



**PARKS AND RECREATION
Policies and Procedures**

Policy & Procedure Manual
General Directive
Priority Registration Policy & Procedure

I. Purpose

To ensure that City of Tampa residents are afforded the first opportunity to enroll into recreation programs and activities while allowing currently registered progressive class participants receive priority registration.

II. Definitions and References

Department shall mean the City of Tampa Parks and Recreation Department.

Director shall mean the Parks and Recreation Department Director or designee.

Good Standing shall mean all payment and/or other requirements are current and complete.

Non-Resident shall mean a person living outside the City of Tampa city limits.

Participant shall mean a person in good standing who is actively taking part in a current program or activity session.

Priority Registration shall mean the opportunity to register for openings, if any, before any remaining openings are offered to others.

Progressive Classes shall mean a series of classes, lessons, or programs that develop abilities and require successful advancement through a series of increased skill level steps over a course of time. Progressive Classes typically have prerequisites for placement and advancement.

Proof of Residency shall mean approved documentation that contains the name and address of the participant (or parent/guardian if under 18) issued within the previous 30 days with City of Tampa address. Approved documentation includes; Utility bill (phone, water, gas, electric, etc.), Voter registration card, Bank statement, Government check, Pay check, Official government document that contains the name and address of the participant.

Recreation Program or Activity shall mean a stand-alone program such as after school, summer camp, C.A.M.P., athletic league, fine arts class, etc.

Registration Period shall mean the timeframe for registering for a new program or activity session.

Resident shall mean any person whose legal domicile is located within the City of Tampa city limits.

Waiting List shall mean a listing of potential participants who express interest in registering for a specific program, activity or class.

Specialty Camp shall mean a summer camp that is typically offered in one week sessions for a specific age group and focus on a special interest. Specialty camps may include Aquatics camps, Art Camps, Nature Camps, Sports Camps, etc. The cost of Specialty camps vary.

Traditional Camp shall mean a low cost summer camp program that is offered for duration of the entire summer break at the recreation sites throughout the city. The Traditional Camps offer a wide variety of activities and optional field trips at an additional charge.

III. Policy

There will be two registration periods throughout the year for Summer and After School programs. All other programs will have continuous enrollment until full or complete, whichever comes first.

Summer programs will be divided into four phases. After School program will be divided into two phases.

Participants currently enrolled in a Recreation Program or Activity or a Progressive Class will receive Priority Registration during the first week of each new registration period.

Residents not currently enrolled in a Recreation Program or Activity will receive Priority Registration during the second week of each new registration period for any remaining openings.

Non-residents may register beginning the third week of the new registration period for any remaining openings.

Interest Lists may only be kept for Progressive Classes. Placement outside of the registration periods may be offered on a first come first serve basis to participants from the interest list who meets program prerequisites/requirements.

Prerequisites must be met for all progressive class placements.

IV. Procedure

Residents must provide proof of residency to receive priority registration.

Registration for Summer recreation programs and activities will be held in four phases:

Phase One: Specialty Camp registration. This registration period does not include the Traditional Camps. Registration will be open to residents and non-residents both online and in-person. Enrollment is on the first come first serve basis until full.

Traditional Summer Camp locations that are currently not an after school program location are excluded from Phase One and Two and will begin registration during Phase Three.

Phase Two: After School participant priority registration for Traditional Camps. Any participants enrolled in the current after school program will be granted one week of priority registration. Registration will be open to residents and non-residents in-person only. Enrollment is on the first come first serve basis until full.

Registration for traditional Summer Camp will not be location specific. For example, if a participant attends the after school program at Wellwood Center, they do not have to register for traditional Summer Camp at Wellwood to participate in Phase Two.

Phase Three: Registration allowed online and in-person. Residents not currently enrolled in any camp program will receive priority registration on a first come first serve basis during the third registration phase for any remaining openings. The first day of registration will be online only. In-person registration will begin the following day while online remains open. Enrollment is on the first come first serve basis until full.

Phase Four: Registration is allowed online and in-person. Non-residents not currently enrolled in any camp program will be allowed to register on a first come first serve basis during the fourth registration phase for any remaining openings. Registration will be online only the first day. In-person registration will begin the following day while online remains open. Enrollment is on the first come first serve basis until full.

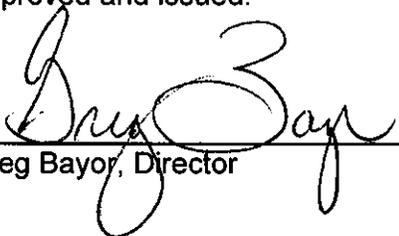
Registration for the After School program will be held in two phases.

Phase One: Registration open only to residents. The first day of registration will be online only. In-person registration will begin the following day while online remains open. Enrollment is on the first come first serve basis until full. .

Phase Two: Registration allowed online and in-person. Registration will be open to non-residents on a first come first serve basis for any remaining openings.

Interest lists may be kept for any filled camps, programs, activities, or classes. Once a program is full interested participants may be added to a waiting list on a first come first serve basis if they meet program prerequisites/requirements. If there is an opening in a program, the participants on the waiting list will be contacted in the order of registration.

Approved and issued:



Greg Bayor, Director

1-9-17

Date