



# **Johns Creek UMC Recreation Ministry**

## **Policy and Procedure Manual**

**Johns Creek UMC  
Recreation Ministry  
1180 Medlock Bridge Road  
Duluth, GA 30097  
770-497-1059  
[www.johnscreekumc.org](http://www.johnscreekumc.org)**

## Policies

**Age** Every participant must be enrolled in the appropriate grade level in order to participate in our leagues. Our beginning age for most leagues is 4 or Pre-Kindergarten and so on. **See Exceptions 1 & 2 for Playing Up and Playing Down.**

**Dress Code** Any child having a hard cast on any part of their body will not be allowed to participate in any program. Uniforms are required in all programs. In addition Johns Creek UMC reserves the right to restrict the dress of any participant if it may affect the safety of other participants.

**Registration** Registration can be done online at [johnscreekumc.org](http://johnscreekumc.org). Find the "Register Online" link, set up your family's account, and register by paying with a credit card.

Manual registration forms can be obtained:

-online at [www.johnscreekumc.org](http://www.johnscreekumc.org)

-From the Recreation Office Monday through Friday between the hours of 9-4.

Registration forms must be accompanied by a check or money order to be complete. No form will be accepted unless it is accompanied by a check or money order. **We do not accept faxed registration forms.** Forms can be brought by the Recreation Office or mailed to:

**Johns Creek UMC  
Recreation Office  
11180 Medlock Bridge Rd.  
Duluth, GA 30097**

**Late Registration** Forms that are submitted or received AFTER the stated last day of registration will be held until a league-wide evaluation of participants is completed. The holding period normally lasts 2-3 days after the close of registration. After an evaluation of the number of participants is done, then late registrants will be accepted as the league rosters allow. If a late registrant can not be placed, then they will be placed on a wait list for the particular age group and the check will not be processed until the registrant can be placed.

**Refunds** Refunds can be given at any point prior to the first game. After the first game is played, no refund can be given. In order to receive a refund, a parent must notify the recreation office in writing and request the refund. A parent can NEVER receive a full refund, that is, 100% of what they paid. In most cases the refund amount may also include the cost of the uniform. Refund amounts can be given according to the following schedule:

\*Prior to first game

50%

\*After date of first game

0%

Rosters	No roster can ever have more than double the number of participants that can play at one time. <b>See Exception 3.</b>
Alcohol/Tobacco	The property of Johns Creek UMC, along with the fields/property associated with it, are to be free of alcohol and/or tobacco products.
Pets	No pets are allowed on the property of Johns Creek UMC or any fields/property associated with Johns Creek United Methodist Church during league activities.
Coaches	The coaches at Johns Creek UMC are volunteers. All persons wishing to be a coach must do the following: -have a positive attitude and agree to represent the church in an uplifting and positive manner. -agree to allow the church to do a background check (our background checks are good up to two(2) years)
Evaluations	Currently we do not do evaluations in any of our leagues. We are a "Request" league; however we do not guarantee requests in any league.
Spectator Conduct	Spectators are encouraged to be positive and energetic at all games. It is unacceptable for any spectator to berate players or referees for any reason. Referees have the authority to ask spectators exhibiting detrimental behavior to leave the field.
Field Monitors	Field monitors are paid supervisors at the field. They are present to help spectators, referees, clarify rules, and in general, to keep the games running on time.

## Procedures

Registration	Forms will not be received before the open registration period. <b>See Exception 4</b> Registration closes at 6 PM on the assigned
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last day of registration. All forms received after 6 PM will be considered late. Forms received by mail will be judged by the postmark. Late forms will be put on a wait list.

#### Wait List

When an age group becomes full, a waiting list begins. The waiting list is organized based on the date on which the forms were received. Registration forms will be put on a waiting list if:

- It is received after the open registration period
- a participant cannot, for one reason or another, participate on the team to which the participant was originally assigned

During "Late Registration", every effort will be made to move people from the waiting list to a team. Checks will not be processed until we can get a participant on a team. In the event that we cannot move a participant from the waiting list to a team, the registration form along with the check will be destroyed.

#### Rosters

In the case that the number of participants asking for a specific coach is too great for one (1) roster, then the following criteria will be used to determine the makeup of the team.

-All players returning from the coach's previous roster from the previous season and registering on time will be placed on the team first, regardless of the date on which the registration form was received.

-Players will be taken based on the date that their registration form was received. In the case that all or some of the forms were received on the same date, then none of the players can be on the team, and the roster shall be frozen.

#### Interleague

In the case that we do not have enough teams to fill a league, we will interleague. In an effort to always ensure that we are playing teams that have players of comparable ages, we will have in writing from the cooperating league the ages of their players. This will be distributed to each coach in the interleague prior to every season.

## **Exceptions**

1. A child is permitted to play up one (1) year if the parent feels as though the child is exceptionally talented; however a child is not permitted to be “played up” in order to meet the minimum age requirement of the program. In addition a child “playing up” must be approved by the coach on whose team the child “playing up” will be assigned.
2. Any parent wishing to “play their child down” must submit their reasons for wanting to “play down” to the recreation committee of the church along with a registration form and a check. The payment is non-refundable even if the request is denied. Requests are considered prior to forming teams. Requests to “play down” must be submitted along with registration forms prior to the end of the open registration period. We will not approve any requests after the open registration period is over.
3. The Recreation office may add more players to a roster due to problems, which may occur from sorting during registration. In addition for pre-k and K soccer leagues, the roster numbers may exceed double the players playing on the field(3) due to the format of the league.
4. Prior to the Youth Basketball registration period, the church membership will be given two (2) Sundays to register. It will be advertised in the bulletin and the forms will be available at the Recreation Office. Church membership is defined as those persons who have officially gone through the process of church membership or any person who is officially employed by the church. Those persons who joined the church at one time, but have been purged from the church roll due to inactivity will not be allowed to register early. Church membership will not be given any other priority in any other registration for any other sport.