

**RIDGEFIELD PARK BOARD OF RECREATION**  
**234 MAIN STREET**  
**RIDGEFIELD PARK, NJ 07660**  
**(201) 641-4950 ext. 610 (voicemail)**  
Email: [BarbaraDeLuca@msn.com](mailto:BarbaraDeLuca@msn.com) or [tommy4252@aol.com](mailto:tommy4252@aol.com)

Dear Team Managers:

As promised, enclosed is the registration packet for the 2010 Women's Softball League. This completed packet must be returned to the Board of Recreation at the March 18 meeting. **ONLY COMPLETED PACKETS WILL BE ACCEPTED. DO NOT TURN IN ANY INCOMPLETE PACKETS. IT IS TOO HARD TO KEEP TRACK OF MISSING ITEMS. PACKETS MUST INCLUDE ALL REGISTRATION FORMS AND CHECKS WHEN TURNED IN.**

This packet contains: registration forms listing fee required and shirt order form. Each team must return this packet to the Board of Recreation at 234 Main Street, Ridgefield Park. The completed packets should be dropped off to the Board between 7:00 – 8:00 p.m at the DARE room located on the third floor of the municipal building (enter on Park Street side) on March 18, 2010. Packets will then be checked for completeness. **If you want to deliver the packet earlier or are unable to deliver the packet to the meeting, please email Barbara DeLuca to make other arrangements. Do not deliver the packet to anyone else, this caused much confusion last year.** The packet will also contain rules and procedures to follow in case of injury. Players can be added to the team roster provided the necessary registration form and fee is given to the Board **prior to any participation and there are at least 7 games left in the season.** If you are adding a college student to your roster in May, please do so now to lessen the confusion of add-ons/drops later in the season.

There are some procedural problems that need to be clarified:

- 1) Line-ups were supposed to be turned in for both teams **after each game by the next day**. This was not being done by most teams. If line-ups are not turned in before the mid-point of the season, those teams will not receive credit for these games and will not be eligible to participate in play-offs. **No exceptions! Both line-ups must be turned in within one week or you will not receive credit for that game. This year line-ups will be sent to Diane Maglione at [catmag1217@msn.com](mailto:catmag1217@msn.com).**
- 2) Players cannot be added to any teams once there are fewer than 7 games left in the schedule. No roster revisions will be accepted at this point.
- 3) Any team that is not paid in full will be suspended from playing until all fees have been paid and must forfeit any game until payment is made.
- 4) If someone leaves a team for any reason once the season has started, the new player **must pay** the registration fee. The Board must be notified of all changes **before** anyone participates and proper forms must be submitted to the Board. Players cannot simply replace an injured player or a player that has abandoned the team, a registration form and fee must be turned in for all new players.
- 5) Registrations cannot be given directly to the program chairperson. This created too much confusion and lost forms last year. Also, the program chairperson has no authority to add players, waive fees, or allow any roster changes at any time so please do not ask him to do so. If you need to make a change in your roster, you must first notify the Board of Recreation by contacting the secretary.
- 6) If a team is involved in an ejection, that team must notify the Board of Recreation

secretary by email immediately after the game.

Registration fees this year are still \$85.00 per player. This fee includes the cost of the end of year party, umpire fees and a shirt for each player. The umpiring association will waive the \$100.00 per team fee previously charged, so that is not included this year as a cost. If the umpiring association does decide to charge a team fee, each team must incur that fee.

Each team was previously informed that all players **must** wear the team shirt provided by the Board of Recreation. Please be sure to indicate the color, size and if a number is desired on the back of the shirt. If a player already has a shirt and does not want a new one, they do not have to order a shirt **but** they must wear a team shirt in order to play. You may deduct \$15 from the registration fee if a shirt is not ordered.

We have a Registrar to assist in keeping track of the playoff eligibility for players. Both teams must email both line-ups after every game to the current Registrar who will make sure players have participated in seven regular season games prior to the playoffs. Remember, if line-ups are not turned in before the mid-point of the season, those teams will not receive credit for these games and will not be eligible to participate in play-offs. If a team cannot legally field a team, they will be eliminated from the play-offs regardless of their record. **No exceptions! Both line-ups must be turned in within one week or you will not receive credit for that game.**  
(2010 Registrar: Diane Maglione [catmag1217@msn.com](mailto:catmag1217@msn.com))

A set of rules is also attached in this packet. Please also make sure all members of your team receive a copy of the rules. This is your responsibility.

Just a few reminders, to make the season go smoothly. The procedures to follow in case of injury have changed. A Notification of Injury form must be completed every time someone is injured participating in a Board of Recreation sponsored activity. The coach and/or supervisor must complete Part I of the report and Part II is completed by the parent/guardian or claimant (over 18 yrs old). Then the form, with all signatures, is forwarded to Matt McArow, GJEM Insurance, 25 Mt. Vernon Street, Ridgefield Park (201) 641-3800 (within 60 days) to send onto the insurance company. Having a police report is not necessary for injuries that don't require police department or ambulance responses.

Please keep in mind that the Village insurance is Secondary. If someone has health insurance, they must go through their insurance first and then the Village insurance will pick up what their health insurance does not for services that are customary and reasonable (usually their deductible and/or co-pays). If they have an HMO, they must go through their HMO carrier. If not, only 50% of the bill will be paid. The most important thing is that GJEM Insurance must be notified within 60 days of injury. This is the individual's responsibility. **All injuries must be reported to the Board of Recreation President immediately.**

**PLEASE ALSO REMEMBER THAT ONCE SCHEDULES ARE SET THEY CANNOT BE CHANGED JUST TO ACCOMMODATE A TEAM. THERE MUST BE EXTENUATING CIRCUMSTANCES FOR GAME SCHEDULES TO CHANGE. PLEASE DO NOT REQUEST FRANK TO MAKE SCHEDULE CHANGES.**

***There will be no cancelling of games unless there are extenuating circumstances (not a simple scheduling conflict), which must be agreed upon in advance by the Board. If a team plays in more than one league, they must decide which game they will forfeit as there will be no scheduling changes due to game conflicts. Games must be played as scheduled in order for the playoffs to start on time.***

Finally, if a field needs maintenance, please contact the DPW at (201) 440-4860.

A check-off list will be included to make sure everything is returned that is necessary for a complete registration. All teams are asked to forward an email address to [BarbaraDeLuca@msn.com](mailto:BarbaraDeLuca@msn.com) to expedite communication throughout the season.

**PLEASE MAKE SURE YOU HAVE CAREFULLY READ THIS LETTER SO THAT YOU CAN FOLLOW ALL RULES AND CHANGES FOR THIS PROGRAM. REMEMBER, NO FORMS OR PAPERWORK ARE TO BE GIVEN TO ANYONE OTHER THAN BARBARA DELUCA TO AVOID ANY CONFUSION IN HANDLING THE PAPERWORK.**

We are looking forward to a great season this year.

**Please acknowledge receipt of this packet by emailing Barbara DeLuca at:**  
[BarbaraDeLuca@msn.com](mailto:BarbaraDeLuca@msn.com).

If you are no longer your team representative, we need to know that as well please.

Thanks for your cooperation.