



TEAM SPORTS

1515 S. Seventh Street – Ann Arbor – MI 48103 – (734) 994-2300

2011-2012 ADULT MEN’S AND WOMEN’S BASKETBALL

1. **REGISTRATION PROCEDURES**

All registration will take place at the Community Education and Recreation Department, 1515 S. Seventh Street, between the hours of 8:00 am - 4:30 pm.

Pre-registration is only for those teams that participated in their specific league the previous year. To pre-register a team, you must meet one of the following criteria:

- (a) have a returning sponsor;
- (b) have a returning manager;
- (c) have five returning players;
- (d) be classified up by the league director.

Open registration is for new teams or returning teams attempting to register in a different league.

All registrations will be conducted on a first-come, first-served basis. Late registrants will be awarded league placement as long as space is available.

<u>League</u>	<u>Pre-registration</u> <u>(for returning teams only)</u>	<u>Open</u> <u>Registration</u>	<u>Final</u> <u>Deadline</u>
All Leagues	Wed. Oct. 12, 2011	Thurs. Oct. 13	Fri. Nov. 4

ONLINE REGISTRATION IS AVAILABLE! (for Sponsor / Initial registration only).

You can sign up your team online. Receive immediate confirmation of your league placement with the same priority as walk-in registrants. Captain’s packet is mailed out within 3 days. NOTE: Online registration is for initial / sponsor registration only, which reserves your team’s spot in the league. Captains will still need to come into the office by the contract deadline date to bring in their roster, player contracts, team fee, and non-resident fees.

Before registering online, all captains must set up an online Rec & Ed account. Please do this ahead of time to prevent last-minute problems. Setting up an account is free & easy. Anyone with an online account can register online beginning at 9am on October 12, 2011.

Directions for setting up an Ann Arbor Rec & Ed account for initial online team registration.

1. Go to www.aareced.com
2. Click on the blue logo on the left side of the page that says: “Register Online.”
3. Click on the blue box that says "Click here to register for Classes / Activities".
4. For "Category", select "Adult Basketball." This will take you to the list of available Winter Basketball leagues. Some leagues may be listed on the second page.
5. When you find the league you want, click on it for more information.
6. To sign up, click "Add to my cart." If you do not have an account, you will be directed to set one up at this time.

You may still send in your team's registration form and sponsor fee before the registration period begins three different ways.

- 1) Teams may register by mailing in their sponsor fee and completed registration form to **2011-2010 Adult Basketball, 1515 S. Seventh Street, Ann Arbor MI 48103.**
- 2) Drop your registration form and fee off in our drop box located at 1515 S. Seventh Street between the two doors. The drop box is accessible 24 hours. Please mark your envelope with **2011-2012 Adult Basketball.**
- 3) If paying by credit card you may fax in your registration form to **(734) 994-1454.** The registration form must be filled out completely in order to be processed.

Registrations received by mail, drop box or fax before your league's registration, will be processed at 5:00 PM on the day of registration. **Priority will be given to walk-in registrations throughout the registration period.** Any mail-in, drop box or faxed registrations received after open registration will be processed at 5:00 PM the day they are received. Manager's packet will be mailed out within three days of the registration being processed.

ROSTERS, CONTRACTS AND PLAYER FEES MUST BE SUBMITTED IN PERSON AT THE REC & ED MAIN OFFICE. CONTRACTS WILL NOT BE ACCEPTED VIA FAX, MAIL OR DROP BOX.

Rec and Ed accepts CREDIT CARDS as a form of payment!

2. **PLAYER CONTRACTS AND FEES**

All player contracts, rosters and fees can be submitted at Rec & Ed, 1515 S. Seventh Street **anytime after a team has been registered. ANY PLAYER CONTRACT SUBMITTED AFTER 4:30 PM ON THURSDAY, DECEMBER 1, 2011** will be charged a \$2.00 late fee per contract. Late fees are due at time of submittal.

Forms of payment include: cash, certified check, money order, business checks, all made payable to AAPS. The department also accepts checks from local businesses, major corporations, and non-profit organizations. A personal check can only be written and submitted by the team coach. If two people are running the team, it will be accepted only from the person whose name appears on the Team Registration Form as Manager/Coach. All other individual players must pay by cash or money order.

3. **FEES – SPONSOR AND PLAYER**

Teams registering on or before October 26 will receive a Fifty Dollar Discount on their sponsor fee.

<u>LEAGUE</u>	<u>*SPONSOR FEE On or Before October 26</u>	<u>*SPONSOR FEE After October 26</u>	<u>**PLAYER FEES</u>	
			<u>ANN ARBOR RESIDENT</u>	<u>NON-RESIDENT</u>
ALL LEAGUES	\$293.00	\$343.00	\$79.00	\$89.00

- The Sponsor Fee is the initial fee paid by all teams at registration to reserve their spot in the league. All teams pay both the sponsor fee AND the player fees, regardless of whether or not a team has a sponsor. Sponsor fees are due at time of team registration. All fees (sponsor and player fees) must be paid at Rec & Ed, 1515 S. Seventh Street, between the hours of 8:00 AM – 4:30 PM.

** Player fees cannot be transferred from one player to another (see #4 for exception).

Team Uniform fee - \$6.00/shirt (Optional see #14 for more information)

RETURNED CHECK POLICY: A \$50.00 re-entry fee for any NSF check(s) will be charged along with a "cash only" re-submittal of the sponsor and/or the player fee(s).

4. **PLAYER FEE TRANSFER FOR TEAMS WITH A LARGE ROSTER**

Teams carrying MORE THAN TEN players on their roster, may replace any of their players before the final drop/transfer deadline for \$5.00 per transaction as long as they submit a player release form for the player being dropped and maintain a roster size of eleven or more players. Teams carrying ten or fewer players will be required to pay a full player fee for each player they add to their roster.

5. **OPENING DAY**

The season will last 10-12 weeks and is **tentatively** scheduled to begin on **Sunday, December 4, 2011.**

6. **FINAL DEADLINE FOR DROPPING, ADDING, AND TRANSFERRING PLAYERS**

Drop/Transfer Deadline Friday, January 13, 2012

Add Deadline Friday, January 20, 2012

7. **PLAYER RELEASE**

A coach may refuse to release a player only if the player does not return his uniform to the sending team. In all other cases, a coach may not refuse to release a player if the player wishes to be released. It is advisable that coaches collect player uniforms at the end of each season.

8. **LEAGUE ORGANIZATION**

In most cases, there will be six teams per division. Each team will play ten games. **Tentatively**, based on last year's program, in the **men's league** there will be:

- one "BB" division (for highly/advanced skilled players)
- one "B" division (for players with advanced skills)
- one "CC" division (for players with advanced intermediate skills)
- two "C" divisions (for intermediate-level players)
- two "D" divisions (for recreational participants)
- one "E" division (for minimally- experienced players);
- one "30+" division

Tentatively, in the **women's program** there will be:

- one league

9. **LEAGUE CLASSIFICATION APPEAL**

Teams competing last season that have compiled a winning percentage of .800 and better will be moved to a higher division. Teams with a losing percentage of .200 and below are moved to a lower division. Team managers wishing to appeal their league classification (see pg. 6) may do so by completing the league classification appeal form. **The deadline for teams to submit their league classification appeal to the Adult Team Sport Specialist is 5:00 pm on MONDAY, OCTOBER 10, 2011.**

10. ***NIGHTS OF PLAY**

Day	Leagues
Monday	C, D, E
Wednesday	30+
Thursday	Women
Sunday	BB, B, CC, C, D

*Due to the Ann Arbor Public School's Winter Break (December 23-January 8) and Mid-Winter Break (February 20 – 24), games will not be scheduled.

11. **PLAYOFFS**

Playoff tournaments are scheduled for all multi-division leagues, and are played on a Sunday following the end of the regular season.

12. **GAME TIMES**

Tentative game times are 6:45, 8:00 and 9:15 pm for weeknight divisions. On Sundays, game times range from 11:00 a.m. to 9:00 p.m.

13. **FLAGRANT FOUL**

*Any player committing a flagrant foul will be removed from that game and will be suspended for **at least one additional game**. There will be no appeal of the **automatic one-game suspension**. This suspension cannot be waived by the game official(s).*

14. **UNIFORMS**

*Uniform shirts are required. Colors must be selected at team registration on a first-come, first-served basis. No two teams within a given division will be allowed to have shirts of a similar color. We recommend that coaches order reversible shirts and that **shirts not be ordered until after team registration, due to the fact that another team may already have taken your color choice.** Shirts must have contrasting, **distinct and permanent numerals, front and back.** No identical numbers are allowed on the same team. The number on the back must be at least 6", and the front number must be at least 4". All Arabic numerals will be legal. Team jerseys must be solid colors only.*

NEW THIS YEAR!

Rec & Ed can purchase your jerseys for you. We will purchase sets of cotton tank tops for any team(s) that are interested. The color options for the cotton tank tops are White, Black, Ash, Heather Grey, Red, Royal, Green, & Navy. Team orders along with payment (price listed above) are due by October 17 to guarantee delivery before the start of the season.

15. **PLAYER ROSTER LIMIT**

A team roster shall consist of **not less than 7 or more than 15 players at any time.** Please remember that Rec & Ed teams that qualify to participate in the MRPA State Tournament will only be able to carry 12 players on their tournament roster.

16. **TEAM STANDINGS**

Weekly standings for all leagues are published on Sundays in the Ann Arbor.com beginning the second week of the season. Teams may contact the league statistician at 994-2300 x 53218 to verify their team's standings.

17. **AWARDS**

All division champions will receive a sponsor trophy and individual awards. **INDIVIDUAL AWARDS WILL BE DETERMINED BY MAJORITY DECISION WITHIN EACH DIVISION.** Make sure to indicate your team's preference on the Team Registration Form. Leagues with two or more divisions will have a playoff. The league playoff champions also receive a sponsor trophy and individual awards.

18. **CHILDREN**

Please refrain from bringing children to the gymnasium that are not old enough to sit in the stands and enjoy watching the game. **No children will be allowed on the team bench or surrounding area. Children must have a non-participating adult to supervise them.**

19. **REFUND POLICY**

A. A refund request form must be completed and submitted to Community Education and Recreation at 1515 S. Seventh Street, Ann Arbor, MI 48103. Please include the following information: Sport, league name, team name, coach's name, address, and phone number, as well as the refund recipient's name and complete address.

1. Sponsor fee refund requests submitted to the department more than 14 days before your **league's** first scheduled game will be subject to a \$10 service fee.
2. Sponsor fee refund requests submitted to the department within **14-7** days of your **league's** first scheduled game will be subject to a 50% service fee.
3. Sponsor fee refund requests submitted to the department less than 7 full calendar days before your **league's** first scheduled game will be denied. Teams will forfeit the entire sponsor fee.

B. Player Fee: Refund requests submitted at any time before your **team's** first scheduled game are subject to a \$10 service fee (Ann Arbor Public Schools Policy)

C. **No fees, player or sponsor, will be refunded after your team's first scheduled game.**

20. **INDIVIDUALS SEEKING A TEAM**

Individuals who want to play on a team should fill out a player waiver form at the Rec & Ed Office. This allows Rec & Ed Staff to release your name and phone number and playing experience to any manager who is looking for a player to fill out his/her roster.

21. **TEAMS LOOKING FOR PLAYERS**

In the event that a team is in need of a player(s) to fill out their roster, a team representative may come to the Rec & Ed office and request to see the list of players who are seeking a team. It is the responsibility of the manager to contact these players.

22. **PRACTICE TIME RESERVATION**

Teams may reserve a practice gym time during the team registration period, October 12 for RETURNING teams and October 13 for NEW teams. The practice permits will be valid for a one-hour weekly practice, November 14, 2011, through February 3, 2012. The deadline to reserve a practice gym is November 4, 2011.

A one-time fee of \$30.00 will be charged for a practice gym.

Practice times will be assigned on a **FIRST COME-FIRST-SERVED** basis. **PRACTICE TIMES MAY BE CANCELLED** due to conflicts with school functions or acts of God. Because of the limited amount of gym space, cancelled practice times will **NOT** be rescheduled. Please do not go to the gym except for your own team's scheduled practice time, other programs will be using the facilities. **For more information on practice times and gym availability, please call Katie McCoy at 994-2300 x 53230.**

23. **CONTROL OF SPECTATORS, USE OF ALCOHOL AND CONTROLLED SUBSTANCES**

Any player, coach, or spectator who uses alcoholic beverages or any other controlled substance will be removed from the premises. The Ann Arbor Rec & Ed Department reserves the right to remove any participant or spectator from school facilities for the purposes of public safety.

Spectators will be requested to leave the facility in cases of disparaging language and other unsportsmanlike conduct which interferes with the normal and efficient progress of the game. Please be advised that managers/coaches are held responsible for their spectator's conduct.

24. **SCHOLARSHIP**

Department scholarships are available for families and individuals in need of financial assistance. Scholarships take a minimum of five business days to process after written proof of income and Ann Arbor residency has been submitted.

Applicants cannot participate in any Department activity until **after** their application has been approved. It is the responsibility of each applicant to contact Donna Dishman at 994-2300 x 53233 Monday through Friday between 9-11 a.m. or 1-3 p.m. to find out if their scholarship has been approved. In order to minimize confusion and ensure timely processing of scholarship requests, applications should be made at least **seven business days BEFORE** a given activity is scheduled to begin.

2011-2012 ADULT BASKETBALL STAFF

Larry Dishman	Coordinator of Team Sports	994-2300 x 53226
Sean Williams	Specialist for Adult Basketball	994-2300 x 53214
Rick Mull	Supervisor for Officials	994-2300 x 53209
Glenn Jones	Statistician	994-2300 x 53218