

# Carrboro Recreation and Parks 2019 Youth Flag Football Participant Handbook



## **1. DEPARTMENT INFORMATION**

Sponsor: Carrboro Recreation and Parks Department  
Address: 100 N. Greensboro St, Carrboro, 27510  
Phone: 919-918-7364  
web site: <http://www.townofcarrboro.org/349/Athletics>

Office hours: 8:30am- 5:00pm (Monday - Friday)

## **2. PHILOSOPHY**

It is the philosophy of the Carrboro Recreation and Parks Department that recreation should encompass social, physical and emotional benefits for our community's diverse population. There should be a variety of arts, athletic, and social programs, as well as events and services that encourage health, relaxation, enjoyment, cultural enrichment and learning opportunities for community involvement.

## **3. DEPARTMENT MISSION STATEMENT**

To enrich the leisure needs and quality of life for citizens by providing accessible facilities, creative and diverse recreation opportunities and a safe public park system.

## **4. REGISTRATION**

Youth Flag Football registration is accepted on an individual basis. All participants must register for each season/program. Anyone may register, male or female, to participate in the league.

Participants are registered based upon their playing age. No player may participate on two teams within the flag football program.

League: Ages 9-12 based upon an August 31, 2019 cut-off date.

**\*\* Special Request for team selection \*\***

When a registration form is filled out for a program, any special requests such as: friends to be teammates, car-pooling, medical reasons, etc., must be written on the form in the "special information area." The Recreation and Parks Department will inform the coaches of these "special requests" prior to the league draft. **SPECIAL REQUESTS ARE NOT GUARANTEED.** It is not mandatory for coaches to fulfill these requests however they are encouraged to draft with them in mind.

**5. REFUND POLICY**

If someone wants to cancel their registration before the season starts, they must notify the Carrboro Recreation and Parks Department in writing to be considered for a refund.

**6. TEAM PLACEMENTS**

The Recreation Department will designate times for team placements. Team Placement is the process used for the formation of teams in our youth athletic programs. The goal of team placements is to create a balance among all the teams in a specific league and to maintain interest among all participants by providing the fairest level of competition possible. All players signed up in Youth Flag Football must attend at least one team placement time.

At team placements, the Recreation Department staff conducts a "mini clinic." Each participant performs specific drills to allow each coach in the league an opportunity to evaluate talent.

After all team placements, the coach's meet to draft the teams. The following is the format of how the draft is conducted:

**II. Pre Draft Status**

Registered participants are classified into two categories.

- a. Pre-assigned participant
- b. New or unassigned participants

a. Pre-Assigned: The Recreation and Parks Department has the discretion to place any player on a team prior to team placements for the following reasons:

- Brother and sister situation on the same team
- Parent becomes the HEAD coach
- Two or more players live in the same household
- Hardship or unusual circumstances approved through the Recreation and Parks Department

b. Unassigned/New Participants

- All players who do not qualify under the a) category

**III. Draft Information:**

The number of players listed on each team roster (Pre-Assigned) influences the draft procedure.

The team with the least number of players on their roster (Pre-Assigned) will draft first. The team with the most will draft last.

When teams have the same number of players on their roster, the order of the draft will flip back and forth to balance selections.

IV. Draft Participants: The participants in the draft will be:

- a. Head Coach
- b. Assistant Coach (s)\*
- c. Designated Staff Personnel

*\*Note*

- a. Parents of players participating in the team placement process are requested not to attend the draft.
- b. Parents of players attending team placements may not be recruited as an assistant coach prior to the draft.
- c. Youth participants are not eligible to “sit in” on team placements.

V. The Draft

- a. The first two rounds each team will have one draft pick per round.
- b. The order will be according to roster size (see section III)
- c. Third round and later, the team with the least number of players will draft until it reaches the team with the next fewest.
- d. This process will continue until all the youth attending team placements are drafted onto teams.
- e. If after the last complete round of the draft there exist an insufficient number of players (undrafted) for another complete round to be conducted, these players will be selected in order determined by random draw involving the league teams.
- f. The number of players on any team returning, pre-assigned, or drafted cannot exceed 6 of any specific age.

*\*Exception:* If the total number of participants of any age exceeds the above rule then the total of 6 may be exceeded.

VI. Post Draft Placements

- a. Failure to show for placements
  - 1) Any player failing to show up for team placements will be placed on a team at the Department’s discretion or
  - 2) The Athletic Program Supervisor may allow the player to be drafted during the normal draft process.
- b. Late Signees
  - 1) Players signing up late may be placed on teams by the Recreation Department at their discretion or
  - 2) Placed on a waiting list

*\*Consideration for POST DRAFT PLACEMENTS will be based on the participant’s age, experience, talent and on space in the program*

Questions concerning the Team Placement Process should be directed to the Recreation Supervisor at 919-918-7364.

## **7. FLAG FOOTBALL COACHES**

**ALL coaches are volunteers!** Anyone interested in coaching a team must submit an application to the Recreation and Parks Department. No team is guaranteed to a coach each season. The application is reviewed by the Recreation Supervisor with a decision being made for each coach based on coaching and/or playing experience. The coach must also be in good standing with the Department – (i.e. has not violated departmental conduct rules or been difficult to work with in previous seasons). Once being assigned as a coach, he/she is asked to attend various coach training clinics. A majority of the clinical training is completed prior to working with your child on the field. Should anyone be interested in coaching a team, please contact the Carrboro Recreation and Parks Office at 919-918-7364.

## **8. PRACTICES / GAME TIMES & SITES**

**\*\* Practice** is held primarily twice during the week (Monday-Thursday) in hour and 15 minute increments during the general times and locations (please note alterations may exist):

5:30pm & 7:00pm (Hank Anderson Park open field)

**The decision to cancel a practice is up to the coach.**

**\*\* Games** are held during the general time frames and locations

**Saturday:** 9:00am & 10:30am  
Hank Anderson Park Open Field

**Games will begin September 14<sup>th</sup> and conclude October 19<sup>th</sup>.**

**\*\* All days and times subject to change.**

## **9. CANCELED GAMES**

If games are canceled by the Recreation Department, the head coach will be contacted. He / she will be responsible for notifying all parents and players of the cancellation. A message will also be left on the weather line **919-918-7373**. If the games are not canceled, no message will be displayed. Decisions to cancel games are based on field conditions, not forecasts.

## **10. CONDUCT/SPORTSMANSHIP**

Providing a youth athletic program with the appropriate display of sportsmanship from all involved (coaches, participants, and parents) is a major concern and goal of the Recreation Department. Competition can be a healthy part of any athletic program, but the degree of competition and emphasis must be kept in proper perspective. Disagreements or complaints should be expressed through the proper channels and handled appropriately by all involved (parent, coach, and staff).

Control of the playing setting is necessary to maintain and ensure that the youth participants are exposed to an atmosphere positive for recreational athletics. Parents, coaches, and players should keep in mind that the program is designed for a recreational setting where the priority is not wins and losses. Coaches and parents should provide reinforcement to all players and show support for one another.

Our coaches will be instructed to inform parents and players not to make negative comments toward opposing players and coaches.

The Department has an established Code of Conduct that governs action taken against violators of our Recreation Programs. All participants (players, coaches, and spectators) are subject to disciplinary action for any violation of these rules:

## **CARRBORO RECREATION AND PARKS DEPARTMENT RULES OF CONDUCT**

Revised 11/88 - Adopted by Carrboro Recreation and Parks Department, May 11, 1989

The following RULES OF CONDUCT are sportsmanship guidelines utilized to maintain a positive atmosphere in recreational athletics sponsored by the Carrboro Recreation and Parks Department. These rules will be applied to all sports/athletic programs in all age groups. Each registered team will be provided with this information and it is the responsibility of the team manager/coach to inform his/her participants. Ignorance of these rules will not be considered as an acceptable excuse for violations.

### GENERAL INFORMATION

- The RULES OF CONDUCT will be in effect before; during and after each game/match/practice beginning with departmental sponsored pre-season practices and continuing through the conclusion of league/tournament play. All athletic special events will be governed by these rules. These guidelines will apply to all events conducted by the department regardless of whether these events are on city owned property or rental facilities.
- Each league in each sport will have league rules to meet requirements of that particular sport. These league rules will not be considered separate from the RULES OF CONDUCT and violations of league rules can result in suspension.
- Team(s) and/or individuals suspended, as a result of infractions of the RULES OF CONDUCT will not be given refunds for team or individual fees.
- Participant - Any of the following: player, coach or assistant coach, spectator, team, team follower or an official.
- Official - Any of the following: umpire, referee, supervisor, scorekeeper, or any other Recreation and Parks Department staff person.
- Any departmental official has the authority to eject a participant from a Recreation and Parks Department event or property.
- Participants ejected from a game/match/practice must leave the facility in an expedient manner (2 minutes and less is considered expedient). Failure to do so will result in a forfeited ball game.
- Repeated violations by team(s) or individuals will result in more severe penalties being applied.
- Violations of the RULES OF CONDUCT at the conclusion of seasonal play may result in a penalty application in succeeding programs and/or seasons.
- Penalties applied for any situation or circumstance not specifically covered in these RULES OF CONDUCT will be left to the discretion of the Recreation Administrator.

## RULES OF CONDUCT

1. All participants must abide by an official's decision.
2. All participants must refrain from all objectionable demonstrations of dissent at an official's decision (i.e. kicking or throwing a ball, bat or equipment, speaking loudly to an official, making any gesture toward an official, etc.)
3. During the course of a game/match, only one coach or one captain per team will be allowed to discuss decisions reached by an official with that official.
4. All participants must refrain from using unnecessary roughness against the body and person of an opposing player during the course of play.
5. All participants must refrain from using profane, obscene, or vulgar language.
6. Taunting, mocking, and/or harassment of participants or officials will not be allowed.

-----\*\*PENALTY\*\*-----

The participant will be ejected from the game/match and subject to the possible suspension of one (minimum) to three (maximum) games.

The length of the suspension will depend largely on: The action that warranted the ejection and the action displayed after the ejection occurred.

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7. Profane, obscene, or vulgar language used maliciously towards another participant, or official will not be allowed.
  8. Verbal abuse and/or harassment of participants or officials will not be allowed.
  9. Participants must refrain from pushing, shoving, striking, laying a hand on, or threatening any of these actions to another participant or official.
  10. The drinking or possession of alcoholic beverages or illegal drugs will not be allowed at Carrboro Recreation and Parks Department events or property.
  11. Participants must refrain from any form of physical attack as an aggressor upon another participant or official.
  12. Firearms, knives, or other weapons are not allowed at Carrboro Parks and Recreation Department's events or property.

-----\*\*PENALTY\*\*-----

The participant will be ejected from the game/match and suspended for the remainder of the season, or if circumstances warrant, be suspended from any further competitive programs offered by the Carrboro Recreation and Parks Department. For violations of the above laws, legal authorities will be contacted.

### APPLICATION OF THE RULES OF CONDUCT

- Upon receipt of a written report describing a violation, the Athletic Program Supervisor or designee will investigate the report and will in turn apply the appropriate penalty in compliance with the RULES OF CONDUCT.
- The violator will be mailed a form letter describing the violation and appropriate penalty. Additional copies of this letter will be issued to the team coach/manager, league supervisor, officials, etc. as needed. Parent/guardian will be mailed this letter for youth violators.
- Penalties will begin immediately following the determination/notification of the penalty.
- Participants suspended from a program are suspended from attending any game/match (same program) sponsored by the Carrboro Recreation and Parks Department during the period of suspension. Same program is defined by major program category such as youth athletic programs, adult softball, etc. For example, a parent suspended because of actions at a pee wee baseball game would be allowed to participate in adult softball, but could not attend a mite baseball game or any other program in the youth athletic league for the duration of the suspension.

### **APPEAL OF SUSPENSIONS**

A formal appeal process is available for those desiring a review of any sanctions issued.

#### **11. UNIFORM DISTRIBUTION**

Carrboro Recreation and Parks Department issues uniforms (jersey) to all youth flag football participants. These uniforms are distributed to the teams prior to the first game of the season.

#### **12. EQUIPMENT**

The Carrboro Recreation and Parks Department provides each team with the necessary equipment for all practices and games (balls and player flags, etc.).

Each participant is responsible for providing their own shorts or pants. It is preferred shorts and pants do not have pockets. If they do, they must be taped. In addition, each participant must wear shoes (either tennis shoes or cleats). All cleats must have molded studs. The cleated shoe provides more traction (footing) than tennis shoes.

### **13. SAFETY EQUIPMENT**

The Carrboro Recreation and Parks Department strives to offer the safest environment possible for its participants. The use of safety approved equipment is one method of reducing some of the potential injuries that may occur during a flag football season. Along with the use of safety equipment, the possibility of injuries can be reduced through the attentiveness and cooperation of each participant. The two sections below discuss various equipment that may contribute to a safer environment and in some ways assist the Department in maintaining a safer program.

Protective Cups- All male participants are encouraged to wear a protective cup during baseball practices and games. Protective cups are made in various sizes and are available at most sporting goods dealers.

Mouthpieces- A participant may wear a mouthpiece during practices or games. If a participant elects to wear a mouthpiece, proper steps should be taken to ensure that the item fits properly in the player's mouth.

#### **Participant Assistance**

Conditioning and stretching – All participants are encouraged to work on conditioning exercises at home. Stretching should be done before partaking in strenuous activities.

Attentiveness- Players should always be attentive while playing flag football. Injuries can occur during warm-ups when someone stands or walks between or directly behind two players who are throwing a football. Players should observe others before throwing a football.

Jewelry- All forms of jewelry (watches, earrings, necklaces, rings, etc.) should not be worn during practices or games. In certain situations, these items may injure the participant wearing the piece of jewelry or someone else. Referees will request players to remove jewelry prior to participating in games unless it is for medical or religious reasons. If it is worn for those reasons, the items must be taped and safe for play. Beads in the hair cannot be worn by players. These items should be removed for practices and games.

Clothing- Players should wear items comfortable for practice and based on weather conditions. T-shirts in the early part of the program are recommended and as temperatures cool in the fall, a sweatshirt could be worn. Players should wear shorts or pants to practices. The Recreation and Parks Department recommends shorts or sweat pants) to be worn. We ask that participants have shorts or sweat pants without pockets. However, if this is not possible, then the short or pant must be taped to prevent injury.

Any participant or parent who has questions or comments regarding safety should contact the Carrboro Recreation Department. The athletic staff in the Recreation and Parks Department will be happy to discuss any of the safety equipment used in the program or available on the market.

## **COMMONLY ASKED QUESTIONS / DEPARTMENTAL RESPONSE**

Over time, the Carrboro Recreation and Parks Department has been asked to provide reasoning to some commonly asked questions. Below is an attempt to provide answers to some of those questions people may have:

### **1) What are some benefits of being the Volunteer Head Coach?**

Being the volunteer head coach allows him/her to have the flexibility in selection of players, availability of selected team practices set for the season, and organization/direction of the team.

### **2) What is the role of the assistant coach?**

The role of the assistant coach is just as important as the head coach. The assistant coach may need to fill in or take over for the head coach during an activity for a variety of reasons (head coach out of town, etc...).

Under the direction of the head coach, the assistant coach must be able to assume responsibilities such as, communication, organization of practices, game day preparation and management. All assistant coaches need to have the same team philosophy as the head coach.

### **3) Why can't all special requests be granted?**

Our department receives a variety of special requests, each of which is very important in their own way. Being able to accommodate all the requests would prove quite arduous. Attempts are made by the coaches and Department to grant them but not all can as they could alter the attempted goal of balancing the teams on the basis of talent as well as alter the roster sizes which impact playing time.

### **4) Why can't my child be on a team that practices a certain day of the week?**

Similar to the reasoning behind special requests going unfulfilled, being able to accommodate these requests too would prove to be difficult. If you find that your child is on a team which practices on a day(s) that conflict with other activities, merely inform the coach so he or she can plan accordingly.

### **5) Who handles field preparations and what goes into making a decision to cancel games based on field conditions?**

The Carrboro Recreation and Parks Department requests, through the town Public Works Department, that all fields be lined for games. The fields should be maintained on a consistent basis.

When it is raining outside and the condition of the field deteriorates, the decision to cancel games is fairly easy, but when it has rained and the weather has improved, a decision to cancel practice or games is now a more difficult process. There are 3 factors necessary for fields to dry out quickly; they are sun, warm temperatures, and wind. Recreation staff consults with Public Works to see if the field is safe enough to practice or play.

If standing water is on the field, we will not practice or play games. On game days, the decision on field conditions is made at least 2 hours before the first game when possible. If it is decided, based on the conditions, that the field conditions are not safe by game time, then the games are canceled.

Any decisions to cancel are made based on 2 conservative criteria: 1- safety of the participant and 2- liability of playing conditions. No games may be played if the field is in poor condition.

**6) Is there any flexibility in the requesting of scheduling and rescheduling of game times/dates/locations?**

The Carrboro Recreation and Parks Department would like to be flexible in order to accommodate all requests concerning scheduling conflicts that coaches or participants have with regard to our game schedules. However, such a goal is difficult to achieve due to many factors involved. In our Youth Flag Football program, scheduling and rescheduling is done during the period of September 14<sup>th</sup> through October 20<sup>th</sup>. The season needs to be completed after the 20<sup>th</sup> of October as weather begins to become unpredictable.

**6) Why does practices and games start so late during the week?**

In order to allow as many participants as our fields and program format can provide, we have to utilize practice times that may begin later during the week. We do our best to balance out these times so that it affects all teams as evenly as possible in the league and not just a few.

**14. LIABILITY**

Sanctioned practices, games, and other activities are coordinated, scheduled, and endorsed by the Carrboro Recreation and Parks Department. Activities such as non-approved team practices or games, participation in other events such as group/team attendance to a college or professional game, holiday parade, meeting at privately-owned facilities may not be authorized by the Carrboro Recreation and Parks Department.

While we recognize and appreciate the intention of volunteers or parents to initiate and conduct activities to build and foster relationships beyond what is offered through the Town, please understand individuals who participate in such activities may be doing so at their own risk or with the responsibility of liability being placed on someone other than the Carrboro Recreation and Parks Department.

Parents are encouraged to inquire about whether an activity is coordinated and/or endorsed by the Carrboro Recreation and Parks Department prior to participation.