



**CITY OF WAUKESHA
PARKS, RECREATION & FORESTRY DEPARTMENT**



**2025 SOFTBALL
REGISTRATION INFORMATION**

Fees and Due Dates
****NO REGISTRATION OR MONEY IS ACCEPTED AT THE FIELD OF PLAY! ****

ITEM	FEE	DUE DATE
Team Entry Contract		Due at registration
Team Entry Fee	\$550 100% City of Waukesha Residence	\$200 Due at Registration
	\$650 non-Residence	\$200 Due at Registration
Reminder of Team Fee		Due 4/27/25 11:59PM
Additional Player Fee	\$20 (Players added after 1 st Game)	
Completed Roster		Due 4/27/25 11:59 PM

Team Registration Process

Completed Team Entry contract and \$200 Team Entry Fee are required to register for the league. Listed below are the ways to sign up a team:

- In Person** In person registration is available at the WPRF Aviation Office, 1900 Aviation Dr. Monday-Friday (8:00am -4:30pm). Team Entry Contract and Payment must be made at time of registration. Teams will have the option to pay the full team fees (Entry and Player fees) or to only pay the Entry Fee with an automatic payment plan set up for Player fees at time of registration by placing a credit card on file that will be automatically charged for any remaining fees as of 4/28/25.
- Mail/ Email/Drop Box-** Email completed Team Entry Contract to semanuel@waukesha-wi.gov. After team has been added, an email will be sent confirming registration and payer will be asked to complete payment processes with in 3 business days of registration. Teams will have the option to pay the full team fees (Entry and Player fees) or to only pay the Entry fee with an automatic payment plan set up for Player fees at time of registration. This will be done by placing a credit card on file that will be automatically charged for any remaining fees as of 4/28/25. Payment can be made by phone, in person, or through your online account.
- Online Registration** –When using the online registration (<https://www.waukesha-wi.gov/government/departments/activity-guide.php>), select the correct league, then create an account or sign into your account. Teams will have the option to pay the full team fees (Entry and Player fees) or to only pay the Entry fee with an automatic payment plan set up for Player fees at time of registration. This will be done by placing a credit card on file that will be automatically charged for any remaining fees as of 4/28/25.

- A. The first payment must be made within 3 business days of registration. Unpaid fees by that time will result in forfeiting the teams spot in the league and teams will need to re-register.
- B. Players fees can be paid at time of registration and prior to automatic payment plan pull date (4/28/25). Any remaining balance will automatically be changed to the card on file on 4/28/25 at 12:01am.
- C. If unpaid balances on teams remain on 4/29/25 due to card decline or other, teams will be removed from the league and ineligible to play.

Contract without proper payment will not be processed or "held". WPRF is not responsible for delayed mail delivery. Make sure you receive a receipt within 2 business days, if not please call us.

Team Registration Priority Policy

1. Returning Teams

- a. A returning team is any team that played in the same league as the previous year and has the same sponsor as the previous year. Returning teams may register **December 6 – March 31.**

2. Returning Teams that lose their sponsor

- a. Returning teams that lost their sponsor may register as a returning team if they have at least 51% of the team registration from the previous year. The contract and team roster must be turned in and team entry fee paid at the time of registration so this determination can be made. A formal letter from the old sponsor notifying our office of release of sponsorship is also required.
- b. Returning teams that lost their sponsor and do not have at least 51% of the team registration from the previous year will be considered a new team and must register during new team registration.

3. Returning Teams wishing to transfer to another league

- a. Returning teams that submit their contract during returning team registration (December 6 – December 13) may request to transfer to another league with openings by indicating their preference on the team contract at the time of registration. If using the online registration, the request can be submitted by email to semanuel@waukesha-wi.gov.
- b. Transfers are handled on a first come first serve basis and are completed following the returning team registration (December 6 - 13) and before the new team registration (December 16). Managers will be notified of the transfer via email or phone.

4. Conflict over a league spot

- a. If a conflict arises with the sponsor/team relationship, each side shall submit their request in writing two (2) weeks before the beginning of the registration date. The staff will review each case on its own merit and award the spot to either the sponsor or the team after the decision is rendered in writing, to both parties.

5. **Returning Teams that lose their spot**

- a. Teams with 51% of their returning, lose their spot because they lost their sponsor, may register after transfers and before the new team registration period, in leagues where openings occur. Complete roster must be turned in and team entry fees must be paid at the time of registration so this determination can be made.

6. **New Team registration**

- a. New teams can register using any of the methods listed on page 1. Registration begins **December 16 – March 31**. New teams will be able to register for any league where openings occur.

7. **Playing in a 2nd league – whole teams only!**

- a. Beginning March 3, teams that have registered in any Men's league may submit a request to play a second night in a league ranked higher than the league they are currently registered in. League rankings are based on the rankings from the previous City Softball Tournament. The following criteria apply:
 - i.* Requests will be accepted on a first come, first serve basis from teams that do not play on the same night as the second league they wish to enter.
 - ii.* Registrations will be accepted only in the leagues indicated and where openings occur.
 - iii.* The team contract and team fee must accompany the request.
 - iv.* Teams will be accepted into a second league on a year-to-year basis.

Rosters

****NO REGISTRATION OR MONEY IS ACCEPTED AT THE FIELD OF PLAY!****

1) **TEAM ROSTERS – 20 Player Maximum - Due April 27 @ 11:59 PM**

- ***Upon payment of team entry, manager will receive an email from Team Sideline to enter their roster into Team Sideline. Sign into your account, if no account create an account. Returning managers should be able to copy last year's roster and will be able to add and remove players. Rosters must be completed through the Team Sideline site no later than April 27 @ 11:59 PM.***

2) **TEAM ROSTER DUE DATES**

- **The team roster must be completed through the Team Sideline site by April 27 @ 11:59 PM.**

3) **TEAM ROSTER NOTES FOR TEAM MANAGERS**

- Each player must complete Team Sideline roster registration to be eligible to play. Any player whose name appears on a roster and does not have all the information requested through Team Sideline, **will not** be considered part of that

team. The player will be crossed off the roster and a player add card will be given to the person registering the team.

4) Adding Players after the roster is turned in

- i.* Player additions may be made through the end of City Tournament registration (players must play in 4 games).
- ii.* A Player Add Card must be filled out and signed by both the player and manager.
- iii.* Once the Player Add Card is filled out completely, anyone can register the card in the Parks, Recreation & Forestry Office.
- iv.* Player Add Card maybe completed at Saratoga, receive player add card from concession stand, complete and make payment at the concession stand prior to game being played.
- v.* A \$20 player add fee will be charged for any player additions made after the first scheduled league game. This fee must be paid at the time the player addition is made for the player to be eligible.

General Information

1. Uniforms

- a. There is no uniform requirement in Waukesha leagues.
- b. Recommended: Same color shirt and number on back.

2. Balls

- a. Each team shall provide one new adopted ball per game. 2025 ball adoption is **Dudley 4a-065Y Leather Cover .52 COR 300 lb.** for Men's and Co-Ed Leagues (optic yellow) and the **Dudley 4A-924Y (11")** (optic yellow) for the Women's Leagues.

3. Limitations of Leagues

- a. Men's leagues will be limited to a maximum of 24-32 teams. Women's league and Co-Ed league will be limited to a maximum of 8 team. A minimum of 5 teams are needed for a league to run.

4. Length of Schedule

- a. League play will begin the week of May 5. Schedule will include 14 games. Make up games will be completed on game night or Sunday make up nights, May 18, June 22, July 20, and August 4. Once game night is full of makeup games, we will move to make up week and then Sunday nights. We will try to schedule all make up games, but we do not guarantee that will happen.

5. Managers

- a. No more than one person can be listed as a manager at the same time. The person listed as manager on the contract (will be called "Team Captain" in online system) must be a registered player with the team on the roster.

6. **Waukesha Parks, Recreation & Forestry Office**

- a. The Waukesha Parks, Recreation & Forestry Department is located at 1900 Aviation Dr., Waukesha. Office hours are 8:00 am – 4:30 pm, Monday – Friday.
Available by phone during those hours at 262-524-3737