

# **SR. DIVISION ONLINE TEAM FEE**

## **BULLET POINTS**

**TEAM FEE DESIGNATION DEADLINE: 12/5/22**

*Team name changes and/or captain change requests after the designation deadline, could result in loss of captain credit*

**TEAM FEE PAYMENT/ROSTER SUBMISSION DEADLINE: WEDNESDAY 12/21/22**

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

1. **TEAM FEE DESIGNATION** – deadline 12/5/22
  - Advise Brett of team status (individual or team fee)
  - Exceptions to the number of players should be made at this time
  - Team name and captain changes need to be made by this date.
2. **ENROLLMENT**
  - Team fee captains receive email the week of 12/5/22.
  - FORWARD the email to each player on your team (except employees)
  - Enrollments after roster submission
    - i. If the player has played on the same team/division in the past, cashier can enroll.
    - ii. If the player is new to the team, form 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](mailto:Admin@skatetown.biz)
  - Include enrollment #, house account number and amount of funds to be applied
5. **EMPLOYEES**
  - All Employees complete a paper enrollment form and forward to Darlene Hunter
  - Captain will give the employee the amount to pay. That is the amount to write on the enrollment form.
  - The employee will be discounted from the amount shown on the enrollment form.
6. **ROSTER DEADLINE WEDNESDAY 12/21/22 – Email or drop off to Darlene Hunter**
  - Must use Skatetown official roster
  - Include any paper enrollment forms
7. **ADULT LEAGUE TEAM FEE ENROLLMENT REPORT – Use to be the Captains Balance Report**
  - Report shows online payments UPDATED DAILY
  - Does not include house account transfers
  - Does not include employee transfers.
    - URL <https://www.skatetown.biz/Captains> or search “captains” in the Skatetown website.