

<b>Sport:</b>		<b>League:</b>		<b>Division:</b>		<b>Team Name:</b>	
---------------	--	----------------	--	------------------	--	-------------------	--

## KAUKAUNA RECREATION DEPARTMENT ADULT TEAM SPORT ROSTER AND WAIVER

**Waiver**

I, the undersigned, agree to hold harmless and indemnify the City of Kaukauna and the City of Kaukauna 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 Kaukauna, their employees, agents and assigns. I agree to abide by all Kaukauna Recreation Department rules, regulations and accept rulings from Department staff.

Player Name (Print)	Address	Phone	Email Address	Player Signature I have read, understand and agree to the above waiver.
Mgr.				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Registration Checklist			For Office Use Only		
Given information sheet		Understands divisions			
Team fees paid		Knows manager's meeting date			
Non-Resident Fees Paid		Knows we have a web page			
Understands leagues					<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.cityofkaukauna.com](http://www.cityofkaukauna.com).**

## KAUKAUNA 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 non-resident 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. **FEES AND COMPLETED ROSTERS (except for player signatures) MUST BE TURNED IN BY THE REGISTRATION DEADLINE OR YOUR TEAM WILL NOT BE REGISTERED!!!!**
3. Form Instructions:
  - a. Identify the Sport season for which you are registering. Be specific. Examples include: 14" Adult Softball, 16" Adult Softball, etc.
  - b. Identify the League. In most cases, this is the night on which you play.
  - c. Identify the Division. (American, National).
  - 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: Verbeten's/Kilgas.
  - 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 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.**