



## Registration Policy

Registration funds are used to cover the majority of our league expenses, and provide the majority of our revenue. Registration records and compliance with PONY regulations, OCPS regulations, and our Insurance policies is our largest liability issue. It is imperative that everyone take this process seriously, become familiar with and follow the league policies below. Your cooperation and assistance will ensure that your Director and Coach spend more time playing ball this season, and less time chasing down forms and money!

### IMPORTANT Insurance/Liability Issues:

1. All League Registrations must be taken by the League Registrar or an official designee. Board Members, Directors, or other League representative should not arrange to take or accept registration forms or funds at any time.
2. Registration forms are numbered to ensure that all registrations are legitimate. Therefore, no forms should be taken or given out for completing at a later date.
3. A registration form must be completed and **signed by the parent/guardian** of each player.
4. Registration forms must be **taken by and on file** with BCPL Registrar to be considered a valid registered player for Bear Creek Pony League.
5. The Registrar's records are considered the **official league records for the season**. If there are discrepancies with a player's registration, the official league records will be considered as accurate.
6. On-Line Medical Release Forms, Player Conduct Agreements, and Website Photo releases from on-line registrations must be collected. The on-line registrations contain waivers that have been approved in order to process, but a hard copy must be presented to the Director. ***Copies will need to be made by the Directors for Team Coaches*** to have at the field during all BCPL official games and practices.
7. Medical Release Forms, Player Conduct Agreements, and Website Photo releases are on the back of the registration form. ***Copies will need to be made by the Directors for Team Coaches*** to have at the field during all BCPL official games and practices.

### IMPORTANT BCPL Policy Issues:

1. Payment will be accepted in Cash or Check only. Credit Card payments are available for on-line registration only.
2. Payment is **due in full** for the Season at the time of registration.
3. No post dated checks, payment arrangements or partial payments **will be accepted**.
4. No discounted rates will be extended without approval of the Executive Board.

5. Hardships are available and are subject to approval. They are available only if applied for in person by Parent/Guardian during normal registration periods. Parent/Guardian may be scheduled and expected to assist at the field for a designated number of hours per season, for each approved Hardship application.
6. A late fee of \$5.00 will be assessed for any registrations received after 1/21/06. Registration cut off date will be established. No registrations will be accepted after that date.
7. Players who have registered and paid will receive priority on the waiting list, and be placed on teams as spots are available.
8. Registrar will notify the Directors of the waiting list to ensure swift placement.
9. No player may attend try-outs or be protected by a team/coach until they have completed the registration process, and paid in full.
10. No player will be protected by a team or placed in the open draft until payment and all requested documentation is received for the season.
11. A Copy of the Birth Certificate for every player must be presented or verified on file with BCPL for the season.
12. All refunds are subject to approval and can be denied.
13. No Refunds will be granted after the first scheduled season game.
14. Refunds are subject to a \$5.00 possessing fee, unless waived by the Executive Board due to the circumstances.
15. No Refunds will be granted based on a declined Coach/Team request. No Coach/Team requests by parents or players can be guaranteed by BCPL.
16. No players can be placed on teams without the involvement of the Registrar - to ensure that all team rosters are accurate, paperwork in order, and until payment is received for the season.
17. No player will be given a uniform unless all forms, payment, and requested documentation are received for the season.
18. All on-line Registrations will be included in the paperwork given to the Directors. Parents should bring a copy of their on-line registration to try-outs as back up.
19. Please direct any/all questions or concerns to:

2006/2007 Registrar/VP Player Personnel: \_\_\_\_\_

\_\_\_\_\_ Telephone number

E:Mail: [Registrar@Bearcreekponybaseball.org](mailto:Registrar@Bearcreekponybaseball.org)

League Registrar Official Designee: \_\_\_\_\_ - Board Position