

TOWN OF MIDDLETON	
CODE C - COMMUNITY & ECONOMIC DEVELOPMENT	
Subject: Program Registration Guidelines	Number: 3.1
Coverage: Staff & Public	Approved by: Council & CAO
Effective Date : May 7, 1990	Revision Date: September 5, 2006

Rationale

The following policy establishes guidelines for program registration for town operated and affiliated recreational programs, to ensure equal treatment of all residents.

Policy Statement

- 1) Registration forms must be used for all youth programs organized by or affiliated with the Recreation Department, and such forms must record the resident status (town/county) of the participant.
- 2) A general registration form will be formulated and used, when deemed necessary by the Director, for adult and miscellaneous programs.
- 3) The Director will co-operate with other associated recreational programs within the Town of Middleton, by assisting with supplying their registration forms to the public when deemed necessary.
- 4) For programs administered by the Community and Economic Development Department:
 - a) Dates of pre-registration and registration are to be determined and advertised by the Department, and no registration will be taken before such the dates.
 - b) Fee structures of recreational programs are set by the Director.
 - c) Registration will be administered by staff through the Recreation Office.
 - d) Official receipts of all programs must be given to the participants involved in any recreation programs offered by the Recreation Department.
 - e) Registration will be taken from 8:30 a.m. to 4:30 p.m., Mon. – Fri., at the Recreation Department or Town Hall, unless otherwise stated by the Director.
 - f) Evaluation forms will be formulated, completed and analyzed at the end of each program.

- g) The Recreation Department reserves the right to cancel a program due to low registration or other circumstances. This policy should be printed on any publications or advertisements for recreation programs.
- h) Cancellations of programs will be announced on the radio and/or participants will be notified by telephone if pre-registration has been taken. A cancellation notice may be posted at the program site when necessary.
- i) Once a program has begun a no refund policy will be issued unless otherwise indicated by the Director.
- j) Cheques for Recreation programs must be payable to the "Town of Middleton"

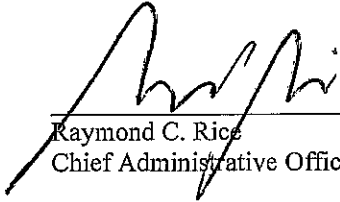
Previous Policies

The previous policy 6/9 "policies Program Registration" effective May 7, 1990 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 5th day of September, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 5th day of March, 2007



Raymond C. Rice
Chief Administrative Officer