

Important League Registration Information

- An **EMAIL ADDRESS IS REQUIRED OF ALL MANAGERS**. Primary League communications will now be conducted via email.
 - Returning teams will be defined as having at least 51% of last years members on the roster.
 - Any falsification of rosters will result in an additional 25% penalty fee.
 - We will accept applications, roster and fees through the mail, in person, by fax or by email if paying by Credit Card. Mailing address, office address, email address and fax # is listed on first page. Applications, rosters and fees that are mailed in or faxed must be postmarked by the deadline date in order to receive higher priority per below Acceptance Policy.
 - **ABSOLUTELY NO incomplete applications, rosters or fees will be accepted.**
 - The Department has the final say in all placement of teams and scheduling of games.
 - Five (5) roster changes/deletions/additions can be made after applications are processed and your team is accepted. Any changes/deletions/additions to the rosters will not be allowed until your team has been accepted.
- No refund or credit will be given for league entry fees once an application is accepted.**
- Rosters must have minimum of 8 players and maximum of 20 players. No player is allowed to play on more than team within the same league in West Des Moines during the same season. Violation will result in individual suspension and/or game forfeiture.
 - It is the Manager's responsibility to make sure that every player reads, understands and completes all information correctly on the team roster and/or Add-A-Player forms.
 - Managers will be notified of team acceptance approximately 2 weeks after deadline.
 - **Please place an asterisk (*) beside all returning players on the roster.**

Uniform Rule

- **All team members at the start of the season must have the same identical color and style of shirt. Reversible jerseys are recommended. Any questionable shirts must be approved by the Sports Supervisor or Coordinator prior to game time.** Score keepers or Officials may not allow questionable shirts.
- Permanent numbers must be printed on both the front and back of the shirt and be visible to the official scorekeeper.
- Numbers with digits higher than 5 are illegal.
- Duplicate numbers will not be permitted.
- No switching of shirts between players during a game is allowed.
- When both teams have same colored jerseys in a game; the visiting team must wear mesh pull-overs provided by the Department.
- No shoes leaving marks on the floor will be permitted in gym

Adult Athletic League Acceptance Policy

A team admission priority policy was adopted by the West Des Moines Recreation Department in 1992. It applies to all adult athletic leagues. The order of priority is as follows:

FIRST: **Returning teams.** Teams who participated in the league the previous season of the current year. (If applicable).

SECOND: **Returning teams.** Teams who participated in the league the previous year.

THIRD: **Returning teams.** Teams may be placed in another division at the Department's option in order to equalize competition.

FOURTH: **New teams.** Teams that did not participate in the league the previous season or year.

FIFTH: **Late teams.** Any team that does not meet the established deadlines set forth by the Department for applications, rosters and fees will be accepted at the Department's discretion.

IF MORE TEAMS APPLY THAN WE HAVE SPACE FOR, PRIORITY WILL BE GIVEN TO TEAMS WITH THE HIGHEST PERCENTAGE OF PLAYERS ON THEIR ROSTER RESIDING WITHIN THE CITY OF WEST DES MOINES IN ALL CASES.