

2017-2018 TWIN-CITY BASKETBALL REGISTRATION PROCEDURES AND ADMINISTRATIVE CONCERNS

MANAGER'S RESPONSIBILITIES

Each team must have a designated manager who will:

- See that each player on his team knows the team name, what league he is in and that he abides by all league rules.
- . Become familiar with and develop a working knowledge of all league and Washington Recreation Basketball Federation (WRBF) policies & procedures.
- . Be responsible for meeting all deadline dates for registration forms, fees, player contracts and rosters.
- . Make sure all forms are filled out accurately and completely, i.e., full name, address, phone numbers (business and home), Social Security numbers and authentic signatures. Unsigned cards will not be accepted.
- . Notify Pasco Recreation Department (545-3456) of address and phone changes.

DEADLINE DATES & FEES - All forms and fees must be turned into the Pasco Recreation Services Office.

- . 4:30 p.m., Monday, November 26, 2017 - Registration forms and fee of \$480.00. **League refunds will not be issued once the schedules are published.**
- . **Player Contracts** (fee \$15) - Due by 3:00 p.m. Thursday, December 22. After December 22 player contract fees will be \$20.00 each. All player cards must be purchased on-line at www.pascoparksandrec.com. **Once a player plays in a game there will be no refunds of the player contract fee. All players must have a player card on file in the recreation office prior to playing in their first game, there will be no exceptions.**
- . **January 1, 2018** - Last day to make changes to Roster. Rosters will be frozen at this time and each captain must request to the league director to have players added to their rosters.

CLASSIFICATIONS

College Players: Any player who has played in one or more organized basketball games at a two (2) or four (4) year college will be considered a college basketball participant. This will automatically place your team in division one unless that player is over the age of 35 or you explain why your team should participate in a lower division. You can provide an explanation on your registration form.

AAA: Any member of a team who has participated at a four-year college or university. *

AA: Any member of a team who has participated at a two year college or university. *

A: No members of a team may have participated at a two or four year college or university. *

* Anyone who has reached their 35th birthday by January 15 is no longer considered a college participant.

Team Captains:

The basketball season is upon us. Attached is the registration packet for the upcoming 2017-2018 Twin City Adult Basketball season. Please, read the registration procedures and deadline dates. The season is scheduled to start the first week of December. The only thing that would delay the start of the season is if we don't have enough teams (8) in each division. When completing your registration form, please remember to circle the correct division desired. Upon completion of your registration form, please e-mail it back to me with your desired division of play (**no guarantees**) at harpern@pasco-wa.gov or fax it to 509-545-3455. Division 1 is the top division and division 5 is the lowest. **We can't hold a spot for your team as we are a first come first serve program and so make sure that you take the time to get your team signed up.** I look forward to a great season of BASKETBALL!

Team Registration Fee Due Date:

Registration forms and fee of \$480.00 is due November 26, 2017. The class number to register your team is F414. **League refunds/player card fee will not be issued once the schedules are published.** Register your team on-line at www.pascoparksandrec.com.

Player Card Due Date:

(Fee \$15) - Due by 3:00 p.m. Friday, December 22. After December 22 player cards fees will be \$20.00 each. All player cards must be purchased on-line at www.pascoparksandrec.com. **Once a player plays in a game there will be no refunds of the player card fee.** All players must have a player card on file in the recreation office prior to playing in their first game, there will be no exceptions. The class number for your player card is F415.