



TEAM SPORTS
1515 S. 7th Street – Ann Arbor – MI 48103 – (734) 994-2300

2011 CO-REC SUMMER KICKBALL

I. TEAM REGISTRATION PROCEDURES AND DATES

All registration will take place at the **Rec & Ed Office, 1515 S. 7th Street**, 8:00 am - 4:30 pm on the dates listed below:

<u>League</u>	<u>Registration</u>	<u>Final</u>	<u>Deadline</u>
All Leagues	Wednesday, March 9, 2011		Friday, April 1, 2011

**** PLEASE REGISTER EARLY! DO NOT WAIT TILL THE LAST MINUTE! All registrations will be conducted on a first –come, first serve basis. Late registrants cannot be guaranteed league placement.**

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 March 9, 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 Kickball." This will take you to the list of available Summer Kickball 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 other ways.

- 1) Teams may register by mailing in their sponsor fee and completed registration form to **2011 Summer Kickball, 1515 S. 7th Street, Ann Arbor MI 48103.**
- 2) Drop your registration form and fee off in our drop box located at 1515 S. 7th Street inside the first glass door. The drop box is accessible 24 hours. Please mark your envelope with **2011 Summer Kickball.**
- 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.

II. LEAGUE CLASSIFICATION

Teams that participated the previous year will find their current league classification on page 5. League classification can be appealed by submitting the enclosed appeal form in writing to the Adult Sports Specialist at the Rec & Ed Office by **FRIDAY, MARCH 5, 2011.**

III. FEES: SPONSOR AND TEAM

Teams registering on or before March 18 will receive a **Twenty Dollar Discount** on their sponsor fee.

<u>League</u>	<u>Sponsor Fee On or before March 18</u>	<u>Sponsor Fee After March 18</u>	<u>Team Fees</u>	<u>Non-Resident Fee</u>
Co-Rec Teams	\$56.00	\$76.00	\$430.00	\$5.00

Non Resident Fee: Applies to all players who reside outside the boundaries of the Ann Arbor Public School District. The non-resident fee is used to recover a portion of the program costs from participants who do not reside within the Ann Arbor School District.

Sponsor fees are due at the time of team registration. All fees (sponsor & team fees) must be paid at Rec & Ed, 1515 S. 7th Street, between the hours of 8:00 am – 4:30 pm.

All player contracts, team rosters and team fees are **due March 15 – May 5, 2011.** Any contract submitted **after Thursday, May 5** will be assessed a **late fee of \$2.00 per contract.**

Rec & Ed will accept cash, money orders, certified, corporate checks, a single personal check, or credit card from the team sponsor, team manager or a designated, registered team member for sponsor fees, team fees or tournament fees. No personal checks will be accepted for partial payments or late fees. Checks should be made out to the Ann Arbor Public Schools.

If a team manager, player or sponsor writes a check that is returned NSF, the team in question will forfeit all of its games from the point of notification from Rec & Ed until a cash payment is made for the amount of the check and an **additional \$50.00 league re-entry fee** is paid.

IV. DEADLINES FOR DROPPING, ADDING AND TRANSFERRING PLAYERS

All leagues	Drop/Transfer Date	- Friday, June 10, 2011
	Add Date	- Friday, June 17, 2011

V. OPENING DAY

The tentative start date for this Wednesday, May 11, 2011. All teams play 10 games and the season lasts approximately 10-12 weeks.

VI. NIGHTS OF PLAY (TENTATIVE)

<u>League</u>	<u>Nights of Play (Tentative)</u>
National	Wednesday or Friday
Municipal	Wednesday or Friday
Community	Friday
Hospital	Wednesday

VII. **GAME TIMES**

Games may start as early as 6:00 p.m. and as late as 10:00 p.m.

VIII. **LEAGUE RULES**

Rec & Ed has developed local league rules. Every team will receive a set of Rec & Ed league rules at equipment pick-up. Managers are encouraged to familiarize themselves with both sets of rules.

IX. PLAYER ELIGIBILITY

For league play, individuals ***cannot participate on more than one team.***

X. **UNIFORMS**

Matching uniform shirts with visible and distinct numbers are recommended, but not required.

XI. ROSTER LIMIT

No Limit

XII. GAME BALL

Voit 8.5” Red Ball

XIII. **SCORE SHEETS / RESULT SHEETS / STANDINGS**

The home team must keep the official score. The team listed first on the league schedule is designated as the home team. The *winning team is required to drop off the game result sheet* at Rec & Ed, Southeast Park drop box or the Veterans Memorial Park drop box immediately after the game. However, in the event your game ends in a tie, the HOME TEAM is responsible for dropping off the result sheet. At the end of this one-week time period, if the results are not turned in, the game in question will be recorded as a double forfeit.

XIV. **TROPHIES/T-SHIRTS**

A sponsor trophy and individual awards will be presented to the division and league champion. In divisions or leagues with more than 8 teams, a sponsor trophy and individual awards will also be presented to the runner-up.

XV. EQUIPMENT PICK UP DATES

Each team will be given 2 game balls, result sheets, and a set of league rules. Every team must send a representative to Equipment Pickup on any of the dates and times listed below. We ask your cooperation in obtaining your team’s equipment on a timely basis. Equipment will be distributed only at the dates and times listed below.

PICK UP LOCATION WILL BE AT THE REC & ED BUILDING.

Monday	May 2, 2011	9:30am-5:00pm
Tuesday	May 3, 2011	9:30am-5:00pm
Wednesday	May 4, 2011	9:30am-5:00pm
Thursday	May 5, 2011	9:30am-3:00pm
Friday	May 6, 2011	9:30am-5:00pm

XVI. FORFEIT POLICY

- A. Any team that forfeits two games in a season (except forfeits due to use of ineligible players, ejection or injury) will forfeit all of its remaining games on their league schedule unless a \$50.00 re-entry fee is paid.
- B. A team must pay the league re-entry fee at Rec & Ed within seven days of its second forfeit. A reminder will be sent only as a courtesy measure to notify a team of its second forfeit.
- C. If a team is not sure of its number of forfeits, it is the team manager’s responsibility to contact the league statistician at 994-2300 ext. 53218. The Coordinator of Team

Sports may waive the league re-entry fee at his or her discretion.

XVII. REFUND POLICY

- A. Refund requests must be made in writing.
- B. Refund requests must be submitted to Community Education and Recreation, 1515 S. 7th Street, Ann Arbor, MI 48103. Please include the following information: sport area, league name, team name, manager's/coach's complete address and telephone number, and the refund recipient's name and complete address. **Refunds take 4-6 weeks to process.**
- C. Sponsor Fee Refund Requests
 - i. Sponsor fee refund requests submitted to the office more than 14 days before the first scheduled league game will be subject to a \$10.00 service fee.
 - ii. Sponsor fee refund requests submitted to the office within 14-7 days before the league's first scheduled game will be subject to a 50% service fee.
 - iii. Sponsor fee refund requests submitted to the office less than 7 full calendar days before the league's first scheduled game will be denied.

WEBSITE: aareced.com

2011 ADULT SUMMER KICKBALL STAFF

Sean Williams Recreation Specialist	994-2300 x 53214 Williams@aaps.12.mi.us
Larry Dishman Coordinator of Team Sports	994-2300 x 53226 dishmanl@aaps.k12.mi.us
Glenn Jones Supervisor for Equipment/ League Statistician	994-2300 x 53218 jonesg@aaps.k12.mi.us
Rick Mull Officials Supervisor	994-2300 x 53209 mullr@aaps.k12.mi.us