

<b>Sport:</b>		<b>League:</b>		<b>Division:</b>		<b>Team Name:</b>	
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## MANITOWOC PARKS & RECREATION DEPARTMENT ADULT TEAM SPORT ROSTER AND WAIVER

### Waiver

I, the undersigned, agree to hold harmless and indemnify the City of Manitowoc and the City of Manitowoc Parks & Recreation Department, their employees, agents and assigns for any and all damages or personal injury claims, including third party claims, as well as all costs, and fees that may be incurred arising out of or as a result of my attendance and participation in the City sponsored event, whether damage or injury is intentional or negligent, direct or indirect. I waive any rights to claims, demands, and causes of action whether present of future, known or unknown, and release from all liability the City of Manitowoc, their employees, agents and assigns. I agree to abide by all Manitowoc Parks & Recreation Department rules, regulations and accept rulings from Department staff.

<b>Player Name (Print)</b>	<b>Address</b>	<b>Phone</b>	<b>Email Address</b>	<b>Player Signature</b> I have read, understand and agree to the above waiver.
Mgr.				
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<b>Registration Checklist</b>				<b>For Office Use Only</b>	
Given information sheet	<input type="checkbox"/>	Knows manager's meeting date	<input type="checkbox"/>		
Team fees paid	<input type="checkbox"/>	Turned in schedule requests form	<input type="checkbox"/>		
Understands leagues	<input type="checkbox"/>	Knows we have a web page	<input type="checkbox"/>		
Understands divisions	<input type="checkbox"/>		<input type="checkbox"/>		
	<input type="checkbox"/>		<input type="checkbox"/>		
				<b>Total Fee Paid:</b>	
				<b>Rcpt #:</b>	

Blank copies of this Team Roster and Waiver Form can be downloaded from our website at [www.manitowoc.org/parkandrec](http://www.manitowoc.org/parkandrec) .

# **MANITOWOC PARKS & RECREATION DEPARTMENT REGISTRATION USING THE ADULT TEAM SPORT ROSTER AND WAIVER MANAGER'S INSTRUCTIONS**

The following instructions are meant to help you register your team properly and save you time when stopping by our office to register. Please read these instructions carefully and fill out the Team Roster and Waiver Form Completely. Remember that all fees are due at registration.

1. The first thing you need to do is get in touch with all of your players and find out if they are playing this year. If so, you need to get:
  - Player's Full Name (First and Last),
  - Player's Correct and Up-To-Date Home Address,
  - Player's Correct Home Telephone Number, and
  - Email Address.
2. You do not need to have players sign the roster sheet yet. This can be done on the night of your first game. If it is more convenient for you, you may pay the player fees for your players and collect from them later. This means you do not have to wait until you see all of your players to get your team registered.
3. Form Instructions:
  - a. Identify the Sport season for which you are registering. Be specific. Examples include: Women's Basketball, Men's Volleyball, Coed Softball, etc..
  - b. Identify the League. In most cases, this is the night on which you play. Exceptions: Rookie League, Satellite League, etc..
  - c. Identify the Division. In most cases this is a number (1-5). In others, it's a color (gold, red).
  - d. Identify the Team Name. Usually, this is the sponsor's name. Occasionally, we will attach the manager's last name if the sponsor sponsors more than one team in that particular sport. Example: Linebacker/Cherney.
  - e. Write the manager's name, address, phone, Email address, and signature on the first line of the main table.
  - f. Follow suit with each additional player on the lines that follow. Note that all players must read, understand and agree to the waiver statement on the form before signing. Also note that Email addresses offer the department an easy and cheap way to communicate with the players both for team managers and the Parks & Recreation Department.
  - g. Signatures are not necessary at registration as rosters will be present on the first game night. Players that do not sign before registration and are not present at the first game will have to come to our office to sign-in before they are eligible to play.
  - h. That's it! You're done!
4. Turn in your roster at our office during regular business hours. Don't forget the fees as rosters will not be taken without all the fees.
5. When registering, make sure the counter person that waits on you goes over the Registration Checklist with you!