

Adult Sports Roster Instructions

Column	Column Name	Instructions
A	First Name	Type in first name of the participant
B	Last Name	Type in last name of the participant
C	Gender	Select Male or Female from the drop down menu
D	Street Address	Enter the home address of the participant
E	ZIP Code	Enter the home address zip code of the participant
F	Resident	Does the participant reside in Chesterfield County? Select "Yes" or "No" from the drop down menu
G	Non-resident Fee Amount Paid	From the drop down menu, select \$0 for a participant who is a county resident and select \$15 for a participant who is a non-Chesterfield resident
H	League Name	Type in the full league name (example: COPA, Softball Nation, etc.)
I	Division	Type in the division name with the league where the participant plays (example: Monday Co-ed)
J	Team Name	Type in the team name. It may be the same as the division (example: Vipers)
K	Sport	Type in the sport name (example: Softball, Soccer)
L	Season	From the drop down menu, select the appropriate season
M	Year	From the drop down menu, select the appropriate year

- Non-resident Fees are \$15 per participant per season
- Each organization sends one check to Chesterfield Parks and Recreation to cover non-resident fees
- Checks can be made payable to: Chesterfield County Treasurer
- Checks should be mailed to
Chesterfield County Parks and Recreation Department
Attn: Non-residents
P.O. Box 40
Chesterfield, VA 23832