Lake Oswego Parks & Recreation
www.lakeoswegosports.com

Adult Coed Slow Pitch Softball League

Registration opens April 12 at www.loparks.org

Team Registration Format
(players are not placed on teams)

Player Registration and Payment Deadline – Tuesday, May 10

Individual Players looking for a team can be added to our '**Free Agent**' list by going to www.lakeoswegosports.com, scroll down to the 'Free Agent' page. At the bottom of the page click on 'Register as a Free Agent'. Team managers looking for stray players can go to the Free Agent page and click on the 'Free Agent List' to view player information.

- **Per Player Fee:** Resident/Employed in LO - $32; Non-Resident - $48
  - A minimum of 15 players is required
  - Manager must first create team at www.loparks.org before players can register
  - 50% LO Residency Required

- Typical Games times: 6:15pm, 7:30pm & 8:45pm (3 games/field) or 6:30pm & 7:45pm (2 games/field)
  - Games begin the week of June 6
  - Umpires for Coed Division are ASA certified umpires

Coed Divisions available/primary nights of play:

Fridays – Competitive*: Competitive but teams still want to have fun. Teams with players who have experience playing organized recreational softball will find this division a good fit.
- Includes 8 regular season games + single elimination tournament

Fridays – Recreational*: For fun and recreational aspects of the game. Great for teams with a mix of beginners to average-skilled recreational players.
- Includes 8 regular season games + single elimination tournament

*Games (rainout make-ups, holidays & playoffs) may be scheduled on other weekday evenings.

Teams can be formed within the following guidelines:

- 15-player minimum; 25 player maximum
- Players must be age 18 and older
- Players are not allowed to change teams once the first game has been played.
- Players may play on only one team per division (Comp or Rec). Playing on more than one team in the same division is not permitted.
- **Rosters must be comprised of 50% Lake Oswego Residents**

- To be considered a 'resident' for participation in sports leagues, a player must fit into one of the following categories:
    i. An individual who rents or owns property inside the incorporated city limits of Lake Oswego.
    ii. An individual who lives within the Lake Oswego School District boundaries
    iii. An individual who owns a business inside the incorporated city limits of Lake Oswego.
    iv. An individual employed within the incorporated city limits of Lake Oswego or within Lake Oswego School District boundaries

- Players employed in Lake Oswego receive the resident rate. When registering and creating your account at www.loparks.org, those employed in LO need to register with their **home address** (not work address!). Proof of employment is required.

Proof-of-Residency

- Current proof-of-residency is required for players who are claiming residency due to *employment in LO* in the form of:
    i. pay stub
    ii. business card
    iii. employment verification letter on company letterhead from business owner or human resource department.
    iv. Copy of business website with employee profile/information
- **Players claiming LO residency through employment will not be added to the team roster until one of the above proof-of-residency is received.**
- Proof-of-residency for registration purposes for players residing within corporate city limits of Lake Oswego or residing within the L.O. School District boundaries will ***not*** be required, unless requested by the Parks & Recreation Department or another manager.

A note about the honor system: In striving to simplify the registration process, we do not require proof-of-residency for players who reside within corporate city limits of Lake Oswego or within the Lake Oswego School District boundaries. **Managers are responsible for the authenticity of their submitted team roster**. Teams found with a player claiming falsified residency will forfeit all games in which that player was listed on the team roster and jeopardize the team's participation in the league. Managers must be willing to collect and provide player proof-of-residency upon request from the Recreation Supervisor or another manager.

HOW TO REGISTER: Managers: The Registration Steps you need to take….

TEAM MANAGERS: *The following steps must be completed* ***no later than Tuesday, May 10***

1. Read this document thoroughly prior to getting started in the registration process.

2. The team manager and all players will need to create an account at www.loparks.org. If you have previously registered for Adult softball than you already have an account. Players that are employed in LO receive the resident rate. When creating an account **all players** need to use their **home** address.

3. The team manager must first create their team at www.loparks.org. When you add the activity 'Adult Coed Softball (Comp or Rec Division)" to your cart it will ask you if you want to "create" or "join" team. You can do both at the same time! **First create your team**: You will create a team name and team code that your players need to register.

4. To register either click on the Adult Coed Softball link under 'Registration Forms' at www.lakeoswegosports.com or go directly to www.loparks.org. **Log in first!** At this website click on "Activity

Registration" on the top menu bar then pick the category – Sports Leagues & Classes. Scroll down until you find "Adult Coed Softball", pick your division and add to cart.

5. For players to register they need to set up an account or log in, add the correct softball division to their cart, then click on "**join team**" in the registration process. It will provide a drop-down menu of teams that have been created. They need to pick your team and enter the team code. Then they follow each page in the process, pay online and will receive a receipt they have registered.
    - If a non-resident is employed in LO, there will be a box to check in the payment process to give the resident discount.
    - If someone else or the team (i.e. sponsor) is paying the 'Per Player Fee' then choose the 'Payment Plan' option. This will put a balance on your account. You will be asked to enter credit card information but will not be charged. If you wish to not enter card information then you must register through our registrar by calling 503-675-2549. Make sure to mention you are using the 'Payment Plan' option.
        i. The total per player fees owing through the payment plan option will be collected in one lump sum by May 10.

6. Turn in copies of proof-of-residency for players claiming L.O. residency *through employment* within corporate city limits or Lake Oswego School District boundaries to the Parks & Recreation Department. Players will not be officially added to your team roster and eligible to play until this is received. These can be faxed to Jean Ostrander at 503-697-6579 or emailed to jostrander@ci.oswego.or.us.

7. A minimum of 15 players must be registered and paid by May 10 to get your team in the league.

Viewing rosters on-line: During the registration process managers will be able to view your team registrations at www.loparks.org. Under 'My Account' a "Team Management" option will show in the lower right corner of account options once you have created your team. Click on that and the list of players that have registered for your team will appear.

Space is limited

Please don't assume because your team is returning that we automatically have a space for you. We do not hold spaces for returning teams. See below how being a returning team, who is *fully registered*, could help you in securing a space in the league.

- Competitive: Primary Nights – Fridays (possibly some games on Wednesdays); 10 team maximum
- Recreational: Primary Nights – Fridays (possibly some games on Wednesdays); 10 team maximum

In the event that we have more teams than we have space for in a specific division, **only teams that have fully completed the registration and payment process by May 10 will be considered**. *Fully registered* returning teams will be given preference over new teams. Returning teams are defined as teams who have played in L.O. Parks & Recreation Adult Summer Slow-Pitch Softball League within the past season (2015) and are in good standing with the league.

If there are more returning teams than there are spaces, teams with the most 'resident points' will be given preference, regardless of which division the team played in the previous year. **L.O. Parks & Recreation reserves the right to make the final decision on division placement for teams.** If there is space available for new teams, the teams with the most 'resident points' will be given preference.

Fully registered players on a team roster by Tuesday, May 10 will be tallied as follows (15-player minimum). Teams must have reached the overall 50% residency requirement. *If players have not turned in their proof-of-employment they will not count towards your minimum or for points.* Players will receive a point or a portion of a point only for one reason. (For example, if a player resides within Lake Oswego and is also employed within Lake Oswego, that player will only receive 1 point for residing within Lake Oswego).

- **Fully registered** (by May 10) returning teams will be given preference over new teams.
- 1 point will be given for each player residing within corporate city limits of Lake Oswego or paying property taxes to City of Lake Oswego.
- ½ point will be given to players who reside within Lake Oswego School District boundaries.
- ¼ point will be given to players who are employed within corporate city limits of Lake Oswego or within the Lake Oswego School District boundaries.

In order for a team to be considered 'fully registered' by Tuesday, May 10, 2016

1. Create team at www.loparks.org
2. Have a minimum of 15 players registered and paid at www.loparks.org
3. Roster must meet 50% residency requirement

"FULLY REGISTERED" =

a. On-line player registration completed
b. If claiming residency through employment, we must have received proof-of-employment

Can I add players after May 10?

- Yes. **Player ADD deadline**: **Friday, July 15, 2016**
  - In order to meet this deadline added players must be **fully registered**. See above for fully registered definition.
- By May 10 you need to have a minimum of 15 players **fully registered.**
- Have players register with the same procedure above at www.loparks.org. Players will not be added to the official team roster until they register and pay. Allow a minimum of one week for processing once player is fully registered to the time they are officially on the roster and eligible to play.

Subs:

- You can add subs up through the player add deadline of July 15
- Starting the week of June 13 the 'Per Player Fee' will be prorated based on the amount of games remaining. This will go into effect on Mondays.
- Subs will then be allowed to play only in the games they have paid for and are eligible to play in the post season tournament.

Required Team Manager's Meeting
Softball, Scorebook & Rulebook pickup
Wednesday, May 25, 2016
Time: 7:30pm
@ Palisades
(we have moved! 1500 Greentree Rd.)

***League, Roster & Registration questions*:**
Contact Jean at 503-675-3901 or jostrander@ci.oswego.or.us

Sports Division Supervisor:
Carol Hartley at chartley@ci.oswego.or.us or 503-675-2547

www.lakeoswegosports.com Registration: www.loparks.org

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