



CITY OF WAUKESHA PARKS, RECREATION & FORESTRY DEPARTMENT

2026 BASKETBALL REGISTRATION INFORMATION

Team Entry Registration Priority Policy

Team Entry contracts may be completed in person or mailed, (1900 Aviation Dr.), emailed to semanuel@waukesha-wi.gov or online. In person registrations must have payment with them. Mailed or emailed contracts: paying by credit card, Once the form is received and processed an emailed response will be sent indicating payment is ready to be accepted via phone or in person. Upon receipt, you will have three (3) business days to call the office or stop with payment. If you do not pay within that time frame your registration will be removed from the system and you will have to re-submit. All entries must be received in the WPRF office by the dates indicated. ***WPRF is not responsible for delayed mail delivery, unreadable or improperly transmitted forms.***

*****NO REGISTRATION OR MONEY IS ACCEPTED AT THE FIELD OF PLAY!*****

1) RETURNING TEAMS – September 29 – November 30

- A returning team is any team that played in the league the previous year and has the same sponsor as the previous year

2) NEW TEAM REGISTRATION – October 6 – November 30

- New teams can register by dropping off a completed contract sheet at the WPRF Office, mailing (1900 Aviation Dr.), emailing team contract to semanuel@waukesha-wi.gov or online. The team entry fee is due at time of registration.

Player & Roster Information

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1) **TEAM ROSTERS – Due December 18**

TEAM ROSTERS

- ***Upon payment of team entry, manager will receive an email instructing them how to enter their roster on Team Sideline. Rosters must be completed through the Team Sideline site no later than December 18, 11:59 pm.***

2) **TEAM ROSTER NOTES FOR TEAM MANAGERS**

- Each player must complete Team Sideline roster registration to be eligible to play. Any player whose name appears on a roster and does not have all the information requested through Team Sideline, **will not** be considered part of that team. The player will be crossed off the roster and a player add card will be given to the manager. The fee to add a player is \$20.00.

4) **ADDING PLAYERS AFTER THE ROSTER IS COMPLETED AND LATE PLAYER FEE.**

- Player additions may be made throughout the entire regular season.
 - A. A player add card must be filled out and signed by both player and manager.
 - B. Once the player add card is filled out completely, anyone can register the card in the Parks, Recreation and Forestry Office.
 - C. A \$20.00 late player fee will be charged. This fee must be paid at the time the player addition is made for the player to be eligible.

Registration Fees & General Information

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1) **FEES**

- Team/Player Fees \$600 (\$100 discount for 100% City of Waukesha Resident roster) includes up to 12 players prior to the roster deadline, December 18th.
- Any player added after December 18th will result in an additional \$20.00 charge.
- Rosters will be checked for resident status and managers will be credited \$100 if all team members reside within City of Waukesha limits.

2) **UNIFORMS**

- Teams must have uniform shirts of one color, and all shirts must be numbered (minimum height four inches front or back)

3) **BALLS**

- WPRF will provide all game balls.

4) LIMITATIONS OF LEAGUES

- Leagues will be limited to a maximum of ten teams on Tuesday and six teams on Wednesday.

5) LENGTH OF SCHEDULE

- Eight games will be played in the regular season.

6) MANAGERS

- No more than one person can be listed as manager at the same time. The person listed as manager on the contract must be a registered player with the team on the roster.

7) WAUKESHA PARKS, RECREATION AND FORESTRY OFFICE

- The Waukesha Parks, Recreation and Forestry Department is located at 1900 Aviation Drive. Office hours are 8:00 a.m. – 4:30 p.m., Monday through Friday. Our phone number is (262) 524-3737. Call our Information Line, **(262) 522-9356** at any time for up-to-date weather conditions and/or cancellations.

8) VACATIONS/WEATHER

- Leagues will not play when school is not in session.

9) CITY-WIDE BASKETBALL TOURNAMENT

- Upon conclusion of regular season schedule, a City-Wide Basketball Tournament will be held. Tournament will take place on Tuesday/Wednesday evening. Each team allowed in tournament (teams must have 75% rating or better on the Sportsmanship rating forms). Tournament entry fee is included in league fees.

Our officials and score keeper will be enforcing these guidelines. As written in our Adult Sports Policy:

It shall be the responsibility of the manager to control the actions of his/her players during the time of the event. Managers, coaches, players, and fans are responsible for their conduct from the time they reach the facility until the time they leave.