



- 1- **INDIVIDUAL PLAYER INFORMATION DEADLINE – Wednesday, Oct 12th**
- 2- **LAST DAY TO PUT REQUESTS/COMMENTS ON-LINE – Wednesday, Oct 12th @ MIDNIGHT**
- 3- **POSTING THE REGULAR SEASON SCHEDULE – Thursday, October 13th @ end of business**
After the COMMENT deadline & before the T-shirt order deadline.
- 4- **SHIRT ONLINE ORDER DEADLINE # 1 – Friday, October 14th @ NOON**
Use the drop down menu box (under coaches indicator) to indicate which size T-shirt the coach wears. The "C" indicator is for **COACHES ONLY** (name listed on the website)
- 5- **ADDITIONAL T-SHIRTS DEADLINE # 2 – Tuesday, October 18th @ NOON**
Ordering additional T-shirt(s) is the same cost as adding a new player (\$65 each). After deadline # 2 has passed, no more T-shirts can be ordered for the rest of the season.
- 6- **COACHES T-SHIRT PICK-UP – @ your first game, the week of Mon, October 24th**

TEAM PAYMENT AT TEE SHIRT PICK UP

Team balance **MUST** be paid in full at t- shirt pick up. **NO** balances will be carried over to the first week of the season. Payments can be made by: 1) ONE check for entire team 2) All cash 3) Cash/ONE check combination

NOTE: BSSC procedure for final payment will not change. Balances cannot be forwarded to the BSSC from your Splitzee account. Splitzee can assist you with BSSC payment deadline at tee pick up.

CHECK DEPOSIT DATES

- Sign-up checks (if applicable) will be deposited within a week after t-shirt pick-up.
- T-shirt pick up balances will be deposited the week after the second regularly scheduled game has been played. Please use Splitzee Reimbursement Link to collect team funds to meet this 2nd deposit date.

RETURNED CHECKS

If a check is returned because of insufficient funds, a \$25 "returned check" fee will be added to the amount due. Teams must pay their balance due and the return check fee in CASH. Teams will not be allowed to play their games until all total balances are paid. If you need us to "hold" a check, please contact us ASAP.

LEAGUE FEE

The base league fee is **\$725** (team of 12 players). For each additional player over 12 on your roster, \$65 will be added to your team total.

Teams will pay the base league fee even if their roster is below 12 players.

FALL BROOMBALL DATES (Games Played on Wednesdays)

- **START DATE:** Monday, October 24th
- **TIMES & LOCATIONS:** Mimi DiPietro Ice Rink (see site for maps)
- **SEASON FORMAT:** Six Regular Season Games – Post season for teams that qualify
- **HOLIDAYS DURING THE SEASON:** No games on Thanksgiving Day (Thursday, Nov 24th)
- **LEAGUE MAKE UPS:** Rained out games will be placed at the end of the season. Please follow the date on the schedule, not the week number, when determining your game time/field location.





COACHES REIMBURSEMENT LINK:

<http://splitzee.com/for/balt-ssc>

Stress-free Team Balance Collection through Splitzees

- To start, visit the link provided and choose the BSSC sport that you are playing. Then enroll a team and set up a personal fund link to invite teammates to contribute online. You can also communicate with everyone on your team and track everything automatically. Splitzee allows you to enter "off line" payments for players that would like to use a check or cash payment. It makes the whole experience painless for the team and the coach.
- Make life easy for your teammates, as Splitzee's accepts credit cards / Pay Pal from them.
- Track who/ who didn't pay easily, as Splitzee tracks offline payments easily and online payments automatically.
- One-click reminders to the team with no more awkward conversations about money owed. Click a button and send an e-mail reminder to your holdouts. <http://splitzee.com/for/balt-ssc>

BSSC NON-REFUND POLICY

Once the BSSC has entered a coach's name online for the current season, the \$200 deposit paid at sign-ups is non-refundable. Once tee shirts are ordered, teams are responsible for the total remaining team balance.

• **Current Team Player**

Once a coach has ordered team T-shirts, the current player(s) league fee is non-refundable. Coaches are responsible for filling the roster spot or may ask the BSSC if there are individuals still looking for a team.

• **Individuals Placed by the BSSC**

Once the BSSC has placed an individual on a current/individual team their league fee is non-refundable.

• **Injured Player** (Injury **MUST** be sustained playing a BSSC sport outlined in a BSSC injury report)

A "league fee credit" will be given if a player's injury precludes them from finishing out the season. The "league fee credit" will be used for the next BSSC sport that they participate in.

ILLEGAL PLAYER

The BSSC considers using an illegal player in a regular or postseason game, to be unsportsmanlike conduct.

Illegal Players are defined as:

- A player(s) who is on the roster for one BSSC team, but plays in a game for another team.
- A player(s) who is on the roster for two BSSC teams for the current sport. (e.g., Social Team A and Less Filling Team C).
- A player who is not a member of any current BSSC team. (e.g., using a "fill-in" player).
- A player who has broken the age or division one (DI) requirements.

Illegal Players penalties:

- The coach and illegal player(s) will be suspended for the remainder of the season.
- After the discovery of an illegal player(s), all wins to date will be removed from the penalized team standings and the opposing team's loss result will reflect a win.
- Penalized teams may participate in their remaining regular season games though wins will not be recorded.



BSSC COACHES ONLINE INFORMATION

PASSCODE INFORMATION

- The business card you receive from the BSSC includes the web address and a personal pass code that will allow you to enter all of the information for your team online (team name, color, T-shirt sizes, comments, coach/assistant coach info, etc.). Go to www.baltssc.com/team, enter your pass code, and then use the drop down menu to pick a sport/league. **LOST PASS CODE:** contact mikec@baltssc.com
- BSSC sends general, signature and roster reminders periodically throughout the season. These reminders will stop once all information has been completely entered. Before T-shirt pickup, you'll receive a reminder informing you of the pickup date, deposit given and balance due.

COACH & ASSISTANT COACH INFORMATION

Every team **MUST** have an assistant coach to receive important BSSC information in case the coach is unavailable to receive emails. Coaches must enter their and the assistant coach's name, e-mail address, and their home/cell/work phone #'s on the site. Please update information if it changes.

INDIVIDUAL PLAYER INFORMATION DEADLINE – see above date @ NOON

Based on the number of individuals who have signed up, BSSC will try to fill all team requests. Please note the following procedure:

- Email mikec@baltssc.com with the following information:
- Coach's name, sport, division, team # and number of players needed with gender noted (e.g., This is Bob Jones from FALL SOFTBALL -Super X Team # 15 (5 players, 2-men & 3-females).
- Before the first tee deadline, coaches will receive an e-mail stating what # of players will be added.
- All individual information (name, e-mail, tee size, league fee) will be entered on the team's online form **AFTER** the first tee deadline day has passed and the BSSC will email you the individual(s) contact information. Please contact them and introduce yourself.
- If you have emailed BSSC requesting individuals and determine that individuals are no longer needed, you must email me by the above date. After this date, you are obligated to honor that agreement.
- \$60 individual registration fee will be deducted from the total team balance.

LAST DAY TO PUT REQUESTS/COMMENTS ON-LINE – see above date @ MIDNIGHT

Emailed requests/comments to the BSSC will **NOT** be honored, only comments/request found online.

- No "bye" weeks are scheduled in the BSSC.** If you are positive that your team can not make a certain week, put this online. If the sport is football, we will not schedule a line judge duty for that day.
- Each team will be allowed NO MORE than two schedule comments/requests. We will review all online comments/schedule requests, but cannot guarantee that all will be accommodated.
- If a team is participating in multiple BSSC sports, please make us aware of this. BSSC will make every effort to avoid schedule overlaps. If your team is playing in a non-BSSC league, adjustments will not be made.

| Acceptable comment/schedule requests: | Unacceptable comment/schedule requests: |
|---|---|
| Your team would like to play another team in the same division. | Request to play on a specific day, time or venue/field location. e.g., "We can only play on Wednesday @ 6pm or only games at Patterson Park." |
| Your need to avoid a specific date/time due to a work meeting, team vacation, wedding, etc. e.g., "We can't play on Wednesday of week # 3 because there is a work function that night." Or "We have an afternoon wedding, can the game be scheduled for 10am." | Play a team that is not in your league. e.g., "We are in the Taste Great league but want to play a team in the Less Filling League." |



POSTING THE REGULAR SEASON SCHEDULE

After the COMMENT deadline & before the T-shirt order deadline, the BSSC will post the regular season schedule on the site. This will allow players to review and commit to the team, based on your schedule. If after player review, additional players are needed to fill the team roster, contact the BSSC.

T-SHIRT INFORMATION

T-SHIRT ONLINE ORDER DEADLINE # 1 – see above date @ NOON

To find this form, go to www.baltssc.com/team, enter your pass code, and then use the drop down menu to pick a sport/league. This is where you will enter team color, quantity, T-shirt sizes and player's roster info.

- The deadline above is for coaches to enter color, quantity and sizes of shirts for your team.
- Coaches will not be allowed to access the online T-shirt form once the original order date has passed.
- Teams will be held financially responsible for the total number of shirts ordered.
- The order form calculates T-shirt total, deposit and final \$\$ balance for your team.
- Sizes must be entered **BEFORE** entering your player's names on the roster form.
- The number of roster spots allowed by the software coincides with the number of T-shirts entered.

AVAILABLE TEAM T-SHIRT COLORS AND SIZES

Up to 3 XL- Black, Gray, White, Orange, Purple, Pink, Red, Maroon, Gravel, Old Gold, Vegas Gold, Daisy, Forest Green, Irish Green, Military Green, Lime, Indigo Blue, Light Blue, Navy, and Royal Blue, Sand Safety Orange, Berry, Heliconia, Garnet, Carolina Blue, Safety Green, Turf Green

- **Up to 4 XL-** Black, Gray, White, Red, Maroon, Navy, and Royal Blue are available.
- **Up to 5 XL-** Black, Gray, White, Red, Navy, Sand, Carolina Blue, Safety Green, Safety Orange, Heliconia, Garnet and Royal Blue are available.

Note - Each 2XL-5XL shirt costs an additional \$3.

“C” INDICATOR FOR COACHES T-SHIRT

Because of the large number of coaches in each sport, the BSSC will place a “C” on the coach's T-shirt sleeve. This indicator will help identify each coach to BSSC staff before and during the games.

- When ordering shirts, the coach's T-shirt **MUST** be included in the overall team totals.
- Use the drop down menu box (under coaches indicator) to indicate which size T-shirt the coach wears.
- The “C” indicator is for **COACHES ONLY** (name listed on the website) and is not transferrable to another player on your roster.

ADDITIONAL T-SHIRTS DEADLINE # 2 – see above date @ NOON

Ordering additional T-shirt(s) is the same cost as adding a new player (\$65 each). After deadline # 2 has passed, no more T-shirts can be ordered for the rest of the season.

- You **MUST** contact the BSSC (mikec@baltssc.com) by the deadline to order additional shirts and include the following information: coach's name, team number, league, T-shirt size(s) and color.
- BSSC will place additional shirts online, and then coaches may then enter new player's info on their roster.
- If a team would like to "swap" size(s) when ordering additional shirt(s), a \$10 "restocking fee" per shirt(s) will be applied to the online order form. (e.g., A large shirt was ordered and now the player would like an extra-large.)
- Additional team T-shirt(s) will be in a separate bag at t-shirt pick up.

COACHES T-SHIRT PICK-UP – see above date

This is not a meeting, but the coach or a team representative must pick-up the shirts on this date/time.

- Coaches **must** pay to total balance due found on the online coach's form (One check, cash /one check-cash combo).
- T-shirts **MUST** be counted before leaving the pickup and the T-shirt confirmation receipt signed. The confirmation receipt verifies that the shirts have been counted and are correct by a team representative and the number of tee shirts in the bag coincides with the team order.



COACHES ONLINE FORM EXAMPLE

[\[CLICK HERE FOR TEAM ROSTER\]](#)

| Team Info: | Coach Info: | T-Shirt Quantities: | |
|--|--|--|---------------------------------------|
| Team Number: 26 Team Name: <input type="text"/> Team Color: Please Pick One <input type="button" value="v"/> view a PDF of shirt colors Comments: 1. We have a team event in the evening on 6/21, can we have an early game, thanks | Coach First Name: <input type="text"/> Coach Last Name: <input type="text"/> Coach Email: <input type="text"/> Coach Cell Phone: <input type="text"/> Coach Work Phone: <input type="text"/> Coach 2 First Name: <input type="text"/> Coach 2 Last Name: <input type="text"/> Coach 2 Email: <input type="text"/> | S: <input type="text" value="0"/> M: <input type="text" value="0"/> L: <input type="text" value="0"/> XL: <input type="text" value="0"/> XXL: <input type="text" value="0"/> XXXL: <input type="text" value="0"/> XXXXL: <input type="text" value="0"/> XXXXXL: <input type="text" value="0"/> TOTAL: 0 Put a Coach Indicator on the following size: <input type="text" value="Coach"/> <input type="button" value="v"/> NOTE: ONLY the COACH receives a "C" on their shirt and the size MUST match the person listed as COACH on this form, NOT the assistant coach or any other player on the team, ONLY THE COACH listed on this form receives a "C" on the sleeve. AVAILABLE TEAM T-SHIRT COLORS AND SIZES: <ul style="list-style-type: none"> • Up to 3XL - Black, Gray, White, Orange, Purple, Pink, Red, Maroon, Camel, Chestnut, Vegas Gold, Daisy, Forest Green, Irish Green, Military Green, Lime, Indigo Blue, Light Blue, Navy, and Royal Blue. • Up to 4 XL - Black, Gray, White, Red, Maroon, Navy, and Royal Blue are available. • Up to 5 XL - Black, Gray, White, Red, Navy and Royal Blue are available. • Note - Each 2XL-5XL shirt costs an additional \$3 | <input type="button" value="Update"/> |

ENTER ON VALID COMMENT REQUESTS IN THIS BOX

E-MAIL REQUESTS WILL NOT BE HONORED

1. Add coaches T-shirt size to team total.
2. Use the drop down menu to enter **COACHES** T-shirt size in the indicator box below.
3. ONLY the person who's name is listed online as the coach will receive a "C" on their shirt.

| | |
|-----------------------|-------------------|
| TOTAL COST: | \$725 |
| PAYMENTS MADE: | \$200 (5/18/2015) |
| TOTAL DUE: | \$525 |

Base price for this league includes 12 players: \$725
 Each player over 12 costs an additional: \$65
 Each 2XL-5XL shirt costs an additional: \$3





TEAM ROSTER INFORMATION

It is the responsibility of the **COACH** to enter their players names AND a valid personal email address for each player online by using the password provided by the BSSC. Exception: When a coach receives individuals from the BSSC.

The BSSC uses this information to confirm player’s participation and communicate with the entire league (rainouts, forfeits, social events, etc.).

****All T-shirts MUST be ordered BEFORE entering players’ names & email addresses****

1. From the tee order form, go to: **“CLICK HERE FOR TEAM ROSTER.”**
2. Type each players names & personal email addresses.....then click **“ADD MEMBER.”**
3. Enter players information until the number of roster spots has reached the total number of T-shirts that appear on the coach’s form.

EXAMPLE: You have ordered 12 T-shirts. You have two players on your roster. You may add 10 more players to your roster.

| | FIRST NAME | LAST NAME | EMAIL ADDRESS | | |
|---|------------|-----------|--|------------|-------------|
| 1 | Jackie | Smith | Jsmith@gmail.com | ADD/DELETE | Signature ✓ |
| 2 | Ray | Mason | ray@msn.com | ADD/DELETE | Signature ✓ |

BSSC Administrative Staff will place a check next to the names of players whose signatures we have collected.

COACHES ONLINE ROSTER DEADLINES / RESTRICTIONS:

- **Coaches meeting to midnight before the first regular season game:**
(YOU **MAY** EDIT TEAM ROSTER)
Completed team online roster form (all full names AND valid personal email address for each player). This will allow the BSSC to send important information regarding the upcoming sports season to the players on your team.
- Player’s names AND valid personal email addresses **MUST** be entered on their team’s online form to avoid a **LOSS** being recorded for the first game (See **B**).
- **(B) After midnight before the first regular season game:**
(YOU **MAY NOT** EDIT TEAM ROSTER).
- Coaches must e-mail the BSSC their team’s info after this date has passed.
- A loss will be recorded for each week that this information is not e-mailed into the BSSC office after this deadline has passed.
- **(C) Day after fourth regular season game has been played:**
(**ROSTERS ARE FROZEN FOR THE REMAINDER OF THE SEASON**)
- Add/Drop roster modifications are no longer allowed.
- Only players on your online roster may participate in the remaining regular season/postseason games.

INDIVIDUAL COACHES ONLINE ROSTER/ T-SHIRT ORDER:

- If you are an all individual coach, the BSSC will place all of this information online for you.
- BSSC will set up a team meeting to introduce players, sign roster, choose team name, ect.



ROSTER MODIFICATION PROCEDURES

You may **NOT** add to your current team rosters after the addition t-shirt order date has passed.

There are **ONLY** two ways to **MODIFY** your team's original online roster after the final tee shirt deadline.

ROSTER MODIFICATION DEADLINE

Modifications **MUST BE** emailed into the BSSC office by **NOON** (Mon-Fri) on the business day before your game using the following address, mikec@baltssc.com.

e.g. #1, Sport is played on Sunday. Email must be sent into the BSSC office by 12:00 pm on Friday.

e.g. #2, Sport is played on Thursday. Email must be sent into the BSSC office by 12:00 pm on Wednesday

1. UNFILLED ROSTER SPOTS

- A coach may fill these spots before the roster modification deadline by emailing the BSSC office (e.g., A coach has ordered 15 shirts and there are only 13 names on his roster. A coach may add two players to his online roster to fill these spots).

2. DROP / ADD

- Teams are able to **DROP** a player from their roster and then **ADD** a new player to their roster before the final roster modification deadline (e.g., Player is injured, player work schedule conflicts with remaining schedule, etc.).
- Once a player has been removed from the roster, they are NOT eligible for league play for the remainder of the season (SEE ILLEGAL PLAYER RULE).
- In order to complete a DROP/ADD, the coach must email the BSSC office with the following information:
 - Coach, Sport, Division, Team #
 - DROP - The original player(s) (full name/valid email address) you are removing.
 - ADD - The new player(s) (full name/valid email address) you are adding.
 - The new player(s) must sign the roster before playing in a game.

ROSTERS TURNED-IN ON GAME DAY

- **ROSTERS PRINTED FROM THE SITE:**
A printed roster from the website can NOT have roster adjustments hand written information on it. (e.g., typed players name scratched out and replaced by another player's name outside the box under release info/written on back of sheet, etc.)
- Since the Roster Modification Procedures were not followed, the player(s) may NOT play in the game until the follow week and add/drop sent to the BSSC.
- **ROSTERS WRITTEN ON BSSC "GENERIC" ROSTER FORM:**
- A roster that was written on a "BSSC Generic Roster Form" turned in at game time will be double checked with the team's online roster.

PRINTING THE TEAM'S ONLINE ROSTER SHEET

- From your teams online roster form, use the "click here for team roster" link to print your team's roster. If your link does not open, please contact the BSSC. We will send you a copy of the roster via email.
- Any player not on the online team roster will be considered an **ILLEGAL PLAYER**. (see "General Team Rules")



ROSTER EXAMPLE (Printed after Week # 1)

- After the online roster form has been completed, bring a printed copy to your game for players to sign BEFORE the start of the game. Hand in your signed roster to BSSC staff.
- You can view which players have signed the roster by checking your online roster.
- BSSC will send each coach and player a “reminder” e-mail if a player has not signed the roster. Once all signatures have been collected, reminders will no longer be sent.
- Before the start of your second game, reprint the roster using the above format. “Already on file” will be listed for ALL of your players who have signed the roster. Once all players have signed, you will not have to bring the roster to the fields.

| Miller, John ROSTER: Baltimore Sports & Social League, Inc. (SPORT/DIVISION) REGULAR SCHEDULE, Team #5 | | |
|--|---|--|
| | Name | Signature |
| 1 | Carter, Mark | “ALREADY ON FILE” (they have signed the roster) |
| 2 | Clayton, Joe | IF BLANK (NO signature) BSSC does NOT have signature for player |
| 3 | Harris, John | IF BLANK (NO signature) |
| 4 | Lett, Katie <i>Shaw, Jane</i> | Player’s name was crossed out and roster turned in at game time. Jane Shaw is not officially on the online roster and may not play in the game. (See Roster Modifications) |
| 5 | Mason, Ray | “ALREADY ON FILE” (they have signed the roster) |
| 6 | Smith, Jackie | “ALREADY ON FILE” (they have signed the roster) |
| <p>For and in consideration of my participation in the Baltimore Sports & Social League, Inc., ALL SPORT LEAGUES, RELATED EVENTS AND ACTIVITIES [hereinafter the 'LEAGUES'] I hereby, for myself, my heirs, executors, successors and administrators assume any and all risk associated with my participation in the LEAGUES, and release and waive any and all rights and claims that I may now, or in the future, have against the Baltimore Sports & Social League, Inc., its agents, subcontractors, employees, directors, officers, and affiliates, arising out of participation in the LEAGUES or any related activities. I hereby fully release and discharge the Baltimore Sports & Social League, Inc. and its agents, directors, employees, officers, and affiliates which are or might be liable to me from any and all claims and demands of whatever nature or in any way growing out of personal injuries, property damage or loss, resulting from, sustained by me or arising out of connected with or in any way associated with the activities of or my participation in the LEAGUE. I acknowledge that the Baltimore Sports & Social League, Inc. is not responsible for any inclement weather nor the condition of any playing field which may affect the LEAGUES and release and waive all claims against the Baltimore Sports & Social League, Inc., its agents, employees, officers and affiliates for damage or loss that may arise there from. I HAVE READ AND FULLY UNDERSTAND THE WAIVER AND RELEASE OF ALL CLAIMS BY SIGNING ABOVE.</p> | | |
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