

# **East Longmeadow Recreation Department Policies**

## **INSURANCE & LIABILITY WAIVERS**

The Town of East Longmeadow does not carry insurance to cover the cost of hospitalization and/or medical costs of persons injured during the course of participation and/or as a spectator at any of the Recreation Department programs. All participants play at their own risk. All spectators attending sporting events do so at their own risk. All participants are required to have signed waiver of liability statements on file with the Recreation Department as a condition of participation. The Waiver of Liability statement is printed on the registration form.

## **USE OF SPORT FIELDS**

Town fields are available for recreational use by residents any time if they are not permitted for organized sport or league play. Please contact the Recreation Department in order to permit a field for any scheduled sport activity. The Field Scheduling fee is \$15-\$30 per game or practice. Organized teams must have their team roster on file with signed Player/Coach waiver forms for each participant and insurance to seek a field permit. Permits are given out only 7 days in advance beginning on a Friday at noon.

**The Heritage Park Pavilion can be reserved by contacting the DPW directly 525-5400.**

## **SCHOOL BUILDING RULES**

1. Smoking is NOT permitted in any building and/or school grounds.
2. Food and Drink are prohibited in all areas.
3. Individuals whose language and/or behavior is deemed inappropriate will be asked to leave the program.
4. Persons doing physical damage to the facility will be held financially responsible.
5. Children will not be allowed to attend programs, unless designated "Family". Nor should they wait unattended outside the activity.
6. Please follow direction on all posted signage and verbal directions from Hall Monitors and Custodial Staff.
7. Concerns and problems relating to the program, staff and/or facilities should be directed to the Rec. Director immediately.

## **ROSTER REQUEST POLICY**

The Recreation Department realizes that many roster requests are for good reason, but roster requests can become difficult to accommodate. The Sport Association will make sound decisions on all roster requests with the program's success in mind. We hope that parents realize that not all requests can be met. It is understood that a child's placement on a team can affect a parent's decision to allow their child to participate. If your request was not accommodated and you have an issue, please contact the Recreation Department, rather than the volunteer coordinator or coach to express your frustration.

Feel Free to Contact us: 525-5437 or [recreation@eastlongmeadowma.gov](mailto:recreation@eastlongmeadowma.gov)

## **PHOTO AND INTERNET POLICY**

The Recreation Department reserves the right to photograph and film program participants for publicity purposes. Images or videos may be used for program flyers, newsprint, town website or social media. The participant or the participant's family will not receive any compensation for any use of the photographs, videos or images which may be taken by the Department. If for any reason you do not want photographs or videos to be taken of yourself or your child, please notify the Recreation Director or Program Instructor/Coordinator. However, parents and guests are asked not to photograph or film program participants without their knowledge and consent. If you are taking pictures or videos of your child to post on a social media, websites or other public postings online, please avoid capturing identifiable images of other children. Please do not post photos of other people's children online without their parent's consent.

## **NON-RESIDENT REGISTRATION AND FEES**

Some East Longmeadow Recreation Department administrative and program costs are covered by East Longmeadow tax dollars. Therefore, those who are not residents of the town will be assessed a surcharge for each programs registered for (unless otherwise noted). The fee for this will be \$15.00. Other restrictions may apply.

## **CANCELLATIONS**

If we are required to cancel a class or program, either a program credit or full refund will be granted. Individual programs **MAY** be cancelled due to unfavorable weather conditions. We reserve the right to postpone, reschedule or cancel programs, change locations, substitute staff or make other changes as necessary.

## **PROGRAM NOTES**

Participants should not arrive more than ten (10) minutes prior to the scheduled start of an activity, unless instructed by the coach/instructor.

Parents should NOT just drop off participants at an activity; they should make sure that there is adult supervision before leaving. From time to time, due to any number of circumstances beyond our control or that of the instructor, arrival of the instructor, at the site may be delayed. If an instructor does not show within fifteen (15) minutes of the scheduled starting time, we request that parents take their children home and the class will be rescheduled, if possible.

## **SPECIAL NEEDS/NON-DISCRIMINATION POLICY**

The East Longmeadow Recreation Department provides its services, programs, and activities to all children and families without regard to race or color, gender, sexual orientation, physical or mental ability, religion, ancestry or national origin. The town provides reasonable accommodations to qualified individuals with special needs upon request.

## **SCHOLARSHIPS**

The East Longmeadow Recreation Department and Commission recognize that the charging of fees for programs may place such an economic hardship on some individuals that they are unable to participate. For that reason the Recreation Department is pleased to announce that most programs are available at a reduced rate to qualified individuals (certain restrictions apply). Contact the Director of Recreation to apply for the reduction. All requests are done in **STRICT CONFIDENCE**.

## **HOW TO REGISTER FOR EAST LONGMEADOW PROGRAMS**

Registration for programs can be completed In Person at the Recreation Department, 328 North Main St Children under 18 must have the Registration Form signed by their parent or guardian as it includes a liability waiver. However, Mail-In Registration saves time waiting in line. (Mail in form on Page 8)

On-Line Registration is also available at [www.eastlongmeadowma.gov](http://www.eastlongmeadowma.gov) on the Rec. Dept. page

Registration and Medical Forms are available 3 ways:

1. At [www.eastlongmeadowma.gov](http://www.eastlongmeadowma.gov) under Town Departments then Recreation. call office for ID# and Password
2. Pick up at the Recreation Department Office 8 a.m. - 4 p.m. Monday – Friday, excluding holidays.
3. After hours forms can be picked up outside the Office Door in the Pleasant View Building when the building is open.

Please follow the following steps for Mail-In Registration:

1. Fill out the Application Form completely. Multiple children and programs can be listed on the same form. Fill-in the appropriate fees and total all fees at the bottom of the form.
2. Medical Form must be completed on all new participants and should be updated periodically. Birth Certificates must be on file.
3. Make checks payable to: "Town of East Longmeadow"
4. Mail registrations to: East Longmeadow Recreation Department  
328 North Main Street  
East Longmeadow, MA 01028
5. You will receive a confirmation receipt via e-mail, once the registration is processed into the computer.