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"A great place to live, work, and play"

January 24, 2024

Dear Adult Sports Team Manager:

In a continued effort to continue providing high-quality sports experiences, the Parks and Recreation Services Division Adult Sports Program has implemented some changes to our payment plan offering and forfeit policy. These changes encourage timely registration and reduced forfeits, making for a better overall league experience. The changes include:

LATE REGISTRATION / LATE PAYMENT FEE - \$25.00

- All registrations after the registration deadline will incur a \$25.00 late registration fee.
- Teams who opt to only leave a deposit at the time of registration will also incur a \$25.00 late fee if the remaining balance is not paid by Game 3.

FORFEIT FEE - \$25.00

- Any team who forfeits more than one (1) game during the season will incur a \$25.00 forfeit fee for each game they forfeit after the initial game.
- If a forfeit fee is applicable, the manager will be notified the next business day.
- The team manager is responsible for paying this fee prior to the next game.

OVERDUE BALANCE PROCEDURES

- If the balance and fee are not paid off prior to the following week's game, the team will not be permitted to play and will be charged a forfeit fee of \$25.00, if applicable.
- If the balance is still not paid 2 games past the due date, the team will be removed from the schedule and a forfeit fee will be assessed for all remaining games. This fee, plus the late fee and any outstanding balances will be due immediately. The City may send the team manager to a licensed collections agency at any time if payments have not been made.

I appreciate your cooperation in making our league an enjoyable experience for all. Should you have any questions regarding these changes, please do not hesitate to contact me via email at dianaarmendariz@santafesprings.org or by phone at (562) 351-3654.

Thank you,

Diana Armendariz
Program Coordinator