



Established September 1, 2021

Outlined in this document are the policies and procedures for Youth Sports participants and volunteers. All city of Greeley Recreation staff will follow these procedures regardless of the sport, division or season. For questions, inquires or clarifications please contact Whitney Dyer at Whitney.Dyer@greeleygov.com.

The policies and procedures outlined in this document are: roster sizes, roster capacity overrides, birth year registration, priority registration criteria, cancellations, refunds, credits, waitlists and late registrations, and youth assistance.

Priority Registration

Priority registration will be 5-7 days in length and will take place before general registration. Priority registration is given to those that meet one or more of the below qualifications. The purpose of priority registration is to allow the following individuals first access to practice times, locations, and teams. The individuals that are eligible for priority registration include:

- **Volunteer Coaches** – individuals that want to volunteer coach are given first access to registrations, as we are always in need of committed volunteer coaches. *Volunteer Coaches can register multiple children in their household, not just the child they are coaching.*
- **Volunteer Coach with Full Team** – Volunteer coaches that have at least the minimum enrollment number are able to hold an entire team (or code) for one week before that code would be made available to the entire public.

How to Register a Team

- Coach will provide the Youth Sports Coordinator with a list of participant names
 - Participants must contact the Youth Sports Coordinator directly via email (Aaron.Shaffer@greeleygov.com) to register with their desired team.
 - It is the participant's responsibility to register during the allotted time before the code is open to the public. Team codes will not be held past one week.
 - Once the one week window has passed, that team code will be available to the public and anyone that did not register within the one week window can register on their own, online or in person at the Greeley Recreation Center or Family FunPlex.
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- **Multi- Child Registration** – for individual families that are needing to plan for 3 or more young athletes schedules within the Greeley Recreation system. Family must have at least 3 children they are registering in the current enrollment period. *All three children must be in the same household and be paid for at time of registration to qualify for priority. For Multi-Child Priority please contact the youth sports coordinator - Aaron.Shaffer@greeleygov.com for assistance in registering.*

Roster Sizes and Capacity Overrides

Roster sizes are established to control participant experiences and to ensure equal opportunities for engagement while participating in their chosen sport. There will be a minimum and maximum enrollment number set for each team/camp and will be specific to each sport and division.



Maximum enrollment overrides will be done only in the following situations:

- In the event that a team that does not meet the minimum participant number, this team would first be dispersed across the league to incomplete teams. If there are no incomplete teams within the division, maximum capacities may be overridden, but will not exceed 2+ the maximum.
- If we are aware a participant will not be available for the entire league and the coach requests an additional player
- Overrides will not be considered for any reason until after registration has closed, upon which the above policies will be assessed.

Enrollment overrides will not be permitted for the following situations:

- Changes to one's personal schedule
- A transfer request of an enrolled participant to be moved to another team
- When the enrollment number is 2 or more over the set max capacity
- Participant was not registered within the enrollment deadlines.

Age Groups and Birth Year Divisions

The City of Greeley Recreation team has moved to Birth Year registrations across all sport offerings. This is a new operating technique as of 2019. The City has made this adjustment to our youth sport division registration for the following reasons:

- Provide more simplicity to the registration process, and to quickly identify what division your participant should be
- To provide more equity within each division and ensure children are playing in the proper age group, each with their own developmental needs
- To lessen the relative age effect which is a selection bias towards players born earlier in the calendar year
- Allow for a better transition into club or competitive play structures as many have moved or are moving to this model

How does birth year registration work?

Birth year registration works simply by knowing your player's birth year and finding it within the divisions that are being offered for that particular sport. The City of Greeley will always provide birth years tied to each division, so you can confidently know enrollment is completed accurately.

What if I want my child to play with their friends or other family members?

We understand that with any "age grouping," no matter how it is determined, it may not fit perfectly with the player's friend or family group. The player and guardian always have the right to play up a division, but players can never play down (Playing up is referring to playing with an older age group).



Cancellations, Refunds and Account Credits

In correspondence with the [City of Greeley Recreation refund](#) and cancellation policy, any cancellations requested 7 or less days prior of the start of the youth sport season will not be eligible for refunds. Extreme situations will be assessed on a case-by-case basis.

Account credits will be immediately available and can be put towards future program registrations or any City of Greeley Recreation services. Credits can be viewed and used by logging into your mygreeleyrec.com account. If you have trouble accessing your account, you can reach out to the Family FunPlex or Greeley Recreation Center front desk for assistance. Account credits will be available for one calendar year from the date they were issued.

Team Cancellation

An entire team could be cancelled before the start of the season for the following reasons:

- Team did not meet minimum enrollment numbers
- A volunteer coach was unable to be found

Our Youth Sports leagues rely heavily on volunteer coaches. We will do our very best to recruit volunteer coaches for all of our registered teams. In the instance a team does not have a coach, a city sports administrator will email or call all registered participants. The below communication timeline will start immediately after the team is full or after registration closes.

- First Communication - Notify team participants via phone/email that there currently is no volunteer coach. We will ask individuals on the roster if they would be willing to volunteer coach this season
- Second Communication - If a volunteer coach is not found after the initial notification, a city sports administrator will make a second attempt in recruiting volunteer coaches by calling/emailing roster participants a second time.
- Third Communication - Notification that efforts have been made and unfortunately no coach has been found for this team. At this point, the team will be cancelled and account credits will be immediately applied unless directed otherwise.

Waitlist and Late Registrations

Registration periods and deadlines are established in order to better manage league details, communicate with participants in a timely fashion, and to ensure the leagues/camps start as advertised. Often there are last minute cancellations or players that can no longer participate after registration closes. In the event a spot opens up for a program after registration closes, the City of Greeley Recreation staff will go through the waitlist in chronological order. Waitlist participants will be notified via phone or email. The city staff will notify more than one person on the waitlist at a time and the available spot will be filled on a first come, first served basis.

Late Registrations

- Will be added to the waitlist and will be served in chronological order
- Will not be charged until formally assigned to a team/camp
- Will not be guaranteed a spot on a roster



Youth Assistance Fund and ADA Assistance Program

The Youth Assistance Fund is a scholarship program available for families that have a financial hardship and would still like to have the opportunity for their children to participate in the City of Greeley Recreation Programs.

Qualification process and information:

1. Participants must be able to prove Greeley residency and provide a letter of qualification issued by Weld County School District 6 for the Free and Reduced Lunch Program. A copy of this letter must be provided for each child. For Greeley residents attending other school districts, applications will be looked at on a case-by-case basis.
2. Once qualification is confirmed, each child can utilize a \$150 scholarship toward registration costs from a list of classes and programs offered through the Greeley Recreation Division.
3. The Youth Assistance Program scholarship program will expire on December 31st.
4. The Youth Assistance Program cannot be used towards any membership, passes, or daily fees.
5. The ADA Assistance Program is for participants that may not qualify for the Youth Assistance Fund and fall under the ADA protection.

Applications are available [online](#) or at the Front Desk of the Greeley Recreation Center (651 10th Ave), the Family FunPlex (1501 65th Ave), or the Rodarte Community Center (920 A St).