



TOWN OF GORHAM, NH
PARKS & RECREATION DEPARTMENT
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Youth Registration and Uniform Policy

I. Purpose

- The Town of Gorham – Parks & Recreation Department ensures that it provides ample time and opportunity for registration for all our youth sport activities (soccer, basketball, and baseball / softball). Typically, registrations are available 2-3 weeks prior to their due date.
- To ensure users of the Parks & Recreation Department programs understand the timeframes for each activity offered (registration deadlines, late fees and when no additional registrations will be accepted, etc.).
- To ensure users of the Parks & Recreation Department programs understand that this policy is necessary to ensure as fair and balanced programming as possible.

II. Important Dates

SOCCER

Soccer Registration Issued – Typically available the last week in June and will be issued through our summer program booklet as well as online through our website: [Soccer | Gorham NH](#)

Soccer Registration Due – Typically will be due back to the Rec Dept the third Monday in July.

Soccer Coaches Meeting – Typically will be held the second week in August.

Soccer Uniform Issue Day – Typically will be held the third week in August.

Soccer Practices – Typically will begin any time after the coaches meeting (second week in August).

Soccer Games – Typically will begin the fourth week in August.

Soccer Uniform Return – Typically will be due back the third week in October, although uniforms may be returned any time after the last game of the season. If no one is available at the Rec Dept when returning paperwork, payments, uniforms, etc. please drop it in the large black box located in front of Rec Dept. Pull down the top handle and drop the uniform inside. It will fall to the bottom and be secure.

BASKETBALL (all grade levels)

Basketball Registration Issued – Typically will be available the third week in September and will be issued through the schools as well as online through our website: [Basketball | Gorham NH](#)

Basketball Registrations Due – Typically will be due back to the Rec Dept the second week in October.

BASKETBALL (1st Grade Instructional)

There are no coaches' meetings, uniforms for this program. Practices will be held once a week for six weeks and typically begin the third week in November to the third week in December. A second session may be created if there are too many signups to hold in one session. If a second session is necessary, it will typically begin the second week of January to the second week of February.

BASKETBALL (2nd Grade & 5th/6th Grade)

Basketball Coaches Meeting – Typically will be held the third week in October.

Basketball Uniform Issue Day – Typically will be held the fourth week in October.

Basketball Practices – Typically will begin any time after the coaches meeting (third week in October).

Basketball Games – Typically will begin the first week in November.

Basketball Uniform Return – Typically will be due back the third week in December, although uniforms may be returned any time after the last game of the season. If no one is available at the Rec Dept when returning paperwork, payments, uniforms, etc. please drop it in the large black box located in front of Rec Dept. Pull down the top handle and drop the uniform inside. It will fall to the bottom and be secure.

BASKETBALL (3rd/4th Grade)

Basketball Coaches Meeting – Typically will be held the third week in December.

Basketball Uniform Issue Day – Typically will be held the fourth week in December.

Basketball Practices – Typically will begin any time after the coaches meeting (third week in December).

Basketball Games – Typically will begin the second week in January.

Basketball Uniform Return – Typically will be due back the fourth week in February, although uniforms may be returned any time after the last game of the season. If no one is available at the Rec Dept when returning the uniform, please drop it in the large black box located in front of Rec Dept. Pull down the top handle and drop the uniform inside. It will fall to the bottom and be secure.

BASEBALL / SOFTBALL

Baseball / Softball Registration Issued – Typically available the first week in March and will be issued through the schools as well as online through our website: [Baseball / Softball | Gorham NH](#)

Baseball / Softball Registrations Due – Typically will be due back to the Rec Dept the fourth week in March.

Baseball / Softball Coaches Meeting – Typically will be held the second week in April.

Baseball / Softball Uniform Issue Day – Typically will be the third week in April.

Baseball / Softball Practices – Typically will begin any time after the coaches meeting (second week in April).

Baseball / Softball Games – Typically will begin the first week in May.

Baseball / Softball Uniform Return – Typically will be due back the third week in June, although uniforms may be returned any time after the last game of the season. If no one is available at the Rec Dept when returning paperwork, payments, uniforms, etc. please drop it in the large black box located in front of Rec Dept. Pull down the top handle and drop the uniform inside. It will fall to the bottom and be secure.

III. Notification of Information

After a coaches meeting is held, parents / guardians will be notified by the coach with the first practice date and the uniform pick up date.

After a coaches meeting is held, all league information will be posted on our website: [Youth Sport Programs | Gorham NH](#)

NOTE: No personal information (names, phone numbers, etc.) will be shared online or with anyone other than the coach for contacting purposes.

At a team's first practice, the coach will provide a copy of the full practice schedule and a copy of the game schedule.

IV. Registration Fees, Deadlines, Late Fees, and Cutoff Dates

Each program level has a different registration fee. Fees are based on what it cost to run each program at different grade / age levels. For example, it cost more to run a grade 5/6 season than it does to run a grade 1/2 season.

There are Resident and Non-Resident fees. A resident is anyone who resides in the Town of Gorham, NH. A Non-Resident is anyone who is a resident of Berlin, Milan, Shelburne, Jefferson, etc.

*NOTE: Randolph residents pay the Gorham "Resident Fee". The Gorham Parks & Recreation Department is reimbursed by the Randolph Foundation for the difference between Gorham Resident Fee and the Non-Resident Fee.

If a parent / guardian indicates they would like to coach and are chosen to be a coach, their registration fee will be reimbursed for the program they are coaching. They will not be reimbursed for any child not in the program they are coaching. For example, if someone is coaching a grade 1/2 team and they have another child on a grade 5/6 team, their fee for coaching a grade 1/2 team will be reimbursed, not the 5/6 fee.

Each season has a due date for registration forms, which are noted on all registration forms.

When returning a registration, all information must be filled out completely and returned with full payment. Registrations will not be considered complete until payment is received, unless otherwise arranged with the Director.

NO (late) registration forms will be accepted after the coaches meeting. Exception to this rule: Depending on roster sizes per team in a program. Below are the max number of participants per roster, per team in each program.

<u>League</u>	<u>Team roster capacity</u>	<u>Average teams per league</u>
Instructional Soccer	Unlimited	N/A
1/2 Soccer	9	4
3/4 Soccer	11	3
5/6 Soccer	11	3
Instructional Basketball	15 per sessions	2 session possible
1/2 Basketball	8	3
3/4 Basketball	8	3
5/6 Basketball	8	3
T-Ball Baseball	10	4
Farm Baseball	12	4
10U Softball	13	2
12U Softball	12	1

If a late registration form is accepted by the Director, a late fee will be required along with program fees to register. Late fee is for residents is \$10.00 and \$25.00 for non-residents. Late fees are not negotiable.

If team rosters are at capacity, NO registration forms will be accepted. This is not negotiable.

V. Suggested (but not required) Equipment

Soccer – Mouth guard, shin guards and cleats

Basketball – Mouth guard and good sneakers

Baseball – Mouth guard and cleats

NOTE: For each sport, the older the participants become, the more important the suggested equipment is.

VI. Uniform Issue, Care and Return

Uniform Issue Information:

Coaches will notify each player's parent/guardian on their roster of the date and times. A post will be made on the Department's Facebook page "Gorham Parks – Rec" and an email typically is sent out to all registered players (parent/guardians).

Uniforms will be issued typically two weeks prior to the first schedule games. Issue day run from 7:30am to 5:00pm. If uniforms are not picked up on the scheduled issue day, it is the parents' responsibility to contact the Parks & Recreation Department to find a date and time that works with the Director.

When picking up uniforms, you will be required to sign for all items issued.

Soccer – Jersey only

Basketball – Jersey and Shorts

Baseball (T-Ball & Farm) – Jersey and Hat (players may keep their hat)

Softball – (10U & 12U) – Jersey, Shorts/Pants and Hat (players may keep their hat)

Uniform Care Information:

When washing uniforms, please use cold water. Hanging uniforms for drying is preferred over using an electric dryer to help preserve any lettering / numbering on the uniform.

Uniform Return Information:

When picking up uniforms, you will receive a notice with information on when the uniform is due back to the Parks & Recreation Department.

Uniforms may be returned any time on or before their due date (any time after the last game of the season). If no one is available at the Rec Dept when returning paperwork, payments,

uniforms, etc. please drop it in the large black box located in front of Rec Dept. Pull down the top handle and drop the uniform inside. It will fall to the bottom and be secure.

Late Uniform / Equipment Information:

If the uniform is not returned on or before the due date the following processes will be followed.

1. Typically, the day after the due date: A reminder notification will be sent via email and/or Facebook messenger.
2. 14 calendar days after the due date: An invoice will be mailed (see note below).
3. 30 calendar days after the due date: Items will be considered stolen property and information will be turned over to the Gorham Police Department.

NOTE: If an invoice is sent and then the late items are returned, all fees will be waived.

VI. Responsibilities

It is the responsibility of the parent/guardian to ensure they have read, understand, and will abide by this policy. Nothing can ruin a program more than late registrations, late uniform pick-ups or returns. Delays in any of these steps may delay a program starting and may shorten a season.

It is the responsibility of the parent/guardian to ensure they have read, understand, and will abide by all Gorham Parks & Recreation Department policies associated with youth sports. The following policies: Waiver & Release of Liability, Code of Conduct, Behavioral Management, Philosophy for Athletes & Parents and Covid-19 may be found on website: [Forms & Policies | Gorham NH](#)

The Parks & Recreation Department typically notifies parent/guardians of uniform issue date/times, uniform return date, etc. to help maintain timelines established.

The Parks & Recreation Department rely on volunteer coaches for all their sport programs. Parent/guardians chosen as coaches, will be reimbursed registration fees for the program they are coaching.

The Director has the option to make exceptions if deemed to not hurt the integrity of a program.

Proposed on _____ / _____ / 2022

Adopted by the Board of Selectmen on _____ / _____ / 2022

Michael L. Waddell, Chairman

Judith LeBlanc, Selectperson

Yves Zornio, Selectperson