

## **NEW Registration, Cancellation, Scheduling & Team Formation Guidelines**

1. Payment must be made when registering. Registrations are accepted in person during business hours or by mail. Cash or checks are accepted. Phone registrations are not accepted.
2. Checks should be made payable to the City of Bel Aire unless otherwise noted.
3. A full refund will be issued if an activity is canceled. Please allow 3-4 weeks for the refund.
4. A full refund will be issued if a participant withdraws from an activity prior to the deadline.
5. A 50% refund will be issued if a participant withdraws from an activity prior to the start date.
6. No refunds will be given if withdrawal occurs after the start date.
7. Activities may be combined or cancelled depending upon registration.
8. Most programs have a set minimum and maximum number of participants; therefore, **pre-registration is necessary**. Registration deadlines are three working days prior to the start date unless otherwise noted. **A \$15 late fee will be assessed after the deadline.**
9. Age divisions are determined by the age of the participant at the start date of the program. Participants will be assigned by their age or in some cases may request to play up one year in age.
- 10. Youth recreational sport teams are formed by recreation department staff.**
- 11. Youth sport participants may request to be placed on the same team as one or two other participants as long as those one or two have requested the same.**
- 12. Recreation Center Staff reserves the right to reassign requests to ensure parity in the program.**
- 13. Requests will not accepted after the registration deadline.**
- 14. A volunteer may request to coach with another volunteer as long as that individual has requested the same. In cases that there is a need for coaches or to ensure parity, volunteers wishing to coach together may be asked to split up.**
- 15. Coaches are allowed to coach their own children.**
- 16. In the event that a team does not have a coach, parents will be asked to volunteer to avoid the team playing games without organized practices.**
17. Wichita Heights Junior Baseball/Softball League teams may register partially or as a whole but must be comprised of at least 60% Bel Aire residents. Bel Aire Recreation may rescind the residency requirement if there is space after the deadlines. Groups who request 4 or more participants together are defined as a team and must secure its own coaches.
18. Once youth game schedules have been published no changes will be made other than make-ups of games that were cancelled due to inclement weather.
19. Program format is subject to change.