

TEAM ROSTERS CLARIFICATIONS

12-10-20
City of Rochester Hills
Parks & Natural Resources Department



innovative *by* nature

“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*“

From [CRH Administrative Policy #400-2011 Sports Facilities Use Policy Rochester Hills Municipal Parks](#).

Clarifications:

1. Team rosters:
 - 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.
 - must be submitted to us by your league/club Coordinator (not by the team’s coach or manager).
 - must include names, complete addresses and phone numbers of all players on the team.
 - 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%** (“majority”) of the players live in Rochester **Hills** (*not Rochester, not Oakland Township, etc.*).
3. Our 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 at Borden Park.
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):
 - In person.
 - By mail. Make sure to follow up with a phone call to see if it has been received.
 - By e-mail: fieldreservations@rochesterhills.org

For more information:

Bert Hallewas, CPRP
Phone 248-656-4797
E-mail: fieldreservations@rochesterhills.org

Mailing address:

Parks & Natural Resources Dept.
Attn. Borden Park
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

Return to: [Sports Field Reservations](#) website.