



### PARENTS INFORMATION PACKET

Thank you for registering your child with Fayetteville-Cumberland Parks and Recreation (FCPR). The following packet has been prepared for you to provide basic information about FCPR programs. The packet contains items such as Frequently Asked Questions (FAQ'S), important dates to remember, registration districts and procedures, coach recruitment, player draft procedures, sports information sheet, etc.

It is our sincere desire to serve you and your child with the best athletic program possible. We hope that you will take a few moments and read through this information. Hopefully, any question you have will be answered within this packet.

Please visit our website at [www.fcpr.us](http://www.fcpr.us)

REGISTRATION GUIDELINES – YOUTH TEAM SPORTS

TRADITIONAL team sports, defined as winter basketball, spring baseball, spring softball, fall soccer, football, and volleyball. These programs are governed by strict registration zone enforcement and residency requirements, player drafts, no pre-formed teams, and a minimum play rule for each player.

NON-TRADITIONAL sports are also offered – indoor soccer, summer basketball, summer volleyball, fall baseball, fall softball, lacrosse, rugby. These programs are similar with the exception that scores and won-loss records are not kept, drafts are not conducted, pre-formed teams are allowed, and registration zones are not enforced.

These guidelines apply to both unless otherwise denoted.

1. Participants must be residents of Cumberland County.
2. Residents of the Hoke County, Harnett County, Sampson County, Robeson County, Bladen County or any other county are not eligible to register. Hope Mills residents will be eligible to register in Zone 2 if the town does not offer the same program (example: volleyball, rugby).
3. The registration period will be held for 2 months for each sport.
4. Three (3) proofs of residence will be required at the time of initial registration. It is recommended that one of the proofs of residence be a school document. Proofs of residence will be required the first time a child is registered, every 2 years as the child ages, and when there is a change of address. Copies of the proofs of residence will be kept in the recreation center. See below for acceptable proofs of residence.

- |                               |  |
|-------------------------------|--|
| ✓ Drivers license             | ✓ Utility bills (gas, electric, water/sewer, phone, heating, waste disposal) |
| ✓ Voters registration         | ✓ Financial (loan, credit, investments) records                              |
| ✓ Welfare/childcare records   | ✓ Insurance documents  |
| ✓ Federal records             | ✓ Medical records  |
| ✓ State records               | ✓ Military records   |
| ✓ Municipal records           | ✓ Internet, cable, satellite records   |
| ✓ Support payment records     | ✓ Vehicle records  |
| ✓ Homeowner or tenant records | ✓ Employment records   |
| ✓ School records              |  |

5. Proof of age will be required at the time of initial registration. Acceptable documents are: birth certificate / military ID / passport. A photocopy will be kept on file for future reference.
6. *Player will not be placed on a team until their picture is captured in Rectrac.*
7. Each player must have a registration form on file. Staff is to make sure the form is filled out completely – no blank areas. The parent or legal guardian of the player must complete/sign the registration form. If staff receives a registration form from a non-parent/legal guardian, staff will call the parent/legal guardian to verify that the information on the form is correct. Failure to do so will invalidate the registration.
8. (TRADITIONAL) Zones enforced: participant’s physical address determines which zone they will play in.
9. (TRADITIONAL) Recreation centers will be divided into 7 registration zones.
10. (TRADITIONAL) If a participant is found to be out of zone improperly, they will be removed from that roster but permitted to play on a team in their home zone.
11. (TRADITIONAL) Drafting options for zones with multiple centers:
  - a. Option 1: all centers within the same zone are allowed to conduct a zone draft that includes all players registered within their zone.
  - b. Option 2: each center will be allowed to form their own teams if they have the minimum # of players.
  - c. If a center does not have enough players to form their own teams, their players will be placed into a draft with the other centers in their zone or placed on teams at another center in their zone. Unique circumstances will be addressed in writing through the lead athletic coordinator and athletic director.
12. A late registration period will be held up until the date of the player draft. \$5 late fee will be charged.
13. After the player draft, late registration (on a space available basis) will last until **the close of business on the day prior to the first game**. \$5 late fee will be charged.
14. Play-up requests must be received prior to the draft or at the time of registration.
15. (TRADITIONAL) New legal players will be assigned to a team using the FCPR draft.
16. (TRADITIONAL) Returning legal players who register prior to the draft will be placed on their previous team roster.
17. (TRADITIONAL) New or returning legal players that register after the draft will be placed on a team according to program needs, if a roster spot is available.
18. (TRADITIONAL) A player draft will be held if there are enough players for more than 1 team.
19. (TRADITIONAL) Players register at a center in their zone of eligibility. If a zone is full after conducting their player draft, additional late registrations can be transferred to a neighboring zone under the following conditions:
  - a. Only full time center staff can transfer players.
  - b. Full time center staff must verify that the home zone is full via email correspondence
  - c. Staff must print the email verification and staple to the registration form/receipt that is kept on file.
  - d. Lead athletic coordinator is to be made aware at time of transfer.
  - e. In the “comments” section on the Rectrac receipt, staff must denote that the players home zone was full
20. (TRADITIONAL) *Once a player has been assigned to a team, their eligibility remains with that team and recreation center for the duration of that age group. Exceptions:*
  - a. *Change in residence.*
  - b. *Legal transfer(refer to # 18).*
  - c. *Extreme circumstances.*
  - d. *Play-up approved.*
21. Summer basketball, summer volleyball, indoor soccer, cheer, fall baseball, fall softball , lacrosse, rugby,AND 6U sports are allowed pre-formed teams. Otherwise, players in these programs will be assigned to teams by center staff.
22. Summer basketball, summer volleyball indoor soccer, fall baseball, fall softball, lacrosse, rugby: Zones not enforced– participants in these programs can play at any recreation center.

SPORTS COMPARISONS

	Out of county?	Zones enforced?	Drafts?	Pre-formed teams?
<b>TRADITIONAL SPORTS</b>				
winter basketball	NO	YES	YES	NO
spring baseball	NO	YES	YES	NO
spring softball	NO	YES	YES	NO
Football	NO	YES	YES	NO
soccer (fall)	NO	YES	YES	NO
Volleyball	NO	YES	YES	NO
Cheer	NO	YES	YES	NO

NON-TRADITIONAL SPORTS

summer basketball	NO	NO	NO	YES
fall baseball	NO	NO	NO	YES
fall softball	NO	NO	NO	YES
indoor soccer	NO	NO	NO	YES
Summer volleyball	NO	NO	NO	YES
Lacrosse	NO	NO	NO	YES
Rugby	NO	NO	NO	YES

## **COACH RECRUITMENT PROCEDURES**

1. Center staff will have the primary responsibility to recruit and select coaches.
2. During registration, center staff should ask all parents if they are willing to coach:
  - a. If a parent is interested in coaching, they must fill out a volunteer (coaching) application
  - b. If willing (but only if needed) they should be added to a “potential coaches” list, maintained at each center
3. Prospective coaches must be at least 18 years of age.
4. Prospective coaches must pass a criminal background check before they will be assigned a team.
5. All adults who pass the criminal background check will be placed in a pool for prospective coaching vacancies.
6. Coaches will not be allowed to begin practice until they have passed the criminal background check.
7. Tenured coaches must notify center staff, in writing, via the volunteer (coaching) application, if they desire to return.
8. Coaches in “good standing” will maintain current team assignments within a league if requested via the volunteer (coaching) application within the first two weeks of the open registration period.
9. Youth associations will be allowed to review the pool of approved coaching applicants upon request.
10. If the youth association has reservations about a prospective coach, immediate documented justification must be provided to support the concerns.
11. If the youth association does not recommend/endorse/approve a prospective coach, that individual may appeal the youth association’s decision, in writing, to the Recreation Director within five (5) working days of notification.
12. FCPR will have the final approval of all coaches.
13. Center staff should determine how many head coaches will be needed by dividing the number of players registered in an age group by the minimum number of players required to form a team.
14. Head coaches will be assigned prior to the draft.
15. Team assignments will be at the discretion of center staff.
16. If a team does not have a head coach returning, all assistant coaches will be offered the head coaching position. If all assistant coaches request the team, see next item.
17. For multiple requests of the same team, assignments will be at the discretion of center staff, based upon factors such as, but not limited to: good standing, experience and parental involvement.
18. When there are more coaches than teams available, assignments will be at the discretion of center staff, based upon factors such as, but not limited to: good standing, experience and parental involvement.
19. In an effort to allow all to participate, center staff will select for teams without a head coach during the draft.
20. Center staff will then make every effort to acquire a head coach for the newly drafted team by meeting with parents, polling the “potential coaches” list and exploring any other available options.
21. Center staff will document all attempted contacts to potential coaches, with a minimum of 3 attempted contacts required.

### Draft Procedures

1. New players must go through the draft.
2. Returning legal players who register prior to the draft will be placed on their previous team roster.
3. New or returning legal players who register after the draft will be placed on a team according to program needs. (IF ROSTER SPOTS ARE AVAILABLE).
4. Teams will draft in the reverse order of their finish from the preceding season. This will continue with teams picking in this order each round. Example:

<u>Order of Finish</u>	<u>Order of Draft</u>
Team A 1 <sup>st</sup>	Team D 1 <sup>st</sup>
Team B 2 <sup>nd</sup>	Team C 2 <sup>nd</sup>
Team C 3 <sup>rd</sup>	Team B 3 <sup>rd</sup>
Team D 4 <sup>th</sup>	Team A 4 <sup>th</sup>

5. When there are enough players to form a new team or teams, the new team or teams will pick first and have an extra pick at the end of the 1<sup>st</sup> and 3<sup>rd</sup> rounds and all following odd numbered rounds.

<u>Order of Finish</u>	<u>Draft Order-Rd. 1</u>	<u>Draft Order-Rd. 2</u>	<u>Draft Order-Rd. 3</u>
Team A 1 <sup>st</sup>	New team 1	New team 1	New team 1
Team B 2 <sup>nd</sup>	New team 2	New team 2	New team 2
Team C 3 <sup>rd</sup>	Team D	Team D	Team D
Team D 4 <sup>th</sup>	Team C	Team C	Team C
	Team B	Team B	Team B
	Team A	Team A	Team A
	New team 1		New team 1
	New team 2		New team 2

6. No team can pass on their time to pick. All players must be drafted.
7. When a team reaches the minimum amount of players required on a roster, it will suspend drafting players until all other teams reach the required minimum amount of players. When all teams have reached the minimum roster limit, they will all resume-drafting players.
8. A team stops picking when they reach the maximum roster limit.
9. All team rosters must be full before a center will start a waiting list.
10. A head coach gets his child, but has to take him as his 1<sup>st</sup> pick. All head coaches will be assigned before the draft. A new head coach cannot be assigned to a team that has a head coach or assistant coaches' child returning in an attempt to avoid the draft.
11. All players that have a brother or sister already on a team will count as that teams 3<sup>rd</sup> round pick. Siblings in the same draft will count as 1 pick.
12. Players not attending the draft/skills assessment will have their names placed in a "hat" and a blind draw will be conducted (after all players at the assessment have been chosen).
13. Under extreme circumstances, a returning player will be allowed to reenter the draft. His former team will be allowed an extra draft pick after he is chosen. Example: Art Smith reenters the draft and is chosen as the 4<sup>th</sup> pick in the 1<sup>st</sup> round. His former team would get the 5<sup>th</sup> pick in the 1<sup>st</sup> round. The team scheduled to pick 5<sup>th</sup> would pick 6<sup>th</sup>, and so on.
14. Players may be traded after the draft has concluded. All trades must be done in the presence of staff within 1 hour of the conclusion of the draft. After trades are finalized within the 1-hour limit, roster changes are no longer allowed.

15. Staff will have the authority to rule on any point not specifically covered by these guidelines.

- Center staff will administer the draft.
- Center staff will determine the number of teams that will be in the draft by dividing the total number of players registered (new and returning) by the minimum # of players required to have a team.
- When the draft has ended, all teams must have at least the minimum # of players on their roster as required by FCPR rules.
- Center staff will send a list of their teams (per age group) to Athletics.
- A skills assessment will be conducted prior to each draft. All new players must participate. All new players not attending the skills assessment will have their names placed in a hat and a blind draw will be conducted after all players at the assessment have been chosen.
- Coaches will attend the assessment and draft and will select players.
- If a coach does not attend the draft, center staff will select players for that team.
- If a team does not have a coach prior to the draft, center staff will select players for that team and try to find a coach by calling the parents of each player selected. If no one volunteers to coach, the team will be dropped and their registration fee refunded
- Each coach will receive a database of all eligible players in their age group. Coaches will pick players from this database. As a player is selected, center staff will denote their team name on the database sheet.
- Play up requests must be submitted prior to the draft or at the time of registration.
- Local changes cannot be made to these procedures
- Recommended changes must be approved by the Athletic Director and will apply to all centers.

## FAQ'S (Frequently Asked Questions)

1. When is registration?  
Varies according to the sport. A two-month open registration period is held for team sports. Baseball, Softball, and Indoor Soccer registration is January 1 to March 1. Football, Soccer, Cheer, Fall Baseball/Softball registration is June 1 to August 1. Basketball registration is October 1 to December 1. Beginning and ending dates are adjusted if they fall on Sundays or holidays. Also, refer to the Dates to Remember and Sport Information sheets included in your packet.
2. Where can I register?  
Participants **will be assigned to play in the center determined by the address.** Some registration zones have several recreation centers that will conduct 1 draft. It is possible for a child to register at 1 center, but then be drafted onto a team at another, nearby center. The following centers will conduct a single draft – Lake Rim, EE Miller, Cliffdale and Westover are in Zone 3; Kiwanis, Myers, Massey Hill, Douglas Byrd, and Spivey are in Zone 1; Pine Forest, Smith, and College Lakes are in Zone 4. Example – a child may be registered at EE Miller, but could be draft onto a team at Lake Rim, Cliffdale, or Westover.
3. What is needed to verify my address?  
3 proofs or residence will be required. A school document is preferred. You can also use utility bills, mortgage statements, lease or rental documents, driver's license, insurance documents, vehicle registration, etc.
4. How much does it cost to register?  
\$20 per sport, except football, which is \$25
5. Is a birth certificate required?  
Yes. A copy is kept on file in the recreation center.
6. May I bring a copy of the birth certificate back if I do not have it when I come to register? Registration forms and payment will not be accepted without a birth certificate.
7. Are any other documents acceptable to verify my child's age?  
Yes. A passport or military ID will be accepted. A copy will be kept on file in the recreation center.
8. How are children assigned to teams?  
All new players are assigned to teams using the FCPR drafting procedures, which involves a skill assessment. Drafting guidelines are included in your packet. In programs where no score is kept, players are assigned randomly to the teams
9. My child is a returning player. Does he/she go back to the same team?  
Yes, if they are in the same age group as last year and meet residency requirements. If they register after the draft, they will be assigned according to program needs. If they are aging up, they will be assigned to a team using the FCPR draft
10. Can I request a specific team?  
No. In the interest of fair play and even competition, players are assigned using the draft.
11. If I am a head coach, will my child play on my team?  
Yes, if you coach a team in his/her age group and proper district.



12. When will the draft be held?  
Varies according the sport and the recreation center. Refer to the Dates to Remember sheet included in your packet, which lists the time period for all drafts to be conducted. Your recreation center will notify you with the specific date/time.
13. Who will supervise the draft?  
Center staff.
14. How do I find out what team my child is on?  
After the draft is conducted, your child's coach will call you. You may also call your recreation center.
15. If I do not like the team that my child is drafted onto, can I switch him/her to another team?  
No. In the interest of fair play and to insure balanced rosters, players will not be moved. Once a player has been assigned to a team, their eligibility remains with that team and recreation center for the duration of that age group. Exceptions: Change in residence; Legal transfer(refer to Registration Guidelines, item 18); Extreme circumstances; Play-up approved
16. Are teams allowed to trade players?  
Yes. Coaches have 1 hour after the conclusion of the draft to trade players, as long as it is done in the presence of staff. Refer to draft guidelines for details.
17. My child is very talented. Can he/she play-up into the older age group?  
You can fill out a "play-up request" form. The play up request form must be submitted prior to the draft, or when you register. If staff determines it to be necessary, an assessment may be held to determine if your child is fit to play up. If approved, players can play-up 1 year in age.
18. Where are practices and games played?  
FCPR uses the local parks and school sites in your community. Recreation center staff will coordinate practice times and sites with the coaches.
19. Will my team travel to other sites for practices or games?  
It is possible. Every effort is made to keep practices and games at central locations to reduce travel and expense. However, the number of teams a community has will determine if travel is necessary.
20. Am I required to stay at the practices and games?  
It is strongly encouraged that parents attend practice.
21. When will the games begin?  
Varies according the sport. Refer to the Dates to Remember sheet included in your packet.
22. How many games will my team play?  
Varies according to the sport. Baseball & softball play approximately 12 games; Basketball, Football, and Soccer play approximately 7 games.
23. When are the games played? Weeknights? Saturdays?  
Baseball/softball games are played mainly weeknights, with some Saturdays. Weeknight games typically begin at 6pm and 7:30pm. Baseball/softball games sometimes last until 10pm. FCPR does not allow an inning to begin after 10pm. Basketball/Football/Soccer/Cheer/Volleyball are played primarily on Saturdays, with weeknight games occasionally.
24. How many games will my child play per week?  
Typically, baseball/softball teams play twice per week. Most other sports play 1 game per week.

25. How do I find out if the game is cancelled because of rain? Sign up for text alerts! Text “fcprd” to “84483”. Rainouts are also announced on the inclement weather hotline...306-7325
26. Is a uniform provided by FCPR?  
The cost of a numbered t-shirt is included in the registration fee. If a coach, team, or youth association wishes to purchase custom uniforms, which is their option at their own expense.
27. Are background checks conducted on the coaches?  
Yes
28. Can I request a refund if I am unhappy with the program?  
Yes, as long as the request is received prior to the first game.
29. Are games cancelled for individual school functions?  
No. The only school function FCPR will schedule around will be the countywide end of grade testing.
30. My child is involved in Boy Scouts and other activities. Will his/her games be scheduled around those activities?  
No. With so many options available for children today, it is not possible to honor all of those.
31. Who do I contact if I have a complaint to file against my coach?  
Please put the complaint in writing and deliver it to your recreation center.
32. Are tournaments played in all age groups and programs?  
No. Tournaments are conducted in programs for players ages 9 and up.
33. What equipment is provided?  
Some basic equipment is provided by FCPR, depending upon the sport. While this is not the detailed list of items each team receives, the following is a basic listing of the major items: football teams receive helmets, shoulder pads, pants for each player; baseball teams receive batter helmets, catchers equipment, bats; basketball and volleyball teams receive balls; soccer teams receive balls, cones, and a goalie jersey. FCPR does not provide personal items such as baseball gloves, protective cups, shoes, socks, soccer shin guards, mouthpieces, etc.
34. Where can I buy some of the personal items needed?  
Major retailers and sporting goods stores carry these items.
35. Are dogs allowed in the park during games?  
Pets are not recommended, but it is handled on a case by case basis.
36. Is smoking allowed during events?  
Cumberland County Schools does not allow smoking on school property. Therefore, during any FCPR event on school property, smoking is not allowed.

REGISTRATION ZONES

<b>ZONE 1</b>	<b>ZONE 2</b>	<b>ZONE 3</b>	<b>ZONE 4</b>	<b>ZONE 5</b>	<b>ZONE 6</b>	<b>ZONE 7</b>
Kiwanis	Stoney Pt	Lake Rim	Smith	Eastover	Stedman	Grays Creek
Myers		EE Miller	College Lakes			
Massey Hill		Cliffdale	Pine Forest			
Spivey		Westover				
D.Byrd						

**BASKETBALL:**

- Registration is held Oct 1/Dec 1
- Ages 5-17
- Instruction camp for ages 5-6
- Season begins 2<sup>nd</sup>/3<sup>rd</sup> Saturday in Jan
- Avg. 7 games per
- Age cut off date – April 1
- Min. 7, max. 10 for ages 12 under
- Min. 7, max 12 for ages 13 up

**BASEBALL:**

- Registration is held Jan 1/March 1
- Ages 5-18
- Season begins 2<sup>nd</sup>/3<sup>rd</sup> Saturday in April
- Avg. 12-15 games per
- Age cut off date – May 1
- Min. 12, max. 14 for 12 under
- Min. 12, max. 15 for 14U, 16U, 18U

**SOFTBALL:**

- Registration is held Jan 1/March 1
- Ages 7-18
- Season begins 2<sup>nd</sup>/3<sup>rd</sup> Saturday in April
- Avg. 12-15 games per
- Age cut off date – January 1 (current yr)
- Min. 12, max 13 for ages 12 under
- Min. 12, max 15 for ages 18 under

**FOOTBALL:**

- Registration is held June 1/August 1
- Ages 7-14
- Season begins 2<sup>nd</sup>/3<sup>rd</sup> Saturday in Sept
- Avg. 7 games per
- Age cut off date – December 1
- Min. flag 13, tackle 20
- Max. flag 16, tackle 25

**SOCCER:**

- Registration is held June 1/August 1
- Ages 5 - 17
- Season begins 2<sup>nd</sup>/3<sup>rd</sup> Saturday in Sept
- Avg. 7 games per
- Age cut off date – December 1
- Min. 8, max 10 for 6U
- Min. 12, max. 14 for 8U 10U 12U
- Min. 13, max 15 for 14U & 17U

**CHEER:**

- Registration is held June 1/August 1
- Ages 5 – 6 instructional program
- Ages 7 – 14 team cheer
- Season begins 2<sup>nd</sup>/3<sup>rd</sup> Saturday in Sept
- Avg. 7 games per
- Age cut off date – December 1
- Max. 15-20 recommended

**VOLLEYBALL:**

- Registration is held June 1/August 1
- Ages 9 - 17
- Season begins 2<sup>nd</sup>/3<sup>rd</sup> Saturday in Sept.
- Avg. 6-8 matches per
- Age cut off date – December 1
- Min. 8, max. 12

**WRESTLING:**

- Registration is held Dec 1/Feb 1
- Ages 5-12
- Matches begin in March
- 6 matches planned
- Age cut off date – January 1

**INDOOR SOCCER:**

- Registration is held Jan 1/March 1
- Ages 5-12
- Season begins 2<sup>nd</sup>/3<sup>rd</sup> Saturday in April
- Avg. 7 games per
- Age cut off date – May 1
- Min. 8, max. 12

**FALL BASEBALL:**

- Registration is held June 1/August 1
- Ages 7-17
- Season begins after Labor Day
- Avg. 12-15 games per
- Age cut off date – May 1 of next yr
- Min. 12, max 15 for 14U, 18U
- Min. 12, max 13 for 8U, 10U, 12U

**FALL SOFTBALL:**

- Registration is held June 1/August 1
- Ages 7-17
- Season begins after Labor Day
- Avg. 12-15 games per
- Age cut off date – Jan. 1 of next yr
- Min. 12, max 13 for 8U, 10U, 12U
- Min. 12, max 15 for 14U, 18U

Revised 04/6/15