



City of Alpharetta Recreation and Parks Department

Athletic Handbook



ALPHARETTA RECREATION & PARKS DEPARTMENT
YOUTH AND ADULT ATHLETIC HANDBOOK

**CITY OF ALPHARETTA RECREATION AND PARKS DEPARTMENT
YOUTH AND ADULT ATHLETIC HANDBOOK**

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SECTION I

A. GENERAL INFORMATION

The City of Alpharetta Recreation and Parks Department (ARPD) is a municipal recreation department funded by the City of Alpharetta and fees and charges collected by the department.

1. Mission Statement:

ARPD strives to promote the highest quality recreation programs and park facilities to our citizens consistent with our core values of Excellence, Stewardship, Integrity, Service and Loyalty. (Approved by Alpharetta Recreation Commission - February 14, 2013)

2. Hours of Operation:

General office hours for ARPD:

Administrative Office: 1825 Old Milton Parkway Alpharetta, GA 30009	Monday-Thursday Friday Saturday Sunday	8:30am – 5:00pm 8:30am – 4:30pm Closed Closed
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Alpharetta Adult Activity Center: 13450 Cogburn Road Alpharetta, GA 30004	Monday-Thursday Friday Saturday Sunday	8:30am – 5:00pm 8:30am – 4:30pm 9:00am – 4:00pm Closed
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Alpharetta Community Center: 175 Roswell Street Alpharetta, GA 30009	Monday-Thursday Friday Saturday Sunday	8:30am – 9:00pm 8:30am – 7:00pm 10:00am – 4:00pm Closed
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Wills Park Recreation Center: 11925 Wills Road Alpharetta, GA 30009	Monday-Thursday Friday Saturday Sunday	8:30am – 9:00pm 8:00am – 7:00pm 8:00am – 12:00pm Closed
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Crabapple Government Center: 12624 Broadwell Road Alpharetta, GA 30004	Monday-Thursday Friday Saturday Sunday	8:30am – 5:00pm 8:30am – 4:30pm Closed Closed
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* Open gym basketball hours vary depending on the season. Call the facility office for exact hours for open gym. Open gym membership or daily pass is required for open gym.

3. Facility Phone and Fax Number Directory:

Main Phone Number	678-297-6100
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Administrative Office Fax	678-297-6101
Alpharetta Adult Activity Center	678-297-6140
Alpharetta Adult Activity Center Fax	678-297-6141
Alpharetta Community Center	678-297-6100
Alpharetta Community Center Fax	678-297-6151
City Pool (Memorial Day to Labor Day Only)	678-297-6108
Crabapple Government Center	678-297-6160
Crabapple Government Center Fax	678-297-6161
Greenway Information	678-297-6100
Special Events Office	678-297-6078
Special Events Office Fax	678-297-6381
Wills Park Equestrian Center	678-297-6120
Wills Park Equestrian Center Fax	678-297-6121
Wills Park Recreation Center	678-297-6130
Wills Park Recreation Center Fax	678-297-6131

4. Rainout Hotline Directory

Adult Athletics Rainout Hotline	678-297-6169
North Park Tennis Rainout Hotline	678-297-6145
Wills Park & Webb Bridge Park Tennis Rainout Hotline	678-297-6168 (press 3)
Youth Athletics Rainout Hotline	678-297-6168 (press 1)
City Pool General Rainout Info	678-297-6108
Swim Lessons & Swim Team Hotline	678-297-6108

5. Website Directory

Alpharetta Gymnastics Academy	www.alpharettagymnastics.com
Alpharetta Recreation and Parks	www.alpharetta.ga.us/recreation
Alpharetta Recreation and Parks website	www.arpdathletics.org
Alpharetta Ambush Soccer Club	www.alpharettaambush.org
Alpharetta City Band	www.alpharettaband.com
Alpharetta Youth Baseball Association	www.alpharettayouthbaseball.org
Alpharetta Youth Softball Association	www.alpharettasoftball.com
North Atlanta Football League	www.nafl.club
North Metro Miracle League	www.nmml.net

6. Organizational Duties:

The Recreation Services Division of ARPD includes an Athletic Division that organizes programs for both youth and adult(s) individual and team sports. League play, special events, and tournaments are organized throughout the year. ARPD is directly responsible for the administration and organization of the following activities:

YOUTH	TEEN	ADULT
Basketball	Basketball	Basketball
Soccer		Softball
Lacrosse		

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B. FACILITIES:

ARPD maintains and operates over twelve (12) recreation areas within the City of Alpharetta. The department oversees nine (9) buildings on these park sites. Included in the City parks are twenty-eight (28) athletic fields, seventeen (17) tennis courts, four (4) gymnasiums, one (1) swimming pool, two (2) outdoor basketball courts, walking trails, playgrounds, and picnic pavilions. For a complete list of facilities, please refer to the City website at www.alpharetta.ga.us/recreation and/or ARPD Leisure Guide.

On December 1, 2012, the City of Alpharetta entered into an Intergovernmental Agreement with Fulton County Schools to use the stadium and practice fields at Milton Center. The City oversees maintenance of the fields and restrooms, and pays for the lights. These fields can be rented to third party groups when not scheduled by ARPD.

C. REGISTRATION AND REFUND POLICIES AND PROCEDURES:

For a current list of Registration and Refund Policies and Procedures, visit the City of Alpharetta website.

D. FEE STRUCTURE:

Before advertising any activity fees, staff should review the current fee structure listed in the City's Revenue Handbook and receive approval from supervisor. The following fee structure is as of FY2016.

Recreational Youth Basketball	\$100 Resident \$175 Non Resident
U5 & U6 Recreational Soccer:	\$80 Resident \$140 Non Resident
U8 Recreational Soccer:	\$100 Resident \$175 Non-Resident
U10 & Up Recreation Soccer:	\$140 Resident \$245 Non-Resident
Recreational Youth Lacrosse	\$150 Resident \$262.50 Non Resident

Fees listed above are seasonal per player. The registration fee helps provide player uniforms, player awards, referee costs, and team equipment. Individual equipment (i.e. shin guards, helmets, knee pads, etc.) must be provided by the participant.

Tryout Fee for Travel/Select Programs:	\$10 Non Refundable
Youth Select Soccer – U8 Pre-Academy:	\$100 Resident \$175 Non-Resident
Youth Select Soccer – U9 Academy & up:	\$140 Resident \$245 Non-Resident
Director of Coaching Fee (Academy & Select Soccer)	\$80 Annual

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Fees listed above are seasonal per player. The registration fee helps provide officials and general supervision for all home games. The fee also covers league fees and routine facility maintenance.

Adult Athletic Programs*:	Team Fee:
Adult Softball	\$450
Adult Basketball	\$400
Teen Basketball	\$400

*There is a \$25 Non-Resident fee in addition to team fee for each non-resident participant who is on the roster. All non-resident fees must be paid on or before the manager meeting for the specific sport. Non-residents who play on multiple teams of the same sport during the same season pay one \$25 non-resident fee for that season. Milton residents do not pay non-resident fees per the terms of the MOU between Alpharetta and Milton. This shall be in effect for the duration of the MOU between the cities.

E. REGISTRATION DATES:

Registration dates for each sport are established by the Athletic Division staff on an annual basis with approval by the Deputy Director. Contact the Administrative Office or the Athletic Staff to obtain exact dates for registration for programs.

SECTION II

A. ELIGIBILITY/REGISTRATION

1. Eligibility Requirements:

All persons interested in participating in an athletic program are eligible to participate if they meet the minimum participation requirements.

- a. Non-residents are eligible provided there is room in the program and provided they pay an additional 75% non-resident fee (or \$25 for adult athletic leagues).
- b. Youth Athletic Leagues: Activity Registration Form with Liability Waiver and Concussion Awareness Policy and Procedure must be completed by parent/legal guardian at the time of registration. Exception: Online registrants “sign” an electronic waiver and concussion awareness statement during the online registration process.
- c. Adult Athletic Leagues: All adult athletic league players must complete adult athletic league roster and waiver before their first scheduled game.
- d. Registration for program occurs within published registration dates.
- e. Copy of birth certificate is presented to staff when registering youth, if not already on file.
- f. Participants of a college or university team which competes against rival colleges or universities must first complete the collegiate season before participating in adult leagues.

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2. Waiting Lists:

ARPD makes every effort to accommodate anyone who wishes to participate in a youth athletic program. Athletic teams are divided in a manner that places an ideal number of players on each team in a league. Once teams are divided it becomes more difficult to add players to teams. If all teams in a league reach the maximum number of players (see Section III) a waiting list will be maintained for that league. Often a program (league) will reach the maximum number of participants. When this happens a waiting list will be started for that program in the computer registration system. Residents (including Milton residents while the MOU with Milton is in effect) take priority on the waiting list. If and when a spot in the program (league) opens, the next resident on the list will be contacted by ARPD at which time they may fill out the registration form and pay any applicable fee. If there are no residents on the waiting list, the next non-resident on the list will be contacted. After one half of the league games have been played, ARPD may use its discretion in deciding whether it is in the best interest of the league to add players from the waiting list.

3. Youth Age Divisions:

Two-year age divisions listed below may be changed to one-year age divisions when expected enrollment deems it prudent and in the best interest of the participants and program. Changes in age divisions must be approved by ARPD Director. If there is insufficient enrollment in any of the age groups listed, ARPD reserves the right to cancel that age group and refund any enrollments.

Basketball: Co-ed 6 year olds
Girls 7 – 8 year Boys 7 – 8 year
Girls 9 – 10 year Boys 9 year
Girls 11 – 12 year Boys 10 year
Boys 11 year
Boys 12 – 13 year
Boys 14 – 15 year
*Boys 15 – 19 year

(11 boys, 12-13 boys, 14-15 boys, 11-12 girls, Teen leagues will not be formed until local feeder and high school teams have been established.) Teams may be changed according to age number of registered participants for each age group.

*This league may operate as a teen/adult league.

Soccer: Co-Ed Under 5
Co-Ed Under 6
Girls Under 8 Boys Under 8
Girls Under 10 Boys Under 10
Girls Under 12 Boys Under 12
Girls Under 14 Boys Under 14
Girls Under 16 Boys Under 16
Girls Under 19 Boys Under 19

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Select Soccer:

Developmental Pre-Academy Program:

Girls Under 8 Boys Under 8

Developmental Academy Program:

Girls Under 9 Boys Under 9
Girls Under 10 Boys Under 10
Girls Under 11 Boys Under 11
Girls Under 12 Boys Under 12

Select Program:

Girls Under 13 Boys Under 13
Girls Under 14 Boys Under 14
Girls Under 15 Boys Under 15
Girls Under 16 Boys Under 16
Girls Under 17 Boys Under 17
Girls Under 18 Boys Under 18
Girls Under 19 Boys Under 19

**Alpharetta Ambush academy and select soccer teams must adhere to the current ARPD Policy on Formation of Alpharetta Ambush Academy and Select Soccer Teams.

Lacrosse: Girls Under 9 Boys Under 9
 Girls Under 11 Boys Under 11
 Girls Under 13 Boys Under 13
 Girls Under 15 Boys Under 15

4. Age Control Dates*:

Age control dates are dates that ARPD uses to place participants in age groups. Participants register for the league based on the age that they are on the age control date. If an individual is ten (10) when they register but turns eleven (11) before the age control date; then that individual must register with a “playing age” of eleven. These dates are as follows:

YOUTH:

Basketball September 1 of the current year
Soccer August 1 of the current year (Georgia Soccer)
NOTE: Effective with the 2016-2017 season,
Georgia Soccer may change the age control date to
January 1 of the next year

Lacrosse September 1 of the current year
Teen 15-19 years, attending High School

ADULT:

All participants must be at least eighteen (18) years of age on or before the date of the first game of the season.

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*When there are less than four (4) teams in one youth age division, the age control dates may be altered to allow more players to join the league.

5. Requirements for Playing in a Different Age Division:

- a. A participant may not enter a younger age division under any circumstances.
- b. A participant may be given permission to enter an older age division provided space is available. Staff will make decisions in its sole discretion. If the participant enters an older age division, he/she must stay in the older division or activity for the remainder of the current season.

B. TEAM SELECTION:

Player evaluations are held for the purpose of devising equal teams. ARPD staff members lead participants through a variety of drills that test the skill of the participant. Evaluations for youth basketball (9 and up) are held at the beginning of each season. Evaluations for youth soccer (U10-U14) are held in the fall season. Evaluations for new youth soccer players are held in the spring season. Evaluations for players in youth lacrosse are held prior to each season.

*When there are two (2) or less teams in one age division, staff may consult with coaches to determine if player evaluations are necessary. If staff and coaches agree that player evaluations are not necessary (primarily for 13-15 year divisions), the teams will be divided based on knowledge of players' abilities and skills by staff, and there will be no team draft by coaches.

Tryouts for academy and select soccer are typically held late May to mid June each year. Soccer tryout dates are determined by Georgia State Soccer Association.

1. Team Size Guidelines

- a. Basketball: Minimum number of players is 6
Maximum number of players is 8
Target: 8
- b. Soccer:
 - Under 5 & Under 6: Minimum number of players is 6
Maximum number of players is 8
Target: 7
 - Under 8: Minimum number of players is 7
Maximum number of players is 9
Target: 8
 - Under 10: Minimum number of players is 8
Maximum number of players is 10
Target: 9
 - Under 12: Minimum number of players is 10
Maximum number of players is 13
Target: 12
 - All other ages: Minimum number of players is 13
Maximum number of players is 18

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- Target: 16
- c. Academy Soccer: Under 8: Minimum number of players is 15
Maximum number of players is 30
Target: 20
- Under 9: Minimum number of players is 10
Maximum number of players is 30
Target: 18
- Under 10: Minimum number of players is 18
Maximum number of players is 30
Target: 27
- Under 11: Minimum number of players is 20
Maximum number of players is 33
Target: 30
- Under 12: Minimum number of players is 20
Maximum number of players is 36
Target: 33
- e. Select Soccer: Under 13 to Under 18: Minimum number of players is 13
Maximum number of players is dependent
on the overall residency percentage for each
- f. Lacrosse: Minimum number of players is 15 for U11 and U13 Lacrosse
Minimum number of players is 10 for U9 lacrosse
Maximum number of players is 20 for U11/13 and 14 for U9
Target: 18
- g. Adult Sports*:
Men's Softball: Maximum number is 15
Coed Softball: Maximum number is 17
Adult Basketball: Maximum number is 15
Teen Basketball: Maximum number is 10

*The maximum number of rostered players on adult athletic teams may be increased at the discretion of the Athletic staff due to extenuating circumstances.

If there are ever less than the minimum number of children registered to form one team, the deadline to register will be extended as needed in order to try to form a team.

2. Participation Requirements

- a. All participants in the youth recreation leagues that attend practice will play in all games as prescribed by the individual sport rules. If a child is not getting to play in games, the parent should contact Athletic Staff stating the complaint. ARPD will investigate the complaint and will take action as deemed appropriate based on findings of the investigation.
- b. Coaches may keep a player out of a game for the following reasons: illness, disciplinary problems, and/or failure to attend practice without proper or advanced communication to the coach. The coach must notify the Athletic Staff if any of the aforementioned situations arise that would prevent a child from playing in a game.

C. COACHES

Coaching a youth sports team should be considered a privilege, not a right. ARPD has established guidelines for potential coaches to follow when applying for a coaching position. ARPD welcomes any and all volunteers who meet the requirements to become a coach. However, during games there is a limit of two (2) coaches who can actively work with a single team. Extra volunteers are welcome during practice sessions as long as they have met the requirements of ARPD.

Effective July 1, 2012, City employees, volunteers, and contracted instructors are required by law to report any suspicion of child abuse to the proper authorities. Failure to do so may result in criminal charges. Volunteers must complete training on mandatory reporting of suspected child abuse.

City of Alpharetta volunteers are required to adhere to the City's "Three Person Rule" for programs with minor participants. A copy of this rule must be provided to all volunteers.

1. Coach Application

Any person wishing to coach must complete and submit a coaching application within the appropriate time period for the specific sport. Applications will also include the City's Criminal History Request Form, copy of Photo ID, Code of Conduct, Three Person Rule, Concussion Awareness Policy and Procedures, and other information pertaining to the specific sport as deemed appropriate. Applications will be reviewed by staff. Applicants selected to coach will be notified by staff.

2. Required Training

In order to coach in ARPD leagues, coaches must be certified through an approved program such as NYSCA (National Youth Sports Coaches Association), Georgia Youth Soccer Association (soccer coaches), Simply the Best, or approved equivalent program as determined by staff. "Hands-on" training programs for coaches will be scheduled as needed by ARPD. ARPD pays the initial certification fee for required training for volunteer coaches, up to \$75 per calendar year. Individual coaches are responsible for renewal of certifications. If a certification program costs more than \$75, the coach must put a request in writing to ARPD staff prior to the start of the program requesting additional funding. A copy of the program agenda/content must be included with the request. Requests are not guaranteed and must be approved by the Department Director (or his designee).

3. Background Checks

ARPD reserves the right to perform a criminal background investigation check on any potential coach (head coach and/or assistant coach). Coaches consent to this check by completing and submitting the City's Criminal History Request Form with photo ID. Any individual who does not successfully complete the City of Alpharetta background check will not be considered for any coaching position with ARPD. Refer to the ARPD Background Check Policy for more information.

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*Note: Successful completion of the City's background check does not guarantee that a volunteer candidate will be selected to coach a team. Staff will make decisions in its sole discretion.

When appropriate, staff may also conduct personal reference checks on volunteer candidates.

4. Evaluation

ARPD staff monitors all coaches throughout the season. Staff attempts to ensure that coaches:

- a. have knowledge of first aid principles for injuries
- b. organize practices that are fun and challenging for all players
- c. demonstrate fair play and sportsmanship
- d. have a knowledge of rules for the sport he/she coaches
- e. ensure a safe environment that is free of drugs, tobacco, and alcohol
- f. place the emotional and physical well-being of the players ahead of a personal desire to win
- g. demonstrate appropriate behavior and language while representing ARPD

Participant/parent feedback on the performance of coaches will be sought at the end of the season. Comments noted on the end of season survey pertaining to performance of the coach will be shared with the coach. Coaches who do not meet ARPD expectations will not be invited back the next season.

5. Code of Conduct

Coaches must adhere to ARPD's Code of Conduct. A copy of the Code of Conduct must be included in the coach application packet. ARPD maintains the right to suspend the coaching privilege of any individual who is unable to carry out the responsibilities of a youth sport coach, as determined by staff.

ARPD staff will thoroughly investigate any and all reported incidents of inappropriate action, language, and/or behavior by any individual representing ARPD, or any allegation of a rules infraction. ARPD staff will follow the guidelines for suspension and/or ejection as outlined in the Code of Conduct.

D. STAFF

1. Game/Facility Supervisor

ARPD Athletic Staff conducts quarterly training for part time employees. The training includes topics such as customer service, ARPD policies and procedures, accident reporting, incident reporting, practice and game day operations, and any other training needed as deemed appropriate.

Game/Facility Supervisors will be at each location during regular scheduled games. Game/Facility Supervisors may remove any player, coach, and/or spectators that are deemed disruptive to the proceedings. They must submit a written report on the incident to the league administrator.

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A coach may lodge a formal complaint against a Game/Facility Supervisor for failure to adequately perform their duties. The complaint will be reviewed and investigated by the City to determine if any action should be taken. Complaints against staff are personnel matters and will be handled per the City of Alpharetta's Employee Handbook.

2. Game Scorekeeper

The Game Scorekeepers are responsible for recording all pertinent events of each game. This includes keeping the score, list of participants, and keeping the time. Scorekeepers are provided for basketball leagues only.

3. Umpires/Officials/Referees

All officials, umpires, and referees should have an appropriate background in the sport in which they are working. Whenever possible, ARPD will contract with an officials association who will be responsible for the booking of officials for ARPD. The Umpires/Officials/Referees may eject any player, coach, and/or spectator that disrupt the proceedings from the field/gym. The game may not resume until the disruptive party leaves the area.

A coach may lodge a formal complaint against an umpire/official/referee for failure to adequately perform their duties. The complaint will be reviewed and investigated by ARPD staff to determine if any action should be taken.

4. Communications

Employees are not allowed to use personal communication devices while on duty. Exceptions: emergency situations where someone in authority is needed or to check on an employee who failed to report to work.

E. PLAYER/SPECTATORS

ARPD players and spectators are expected to adhere to ARPD's Code of Conduct. A copy of the Code of Conduct shall be provided to all players and spectators.

ARPD maintains the right to suspend the playing or spectator privilege of any individual who demonstrates unsportsmanlike behavior that is deemed detrimental to any player, coach, official, spectator, or league administrator, or to the playing facility.

ARPD staff will thoroughly investigate any and all reported incidents of inappropriate action, language, and/or behavior by any player or spectator, or any allegation of a rules infraction. ARPD staff will follow the guidelines for suspension and/or ejection as outlined in the Code of Conduct.

F. UNIFORMS AND EQUIPMENT

Each youth program has rules requiring participants to wear an official uniform for all games. ARPD provides a portion of the required uniform and the participant should provide the rest. Each adult program has rules requiring participants to wear an official

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uniform for all games. The participant should provide the required uniform in accordance with league rules.

Youth coaches that receive equipment are expected to return it promptly after the last game. Coaches are expected to report/return any damaged equipment during the season. Coach refunds (50% of the resident fee) will not be issued until equipment has been returned.

1. Youth Basketball:
 - a. ARPD will provide a uniform for each player, including reversible jersey, shorts, and t-shirt (girls only). All participants must wear rubber soled, non-marking court shoes.
 - b. Equipment needed to practice/play will be maintained by ARPD.
2. Youth Soccer:
 - a. ARPD will provide a jersey, shorts, and socks for each player.
 - b. Participant must provide shin guards. Participants should wear rubber molded cleats or tennis shoes.
 - c. Equipment needed to practice/play will be maintained by ARPD.
3. Youth Lacrosse:
 - a. ARPD will provide a jersey for each player, goalie equipment and balls.
 - b. Participants must provide proper padding and helmets, etc.
 - c. Each team's head coach will receive four game balls before their first practice date.
 - d. Facility supervisor checks out lacrosse goalie equipment before each practice/game.

G. REGULAR SEASON PLAY

Games will not be scheduled on City of Alpharetta-recognized holidays.

1. Youth League Game Schedules:

Game schedules will be given to coaches no later than two (2) weeks before the first game. Games and practices will not be scheduled during Fulton County School breaks including Winter Break and Spring Break. Teams will be expected to practice and play games as scheduled otherwise.

2. Adult League Game Schedules:

Game schedules will be given to team managers no later than three (3) days before the first game.

3. Number of Games:

The total number of games each team will play is based on:

- a. Field/court availability
- b. number of teams in the league
- c. total length of time available to complete the season
- d. available funding as approved in ARPD's budget

Adult and youth sports will play a minimum of 8 regular season games.

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4. Schedule Conflicts:

If a need arises to reschedule a game, the coach must notify the Athletic Staff five (5) business days in advance. The staff will contact the opposing coach and make every effort to attempt to reschedule. The opposing coach is not obligated to reschedule the game. Staff will not schedule around teacher workdays and school testing unless there is sufficient time to complete the season.

5. Practices:

- a. Youth recreation league practices are limited to one hour, once per week prior to the start of the season. Every effort will be made to allow teams to practice on the same day and time each week. Once the season begins, practice space may be limited. If space is available, some older division leagues may be allowed to practice for one and one-half hour per week. If an additional half hour is given to one team in an age division, it will be given to ALL teams in that age division.
- b. The field needs of the recreation leagues are given first priority. Youth travel/select teams will only be allowed additional practice time after the needs of the recreation leagues have been met.
- c. Adult practices are allowed prior to the start of the season if space is available. Field use is at no charge if the team has paid their team registration fee. No practices will be scheduled at ARPD facilities once the season has begun, unless times are available.

6. Cancellations/Rainouts

Every attempt will be made to play the scheduled event at the assigned time. In some instances, a game must be canceled due to inclement weather, or some other unforeseen event. After 4:00pm weekdays and 8:00am on weekends, cancellation will be made on a site to site basis as well as a game to game basis. Rainout hotline numbers are as follows:

(678) 297-6168 – Youth Sports

(678) 297-6169 – Adult Sports

A designated time period will be noted on league schedules for the make-up of canceled games. Exact times, days, and locations of a rescheduled game will be issued at least seven (7) days prior to the make up date. (Exceptions will be during tournament play.) If a team cannot play on the scheduled make up date, then the team will be given a forfeit.

7. Forfeit Policy and Procedure (Adult and Teen Leagues Only):

The purpose of the forfeit policy is to minimize the number of forfeits during league play. Any team that forfeits three (3) games during the season (tournament included) will be dropped from the league. The team may re-enter the league by remitting a \$50 forfeit fee to ARPD within twenty-four (24) hours following the third forfeit.

8. Protest Policy and Procedure (Adult and Teen Leagues Only):

Protest may be made on rule interpretation and eligibility only. An official's judgement cannot be protested.

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Procedure for protesting rule interpretation:

- a. All protests must be made by the protesting team's coach in the presence of the official, the supervisor, and the opposing team coach at the time and place of the incident. The protest must be made immediately following the incident and before the ball becomes alive.
- b. The head official and supervisor will resolve the protest at the game site if possible. If satisfaction is not gained by the protesting team after the head official and the supervisor have made their decision, further consideration may be obtained by filing a written protest by 4:30pm on the day following the contest. Protests made in games played on Friday, Saturday, or Sunday must be filed in ARPD office by 4:30pm the following Monday.
- c. All protests must be typed and include the time and date of the contest, all details of the game including the score, time-outs remaining, fouls, position of the ball at the time of the protest, the team and/or individuals involved and the final outcome of the game. A non-refundable protest fee of \$50 must accompany the written, formal protest in order for the protest to be considered.
- d. Protests filed on playoff games will be decided at the time of the incident by 1) Athletic Staff, 2) Field Supervisor, or 3) Head Official on duty.
- e. Protests may be filed only on misinterpretation of the rules or on player eligibility. **NO PROTESTS WILL BE ACCEPTED ON THE JUDGEMENT CALLS OF AN OFFICIAL!!**

9. Procedure for Eligibility:

- a. Coaches who wish to check the eligibility of a player may come to ARPD Crabapple Office and request a thorough check on the individual in question without charge.
- b. Personal information on players shall remain confidential.
- c. If an individual is found to be ineligible, he/she will be immediately suspended from league play.
- d. The team will forfeit all games that the ineligible player participated in during the season. These forfeits will not count toward the teams' forfeit limit.

10. Procedure for Rule Changes:

- a. Any proposed changes to the Athletic Rules must be submitted in writing to the Athletic Division Staff.
- b. Staff will discuss and consider all proposed changes.
- c. Rule changes will be implemented with a majority vote of the Athletic Division Staff.
- d. Staff will implement at an appropriate time any and all changes that are deemed in the best interest of the league.

11. Awards:

Awards for youth and adult leagues are given based on the rules and regulations that guide each sport.

H. POST-SEASON PLAY

1. Brackets:

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For all other post-season play, teams will be arranged to play based upon their season win-loss record. Teams with the best win-loss record would receive any available byes. Ties will be dealt with in the following order for TWO (2) TEAMS TIED:

- a. head-to-head competition
- b. point differential in head-to-head
- c. highest ranked common opponent
- d. point differential against highest ranked common opponent
- e. total point differential in ALL league games (PF-PA) – forfeited games count as a 10-0 score)
- f. coin toss by the league administrator

Ties will be dealt with in the following order IF MORE THAN TWO (2) TEAMS ARE TIED:

- a. head-to-head competition (all teams playing equal times)
- b. point differential in head-to-head competition (all teams playing equal times)
- c. highest ranked common opponent
- d. point differential against highest ranked common opponent
- e. total point differential in ALL league games (PF-PA) – forfeited games count as 10-0
- f. coin toss by the league administrator
- g. If this scenario results in ‘head-to-head’ win-loss situation with 2 teams, refer back to the TWO TEAMS TIED rules for win-loss and run differential.

Brackets will be drawn and published in a timely manner by the Athletic Staff. Brackets will be drawn using the guidelines as set forth in the league rules. For adult and teen leagues, the top six (6) teams per division will be eligible for post-season play. For youth leagues, all teams are eligible for post-season tournament play. For the youth leagues that schedule post-season tournament play, it will begin at age division 9 and up.

2. Rainouts:

Youth post-season tournament games may be played on any day of the week. In the event that a post-season game is rained out, a message will be placed on the League Administrator’s voice mail one hour prior to the scheduled game. If no message is left, all teams must come to the game dressed to play at their scheduled time to avoid a forfeit. The coach will be responsible for notifying his/her players. Games will be rescheduled for the next available time. The tournament bracket will be adjusted accordingly.

3. Protests:

Protest in post-season will follow the same guidelines as in regular season games.

4. Awards:

Awards will be given as stated in each sport’s rules and regulations.

I. ALL-STARS

The Alpharetta Recreation and Parks Department will form all-star teams for various youth sports leagues, provided there is sufficient interest from league administration,

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coaches, and players. This will be determined by ARPD staff on a case-by-case basis each season.

SECTION III

A. ATHLETIC CALENDAR

- January – Spring Recreational Soccer Evaluations
Spring Select Soccer practices begin
Spring Recreation Lacrosse Evaluations
Winter Teen League Basketball ends
Winter Youth League Basketball games
- February - Spring Teen League Basketball registration and season begins
Winter Youth Basketball season ends
Spring Adult League Basketball registration and season begins
Spring Recreational Soccer practices begin
Spring Recreational Lacrosse practices begin
Spring Adult Softball registration begins
- March - Spring Teen League Basketball
Spring Adult Basketball
Spring Recreational Soccer games begin
Spring Select Soccer games begin
Spring Recreational Lacrosse games begin
Spring Adult Softball games begin
- April - Select Soccer Tryout Registration opens – coach selection process begins
Spring Teen League Basketball ends
Spring Adult Basketball
Ongoing softball / soccer / lacrosse
- May - Spring Adult Basketball season ends
Spring Recreational Soccer season ends
Spring Select Soccer season ends
Spring Recreational Lacrosse season ends
Spring Adult Softball ends
Summer Adult Softball registration and season begin
Select Soccer coaches are selected
- June - Summer Adult Softball games
Fall Select Soccer try-outs
Fall Recreational Athletic League Registration begins (soccer

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and lacrosse)

- July - Select Soccer Camps
 Recreational Soccer Camps
 Summer Adult Softball games
 Fall Adult Basketball League registration and games begin
 Fall Recreational Athletic League Registration ends
- August - Fall Recreational Soccer practices begin
 Fall Select Soccer practices begin
 Fall Lacrosse practices begin
 Winter Youth Basketball registration begins
 Fall Adult Softball registration begins
 Fall Adult Basketball games
- September - Winter Youth Basketball evaluations
 Fall Adult Softball games begin
 Fall Adult Basketball games
 Fall Recreational Soccer games begin
 Fall Select Soccer games begin
 Teen League Basketball games begin
- October - Winter Youth Basketball practice begins
 Fall Adult Softball games
 Fall Adult Basketball season ends
- November - Spring Recreational Youth Athletic League Registration begins
 (soccer, lacrosse)
 Fall Youth Athletic League seasons end
 Fall Adult Softball season ends
 Teen League Basketball games end
- December - Winter Youth Basketball games begin
 Spring Recreational Youth Athletic League Registration ends