

Loveland Parks and Recreation

2009 Softball Coach's check-in procedure

For the week of May 11th

Softball Coaches:

All players must have paid an AA participant fee for the current in order to participate in our league.

Remind your players if they come to Chilson to purchase their AA card the night of their game Chilson will be very busy and they will probably have to wait in line. Encourage your players to purchase their AA participation fee on-line at www.cityofloveland.org prior to game day.

A household number is required for on-line purchase and players can call 962-2383 to obtain theirs. Or, they can pay for the AA fee prior to the first week of games @ the Chilson Center. Fees can be paid @ Barnes on the first game night, but the line could be long and the game clock will start the scheduled time.

Attention: To expedite the check-in procedure on the first game night:

- All information on roster must be legible(type or print)
- For each player include first name, last name, address phone number and e-mail address.
- Roster must be signed by each player
- Each player must have a current paid AA participant fee
- Read the procedure for each of the three check-in stations
- Arrive 30 minutes prior to your game

Notice: The game clock will be started at the scheduled game time.

Coach Check-in Procedures:

Station 1(SW side of concession building in 4 field complex) -

- ◆ Coaches are to check in at least **30 minutes** prior to the start of their game at the foot of the stairs on the southwest side of the concession stand building inside the Barnes four-field complex.
- ◆ Here you will need to fill out your line-up sheet complete with **first names, last names and jersey numbers** and have a **signed** roster. You will then be directed upstairs to continue the check-in process.

Station 2 (Upstairs of concession building) -

- ◆ Upstairs your line-up cards will be checked against the roster to make sure all your players on the line-up have paid their AA fee. AA cardholder lists are generated at 5:00pm each game night and are used to check card numbers at the field. If a player purchased an AA card after 5:00pm on the day of their game they need to bring a copy of their receipt to the game to show they paid their fee.
- ◆ Player's names who are on the line-up card but have not paid their AA participation fee will be highlighted and must pay their fee and have their hand stamped before they are allowed to play.
- ◆ Verified line-ups will be stamped and a line will be drawn to the bottom of the last players on the line-up that has been checked.

Station 3 (On Field) -

Reminder: The game clock will be started at the scheduled game time.

- **Players who pay LAA fee on their game night must have the cashier stamp their hand. Players who pay their LAA fee after the game has started, must check-in with supervisor at the field and show a hand stamp or receipt to participate in the game. They must be placed at the bottom of the line-up or can be legally substituted**
- ◆ Officials have been instructed not to start the game until they have approved line-ups from both teams.
- ◆ The matching jersey rule compliance begins **TONIGHT!** Matching jerseys are defined as same color jerseys with a non-duplicating number on the front and/or back. Taped numbers are ok if they are affixed properly and are non-duplicating.



Thank you for your cooperation!