MLS/ SANTA FE SPRINGS
TEAM REGISTRATION POLICIES

REVISED: FEB 2026

Major League Softball (**MLS**) and the **City of Santa Fe Springs** (**City**) 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 an Adult Softball program conducted by either the City of Santa Fe Springs or MLS prior to 2024 shall be considered a "New Team" and will 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 by 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 8-Game seasons OR 'All-Play Format' seasons). If Registration fees are not paid on time, a **$50 LATE FEE** will be incurred, and the team will not be able to play further until all fees are paid in full.

4) Registration Fees may be paid anytime electronically by logging in at www.mlsoftball.com/login and selecting the **Make a Payment** option to pay with any credit/bank card. Registration Fees may also be paid on the fields where games are in play via Cash, Money Order, or Cashier's Check by paying any scorekeeper present or your League Director (be sure to ask for a receipt). Postdated checks will not be accepted. Checks must be made payable to **Major League Softball, Inc.**.

5) In the event of a rejected transaction, the full amount plus a **$50.00 NSF** (non-sufficient funds) service charge for the rejected item must be paid with Cash before the next game (prior to the first pitch).

6) Any person who disputes an electronic payment transaction (for any reason) will be changed an additional **$50.00 RIF** (rejected item fee) which must be paid with Cash before the next game (prior to the first pitch). If the dispute is not cleared, your team will no longer be in good standing for future seasons and may be denied registration.

7) 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. (also see the "Manager's Participation Agreement" by logging in here: www.mlsoftball.com/login)

8) 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 these situations.***

8) MLS will not accept multiple personal checks from any single team.

9) It is the manager's responsibility to request a receipt for any money paid on the fields and retain it for the entire season.

3. ONLINE ROSTER FORM

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. *Even if your team does not wear numbered uniforms, you must assign a uniform number between 1 and 98 to each player.*

2) 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's Administrative Staff. MLS expressly intends to prevent teams from significantly affecting their classification level after the season has begun. ***All players must be 18 or older to participate in the Adult Softball programming***.

4. LINEUP CARDS & HOLD HARMLESS AGREEMENT

1) Each team will be given an Official Lineup Card at each game to fill out & turn back in before gametime. This will be the batting lineup you will follow for that game, and it also contains the League's Hold Harmless Agreement. The lineup must be signed by each participating player prior to every game. ***Managers may not sign for their players.***

5. TEAM ACCEPTANCE CRITERIA

1) MLS and the City reserve the right to reject **ANY** team into the league, for any reason. Including, but not limited to non-payments or repeat late payments, team/player behavioral issues, ejections or suspensions, slander, on-field rule infractions (such as alcohol/drug usage, smoking in the park, or use of illegal bats), a history of forfeits, dropping out after the registration deadline passes, abusive/rude language towards MLS or City staff/officials, unruly fans/spectators, etc..

2) Additionally, if your team is not compatible with any current divisional groupings (i.e. 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"* and/or "*ineligibility for playoffs"* for the season. If an agreeable solution cannot be reached, MLS has the right to reject **ANY** team's 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:

- **RESIDENT STATUS**
  Any team presenting proof that 51% of their roster containing no fewer than 15 players (or a minimum of 8 players) **live OR work** in Santa Fe Springs will be given RESIDENT STATUS which qualifies that team for a lower Registration Fee and priority (i.e. 'bumping rights') in any situation where we may be SOLD OUT on any given day ***up until the Registration Deadline passes***. Proof of residency or employment must be emailed to MLS Customer Service + the minimum $100 Deposit must be paid **by the Registration Deadline** to qualify. No exceptions.

  RESIDENCY PROOF REQUIRED: copy of a legible & current California Driver's License/I.D. Card **OR** utility bill for EACH resident.
  BUSINESS PROOF REQUIRED: copy of a legible and current (within the last 30 days) pay stub or paycheck for EACH employee.

  Due to requirements mandated by the City, Proof of Residency / Business documentation must be submitted for **each season** where a team seeks "Resident or Business Team Status".

- **RETURNING TEAM STATUS**
  Teams that participated in either of the previous two (2) Seasons in THAT city will have "Returning Team Status" during the **FIRST 15 DAYS that Registration is open**. They will have priority (i.e. 'bumping rights') 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, (2) are in "good standing", and (3) paid the minimum $100 Deposit within the FIRST 15-DAYS of registration being open. After the **FIRST 15 DAYS** passes, "Returning Team Status" will be NULL. ***Returning teams do not have priority over teams with "Residency" status.***

- **OPEN TEAM STATUS**

Any team that does not fall into one of the previous status categories shall be granted "Open Team" status. Open teams that follow all 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 terms and conditions specified above.

6. FORFEIT FEES

1) In the event of a forfeit, where the $60 forfeit fee is incurred, teams are encouraged to pay the fee on the day of the forfeit. If the fee of $60 is not paid on the day of the forfeit, the forfeiting team must pay the fee of $60, ***plus an additional "Forfeit Collection Fee" of $10.00***, prior to the first pitch of their next scheduled game. **Forfeit Fees must be paid in cash to the League Director so they may pay out the officials who were scheduled to work that forfeited game**.

2) Teams that forfeit their last scheduled game of the season (Playoffs included) without paying the $60 forfeit fee will no longer be considered in "good standing", and they will be considered "New" for determination of future Registration Fee status.

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

Major League Softball, Inc. and the 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 **per season**. For more specific information regarding P.M.B.F. coverage **OR** to apply, please visit: https://www.scmaf.org/pmbf

8. SCHEDULE REQUESTS & TEAM NAME CHANGES

1) TEAM **NAME CHANGES**: name change requests must be submitted to Customer Service by the Registration Deadline for that season. Team names are subject to MLS Admin approval. No vulgar or suggestive names please. If you request a team name that is already in use, we can add an identifier, such as: THE SANDLOT GANG **SUN**, or THE SANDLOT GANG **COED** … this is necessary for us to be able to easily identify each team in our electronic database as well as in our field computers for stats.

1) **BYES**: Each team will be allowed ONE (1) BYE request per season as long as it is received by the deadline; any additional requests will not be considered. **DEADLINES**: **week 1** BYE requests must be emailed to Customer Service by the Registration Deadline for that season. Other BYE requests must be emailed to Customer Service no later than 12 noon after the first week plays (even if your team does not play week 1). ***Any requests submitted after the Registration Deadline will automatically be denied.*** BYE requests that fall on makeup or payoff game dates will not be considered.

2) GAME **TIMES**: MLS will not accept game TIME requests; all teams must be prepared to play at any of the scheduled game slots available for the entirety of the season. We always try to spread this out as equally as we can across all teams playing. Sometimes the split cannot be equal across the board, but we do the best we can. MLS will not revise schedules after they have been made because your team received 1 more early/late game than someone else did, etc.

3) SHARED **PLAYERS**: If your team shares players with another team and you play on the same day, MLS cannot 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.