a refund less 30% 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/login.)
- 7) If 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 (not applicable for any previous forfeits, rainouts, or playoff / championship games not played). **Monetary refunds will be issued in this these situations.**
- 8) MLS 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. ROSTER FORM AND HOLD HARMLESS AGREEMENT

1) It is imperative that each team completes the Official Roster via the online Registration Page. All required contact information must be provided for the Manager and Coach, and there must be a uniform number, last name, first name, and Male/Female identifier for each player including the Manager and Coach. *If your team does not wear numbered uniforms, you must assign a uniform number between 1 and 98 to each player.*

2) Each Official Lineup Card, which will be distributed at each game, contain the League's Hold Harmless Agreement and must be signed by each player prior to participating in any game. **Managers may not sign for their players.**

3) Teams must provide a minimum of eight (8) players and a maximum of twenty (20) players on the original roster. **Roster additions may be made up to the established deadline each season** (the deadline will be listed on the League Schedules). Any added players will be subject to approval by MLS Administrative Staff. MLS expressly intends to prevent teams from significantly affecting their classification level after the season has begun.

4. TEAM ACCEPTANCE CRITERIA

1) MLS and the **City of Pasadena** reserve the right to reject any team's final acceptance into the league due to any previous history of **non or late-payments, team/player behavioral issues, ejections or suspensions, rule infractions, history of forfeits, or team drop-outs.**

2) Additionally, if your team is not compatible with any current divisional groupings (aka too strong), MLS may offer you an alternative day/city of play (if available) where you would be better suited to play **OR** have you play with a handicap, such as a "rule-rule" or "ineligibility for playoffs" for the season. If an agreeable solution cannot be reached, MLS has the right to reject any team's final acceptance into the league.

3) 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) **City of Pasadena** Seasons will have "Returning Team Status" during the **FIRST 30 DAYS** that Registration is open. They will have priority over teams in the "OPEN TEAM STATUS" category in situations where we may be SOLD OUT on a given day, as long as they have (1) registered online **AND** (2) paid the minimum \$100 Deposit within the **FIRST 30-DAYS** of registration being open. After the **FIRST 30 DAYS** passes, "Returning Team Status" will be NULL.

- **OPEN TEAM STATUS**

Open teams that follow all the registration procedures, pay their \$100 minimum deposit, and meet all the deadlines as outlined herein and executed on the online Registration Page shall be accepted into the league, subject to any **priority** terms and conditions specified above.

5. FORFEIT FEES

1) In the event of a forfeit, teams are encouraged to pay the full amount of the prevailing Officials' Game Fees on the day of the forfeit. If the Officials' Fees are not paid on the day of the forfeit, 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.

2) Teams that forfeit their last scheduled 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.

6. FORFEIT BONDS

For teams in “Good Standing” prior to & through the conclusion of the Fall 2008 League: Any team that posted a \$35.00 Forfeit Bond prior to Winter 2009 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.

7. INSURANCE / S.C.M.A.F. PLAYER’S MEDICAL BENEFIT FUND

Major League Softball, Inc. and the [City of Pasadena](#) 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 **per season**. For more specific information regarding P.M.B.F. coverage **OR** to apply, please visit: <https://www.scmf.org/pmbf>

8. BYE REQUESTS & GAME SCHEDULING POLICY

MLS would like to work with you if your team has a special scheduling request, but in the interest of being fair, there are limits to what we will do. We will try to accommodate such requests; however, it may not be possible due to field availability and/or scheduling constraints. Scheduling requests **MUST** be emailed to MLS Customer Service on or before the Registration Deadline listed on the Registration Page online. ***Any requests submitted after the Registration Deadline will automatically be denied.***

- Each team will be allowed ONE (1) BYE WEEK per season, any additional requests will not be considered.
- Requests for NO early games or NO late games will not be considered.
- If your team shares players with another team and you play on the same day, MLS will not manipulate the schedules so you do not play at the same time. Both teams need to have enough players to stand alone. If you do not have enough players without sharing, then you do not have two teams.