

# TEAM ROSTERS CLARIFICATIONS

1-25-06 City of Rochester Hills, Parks & Forestry Department

**“To qualify for Resident Fees, the team that reserves the field must provide a team roster including addresses and phone numbers, and a majority of the members/participants must be residents of the City of Rochester Hills. “**

*(CRH Administrative Policy #405-1999 Sports Facilities Use Policy Rochester Hills Municipal Parks. Available on line at [www.rochesterhills.org](http://www.rochesterhills.org) > city services > parks > sports field reservations)*

## Clarifications:

1. Team rosters:
  - a. must be **OFFICIAL** rosters, issued by your league/club (not self-made). Often this means a seal/stamp from your league/club will be on the roster.
  - b. must be submitted to us by your league/club Coordinator (not by the team’s coach or manager).
  - c. must include names, complete addresses and phone numbers of **all** players on the team.
  - d. must be resubmitted **each season** (spring and fall) even if there were no changes from the previous season.
2. To qualify for resident rate, the team roster must prove that **MORE THAN 50%** of the players live in Rochester Hills (NOT Rochester, not Oakland Township, etc!!).
3. Parks Department staff will check the submitted addresses of Rochester Hills players on the team roster against the official street listing of Rochester Hills properties. *To avoid disappointment on your side, you may want to double check yourself first; our experience is that many people routinely say “Rochester Hills” when it really is “Rochester” or “Oakland Twp”.*
4. For reservations made by individual teams, resident rates are applied (if you qualify) from the moment your league/club coordinator submits your team roster for you. Rosters will be date-stamped when they are received by Bert Hallewas.
5. A new, updated team roster must be submitted when a change occurs in your roster that would affect the qualifying for resident rate. Rates will be adjusted from that point in time.
6. How to submit your team roster (to be done by your league/club Coordinator):
  - a. In person, but make sure to ONLY give it to Bert Hallewas and do not “leave it with somebody else”.
  - b. By fax/mail, but make sure to follow up with a phone call to Bert Hallewas to see if he received it.
  - c. By e-mail: [hallewasb@rochesterhills.org](mailto:hallewasb@rochesterhills.org)

## For more information:

Bert Hallewas, CPRP  
Park Ranger II  
Phone 248-656-4797  
Fax 248-656-4609  
E-mail: [hallewasb@rochesterhills.org](mailto:hallewasb@rochesterhills.org)

## Mailing address:

Parks Dept., attn Bert  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

Look at field availability **ON LINE** at

[www.rochesterhills.org](http://www.rochesterhills.org)

> city services > parks > sports field reservations  
and click on  
“Field Availability Calendars”

**For your deposit**  
we are able to accept:

