

ADULT LEAGUE ONLINE TEAM FEE

BULLET POINTS

TEAM FEE DESIGNATION DEADLINE: 2/12/24

TEAM FEE PAYMENT/ROSTER SUBMISSION DEADLINE: SEE DUE DATES BELOW

Will lose captain credit and/or default to individual team fee if roster submission and/or full team fee payment is late

DUE 2/26/24: BRONZE A & SILVER B STANLEY

DUE 2/27/24: GOLD B

DUE 2/28/24: SILVER A

DUE 2/29/24: BRONZE B

DUE 3/01/24: SILVER B WALES

1. **TEAM FEE DESIGNATION** – deadline 2/12/24

- Advise Brett of team status (individual or team fee), team name or captain changes.

2. **ENROLLMENT**

- Team fee captains receive email the week of 2/12/24.
- FORWARD the email to each player on your team (except employees).
- Do not list any player that has not enrolled online or have a paper form attached
 - i. **Players listed that do not follow the above rule, will result in a \$50 deduction of the captain's credit.**
- **NEW PROCESS** - To add a player after roster submission:
 - i. **After roster submission** - Must go through Brett

3. **ONLINE REGISTRATION**

- All players, except employees, sign up for at least .01 online.
- If signing up online for spouse, spouse must complete paper enrollment.

4. **HOUSE ACCOUNT TRANSFERS**

- All house account transfers must be sent to Admin@skatetown.biz.
- Player will also need to complete a paper enrollment form unless they've also paid online

5. **EMPLOYEES NEW PROCESS**

- Employees complete a paper enrollment form and forward to their captain.
- Captain writes the amount to be deducted from the team fee (not the actual employee's payment) and emails enrollment form to Darlene at admin@skatetown.biz
 - i. The discounted portion will be deducted from the full team cost and the payment will show in the online portal, as an "04" transaction.
 - ii. A copy of the receipt will be forwarded to the captain once this is completed.
 - iii. Captain will attach the enrollment form with their roster

6. **ROSTER DEADLINE – Email or drop off to Darlene Hunter**

- **See above breakdown for team fee due dates**
- **Rosters to be submitted to admin@skatetown.biz ONLY AFTER TEAM FEE IS PAID IN FULL**
- Must use Skatetown official roster
- Include any paper enrollment forms
- Do not list any player that has not enrolled online or have a paper form attached
 - i. **Players listed that do not follow the above rule, will result in a \$50 deduction of the captain's credit.**