

York County Division of Parks and Recreation Program Registration and Payment Policy

This policy hereby establishes a divisional policy for the payment of fees, registrations, and refunds for recreation programs offered by York County Parks and Recreation.

Under this policy "residency in York County" shall mean to make one's domicile in York County: meaning that the individual lives in York County with the intent to make it a fixed and permanent home. Other indicia of domicile include automobile registration, voter registration and the reporting of a mailing address change to the appropriate agencies, such as the post office, utility companies, creditors and employers.

THIS FEE POLICY IS OUTLINED AS FOLLOWS:

1. No person(s) or team(s) shall be permitted to register for a recreation program unless the following conditions exist:
 - a. The registration form is completed and fee is paid in full.
 - b. The registration fee is officially waived by the Recreation Manager or his/her designee; or,
 - c. The fees are waived for York County children whose family income falls within the Federal Food Stamp eligibility limits applicable to York County. A copy of the current food stamp card is required when registering. The following chart outlines programs:

Fee Waiver Available	No Fee Waiver Available
Fall/spring youth soccer leagues	Self-supporting/contractual programs
Winter youth basketball leagues	Sports Camps
"Summer Fun" Program	Leisure Classes
"Special Recreation Camp"	Senior Citizen Trips

2. Partial payments will not be accepted under any circumstance.
3. In cases where a person is registering participants from other families and is paying by check, **a separate check for each family** is required.
4. Multiple child discounts apply only when children from the same family are registered for the same sports program.
5. Non-residents will be allowed to register for programs with specific registration limits if space is available, after the first week of registration has passed. Non-residents will be charged a non-resident fee that will be established for each program during

the budget process (a minimum of \$10.00 per registration.)

THE REGISTRATION POLICY IS AS FOLLOWS:

The full registration fee or appropriate fee waiver information must accompany the registration form.

Registration will be accepted by mail at the Parks and Recreation Office, P. O. Box 532 Yorktown, VA 23690. Registration will also be accepted in person at the Parks and Recreation Office, 100 County Drive, Grafton, VA 23692. For tennis activities registrations will be accepted at Back Creek Park, 3000 Goodwin Neck Road, Grafton, VA 23692. For senior activities registrations will be accepted the Senior Center of York, 5314 George Washington Highway, Patriots Square Shopping Center, Yorktown, VA 23692. If approved by the Recreation Manager, registrations in person may be accepted at other sites for special programs.

Registrations will not be taken prior to the beginning of registration. Registrations received in the mail prior to the beginning of registration may be returned. If not returned, they will only be processed as time permits, but not earlier than the second day of registration.

Youth Sports Leagues

1. For programs in the York/Tabb area participants **must reside** in York County. For Williamsburg area programs participants must reside in Williamsburg, York County or James City County. Non-residents will not be allowed to register.
2. All children that register by the registration deadline shall be placed on teams. Registrations received after the registration deadline will **AUTOMATICALLY** be placed on a waiting list and assigned to teams on an **as-needed** basis by the Division of Parks and Recreation.
3. If a program begins with the first grade the child must be enrolled in the first grade. The child cannot register even if they are repeating kindergarten.
4. If a child has repeated a grade they have the option to participate in either the league of their current grade in school or the grade that they should be in. If a child has repeated or been held back more than one year they may only play one grade below their age group had they not repeated any grades.

Programs with Specific Registration Limits

These programs include but are not limited to the "Summer Fun" Playground Program, Special Recreation Camp, Sports Camps, Tennis Lessons, Leisure Classes, and other programs with specific registration limits.

1. For programs in the York/Tabb area, program participants must reside in York County. For Williamsburg area programs participants must reside in Williamsburg,

York County or James City County.

2. Registrations will be received on a first-come/first-serve basis, and only be taken until the program limit is reached.
3. Non-residents will not be allowed to register without approval of the Recreation Supervisor responsible for the program, will only be taken after the first week of registration has ended and if space is available. If allowed to participate, non-residents will pay the appropriate non-resident fee.

Adult Sports Programs

1. Only team registrations will be accepted. Registration forms and fees must be **delivered in person** to the Division of Parks and Recreation office, 100 County Drive, Grafton. **Absolutely no registrations will be accepted on the telephone or by mail.** Teams that competed in the past season will be given the opportunity to register first to ensure that there is space available for their team. Once this registration period is completed, all teams will be taken on a first-come/first-serve basis, and only until the league limits are reached.

Senior Citizen Trips

Trips are subject to cancellation should the minimum number of reservations not be received by the registration deadline. If a trip is cancelled due to insufficient registration a full refund will be issued. No cash payments will be accepted. A waiting list will be established for each trip in the event that the maximum number of registrations has been reached. Cancellations made prior to the registration deadline, will receive a full refund. Cancellations made after the deadline will only be refunded if a person on the waiting list can fill the spot.

Waiting List Procedures

Waiting lists will be formed and maintained after the program registration deadline has passed or the program limit has been reached. Only persons eligible to participate will be placed on the waiting list. As spots in the program become available, persons on the list will be contacted in order and offered the opportunity to register in the program.

The refund policy is as follows: All requests for refunds must be submitted in writing. A \$5.00 processing charge will apply to all refunds.

1. Refunds will not be given for adult team sports.
2. Refunds will not be given to youth participants after the second game of the season has been played.
3. Refunds for programs with specific registration limits will not be given after the program has begun.

If special circumstances arise the Recreation Manager may grant a full or partial refund to participants.