

Manager's Instructions San Francisco Gay Softball League



I. Registration Deadline

- Saturday February 23, 2008
 - 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 will no longer be entered online and is now in the form of an Excel Spreadsheet. Complete this Excel Spreadsheet provided to you by the secretary. The Excel Spreadsheet will be sent to the registered team manager provided on the Team registration online form.
 - Email this completed form to the SFGSL Secretary no later than 2 days before the registration deadline (February 21, 2008).
- 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 of all players listed on your team roster.
 - Complete this form in the electronic format downloaded from the SFGSL website.
 - Email this form to your Division Representative no later than the registration deadline.
 - *Note: If you submit your team registration form to the secretary before February 20th, you will receive a completed ratings form for your team based on player ratings from the prior season. If you have new players on the team with no prior rating history, you would still need to supply their initial ratings.*

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: \$450.00
- Member fee:
 - Member, Single Division: \$55.00
 - Member, Dual Division: \$70.00
 - Associate Member: \$30.00
 - *Note: Member fees are associated with a member (a human being), not a slot on a team roster.*

IV. Payment:

- 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 February 25th and ends Sunday, April 20th, 2008.
- 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.