

MANDAN PARKS & RECREATION POLICIES



Approval Date: 02/08/2016
Effective Date: 02/08/2016
Date of Last Review: 02/08/2016

RECREATION

User Group Fees

1. Mandan Softball Association - \$125.00 per team
2. Mandan Soccer Club - \$7.00 per player
3. Mandan Hockey Club - \$85.00 per hour ice time
4. Mandan High School Ice Time - \$90 per hour
5. Bismarck State College Field Rental - \$40 per game depending on Maintenance
6. McQuades Softball Tournament - \$5.00 per team
7. Softball Tournaments – Mandan Softball Association – No Charge
Outside groups - \$15 per team if maintenance is provided. Free of charge if no maintenance is provided.
8. Horse & Saddle – No Charge
9. Special Olympics – No Charge
10. State High School Baseball Tournament - \$40 per game

Adult Sports

Registration – The registration process is done online and all fees are paid online or at the front desk. We have a no check policy for players but we accept checks from sponsors.

Refund Policy – The park district will refund any players that do not want to participate in the program prior to the program starting. If the program has started we will not refund any money to the participant. We will however let players take other players spots on rosters due to certain circumstances.

Cancellation Policy – For the most part we will try and make a decision to cancel a program by 4:00pm for a program that starts around 6:00pm. Any cancellation will be posted on our website, and faxed to the radio stations.

Roster Policy – All money must be paid before program starts. Every player must have signed the roster before they participate in the program.

Low income Registration policy - Families that cannot afford to have their children participate in our programs can request a fee waiver with me or can request a discount for the program. I take each of them case by case.

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Youth Programs

Volunteer coaches – Each coach is required to fill out a background check and fill out a drug and alcohol form.

Refund policy – Participants will receive a full refund if they withdraw from the program before it starts. If the program starts there will be no-refund given. If for some reason there is an injury at the beginning of the season will give the parents a credit to use.

Cancellation policy – We try and announce the cancellation at least an hour before the program starts. In some circumstances it does not allow. We always want to try and not cancel if at all possible. Sometimes parents will have to show up if the program is cancelled at the last minute.

Lightning Policy

We try to be conservative when it is lightning. If we see it we clear the fields and try and wait until it is gone to resume. If it is on top of us we clear everyone from the facility and cancel the program for the night. We are getting lightning detectors that will be cut and dry for us.

Concessions Policy

The concession stands will be open as long as there are events at the youth complex, memorial ballpark or at the Mandan softball Complex.

Cell phone Policy

There is no blanket policy for cell phones. We try to not allow staff to use cell phones when they are coaching or teaching. If they have some down time they are able to use it for a minimal amount of time. We expect our supervisors to have their cell phones with them at most times so we can be in contact with them.

MAC Program

Withdrawal from the program: If a family withdraws from the program before the school year is over, they will be responsible for the current month's bill and will forfeit their deposit.

Nonpayment of your child's MAC tuition by the late day listed above will result in suspension from the program until the bill is paid. Failure to pay the MAC tuition by the 1st of the month will result in your account being turned over to a collection agency.

Termination of Services: The MAC program works to meet the needs of each child enrolled in our program. We make every effort to communicate with the parent if there are concerns. The MAC program reserves the right to terminate enrollment of a child for one or more of the following reasons:

The program does not meet the needs of the child. Factors to considered decision may include:

- Consistent problematic and disruptive behavior (your child will receive a pink slip)

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- Extra demands on staff time
- Behavior detrimental emotionally or physically to the others in the program
- Child cannot adjust to the program's environment

A parent fails to meet their obligations as set forth by the MAC program, including limited to the following reasons:

- Nonpayment of fees
- Failure to comply with the procedures for arrival and departure of the program
- Physical or verbal abuse of children or staff by the parent
- Disrespect for policies and procedures of the MAC program

Late Charge: Families will be charged \$5.00 for every 5 minutes past 6:00 that the parent is late. Our staff has other jobs and families to get to once they are done at 6:00 p.m.

Medication: Medication will only be administered to a child with written permission and instruction from their parent/guardian is obtained. Prescription medications will be administered only to the child named on the original prescription label. Label dosage will be followed.

Accidents & Injuries: Please keep in mind that we encourage kids to take healthy risks. The occasional bump and bruise incurred along the way are a part of the experience. All MAC staff are First Aid and CPR certified. A first aid kit is with them wherever they go. Parents or an emergency contact will be notified if your child is seriously injured. Kids with serious injuries requiring emergency medical attention will be transported by Metro Ambulance to the nearest hospital unless otherwise specified by medical personnel. Medical expenses incurred will be the responsibility of the parent or guardian.

Special Needs: The MAC Program will make reasonable accommodations for children with special needs so that they may enjoy the benefits of the MAC experience. An assessment will be made to determine the individual needs of the child and a participation plan developed. It is at the program manager's discretion to determine if MAC is the right environment for your child to succeed.