

RECREATION PROGRAMMING POLICIES

POLICY & PRACTICE

It is the policy of the Woodstock Parks and Recreation Department to provide policies, procedures, and expectations for programming to guide staff and participants in registering for programs, for groups who pursue partnering with the city, and to keep procedures updated as trends and citywide policies change.

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PROCEDURES

Following is a set of procedures followed in all sections of the Recreation Division; Programming, Special Events, Administration, and at the William G. Long Senior Center.

HOW TO REGISTER

All Participants must register for all programs through the parks and recreation department, either at:

1. William G. Long Senior Center located at 223 Arnold Mill Road, Woodstock, GA
2. Parks and recreation administration office located at 105 East Main Street, Suite 142, Woodstock, GA
3. Online at www.woodstockparksandrec.com (PREFERRED METHOD FOR EVERYONE)
4. This ensures accuracy in reporting and in processing payments.
5. Advanced registration and full payment is required for all coordinated programs.

PROGRAM CAPACITY

1. All programs that require registration have a minimum and maximum number of enrollments.
2. If the minimum enrollment is not met one week prior to the program date, staff may have to cancel, postpone, or consolidate the program with another program.

WAITLISTS

1. Once the maximum enrollment is met for a program, a waiting list may be formed.
2. No payment is required at time of placement on a waitlist.
3. Staff will contact persons on the waitlist when space becomes available.
4. Full payment will be due upon accommodation into the program prior to participation.

REFUNDS FOR CLASSES, TRIPS, TOURS, AND PROGRAMS

1. A refund request form must be completed at least 7 business days prior to the start of the program.
2. Credits are not authorized for missed classes or program dates for any reason.
3. Trips:
 - Full refunds may be issued if the spot can be filled.
 - Partial refunds will be granted if the spot cannot be filled
 - If trip tickets have been purchased, the participant is responsible for the cost of admission and transportation, if spot cannot be filled.)

4. In the event a program is cancelled by the parks and recreation department, a full refund will be made to all registered participants.
5. The Parks and Recreation Director reserves the right to review and make the final decision on all refunds.

REFUNDS FOR EVENTS, RENTALS, AND OTHER PROGRAMS

1. Any cancellations after acceptance into the event and/or program will result in forfeiture of all fees.
2. There will be no rain date.
3. The City of Woodstock reserves the right to cancel an event or close a park at any time.
4. If the city cancels an event or program, refunds will be issued based on the City of Woodstock Finance Department policies and a check will be issued by mail within 30 days.
5. The Parks and Recreation Director reserves the right to review and make the final decision on all refunds.

CHECK CASHING

1. Personal checks will be accepted with photo I.D and address verification.
2. Checks returned for any reason will be assessed a returned check fee based on the City of Woodstock Finance Department policies.
3. All parks and recreation department privileges will be revoked until resolution is made.

ADA STATEMENT

1. The Woodstock Parks and Recreation Department will not discriminate against any eligible participant based on a disabling condition.
2. All are invited and any special requests are made with the recreation coordinator or manager overseeing the program or event so that a smooth inclusion may occur.
3. Other agencies in Cherokee County offer specific programs for people with disabilities and if needed, parks and recreation staff will make contact and find the best program in the area for all participants.

RESIDENT FEE

1. Some programs offer resident and non-resident fees.
2. The resident fee applies to anyone living within the Woodstock city limit boundary.
3. People who live outside the boundary pay the non-resident fee listed in the program description.
4. Not all Woodstock addresses are within city limits.

5. To ensure that the address is within city limits, visit <http://www.woodstockga.gov/718/Mapping-Portal> and click on “Do I live in the city?”

PHOTOGRAPHY AND SOCIAL MEDIA POLICY FOR PARTICIPANTS

1. Please be aware that by registering for a program or class, participating in an activity, attending an event, or using city facilities or property, you authorize the city to use photos and video footage for promotional purposes in departmental publications, advertising, marketing materials, brochures, event flyers, social media, and the department’s website without additional prior notice or permission and without any compensation to you.
2. All photos and videos are property of the city.
3. Photos and video of participants in programs or special events and users of city facilities and parks can be used in publicizing and promoting the City of Woodstock.
4. Staff do not use any identification of participants in marketing materials.
5. It is a standard for the participant to be asked first before any photography or videoing takes place. This may not be the case for large special events and concerts.
6. Please tell an instructor or the photographer if you do not want to be photographed or videotaped.

PARTICIPANT CODE OF CONDUCT

1. Participants are always expected to exhibit appropriate behavior.
2. To make programs safe and enjoyable for everyone, the Woodstock Parks and Recreation Department has developed these guidelines:
 - Show respect to all participants.
 - Refrain from using foul language.
 - Refrain from causing bodily harm to self and others.
 - Refrain from damaging equipment, supplies, and facilities.
 - The Park and Recreation Director reserves the right to dismiss a participant for infraction of the conduct policy. Each situation will be evaluated on its own merit.
3. Participants will be asked to leave a facility, park, event, and may not be allowed to participate in a program or event if there is a violation of this code of conduct.
4. This policy refers to staff, volunteers, instructors, participants, spectators, vendors, and any other person and/or organization involved with a Woodstock Parks and Recreation program.

CONCUSSION PROTOCOL

1. **Georgia Return to Play Act-House Bill 48** - Effective January 1, 2014, all youth athletic programs will be required to educate youth athletes and their parents on the dangers of concussions during athletic events.
2. Because of this legislation, the department must require all volunteer organizations that hold a park use agreement to implement the requirements necessary to be in compliance of HB 48.
3. To better define the requirements of this law, here is what needs to happen:
 - Concussion educational information must be provided to all coaches and officials.
 - Concussion educational information must be provided to all the athletes and their parents.
 - The parent/legal guardian must sign an acknowledgement of receipt and the organization must keep this on file throughout the season.
 - Steps 1 & 2 must be completed prior to the athlete beginning any athletic activity in your program.
4. The department strongly encourages that all coaches and officials of a youth activity complete an annual concussion recognition course.
5. The Georgia Department of Public Health is referring everyone to the "Heads Up - Concussion in Youth Sports" program offered by the CDC which can be found at <http://www.cdc.gov/concussion/HeadsUp/youth.html>
6. On the above website is the following information:
 - Parent/Athlete Information Sheets in English and Spanish
 - Program Posters to Have at Your Facilities
 - On-Line Training Program (Concussion Recognition Course) for Coaches/Officials
 - Coach's Clipboard Sheets
7. Concussions in sports are a serious issue with long term risks and complications if not treated properly.
8. Always remember "When in doubt, sit them out!"
9. Recognizing the signs and symptoms of a concussion is the key factor as to whether a child should return to play, and the training program provides valuable information to assure the athlete is ready to get back into the game safely.

RELEASE OF CLAIMS

1. All persons registered for City of Woodstock programs either as a participant, vendor, or are involved in any way must sign a release of claims prior to participation.

1. Waiver(s) used are on the next page.

ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM
City of Woodstock Activities, Programs, and Events

I, MY MINOR CHILD, AND/OR A MINOR CHILD UNDER MY LEGAL GUARDIANSHIP (INDIVIDUALLY AND COLLECTIVELY REFERRED TO AS "PARTICIPANTS") HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH the use of the City of Woodstock, Georgia (the "City") City parks, trails, facilities, or amenities, including participation in any City of Woodstock, Georgia, or City of Woodstock, Georgia sponsored, activities, events, or programs, some of which may not be held on City of Woodstock property, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them.

I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in any activity. I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

In consideration of my application and permitting me to participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

- (A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: The City of Woodstock, Georgia, its, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers;
- (B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in paragraph (A) above from any and all liabilities or claims made as a result of participation in this activity, whether caused by negligence or otherwise.

I acknowledge that The City of Woodstock, Georgia, its officers, employees, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf. The City of Woodstock, Georgia, reserves the right to cancel an event, program, park, trail, or facility for any reason at any time.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, lack of hydration, and actions of other people including, but not limited to, participants, volunteers, monitors, and/or producers of the activity. These risks are not only inherent to participants but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity.

I understand while participating in this activity, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the activity holders, producers, sponsors, organizers, and assigns.

This Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. Notwithstanding anything contained herein to the contrary, nothing contained herein shall be deemed to release any party from acts of gross negligence or intentional misconduct.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

ALL PARTICIPANTS ARE REQUIRED TO SIGN ON THE REVERSE SIDE. THIS WAIVER WILL BE COLLECTED BY THE CITY OF WOODSTOCK, GEORGIA, PRIOR TO START OF ACTIVITY. NO ONE IS ALLOWED TO PARTICIPATE UNLESS THEY HAVE SIGNED THE WAIVER. FOR GROUPS, THE APPLICANT IS RESPONSIBLE TO ENSURE ALL PARTICIPANTS HAVE SIGNED THE WAIVER.

ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM - CONTINUED

SIGNATURE BELOW AGREES TO ACCIDENT WAIVER AND RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT ON OPPOSITE SIDE:

_____ *Name & Age of Participant (Please print legibly.)	_____ Signature of Participant	- or -	_____ *Parent/Legal Guardian Printed Name & Signature (If participant is under age 18)	_____ Date
_____ *Name & Age of Participant (Please print legibly.)	_____ Signature of Participant	- or -	_____ *Parent/Legal Guardian Printed Name & Signature (If participant is under age 18)	_____ Date
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Please print both sides of another waiver if you have more participants to list.