

New Berlin Recreation Department

Returning Teams' Registration Instructions

Thank you for your continued support of the New Berlin Recreation Department's *Adult Softball Leagues*. If your team played in any of our Softball leagues in 2021 and is interested in returning to play in 2022, then please follow the instructions below regarding team registration, player registration, rosters, fees, etc.

1. By the 3rd week of January, the team manager from every 2021 team should receive an email containing all of the pertinent materials for registering for the 2022 Summer League. These materials include: (1) 2022 Rules & League Information (2) Team Registration Packet (3) Team Roster Sheet (4) Individual Player Registration Form (5) 2022 League Flyer. If your team has not received this information, please contact the League Coordinator, Tanner Maynard, or visit the New Berlin Recreation Department's *Softball* portion of our website.
2. Once you have looked through all of the 2022 League Information and confirmed that your team will be returning, you **MUST** submit a completed **TEAM REGISTRATION FORM** (just the top half of the first page) to the League Coordinator. This can be done electronically (email), in-person, or via mail. Your most up-to-date contact information should be included on this form along with your team's preferences for league placement. Returning teams will be given priority over new teams per our acceptance policy.
3. Following the submission of your **TEAM REGISTRATION FORM** the League Coordinator will request that you pay your team fee as soon as possible to fully guarantee your team's spot in our leagues. All fees must be submitted no later than Friday, March 25th at 4:00pm. Team managers or sponsors will be responsible for paying the team fee and will have the option of doing so in one of the following ways:
 - a. Pay in-person at the New Berlin Recreation Department located on the 2nd floor of City Hall at 3805 S. Casper Drive New Berlin, WI 53151.
 - b. Mail the payment to the New Berlin Recreation Department at 3805 S. Casper Drive New Berlin, WI 53151.
 - c. Pay online via the Recreation Department's online registration software. Managers must contact the League Coordinator if choosing to pay online.
4. Prior to Friday, March 25th, managers will also be responsible for submitting a **TEAM ROSTER FORM**. Every player that will be playing on your team during the league year should be accounted for on this form, and their corresponding player fees must be paid off by March 25th. Players can be added to the roster after this deadline until June 10th; as long as their respective player fee is paid at the time of their addition. After June 10th, no new players may be added to your roster. Player fees can be paid via one of the following ways:
 - a. Team manager or sponsor can pay all of the player fees in-person at the Recreation Department; must also submit corresponding **PLAYER REGISTRATION FORMS**
 - b. Team manager or sponsor can pay all of the player fees via mailed check to the Recreation Department; must also submit corresponding **PLAYER REGISTRATION FORMS**
 - c. Each player can pay in-person at the Recreation Department and submit their

own *PLAYER REGISTRATION FORM*

- d. Each player can mail in their payment along with their own *PLAYER REGISTRATION FORM*
 - e. Each player can submit their fee and their own *PLAYER REGISTRATION FORM* online via our online registration software. Refer to the *ONLINE REGISTRATION GUIDE* that has been sent out to all of the managers, or you can find it on the *Softball* portion of our website.
5. After submitting all of the information, forms, and fees mentioned in the previous steps by Friday, March 25th, your team will be approved to play in the 2022 Adult Softball League.

Please direct any questions, comments, or concerns to the League Coordinator, Tanner Maynard, at:

Phone: (262)-797-2443

Email: tmaynard@newberlin.org

