

WHEATLAND RECREATION PROGRAM POLICIES AND PROCEDURES

The Town of Wheatland Recreation Department strives to offer programming that meets the needs of the community. This includes a wide array of programs and wellness opportunities for people of all ages. Staff will maintain current programming trends to enhance the health, knowledge and quality of life of our community.

I. New Programs – New programs will be reviewed by Recreation staff, to coincide with the preparation of each season. The following procedure will be used by staff to propose a new program.

- A. Recreation Leader or the Instructor will complete a New Program Application and submit it to the Recreation Supervisor.
- B. The Recreation Supervisor will review the New Program Application and complete the New Program Proposal Cost Analysis. If approved, the Recreation Supervisor will submit the sheet to staff/instructor with his/her signature. If denied, the Recreation Supervisor will discuss the program with staff/instructor.
- C. The Program Proposal and Cost Analysis will be presented to the Town Board for approval.
- D. Once the program has been approved, the Recreation Leader or Recreation Supervisor will add the class to the MyRec Schedule to open registration.

II. Program Fees – Recreation Supervisor will review all program costs and set fees during the budget cycle.

Program fees are based on the following guidelines:

- A. Recreation program fees are expected to, at a minimum; recover costs associated with the program.
- B. Resident fees and non-resident fees are the same.
- C. Staff will factor in whether the program is a service to the community versus a leisure program when determining fees.

III. Program Dates and Times – Program dates and times will be set by staff to maximize class participation and facility usage.

IV. Program Registration – Staff will ensure accurate and efficient registrations for all Recreation Programs. If the program you wish to register for is full you will be placed on a waiting list.

- A. Registrations shall be completed for all programs.
 1. Online at <https://wheatlandny.myrec.com>
 2. In person with the Recreation Leader or Recreation Supervisor
 3. By phone with a credit card.
- B. Forms of payment accepted.
 1. Credit Cards
 2. Check – All returned checks are subject to a return fee
 3. Cash
- C. Children must be the proper age before the program begins.
- D. Registration is accepted on a first-come, first-served basis and class sizes are limited. Programs will be cancelled if registration does not meet the minimum requirements.

V. Refunds

Fee Refund Policy: All refund requests must be submitted to the Recreation Department. If a program is canceled, the total amount will be refunded. You may withdraw up to 7 calendar days prior to the start of a program; a refund will be granted with a \$5 processing fee per person/per program (note that certain programs may be nonrefundable or involve a portion of nonrefundable monies). Within one week of a program's start date, or after a program has begun, only medical refunds will be granted (including a \$5 processing fee per person/per program). There will be no refunds or credits issued for Summer Camp registration. A doctor's written statement must accompany any medical refund request. A medical refund will be prorated based on the date of your notification to the Recreation Department. Absolutely no refunds will be granted after a program ends. The Recreation Department makes every effort to make up missed program sessions due to circumstances beyond our control, but in some cases this may not be possible.

VI. Disclaimer

A. Participant must agree to the disclaimer during the registration process.

Disclaimer:

The Wheatland Recreation Department reserves the right to modify or change programs and fees as necessary. Participation by any person in a Recreation Program may be terminated at any time by the department at its discretion.

Waiver for Participation: I, for myself, or as the parent/guardian of the person on this registration form who is enrolling in a Town of Wheatland Recreation Program, give my approval to participate in activities related to this program(s). I acknowledge and fully understand that there is risk inherent in all recreation programs or activities. I further hereby release, indemnify and hold harmless the Town of Wheatland and its recreation department employees, officials, commission, and any member of the same, as well as the instructors and counselors conducting, taking part or designated to transport my child to or from a program/event. In the case of injury to myself or child, I hereby waive all claims against the above mentioned person or entity. I give permission for emergency medical staff, a licensed physician or hospital staff to administer emergency medical care deemed necessary for the person registered for the above program(s) and/or event if parental/guardian permission is unavailable. I also grant full permission to the Town to use my name, photograph, videotape or recording for any publicity promotion purposes without obligation or liability.

VII. Photo Policy

A. Any photographs or videos taken of any participant in a Wheatland Recreation program or activity may be used for publication or marketing purposes including social media. Any participant or parent of youth participant who wishes to not have a photograph of them used must notify the department in writing prior to the start of the program or activity.

VIII. Program Changes

A. The Recreation Department makes every effort to ensure the accuracy of the program information found on our registration website. Changes in programming may occur and will attempt to keep information updated. All programs, instructors and locations are subject to change.

IX. Facilities

- A. Wheatland Recreation is fortunate to have facilities use agreements with the Village of Scottsville and the Wheatland-Chili Central School District. These agreements allow us to use Johnson Park and the Wheatland Chili CSD facilities to host our programs. Programs are also offered at Wheatland Senior Center, Freeman Park and The Donnelly House, which are owned and maintained by the Town of Wheatland.
- B. Any additional facilities are subject to Town Board approval including agreements, cost and insurance.

X. Advertising

- A. Recreation Programs will be posted on the MyRec website and calendar.
- B. Flyers will be emailed to Wheatland-Chili CSD and Caledonia- Mumford CSD to be shared as the Communication Director deems appropriate.
- C. Facebook advertising per Town of Wheatland Social Media Policy. Paid ads will be utilized as department budget permits.

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