

**CALDWELL RECREATION ADULT SPORTS
POLICY
PAYMENT, ROSTER, PLAYER FEES**

PAYMENT –

Team payment for league and tournament fees are to be paid in full at time of sign up. These can be paid in the form of cash, check, money order, or Visa or MasterCard. *If* this is not possible we require a 50% deposit on the registration deadline plus **1.)** we will allow league payment balance to be paid in one payment, due 2 weeks from deadline date. **2.)** tournament payment balance is to be paid prior to first game. At the same time we will require a signed authorization form for the balance to be put on either a Visa or MasterCard if payment is not met by deadline. No other exceptions will be allowed.

Enrollment is also available, beginning January 2004, on the Internet at which time full payment would be made with a Visa or MasterCard.

TEAM ROSTERS –

Team rosters (on a City form) must be received by 1:00 p.m. on Monday of the first week of league play. Any other applicable rosters are due at this time as well. If we do not receive the completed roster(s) by that time you will forfeit your upcoming game(s) until the roster(s) is turned into the Recreation office. All players must sign form and include complete printed name, address, and phone number. The rosters must be legible. If it is discovered that a player is actively participating in a game and is not on the team roster, that game will be forfeited.

PLAYER FEES –(When Applicable)

Player fees are due in full by 1:00 p.m. on Monday of the first week of league play. These fees are to be turned in with the completed team roster. If it is discovered that a player has participated in a game(s) without player fees being paid, that game(s) will be forfeited. It is the team captain's responsibility to make sure all fees are paid and not to play a team member who is not eligible. Player fees can be made in person at the Recreation office or by phone with a Visa or MasterCard.

REFUND POLICY –

A total refund is issued if the class or program you have registered for is filled or cancelled by the City Recreation Dept. A refund, minus a \$6.00 processing fee is issued when you cancel 7 days before the starting date of the class session or for medical reasons (with documented evidence). Fees will be charged for any class attended. The processing fee is waived if you apply your refund to an alternate session or class. **Refunds are not issued:** **1.)** When you cancel after the 7th day prior to the beginning date of a class/program; **2.)** When the paid fee is under \$6.00; or **3.) For team fees when cancellation is after registration deadline.**