

Boston Ski & Sports Club
Team Registration Process & Policies for Field Hockey

PLEASE READ ALL OF THE FOLLOWING BEFORE SUBMITTING.

**YOU (AS CAPTAIN) ARE RESPONSIBLE FOR KNOWING ALL THE INFORMATION WITHIN THIS PACKET
and FEES INCURRED BY YOUR TEAM!**

Please be sure to read this entire letter. We accept MasterCard or VISA only. American Express or Discover cannot be used. If you are paying by check, your team space is not guaranteed until we have check in hand. All registration forms MUST include a credit card number.

To reserve a team space in the next session of an existing league:

Returning teams: Submit a Minimum \$200 Deposit due at least one month prior to the next start date (Cashed upon receipt). Failure to meet this deadline may result in loss of team space to a team on the waitlist.

New teams: Submit a Minimum \$200 Deposit and completed registration form to be placed on a waitlist* until renewal deadline for current teams has passed (one month prior to next start date). If a team(s) does not return, then a space is available for a waitlist team. Waitlist teams would then be notified that their team has been accepted and the deposit is cashed. The earlier you register for the league, the better your chance of getting any open team spots.

*New teams may not have to go on to a waitlist if the current league is not filled to maximum capacity.

To reserve a team space in a new league:

Minimum \$200 Deposit and completed registration form reserves space until maximum team slots are filled (on a first paid basis, deposits cashed upon receipt). If league is full, your team will be placed on a waitlist until a spot becomes available.

EARLY REGISTRATION DISCOUNT:

Sign up your team at least 1 month prior to the start date and SAVE \$50 off the team fee.

TEAM CONFIRMATION INFORMATION

Upon confirmation of registering a team, the team captain will receive 3 separate emails.

- i. **Team confirmation:** This will include an attachment that has basic details and timetables for the league
- ii. **A payment receipt:** You will now receive an e-mail receipt for any and all payments made.
 1. *If your team is waitlisted – you will note that the “Total Paid” says zero because you have not been charged.*
- iii. **Team Roster Link:** This is brand new this year. You now have full control of your roster up to the roster deadline. You will be sent a unique link and password to log into your team’s roster. You will need the following information for every player so that we can electronically confirm their membership status. All information is REQUIRED.
 1. First and last name
 2. Email address
 3. Birth date
 4. Phone number
 5. Gender
 6. Membership status (to the best of your knowledge, we will update this with the correct info)

Spelling and accuracy are important; otherwise the system will view them as a non member and you will be charged a non-member fee for that person. Our advice is to send a request out to your teammates for this info sooner rather than waiting until the last minute.

You can make changes and upload new rosters to BSSC as your team make up changes. Non member fees will be processed on the roster lock date (as specified in your confirmation, usually 3 weeks after league starts). At that point you will be charged for anyone who is “still” not a BSSC member. One of the benefits is that those people who join after the season starts but before the deadline will not slip through the cracks.

PLEASE DO NOT DELETE THE “Team Roster Login Information” EMAIL AS YOU WILL NEED THE PASSWORD PROVIDED WITHIN IT TO MAKE ANY ROSTER CHANGES.

TEAM FEES AND ALL NON-MEMBER FEES ARE THE RESPONSIBILITY OF THE CAPTAIN

- 1) **Early Sign up Discount:** Register your team with payment at least 1 month prior to league start and you’ll SAVE \$50 off of the team fee.

- 2) **Team Fee Balance:** Within 1 week of league start date your balance will be charged (not including non-member fees). If paying by Check, payment must be received one week prior to start or credit card provided will be charged.
- 3) **Non-member fees:** Rosters are to be submitted using the online link mentioned above (failing to complete the form can result in your team being removed from the league and/or charged the maximum number of non-member fees). Rosters will be electronically checked against BSSC's database to verify members/non-members and captains will be notified of the membership status of their players at the first game. Payment for non-member fees will be processed at the conclusion of the 3rd week of the league. At this time, any outstanding balances will be charged to the credit card provided. If no roster is given, the maximum non-member fee will be charged (12) and the team will be eliminated from the league.
- 4) **Membership status** – To avoid the \$25 non-member fee, a player must be a member for the duration of the session.
 - a. **Memberships that expire during the session:** If they do not renew before the roster deadline (By renewing for \$50, it will extend their membership for one full year from the present expiration date), the captain will be charged the \$25 non-member fee.
 - b. **Non-members wishing to join BSSC:** To avoid the \$25 non-member fee, a player must join BSSC (\$65 for a full year) during the first 3 weeks of the session. Once the \$25 fee is paid, it will not be refunded to the captain, the player must pay the \$25 to the captain directly and they can no longer apply the \$25 toward a membership.
 - c. **Roster changes are allowed up to the 3rd week of the session.**
- 5) **Receipts** – Any time a payment is processed you will receive an email confirmation from the transaction.

Other Important information...

Individual payments for a team will not be accepted, unless collected by the captain and all sent together. Individuals calling to pay their portion of the team fee will not be taken. Entire team fee (including non-member fees) is the responsibility of the captain. Payments from captains will be accepted in the form of cash, check(s), and/or singular credit card. We do realize how difficult it can be to collect from teammates in advance. If you collect individual checks from them in advance, but do not have them all at time of deadline, send in what you have and put the remainder on credit card or separate check. To ease your burden, we do recommend collecting from your teammates prior to the league. This way, you have a commitment from them, and you do not have to front all of the money. You should have knowledge of who your non-members are prior to the start of the league. Make sure to collect the \$25 non-member fee from these players when collecting their team portion.

What if team fees are not paid on time... Failure to pay fees prior to league may result in the team being dropped to waitlist status and replaced by first team on waitlist. If no teams are on the waitlist, teams will not receive first game times or play any games without submitting a roster and paying balance. Dropped team is placed 1st on waitlist until paid in full (if they still want in), else refund is subject to cancellation policy at the time of non-adherence to payment deadline.

Refund Policy

- a) Greater than 21 days prior to start of league a refund of amount paid will be given, less \$50 service charge.
- b) Within 21 days of start of league... NO REFUND will be given unless league is full and a suitable replacement can be made. If replaced, a refund will be given, less a minimum \$50 service charge.
- c) Within 7 days of start of league...NO REFUND.

Referee Payments

- a) For leagues with referees, teams are responsible to pay the officials prior to each game for all games, including playoffs.

Forfeit Policy – This policy is in place to help avoid teams driving to a game to find out the other team has forfeited, therefore having no game to play. The fine for violating the policy is the amount required for the officials in that game. This will be charged to your credit card the next business day. In order to avoid paying this fee, teams must notify BSSC in advance if they are going to forfeit. The deadlines for this notification are as follows:

- a. **Weekend leagues** - Teams must notify BSSC by **2pm** on the Friday prior to the weekend game. This notification must be to a LIVE PERSON at BSSC, email or voicemail messages do not qualify. You may use email or voicemail, but if you do not get a confirmation acknowledging receipt of your forfeit message, it is YOUR responsibility to notify BSSC
- b. **Weeknight/Evening leagues** – You must notify BSSC by **2pm** the day of your game. Again, the notification must be to a LIVE PERSON at BSSC.
- c. **The following examples would require your team to pay the forfeit fee:**

Late notice (after 2pm the day of the league/Friday 2pm for weekend leagues) – your team will be responsible for paying the referee fees for both teams (\$40) AND a \$50 FORFEIT FEE which will be given to the opposing team as compensation for them arriving to a game without receiving notice of a forfeit .

- 1) NO SHOW - If your team is a complete NO SHOW, failing to contact BSSC and failing to have any players present at the game, your team will be subject to the above penalties (ref & forfeit fees), AND will be ineligible for league playoffs and/or removed from the remainder of the schedule
- 2) Showing up with less than the required number of players (3, including 1 woman) from your roster to field a team.
- 3) Showing up with the required amount of roster players but still not able to field the minimum of required players (4, including 1 woman) to PLAY a game (this can be done by picking up players from the previous games)

Boston Ski & Sports Club - 2011 Field Hockey League INFORMATION & REGISTRATION FORM

UPDATED JULY 20, 2011

NEW - EARLY REGISTRATION DISCOUNT: Sign up your team at least 1 month prior to start date and SAVE \$50 off the team fee

Harvard University- Outdoor field
BB&N- Outdoor field, Cambridge

Monday - Next session starts **Sept 12th**, 6-8 games, games between 8:30-9:30pm. \$20 ref fee, plus any non-member fees

DETAILS: Two 25 minute running time halves. The league will be 7v7 without goalies, using modified sweeper rules. We recommend 10-12 players on the roster. Leagues are available as space allows. The sooner you can commit to a league the better chance there is of getting in.

INCLUDES: 12 Shirts, add \$5 for each additional. 8 guaranteed games, which may or may not include Playoffs & Prizes.

FEE: \$550

All players must have a BSSCshirt.

NOTE: ALL PRICES ABOVE DO NOT INCLUDE \$20 PER GAME REF FEE FOR EACH GAME THAT YOU PLAY Ref fees are payable to the referee at the onset of each game played.

Leagues are available as space allows. The sooner you can commit to a league the better chance there is of getting in.
See www.bssc.com for more info & rules.

Fill out the form below with your contact info. You must submit a credit card . Team fee balance must be received prior to one week of the league's start date. If a check is not received than the card will be used to charge any balance due. Once contact and payment info is received you will be notified that your team is successfully registered.

Email registration form (preferable) to Mike@bssc.com. You can also fax Registration form: 617-254-1990

**ALL INFORMATION IS REQUIRED (MISSING INFORMATION WILL RESULT IN INCOMPLETE FORM)
BY FILLING OUT THIS FORM I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE TERMS STATED**

League Request (Day)	Location	Start date
(N)ew or (R)eturning Team	Last division played (A or B)	Request (A,B)
Team Captain	Birth Date	
Team Name		
Address	City	Zip
Captain(s) Email		
Home Phone	Cell Phone	Work Phone
Tm Color	1 st	2 nd S M L XL
Color Choices (no guarantee)	Black, Red, Royal Blue, Heather Gray, Gold, Texas Orange, Kelly Green, Indigo Blue, Purple, Light Blue, White, Maroon, Chestnut (Brown), Oceania (Blue/green)	
Scheduling requests		
Mandatory Visa/MC # (NO Amex/Discover)	"No space saved w/o credit card info in this space"	Exp date: Billing Zip Code
If above card is someone besides the captain, please include Name, billing address and email here.	Cardholder Name	
	Street Address	
	City, State, Zip	
	Email Address	

NO TEAM SPOTS WILL BE SAVED WITHOUT CREDIT CARD INFO!!!

If paying by Check, subsequent payments must be received by deadlines outlined or credit card will be charged.