

# CLASS REGISTRATION FORM

Please print and fill out completely.

Participant Name (or Parent/Guardian if participant under 18) \_\_\_\_\_

Address, City, State, Zip Code \_\_\_\_\_

Phone Numbers (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ E-mail Address \_\_\_\_\_

PARTICIPANT LAST + FIRST NAME	BIRTH DATE MM/DD/YYYY	SEX	ACTIVITY NUMBER	ACTIVITY NAME	SITE	DAY/TIME	TOTAL FEE

Individuals with a disability are entitled to participate in programs offered by the Norfolk Department of Recreation, Parks & Open Space. If you require any special accommodations, call (757) 441-1764 prior to registration.  
Please hand-deliver this completed registration form to the respective activity site (see chart below). Make check payable to *Norfolk City Treasurer*.

Total Amount Due \$ \_\_\_\_\_  
No cash accepted.  
Form of payment: \_\_\_\_\_ Check \_\_\_\_\_ Money Order  
Check/Money Order # \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Medical Treatment Permission & Acknowledgment of Risks:** In consideration of my participation in the activity provided by and through the City of Norfolk Department of Recreation, Parks & Open Space (RPOS), I, for myself or on behalf of the participant who I represent, authorize City of Norfolk employees to take and provide all necessary medical attention should I, or the participant who I represent, be injured while participating or being transported to or from any RPOS-sponsored activity. I have read the policies pertaining to cancellations, refunds, rules and regulations as they pertain to this activity. I acknowledge the risks and responsibilities involved in these activities, and assume the risks and responsibilities involved in these activities. I assume these risks realizing the capabilities of the person(s) participating. I have read this release and understand all its terms and execute it voluntarily and with full knowledge of its significance.

Signature of participant \_\_\_\_\_ Signature of parent/guardian (if participant under 18) \_\_\_\_\_ Date \_\_\_\_\_

**Photo Permission Release Agreement:** OPTIONAL. I understand that I, or the participant who I represent, may be photographed and/or videotaped while participating in this activity. I agree to allow the City of Norfolk Department of Recreation, Parks & Open Space to use said photographs and/or videotapes in Department publications, media campaigns, and/or for educational and safety training purposes. I further waive any compensation for publishing and/or printing such photographs. I understand that by affixing my signature on this form, I attest to having read, fully understand and agree to the conditions as set forth above.

Signature of participant \_\_\_\_\_ Signature of parent/guardian (if participant under 18) \_\_\_\_\_ Date \_\_\_\_\_



## HOW DO I KNOW WHERE TO REGISTER?

COURSE CATEGORY	IF COURSE IS HELD AT:	REGISTER AT:	PHONE#	ADDRESS
AQUATICS	Huntersville Indoor Pool	Huntersville Indoor Pool	(757) 664-7431	830 Goff St.
AQUATICS	NFWC Indoor Pool	NFWC Indoor Pool	(757)823-4306	7300 Newport Ave.
AQUATICS	Northside Indoor Pool	Northside Indoor Pool	(757) 441-1760	8401 Tidewater Dr.
ARTS & CRAFTS	Any Site Listed	Titustown Visual Arts Center	(757) 441-1227	7545 Diven St.
DANCE	Any Site Listed	Lakewood Dance & Music Center	(757) 441-5833	1612 Willow Wood Dr.
FITNESS	Any Site Listed	NFWC	(757) 823-4301	7300 Newport Ave.
MUSIC	Any Site Listed	Lakewood Dance & Music Center	(757) 441-5833	1612 Willow Wood Dr.
SENIOR ADULTS	Any Site Listed	Ocean View Senior Center or Southside Senior Center	(757) 441-1767 (757)664-6484	600E.OceanViewAve. 925 S. Main St
SPORTS INSTRUCTION	Northside Park Tennis Center	Lakewood Athletic Office	(757)441-5835	1612 Willow Wood Dr.
SPORTS INSTRUCTION	NFWC	NFWC	(757) 823-4301	7300 Newport Ave.
TECHNOLOGY	Any Site Listed	Lakewood Dance & Music Center	(757) 441-5833	1612 Willow Wood Dr.
THERAPEUTIC RECREATION	Any Site Listed	Therapeutic Recreation Center	(757) 441-1764	180 E. Evans St.

DISCLAIMER: Scope of services, course offerings and facility hours advertised herein are subject to change. Recreation, Parks & Open Space staff will notify participants of any pertinent changes and will offer alternative opportunities as appropriate and feasible.

# REGISTRATION POLICIES & PROCEDURES

## Program Participation:

- RPOS is fully committed to compliance with provisions of the Americans with Disabilities Act. For inquiries concerning program and disability accommodation, contact the Therapeutic Recreation Center, (757) 441-1764.

## How to Register:

- Only in-person registration is accepted. Mail, phone, fax, e-mail and any other method of registration will not be accepted. To learn where to register, see registration location chart on opposite side.
- City of Norfolk residents are given a priority period of registration ahead of non-residents. See Resident Registration and Non-Resident Registration headings for more information.
- Courses are generally filled on a first-come, first-served basis. Some courses are subject to a Lottery Registration Process prior to open registration. See separate Lottery Registration Policies & Procedures for more information.
- Completed registration form(s) and full payment are required at registration.
- A separate registration form is required for each person being registered. Additional forms at any registration location or online at [www.norfolk.gov/rpos](http://www.norfolk.gov/rpos).

## Payment:

- Payment is accepted by check or money order made payable to *Norfolk City Treasurer*. Up to \$10 cash may be accepted per transaction. Post-dated, starter or counter checks not accepted. Name and address must be pre-printed on check. A current state or military-issued photo I.D. is required when making payment with a check or money order.
- A \$35 service fee is charged for each returned check.

## Deadlines & Late Registration:

- Registration deadlines have been set for each course and are listed in the individual course description in the Good Times magazine. If, on the "Reg by" date, enrollment is below the required minimum, the course is subject to cancellation. Prompt registration can make the difference. Register early!
- If enrollment meets the required minimum by the "Reg by" date, late registration will be accepted on a space-available basis. A \$5 late registration fee will apply. No registration will be accepted after the course begins.
- If the course you desire is full, you may request to be placed on a waiting list. If so, payment will not be collected until you are notified that space has become available. Payment and all required registration forms must be received the following business day by 5:00 p.m. or prior to the course start time (whichever comes first), or you forfeit the space to the next individual on the waiting list. Being put on a waiting list does not obligate you to register. Anyone being moved from a waiting list into active registration status after a course deadline will not be charged a late registration fee.

## Cancellations & Missed Classes:

- For information regarding refunds, refer to Registration Policies and Procedures at any registration location or online at [www.norfolk.gov/rpos](http://www.norfolk.gov/rpos).
- **If a participant misses a class, every effort will be made to accommodate a make-up of equal cost and skill-set; however no make-up sessions are guaranteed. Please contact course instructor to arrange a make-up session.**
- If a course is cancelled by the Department of Recreation, Parks & Open Space (RPOS) due to insufficient enrollment or any other reason, a full refund will be issued. Every effort will be made to notify you of the cancellation at least five days prior to the course start date. It is advisable not to purchase supplies, equipment or dress gear until you have confirmed that the course will be held.
- If course location, date and/or time are changed by RPOS and a participant must withdraw their registration due to the change(s), a full refund will be issued.
- Class sessions may occasionally be cancelled due to instructor illness, facility closures, inclement weather or other unexpected problems. Every attempt will be made to contact participants. Be sure to maintain current contact information with the instructor and registration office. If a class session is cancelled, a make-up session will be scheduled by extending the dates or hours of the course, if schedule permits. Every effort will be made to schedule the make-up session on the same day and time that the class normally meets.

## LOTTERY REGISTRATION POLICIES & PROCEDURES

The Norfolk Department of Recreation, Parks & Open Space has determined that the best way to ensure a fair system of registration for certain courses and programs is with a lottery. The lottery registration process is designed to eliminate overnight and/or early morning formation of lines. It also allows for equal opportunity to all individuals, as many people may not be able to compete for a position in early-forming lines due to health issues, family situations, work schedules, etc.

**Eligibility:** Lottery registration is for City of Norfolk residents only. Non-resident registration begins on a later date and is on a space-available basis. See below.

**When to Arrive:** Arrive no earlier than 30 minutes prior to the registration start time. Arriving any earlier does not increase your chances of winning the registration lottery. Anyone on Recreation, Parks & Open Space property before dawn and/or after dusk or during facility closing hours is in violation of trespassing and could be subject to arrest.

**Process:** Lottery tickets will be distributed during the first 30 minutes of the registration process. Tickets will not be handed out after this time. Lottery ticket holders will wait in a designated area until their number is called.

Anyone arriving after ticket distribution will not receive a ticket and cannot participate in the lottery. These individuals must wait in a designated area and will be served in order of arrival after the last lottery ticket holder's registration has been completed. For courses or programs that do not fill to capacity, registration will be accepted on a space-available basis until the published registration deadlines (see course descriptions for dates) or until all spaces are filled, whichever comes first.

**Tickets:** Only one lottery ticket per family per household will be issued. Professional support organizations and individuals who represent multiple clients with disabilities will be issued one ticket per participant. If it is discovered that anyone is collecting additional tickets by any means, all registrations by that person will be refused and voided from the lottery process. Receiving a lottery number does not guarantee enrollment for a particular course or program. You are not obligated to enroll in any course or program if you receive a lottery number.

**Cost:** There is no fee to enter the lottery. However, payment for courses and programs is due with registration. All other registration policies apply.

## RESIDENT REGISTRATION

### Aquatics

Registration is conducted through a lottery registration process. (See Lottery Registration Policies & Procedures) Register in person at the pool location your class will be held. Lottery tickets will be distributed from 7:30-8:00a. Registration begins promptly at 8:00a. Arrive no earlier than 7:00a. For more information and registration dates, call the Aquatic Program Hotline at (757) 441-1605.

### Arts & Crafts

For registration dates and times, please call the Titustown Visual Arts Center at (757) 441-1227.

### Athletics

Registration for Athletic & Recreational Sports programs are accepted on a seasonal basis at the Lakewood Athletic Office. For more information, call Lakewood Athletic Office at (757) 441-5835.

### Dance & Music

For registration dates and times, please call the Lakewood Dance/Music Center at (757) 441-5833.

### Fitness

For registration dates and times, please call the Norfolk Fitness & Wellness Center at (757) 823-4301.

### Senior Recreation

For registration dates and times, please call the Ocean View Senior Center at (757) 441-1767 or the Southside Senior Center at (757) 664-6484. For Senior Club activities, contact the club location for more information.

### Therapeutic Recreation

Registration is conducted through a lottery registration process. (See Lottery Registration Policies & Procedures) Lottery tickets will be distributed from 9:00a-9:30a. Registration begins promptly at 9:30a. Arrive no earlier than 8:30a. In order to register, you must have participated in an intake assessment with a City of Norfolk Certified Therapeutic Recreation Specialist (CTRS) and completed all required forms. For more information, call the Therapeutic Recreation Center at (757) 441-1764.

## NON-RESIDENT REGISTRATION

The Norfolk Department of Recreation, Parks & Open Space is committed to serving the needs of its residents. In order to allow ample opportunity for residents to register for activities, priority is given to residents ahead of non-residents. Non-resident registration begins seven days after the start of resident registration. Call any RPOS facility for non-resident registration dates and hours.