

ROSTER REQUIREMENTS

REMEMBER THE DEADLINE !!

Rosters must be submitted by 5:30 p.m. on your league's established deadline date to avoid late fee charges:

- All Spring rosters (except women) by March 24
- Spring Women by May 3
- Early Summer rosters (Seniors, Lockheed, and Fast Pitch) by May 24
- Summer rosters by June 24
- Mini rosters by July 14
- Fall Rosters by August 24.

The following are the requirements governing the submission of your FAS roster and non-county fees.

1. The official FAS roster form is an online form available on the FAS homepage. It must be completed in its entirety and submitted with applicable non-county payments as designated by 5:30 p.m. on your league's established deadline date as detailed above and in the FAS rule book. FAS business hours are 10:00 a.m. to 5:30 p.m., Monday through Friday, except Fairfax County government holidays.
2. Rosters are not considered submitted until both the completed roster and all applicable non-county payments are **received (not postmarked)** in the FAS office.
3. A player's first and last name must be completed on the roster and must match at least one of the three acceptable FAS proofs of identity (e.g. an original valid military, DMV, or passport photo identification).
4. Every player's information **must be complete** on the FAS roster form or rosters will be returned not approved, resulting in game forfeiture; THIS INCLUDES TELEPHONE NUMBERS.
5. Manager and assistant manager information must be entered as a player to be considered on the roster. Being registered as a manager or assistant manager does not automatically place you on your team's roster.
6. No player while on suspension may be on any team roster.
7. No player may participate in a scheduled game for a team until properly registered on that team's roster.
8. The maximum number of players on a team's roster shall be 30. The minimum number of players on a team's roster shall be 12.
9. At all times, at least two-thirds of the players on a team roster must be legal residents of the County or City of Fairfax, Virginia, however, at no time shall the total number of non-county residents exceed eight (8) unless you are a corporate team permitted the following exception. Exception: The residency requirement will be waived for any team comprised **entirely** of full-time employees from one Fairfax County-based company or a team comprised entirely of full-time employees of the County of Fairfax. Any such business must complete the online verification form with appropriate contact information attesting players are all full-time employees of the company when submitting the online roster. **Waiver of the residency requirement DOES NOT waive payment of the \$30/\$31 non-county player fee.**
10. In order to maintain compliance of the two-thirds resident rule, please use the table on the right as a guide. Please count the following exceptions as "County" residents when establishing your two-thirds compliance: 1) residents of the City of Fairfax, or 2) active military personnel or their immediate family who have a copy of an appropriate military identification.

| Total Number on Roster | Number Non-County Allowed |
|------------------------|---------------------------|
| 12-14 | 4 |
| 15-17 | 5 |
| 18-20 | 6 |
| 21-23 | 7 |
| 24-30 | 8 |

11. Any team failing to comply with the roster requirements will be charged with a 7-0 loss for all games scheduled while it did not have a proper complete roster on file with FAS. A team not meeting FAS established roster deadline requirements and that has not played their first scheduled game, may pay a \$50 penalty fee to avoid the 7-0 losses. This penalty fee may only be paid during scheduled business hours prior to their first scheduled game only. This penalty fee only applies to the first scheduled game. FAS will notify the appropriate league officials of any canceled games. It is not necessary for the affected teams to report to the field.
12. **A new roster is required for each team per season.** The non-county residency fee is payable per person/per team/per sport/per season. A season is defined as spring, summer, mini, and fall.
13. If any deadline date falls on a holiday, a Saturday, or a Sunday, the due date is the following business day.
14. FAS will reject any roster not meeting EVERY requirement for team rosters.

After completing and insuring compliance with all FAS roster requirements as detailed here and in the FAS Handbook of Guidelines and Procedures and Playing Rules:

- Submit your roster using the online roster submission process via the FAS website.
- Submit your appropriate non-county resident fee per player of \$30 (\$31 if paying by credit card) per player/per team/per sport/per season with your roster submission. **(Note: Each season requires a new \$30/\$31 non-county fee per player; e.g.: one for early open, one for late open and one for fall.)**
- If paying by check for non-county fees, please make the check payable to FAS (only one check please.)
- Roster and payment must be submitted and arrive (**not postmarked**) by c.o.b. on your league's established deadline date.
- Sender is responsible for insuring receipt of roster and applicable payments by FAS; rosters not received by deadline regardless of cause will result in the team being assessed prescribed penalties.
- Do not mail any proof of residency documents to FAS; managers must keep copies in their possession at every game with their approved copy of the roster.
- FAS will forward an approved copy with applicable non-county fees to CRS.
- FAS will authorize and email roster approvals to each manager.
- The Department of Neighborhood and Community Services (NCS) will conduct random roster audits, including visits to fields and matches with various Fairfax County databases, to verify the accuracy of the 2/3-compliance rule.
- Teams found in violation of an audit check by NCS will be assessed a \$100 fine from NCS, payable before the team is allowed to continue in the FAS program, and will be subject to FAS disciplinary action.

FAS ROSTER CHANGE REQUESTS

Once the initial team roster has been submitted and approved by FAS:

1. Any changes to the roster must be done online by submitting a Roster Change Request to FAS with non-county residency fee, if necessary.
2. Roster change requests are done from your Manager Home under Rosters.
3. Refunds are never issued for the removal of non-county players; however, you may replace a current non-county player with a new non-county player at no additional charge.
4. An approved roster change authorization is required before a player is eligible to participate in any game.
5. An approved copy of your roster, with all roster changes, must be carried to all games with the applicable proof of residency if the player is a county resident.
6. FAS is responsible for forwarding copies, with applicable payments, to NCS.

FAS business hours are Monday through Friday from 10:00 a.m. to 5:30 p.m.