

Manager's Instructions San Francisco Gay Softball League



I. Registration Deadline

- Saturday February 18, 2012
 - **Absolutely no exceptions.** This is the date of the February League meeting.

II. Team Registration Forms

Complete the following forms no later than the registration deadline.

- Members' Contract
 - Every member listed on your team roster must sign this form.
 - No member is able to play until he/she signs this form. **No exceptions.**
 - Make a copy of this form for your records.
 - Submit this form in person at the February League meeting.
- Team Registration (online)
 - Complete this form online at www.sfgsl.org/docs.htm.
- Team Roster/Player Registration (Excel Spreadsheet)
 - The Team Roster is an Excel Spreadsheet and will be available to download as an online form. Download and Complete this Excel Spreadsheet. It needs to be completed and submitted to the website after completion by **Wednesday February 15, 2012.**
 - **Bring your copy** to League Registration on Saturday February 18, 2012.
- Bye Request (part of the Team Roster/Player Registration form)
 - Enter your bye request in the provided area of the Team Roster/Player Registration Excel Spreadsheet.
- Team Ratings Form (Open Division only)
 - This form must include ratings, birth day and month of all players listed on your team roster.
 - This is available to download, must be completed by **Wednesday February 15, 2012.**
 - Email this form to your Division Representative **no later** than **Wednesday February 15, 2012.**

III. Registration Fees

Fees are due on the date of the registration deadline and are collected at the February League Meeting.

- Team Registration (Sponsorship) fee: \$500.00
- Member fee:
 - Member, Single Division: \$70.00
 - Member, Dual Division: \$80.00
 - Associate Member: \$30.00
 - *Note: Member fees are associated with a member (a human being), not a slot on a team roster, and are non-transferable nor refundable.*

IV. Payment: (Very Important)

- Submit 1 check or money order for the Team Registration (Sponsorship) fee.
 - Submit this check in person at the February League meeting.
 - Make check payable to: **SFGSL.**
- Submit 1 check or money order for **all** Member fees.
 - Submit this check in person at the February League meeting.
 - Make check payable to: **SFGSL.**
- Cash is not accepted.



V. Member Additions and Deletions

Submit documents, forms, and/or fees to the League's PMB (see below). This will streamline roster changes and member fee processing. Modify your team roster by completing the following process.

- Roster modification (add/delete) begins Friday February 24th and ends Monday, April 16th, 2012.
- Complete the Add/Delete section of the Team Roster/Player Registration Excel Spreadsheet
- Complete the Members' Contract.
 - Add new members to your existing Member Contract who have not already signed it.
 - No Member Contract is required for either of the following conditions:
 - An existing member is changing teams.
 - An existing member is being deleted from your roster.
- Mail in Member Contract and applicable member fees to:
SFGSL
584 Castro Street, PMB 835
San Francisco, CA 94114
- Note: No money is refunded for deleted players.