



## PARKS AND RECREATION Policies and Procedures

Policy Manual
General Directive
Priority Registration Policy & Procedure
Effective: January 12, 2016
Review Date: January 2022

### 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 to receive priority registration.

### II. Definitions

*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, Paycheck, 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.

*R.E.C. 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 R.E.C. Camps offer a wide variety of activities and optional field trips at an additional charge.

*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.

*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.

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

### 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 three 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.

At times, due to extenuating circumstances, such as COVID-19, the length of the various phases of registration may need to change. Although the department wants to provide one week for registration, the timeliness of registration periods to the program beginning requires flexibility while still allowing the public sufficient notice and opportunity.

Additionally, the department reserves the right to restrict the length and categories of individuals (resident, non-resident) allowed to register for programs.

### IV. Procedure

Residents must provide proof of residency to receive priority registration.

**Registration for Summer** recreation programs and activities will be held in three phases.

**Phase One:** After School participant priority registration for R.E.C. 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 online and in-person only. Enrollment is on the first come first serve basis until full.

Registration for R.E.C. Camp will not be location specific. For example, if a participant attends the after-school program at Wellswood Center, they do not have to register for R.E.C. Camp at Wellswood to participate in Phase One.

**Phase Two:** Registration allowed online and in-person. Residents will receive priority registration on a first come first serve basis during the second 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 Three:** Registration is allowed online and in-person. Non-residents will be allowed to register on a first come first serve basis during the third registration phase for any remaining openings. Enrollment is on the first come first serve basis until full.

Specialty Camp 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.

**Registration for the After-School** program will be held in three phases.

**Phase One:** Priority Registration for currently enrolled after school participants. Participants enrolled will be granted one week for priority registration. Registration will be open online and in-person to residents and non-residents.

**Phase Two:** 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 Three:** 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:

*Sherisha Hills*  
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Sherisha Hills, Interim Director

1/4/21  
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Date