

**Regional Softball League
San Mateo, Foster City, & Belmont 2015
Summer/Fall Softball Packet**

TO: All Current & Potential Softball Managers
FROM: San Mateo Recreation Department
RE: Summer/Fall 2015 Softball Team Registrations

Thank you for your interest in the **Summer/Fall** season of **San Mateo, Foster City, & Belmont Adult Softball Leagues**. San Mateo is very excited to have the opportunity to facilitate Adult Softball in these three great cities.

The Summer/Fall 2015 San Mateo season begins approximately the first week of August 2015 and will conclude in October or November depending on different variables. Below, we have outlined what steps you need to take in order to register your team(s). We accept teams in the chronological order in which they register, provided their registration forms and fees are correct and complete. To the best of our ability, teams will only be placed into leagues matching their skill level.

By registering early, you increase your chances of being accepted into the league of your choice. Be assured that the league director will do everything possible to make the regional leagues are balanced in regards to scheduling and competition.

Registration—DEADLINE FOR ALL TEAMS Friday, July 17th, 2015

You must pay at least \$200 towards your league fee to register a team

All teams may register beginning Monday, June 15th 2015. Registrations must be hand delivered, emailed to softball@cityofsanmateo.org, faxed to 650.522.7421, or mailed to our **Athletics Office at 2001 Pacific Boulevard, San Mateo, CA 94403**. Our office will be open from 8:00am to 5:00pm (closed from 12pm to 1pm) on weekdays. Your registration will be time/date stamped. **YOU ARE RESPONSIBLE FOR MAKING SURE YOUR REGISTRATION FORM WAS RECEIVED (please call 650.522.7430 for verification)**. Leagues will not be formed until after July 24th, 2015, at the earliest, so please be patient. Be as flexible as you can and we will try our best to accommodate your team.

Teams may be moved into higher or lower divisions at the discretion of the league director based upon different variables.

San Mateo, Belmont, and Foster City use ASA sanctioned rules, and our games are officiated by certified ASA umpires. The leagues are separated by skill level and experience (see the enclosed "Entry Request" form for our league offerings). We typically recommend newly formed teams register in a lower D league unless you are presently familiar with our leagues and know what league would be appropriate for your team. Each team has a 10-game schedule. The top four teams then play in a single-elimination playoff at the end of the season to determine the league championship (various play-off formats may be implemented at the League Director's discretion). The team with the best overall record will receive t-shirts as the Division Winner. Teams winning the Championship game will receive a team trophy.

REGISTRATION REQUIREMENTS

- **LEAGUE PAYMENT** San Mateo and Belmont Men's Leagues and Coed Leagues (non-corporate/5 women minimum) are 2 umpire leagues and are \$810. San Mateo and Belmont Corporate Coed Leagues (3 women minimum) are 1 umpire leagues and are \$665. Foster City specific Men's Leagues are \$775 and Foster City specific Coed Leagues are \$630. NO PERSONAL CHECKS and NO CASH shall be accepted. You may call 650.522.7430 to make a payment over the phone. Registration forms must be received prior to payment. Please make checks payable to: **City of San Mateo.**
- **A TEAM ROSTER FORM** (which can be found at www.quickscores.com/sanmateo) complete with player names, addresses, phone numbers, and signatures. Rosters must include a minimum of 10 players must be submitted. Although there is no maximum for a roster, the league has the right to discipline teams abusing this rule (i.e. teams adding "ringers" to their roster). Rosters must be either typed or carefully hand printed.

ALL TEAMS (EVEN RETURNING TEAMS), MUST SUBMIT A NEWLY COMPLETED ROSTER FORM EVERY SEASON. Rosters may be turned into the scorekeeper BEFORE THE FIRST PITCH OF YOUR FIRST GAME. Failure to turn in a roster may result in forfeits.

- Completed League Entry Request Form (See attached)

REMINDER NOTES

- There will be a **Mandatory Manager's Meeting** for **ALL teams**. Please be sure to have a representative at the meeting if you cannot attend. **The Coed Meeting will be on Wednesday, July 22nd 2015, at 6:45pm. The Men's meeting will be Wednesday, July 22nd 2015, at 7:45pm.** Both meetings will be held in the Council Chambers at 330 West 20th Avenue, San Mateo.
- Matching uniforms are not required. No metal/hard plastic cleats allowed. **Bats must be ASA certified. Please visit the following website for more information regarding certified equipment: www.quickscores.com/sanmateo and click on the ASA link.**
- **PLAYERS MUST FILL OUT AND SIGN THE ROSTER/WAIVER FORM or ADD/DROP FORM BEFORE PLAYING IN ANY GAME. No players are to be added after the 3rd game without the League Director's permission.**
- **All added players must sign a waiver form or an add/drop form.**
- **For rules, forms, and other important information log onto www.quickscores.com/sanmateo**

**SAN MATEO RECREATION DEPARTMENT
ADULT SOFTBALL
LEAGUE ENTRY REQUEST FORM**

Office Use only
DATE RECEIVED _____
AMOUNT RECEIVED _____
BALANCE DUE _____
New Team Yes No

TEAM NAME _____ Old Name _____

NEW TEAM: Yes No

MANDATORY SECTION FOR ALL TEAMS EXCEPT TEAMS THAT HAVE NEVER PLAYED TOGETHER IN ANY CITY BEFORE. PLEASE FILL IN BELOW YOUR LAST SEASON PLAYED, NIGHT, DIVISION, CITY, & RECORD (if you can't remember please approximate), INCLUDING PLAY-OFF RECORD IF APPLICABLE:

MANAGER'S DATE OF BIRTH: _____

MANAGER'S NAME _____ PHONE (DAY/EVE): _____

ADDRESS: _____ CITY: _____ Zip: _____

EMAIL ADDRESS (print very clearly): _____

RANK YOUR LEAGUE CHOICES (I.E. "1" FOR YOUR TOP CHOICE, "2" FOR YOUR SECOND CHOICE, ETC.)

San Mateo & Belmont Men's Leagues

- D-2 Monday
- D-2 Tuesday
- D-3 Tuesday
- D-1 Wednesday
- D-2 Wednesday
- D-3 Wednesday
- D-2 Thursday
- 30+ Thursday (may include 2 roster members under 30 years of age)
- D-1 Friday
- D-2 Friday
- D-3 Friday

San Mateo & Belmont Coed Leagues

- D-1 Monday (5 girl minimum)
- D-2 Monday (5 girl minimum)
- D-3 Monday (3 girl minimum)
- D-2 Tuesday Corporate (3 girl minimum)
- D-3 Tuesday Corporate (3 girl minimum)

- D-2 Wednesday Corporate (3 girl minimum)
- D-3 Wednesday Corporate (3 girl minimum)
- D-2 Thursday Corporate (3 girl minimum)
- D-3 Thursday Corporate (3 girl minimum)

Foster City Leagues

- D-2 Corporate Monday (3 girl minimum)
- D-2 Corporate Tuesday (3 girl minimum)
- D-2 Corporate Wednesday (3 girl minimum)
- D-2 Men’s Thursday
- D-2 Men’s Sunday

D-1: Experienced players with intermediate to advanced skills

D-2: Experienced players with average skills

D-3: Players with some/little experience (beginner skills)

Corporate: Teams do not necessarily need to be from a corporation, but there is a 3 female minimum required to start every game (you can always play more than 3 females). For the official corporate coed rules please visit www.quickscores.com/sanmateo.

Notes:

- The San Mateo Recreation Department reserves the right to adjust as needed the above classifications.
- If registering more than 1 team please use separate entry forms.
- San Mateo, Foster City, and Belmont Softball Leagues are a combined Regional League and therefore teams may be scheduled to play at any of the 6 fields in these cities.

Payment Policy & Late Fees

- All teams must pay \$200 to register a team. Your full league fee is due August 7th. **Teams that pay in full when they turn in their registration form will be given top priority and will be assured a spot in the San Mateo Regional League.**
- Any team that does not complete their entire league payment by August 7th will be assessed a \$100 late fee. Forfeits and possible removal from the league will be implemented if payments aren’t received by the previously mentioned deadlines.
- Once this form has been turned in, the manager is required to pay half the league fee if the team withdraws for any reason.
- Managers are responsible for the entire league payment if a team withdraws from the league after their first scheduled game has passed.
- Please do not send credit card info. by email. Credit card payments must be made in person or over the phone (call 650.522.7430).

I agree to abide by all of the above rules, guidelines, and regulations. I acknowledge that I have read and will adhere to the Payment Policy above.

Manager’s Signature _____ **Date** _____