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| <b>CITY OF WHITEWATER POLICY</b>                         |                                                                                                                 | <b>TITLE: RECREATION PROGRAM FEE POLICY</b>                                                           |
| <b>POLICY SOURCE:</b><br>Parks and Recreation Department | Parks and Recreation Board<br>Approval Date: November 5, 2007<br>Revised: November 7, 2011,<br>October 15, 2025 | <b>TEXT NAME:</b><br>G:\Park & Rec\General<br>Information\Policy\<br>Recreation Program Fee<br>Policy |

#### **I. Purpose**

It is the purpose of this policy to provide clear guidelines for establishing fair and reasonable participant fees for all recreation programs, ensuring fiscal responsibility while promoting equitable access and community participation for both residents and non-residents.

#### **II. Policy**

It is the policy of the City of Whitewater to open participation in Parks and Recreation Department sports and instructional, and special programs to all interested participants, and to charge fees that align with the cost recovery guidelines outlined in this policy.

The Parks and Recreation Department shall establish participant fees that meet cost recovery goals while maintaining accessibility and inclusivity for all community members

#### **III. Definitions**

1. *Youth* – age 17 and under
2. *Adult* – age 18-54
3. *Senior/Older Adults* – age 55 and older
4. *Special needs* – individuals of all ages requiring special accommodations due to physical, cognitive, developmental, or other disabilities.
5. *Sports Team* – Compilation of individuals who participate as a group in a designated sport, i.e., basketball, soccer, baseball, flag football, etc.
6. *Administrative costs* – General cost of administering programs such as clerical staff, legal counsel, administrative overhead, payroll and finance functions, marketing, technology support, and capital improvements.
7. *Operating costs* – Costs directly related to the operation of a program. These costs include direct program staff, supplies and services.
8. *Resident* - Any person whose primary residence lies within the limits of the Whitewater Unified School District, as verified by physical address.
9. *Non-resident* - Any person who does not reside within the limits of the Whitewater Unified School District.
10. *Cost Recovery* – The percentage of total program costs (including operating and administrative expenses) that are offset through participant fees, sponsorships, or other revenue sources.

#### **IV. Cost Recovery**

1. Youth instructional and sports programs shall recover 110% of the operating costs of those programs.
2. Adult instructional and sports programs shall recover 110% of the operating costs of those programs.
3. Senior programs shall recover 110% of the operating costs of those programs.
4. Drop-In and Special Event programs should recover approximately 50% of the operating costs of those programs through fees, sponsorships, or donations.

5. Contractual program fees will be established to recover the administrative costs of the City (typically 15-20%), any supply or material expenses incurred by the City, and to adequately reimburse the contractual provider.
6. Programs operated jointly with another municipal department will not charge a non-resident fee to participants from that community.

## **V. Fees**

1. Program fees will be collected through team entry fees, individual registration fees, or general user fees.
2. All youth and adult program participants requesting to register after the deadline will be accepted if available spots remain in the program and a late processing fee of \$10.00 is paid. Exception: All adult sports teams requesting to register after the deadline will be accepted if the team meets the league criteria and a late processing fee of \$25.00 is paid.
3. All program fees will be established based on the cost recovery guidelines.
4. Participants having financial difficulties may apply for fee assistance as outlined in the Recreation Sunshine Fund Program (Financial Assistance Program).
5. All fee adjustments noted in this policy will become effective immediately upon approval by the Parks and Recreation Board.
6. All non-residents as defined in Article III will be charged an additional 10% fee on top of the resident rate of participating in a program.

### **7. Whitewater Aquatic & Fitness Center (WAFC) Memberships:**

- Membership fees at the WAFC shall follow the established fee schedule approved by the Parks and Recreation Board.
- A **\$100 cancellation fee** will be assessed for any cancellation of an annual membership, regardless of whether the membership was paid in full or established through a monthly draft.
- Monthly memberships without an annual commitment will be charged an additional **25%** above the standard rate.
- All other WAFC membership policies, rates, and adjustments shall remain consistent with this Recreation Program Fee Policy.

## **VI. Falsification of Information**

The registrant will be removed from all registered programs and all fees will be forfeited if the registrant falsified information on a registration form.

Registrants may appeal removal by submitting a written request to the Parks and Recreation Director within (10) business days of notification.

## **VII. Refunds**

1. A full refund will be credited or issued to the participant for any program cancelled by the Parks and Recreation Department.
2. A full refund will be credited or issued to the participant if a program time, date, or location is changed by the Parks and Recreation Department and the participant is unable to attend because of the change.
3. A team fee will be refunded until the deadline for the team registration. After the

deadline, the team fee will be refunded only if there is another team willing to fill that spot in the league. Refunds will not be granted for any reason after the playing schedules are created by the Parks and Recreation Department.

4. All refund requests not identified in Items 1-3, must be approved by the Parks Board through a written request. The board will review the request at its next scheduled meeting after the department receives the refund request.
5. Refund requests must be submitted within thirty (30) days of the original program start date. Approved refunds will be credited to the family account in the registration software program. Requests for a cash or credit card refund will be subject to a \$10.00 processing fee per participant and program unless the program was cancelled by the department.
6. Late fees paid by either teams or individuals will not be refunded unless the program is cancelled by the Department.
7. Refunds of \$5.00 or less will not be processed, but will be credited to the family account.
8. Participants withdrawing prior to completion of 25% of a multi-week program may be eligible for a prorated refund at the discretion of the Parks and Recreation Director.

#### **VIII. Review of Policy**

1. This policy will be reviewed every five (5) years by the Park Board with any proposed revisions will be approved by the Board following review.

#### **IX. Effective Date and Adoption**

*Effective Date:* October 15, 2025

*Approved by the Parks and Recreation Board on:* October 15, 2025