



REVIEW LETTER POLICY YOUTH SPORTS

The following policy and procedures have been established to ensure quality programming.

Independence Township Parks & Recreation Department will offer a Review Letter option for your child to play in a league that they do not qualify for based on their age. Parks & Recreation offers this option for all of our Youth Sports Leagues.

Parks & Recreation will accept Review Letters until a designated Review Letter Deadline. Please see individual league brochure for specific deadline dates. No Review Letters will be accepted after the printed deadline. **NO EXCEPTIONS.**

Once the Review Letter has been turned in to the Parks & Recreation Department, the Review Board, consisting of Parks & Recreation Professionals, will review all requests and make a decision. Review Board decisions are final. No protests will be accepted.

Parents will be notified through a letter of the Review Board's decision. Those children granted approval will be given an allotted amount of time to transfer into the approved league, additional fees may apply. Those children denied approval, will be given an allotted amount of time to request a refund or stay in the league that is appropriate for their age. Refunds must be requested before open registration ends, please see individual league brochures for specific dates.

Special requests and buddy requests, including requests for specific coaches, are not guaranteed when writing a Review Letter. See registration form for details.

Regardless of your choice to utilize the Review Letter Policy, Parks & Recreation highly recommends parents to register their child in the league that corresponds with their appropriate age. This will ensure a spot in our program and will keep teams equal and fair according to age.

**REVIEW LETTER FORM
FOR YOUTH SPORTS**

(Please Print)

SPORT: (Please circle one) BASEBALL/SOFTBALL SOCCER BASKETBALL

CHILD'S NAME: _____ BIRTHDATE: _____ AGE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE #: _____ OTHER PHONE #: _____

HEIGHT: _____ WEIGHT: _____ YEARS EXPERIENCE: _____

LEAGUE(S) PLAYED IN WITH INDEPENDENCE TWP. PARKS & REC. IN THE PAST 3 YEARS: _____

Do we have a birth certificate on file? (Please circle one) YES NO (If no, please attach a copy of one.)

Please tell us the reasons why you think your child should play in _____ (League applying for)

I have read and understand the Review Letter Policy (see reverse side)

PARENT'S NAME (Please print): _____

PARENT'S SIGNATURE: _____ TODAY'S DATE: _____

Thank you for your input. We will not review your letter until the Review Letter Deadline. We will contact you by mail.