



Youth Sports Handbook

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General Team Information

Section 1. Each sport is part of an interlocking league with surrounding communities. Participating cities vary by sport.

Section 2. Scores and standings are available on Pelham Parks and Rec Department (PPRD) website: <https://www.pelhamalparksandrec.com/default.aspx>

Section 3. Each sport will have its own scores and standings under its designated section.

Section 4. PPRD does not provide participation trophies for youth sports. Depending on the league or association, awards may vary for championship or tournament games.

Section 5. Clinics: With the assistance of Pelham City Schools and their athletic programs, PPRD offers clinics throughout the year for each sport offered at the recreation level. These clinics are offered to all participants (coaches and players) and led by PHS respective coaches and players.

Section 6. Youth Night: PPRD will partner with PHS Athletics to offer some form of youth recognition for each sport offered at a high school event with the respective sport at PHS.

Programming

Sports	Age	Registration Dates	Season
Baseball	5-12 years*	June-Mid August December-January	September-October February-May
Cheerleading	1 st -6 th Grade	April-May	Late July-November
Football	1st-6th Grade	April-May	Late July-November
Softball	5-12 years**	June-Mid August December-January	September-October February-May
T-Ball	4 years*	June-Mid August December-January	September-October February-May
Volleyball	3rd-6th	June-July	Late August-October
Flag Football	K-3 rd Grade	Late May to July	September-October
Soccer (Co-ed)	4-7 years 3 rd -6 th grade	December-January	February-May
Boys Basketball	3rd-6th Grade	September-Mid October	November-February
Girls Basketball	3rd-6th Grade	September-Mid October	November-February
NHL Street	6-12 years	April-June	June-August

*Age as of April 30 of Current Calendar Year

**Age as of August 31 of Current School Year

Registration/Fees

- Registration process and fees for each program are posted on PPRD online registration site. <https://www.pelhamalparksandrec.com/default.aspx>
- Returning participant: please log in and visit the Youth Sports section. Choose the sport(s) your child wishes to participate in.
- New registrant: please create an account. When registering, please sign up the parent/guardian as the primary account holder. Then add your child(ren) to the profile.
- When registering online through Jarvis, purchase is required to review receipt. Purchasers must notify the PPRD staff of any errors (incorrect fees, incorrect registration, etc.) within two weeks of purchase.
- Age Divisions are detailed on the registration information. Each program has its own age control date which indicates the cut off for determining the "league age."
- When registering and navigating Jarvis, the Youth Sports tab will show you information on the upcoming/current sports. The Youth Sports tab will also show schedules, standings, and more detailed information regarding leagues for sports currently in season.
- Fees: Forms of online payment - Credit Cards (American Express, Discover, Master Card, Visa). There is a 3.5% service fee on credit card charges. Cash payment is accepted at the Recreation Center.
- Multiple Child Discount: Those who register an additional child will receive a \$10 discount per child.
- Early Registration/Late Registration: Pelham Parks and Recreation offers two registration periods for each sport...Early and Late. Early Registration consists of registering during the original registration period. Late Registration consists of registering after early registration has ended and will include an additional fee.
- Uniform requirements: are listed on the specific sports registration page online.
- Medical information: Include any pre-existing medical condition on the registration form (i.e., allergies, medication, physical limitation). Also, notify the coach of any condition at the team meeting.

Refunds

- Please email the appropriate PPRD athletic staff to request a refund.
- Once uniforms have been ordered, a refund, minus the cost of the uniform, may be made but is not guaranteed.

Instructions – Team Manager and Coaches

- A. Prime consideration is the player.
- B. Treat each player as an individual.
- C. Each player should be treated with dignity and respect and feel just as important as the other.
- D. Remember: This is recreational athletic sports. The participants are here to learn the game and have fun!
- E. It is your responsibility to instill in your players true sportsmanship and a sound fundamental knowledge of sports.
- F. Do not criticize a player for a mistake. Mistakes can be seen as a time to teach and help the player better understand and set them up for success in the future.
- G. Make sure to always set an example.
- H. Take the time to study and understand the rules.
- I. Never use profane or questionable language around any of the players at any time.
- J. While it is not necessary that a manager or coach be knowledgeable of the game, it is necessary they possess high moral ethics and they be maintained.
- K. Pelham Parks and Recreation Department (PPRD) may suspend a manager or coach for infractions of rules or conduct for the remainder of the year, subject to confirmation or action by the PPRD Director. A suspended manager or coach shall have the right to meet with PPRD staff in a specially called meeting, but the decision of PPRD shall be final.

How to be a Coach/Volunteer

Section 1: Volunteer registration opens during the designated registration period for each sport.

Section 2: To ensure the participants in PPRD's program receive the highest quality experience, all volunteer youth sports coaches must have up-to-date City of Pelham background screening and complete CoachSafely training prior to the beginning of the season. Both the background screening and CoachSafely training are good for one year.

[Youth Sports Injury Prevention & Education | CoachSafely Foundation](#)

In addition, all coaches must sign a Coaches' Pledge prior to the start of the specific season they are coaching.

Section 3: Coaches' documents must be uploaded upon registration or contact a PPRD Athletic Coordinator.

Section 4: Registration to be a coach does not guarantee a coaching position. Coaches are selected based on completion of required up-to-date paperwork and certification, coach experience and "good standing" with Pelham Youth Sports.

Section 5: Parents are encouraged to be involved; but specific positions may be limited. For example: if a head coach's position is not available, please consider becoming an assistant coach or a team parent.

Player Evaluations

Section 1: It is the responsibility of the PPRD Athletic Coordinator to coordinate registration and player selection for each sport he/she oversees.

Section 2: **Evaluations**

A. PPRD Athletic Coordinator will oversee evaluations for the leagues. All players will be given a rating of one (1) to five (5), with five (5) being the highest score.

B. The Athletic Coordinator will schedule all evaluations. The Athletic Coordinator shall tabulate an average rating of the basic skills for each player and provide this average listed in descending order to each team manager prior to the start of the season. Any player unable to attend evaluations will be randomly selected to be placed on a team at the end of the normal draft. *Please note: There are no evaluations for fall baseball and softball. No evaluations are required for age groups that field only one team.*

Section 3: **Selection of Teams**

A. The purpose of these procedures is to ensure that player talent is equally distributed among all teams in a league.

B. Selection of teams shall occur at a scheduled meeting attended by the following:

1. Athletic Coordinator
2. All managers (or their designee)
 - a. No one else shall be permitted to attend without prior approval from the Recreation Coordinator.

C. PPRD will have a team selection process before the start of the upcoming season to determine teams.

1. Notification of coach/team: Coaches are instructed to contact all players on their roster within 48 hours after the coaches' draft meeting. Parents should contact the PPRD office (205-620-6426) if they have not been contacted by a coach.

2. Pelham Parks and Recreation offers additional opportunities for participants to get additional play whether through in-season tournaments, end-of-year tournaments or out-of-season tournaments. Unfortunately, not all sports offer additional opportunities for participants to play. The current sports offered for additional play are as follows:

- **Baseball:**
 - **Mid-Season tournament:** run by USSSA featuring various teams from the interlocking league that Pelham Parks and Recreation is a part of. *Please note: Mid-Season tournament will take place during the spring baseball season. No tournament will be held during the fall baseball season.*
 - **All-Stars:** Pelham Parks and Recreation will offer each age group an opportunity to be part of an all-star team at the conclusion of the regular season. Head coaches from each age group will select teams. All-Stars are typically held during the month of June and could extend into the month of July with games taking place during the week and on the weekends. All-Stars are run by USSSA and held at various parks throughout the area. *Please note: All-Stars are only offered as part of the spring baseball season.*
 - **Rec-Plus:** Offered by USSSA is a way for participants to get additional practice and competition against teams from various cities. Rec-Plus games are played during the season and take place on the weekends at various parks located in the Central Alabama area. Coaches who are interested in forming a rec-plus team must notify the athletic coordinator of their intention. It is the responsibility of the interested rec-plus coach to form his own team. *Please note: There could be additional costs associated with taking part in a rec-plus team including but not limited to tournament fees, uniforms, travel, etc.*
- **Basketball:**
 - **Playoffs:** At the conclusion of the regular season, a playoff featuring all teams taking part in the regular season will take place. The playoffs will feature all teams in the interlocking league that Pelham Parks and Recreation is a member of and will take place at various locations around the Shelby County area.
 - **District Tournament:** Offered by Alabama Parks and Recreation Association at the conclusion of the regular season. Any team interested must notify the Recreation Coordinator. Dates and locations vary.
- **Softball:**
 - **Mid-Season or End-of-Season Tournament:** Each softball team will take part in a mid-season tournament run by the interlocking league that Pelham Parks and Recreation is a member of. Games will be held at various parks throughout the Shelby County area. *Please note: Mid-Season or End-of-Season tournaments will take place during the spring softball season. No tournament will be held during the fall softball season.*

- o **All-Star:** Pelham Parks and Recreation will offer each age group an opportunity to be a part of an all-star team at the conclusion of the regular season. All-Star teams are chosen by the head coaches of each age group. All-Stars are typically held during the month of June and could extend into the month of July. All-Stars are run by USA Softball with games taking place during the week and on the weekends and held at various parks throughout the area. *Please note: All-Stars are only offered as part of the spring softball season.*
- **Football:**
 - o **Playoffs:** run by the Jefferson Shelby Youth Football League (JSYFL) will take place at the conclusion of the regular season. The top four teams from each division will qualify for the playoffs. Games are played at various parks throughout the area.
- **Soccer:**
 - o **End-of-Season Tournament:** U8 and 3rd-6th grade teams will take part in a end-of-season tournament run by the interlocking league that Pelham Parks and Recreation is a member of. Games will be held at various parks throughout the Shelby County area.

Safety & Conduct

Section 1: Inclement Weather

- A. Pelham Parks & Rec utilizes a lightning alert system called Perry Weather. If lightning is detected within eight miles of Pelham City Park, the Perry Weather system will activate. You will hear a horn for 25 seconds and see a caution light. When this happens, all participants should exit the facility and return to their cars or find shelter. No activity can take place on the fields for at least 30 minutes. Once lightning has left the area, an ALL-CLEAR signal will sound. The ALL-CLEAR horn will be three 5-second blasts, and the caution light will go off. In addition, an ALL-CLEAR announcement will be made, signaling that activities may resume. Parents may track the weather by scanning a QR code that can be found on signs placed around the park.

Section 2: Safe Shelter

- A. Athletes, coaches and spectators must seek safety in a lightning safe shelter. A lightning safe shelter has four walls, a floor and ceiling and plumbing and /or wiring. Fully enclosed metal-topped vehicles can serve as a safe shelter at Pelham City Park. (Examples of unsafe shelters: sheds, dugouts, port-a-potties, golf carts, convertibles & pavilions).

Section 3: Cancellations and Rescheduling

- A. Practices and games may be cancelled for various reasons, most commonly due to inclement weather.
 - 1. Games will be rescheduled if possible.
- B. Practices may be rescheduled, if time and space allow, but priority will be given to game reschedules.
 - 1. Weekday rainouts are typically rescheduled for the next available weeknight.
 - 2. Weather calls/cancellations are usually made no later than 3pm on a weekday. Coaches/parents will be notified of any cancellation via email or can call the rainout line at 205-618-8033.
 - 3. Weekend Rainouts
 - 1. If a tournament, game, or event is scheduled on a weekend, parents will be notified via email the morning of the event, based on field conditions. Only

extreme/dangerous expected weather conditions will solicit early cancellations for weekend events.

Section 4: Game Conduct

A. Neither managers nor players are allowed to harass or direct any outburst toward the opposing team.

B. Spectators shall remain courteous and refrain from name calling and openly criticizing officials, players, coaches and other spectators.

Section 5: Manager or player ejection from game:

A. Neither player nor manager shall argue with the officials. Questions directed toward the officials for the manager's information and not argumentative in nature are not considered as an argument.

B. Any ejection of the manager and/or assistant coach for unsportsmanlike conduct will result in the automatic suspension of the remainder of the game. Managers, coaches and/or players must serve the suspended game outside the playing field and dugout area. A second ejection of a player will result in an indefinite suspension until the player and his/her parent(s) or guardian(s) meet with PPRD.

C. A second ejection of a manager and/or an assistant coach will result in suspension for the remainder of the season. Any ejection resulting from an act considered to be flagrant may result in a suspension for up to one year. Any act of physical abuse of an official, player or coach will result in permanent suspension from the ballpark. Any suspension may be appealed to PPRD by filing such appeal in writing to the PPRD Athletic Coordinator. Suspension will remain in place until the final ruling issued by PPRD. All rulings by PPRD are considered final.

Practice and Game FAQ's

- **When do practices start?** Practices may start as soon as the week after the coaches' draft meeting.
- **What time?** Practice dates and times will be determined by the Recreation Coordinator prior to the start of the season and will be communicated with the head coach of each team during the draft.
- **How often?** A team will typically practice two times per week before games begin. Once the game season begins, practices will be based on field availability. Any an additional practice is subject to the approval of the recreation coordinator and based on available space.
- **Where?** Practices are typically held at the Pelham City Park fields and facilities. If Pelham City Schools are a partner, their facilities may be used for practice.
- **How are practices scheduled?** Coaches may request practices through PPRD staff who try to honor all requests but cannot guarantee space availability. If a request cannot be fulfilled, practice is randomly assigned or strategically placed to avoid conflict.

PPRD has adopted a minimum play rule to ensure that all players, regardless of playing ability, have an equal opportunity to participate. The minimum play rule for each sport are as follows:

1. Baseball/Softball: A minimum of two (2) innings for any four (4) inning game played. If less than four (4) innings are to be played, then participant must play one inning.
 2. Basketball: each participant must play one and a half quarters.
 3. Football: Regular Season: four (4) plays. Playoffs: two (2) plays.
 4. Soccer: U6-U8: 50% of the game. U9-U12: 33% of the game.
- **When do games start?** Depending on the sport, most games typically are played between 5:30 to 9pm.
 - **Days of play-** Due to the increasing number of participants in PPRD's programs, games may be scheduled on any day of the week. Projected days of play for each sport are determined based upon registration numbers and are listed on registration information. Please note this information is subject to change.
 - **How many?** Teams normally play 8-12 games in a season (*may vary with sport*).

- **Where?** Games will be played at Pelham Park facilities or neighboring cities in our interlocking leagues. These cities vary by sport, but can include Alabaster, Calera, Montevallo, Columbiana, Helena, Chelsea, Gardendale, Hoover, Vestavia and other surrounding facilities in Jefferson and Shelby County.
- **Questions?** PPRD staff will be present during home games and will be available to answer any questions.

Pelham Parks and Rec Department (“PPRD”) CODE OF CONDUCT

1. This Code of Conduct applies to players, coaches, parents, and spectators participating in or attending athletic events sponsored by Pelham Parks and Recreation (PPRD).
2. Players, coaches, parents, and spectators must always display a manner that exhibits a high degree of sportsmanship.
3. Profanity, hostile or abusive language, and threats of any kind directed to players, coaches, parents, spectators or game officials is strictly prohibited.
4. Any player, coach, parent, or spectator using profanity, or hostile, abusive or threatening language is subject to immediate ejection by the game officials and/or the athletic coordinator and, in extreme circumstances, may be reported to the proper authorities. Any repeated or extreme violation of this rule will be reviewed by PPRD and may at its discretion impose additional sanctions up to and including banning an individual from participating in or attending any future PPRD sponsored event.
5. Any player, coach, parent or spectator engaging in any act of violence or other physical abuse against another player, coach, parent, spectator or game official will be immediately ejected from the premises and may be reported to proper authorities. Any use of violence will be reviewed by PPRD and PPRD may impose additional sanctions up to and including banning an individual from participating in or attending any future PPRD sponsored event.
6. Absolutely no alcoholic beverages are allowed at any athletic event sponsored by PPRD. Any person appearing to be under the influence of alcohol, or any illegal substances will be requested to leave the premises immediately.
7. Players, coaches, parents, and spectators should refrain from criticizing game officials. Coaches are responsible for the conduct of his/her players, parents, and spectators.
8. Although coaches are permitted to speak with game officials to obtain clarification regarding calls, obtain answers to rules questions, and other similar purposes, they should do so in a professional and courteous manner. Coaches should refrain from arguing with, yelling at, or otherwise criticizing game officials. Any criticism of game officials should be directed to the athletic coordinator in a professional manner after the conclusion of the game.
9. Parents and spectators are strictly prohibited from entering or coming onto the field of play for the purpose of arguing with or criticizing any player, coach, or game official. Parents are permitted to come onto the field of play once play has stopped to attend to an injured player. Any violation of this rule will result in immediate ejection from the premises.

10. Coaches must strictly adhere to all PPRD rules, policies, and regulations regarding player participation. Coaches found to have intentionally violated such rules, policies, or regulations are subject to a one game suspension at the discretion of the athletic coordinator. Repeated violations of such rules, policies, or regulations will be grounds for the PPRD at its discretion to impose additional sanctions up to and including prohibiting further participation in PPRD by the individual as a head coach or assistant coach. It is the head coach's responsibility to know and understand the rules applicable to player participation in the sport they are coaching.
11. Coaches should instruct players to always play within the written rules of the game and within the spirit of the game. Coaches should not seek an unfair advantage by teaching deliberate unsportsmanlike behavior to players.
12. Any player or coach ejected from a game for any reason will automatically be suspended from his/her team's next game. In the event the ejection occurs during the final game played by his/her team in a particular season, the suspension will carry over to the next game in any PPRD sport in which the player or coach is involved.
13. PPRD reserves the right to deny participation in its sponsored programs to any individual found to be in violation of any of the provisions of this Code of Conduct, or to impose such lesser penalties as it may determine in its sole discretion are warranted.



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Pelham Parks and Recreation Department

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Facebook- Pelham Parks and Recreation

Instagram- Pelham Parks & Recreation

Inclement Weather Hotline

205.618.8033