



Downingtown Area Recreation Consortium

DARC GENERAL POLICIES

Participants must recognize that all recreational activities and programs involve some level of risk, by registering for a program; participant assumes any and all risk associated with the program. Every effort is made to ensure the safety and well-being of participants, while providing them with high-quality recreational activities and programs.

In the event of a serious accident or injury to a participant, our policy is to: Contact 911, and when necessary secure transport to a medical facility, and contact the parent/guardian or emergency contact as quickly as possible.

CODE OF CONDUCT

Participants and/or spectators are expected to exhibit appropriate behavior at all times while participating and/or attending any activity, program, league, or event sponsored by the Downingtown Area Recreation Consortium (DARC).

REGISTRATION INFORMATION

LATE REGISTRATIONS: Registrations within 72 hours of the start of a program will incur a \$15 late registration fee.

WAITING LISTS: Waiting lists do not guarantee you a spot. You will be contacted only if a space becomes available. If notified, you will have 24 hours to accept the space (with payment) or the opening will be offered to the next person on the waiting list.

REFUND POLICY

All refunds are issued according to the method of registrant payment. Electronically if the program was paid for that way or by organization check if the program was paid for by check or cash. Checks are issued in accordance with DARC's regular payment schedule (generally bi-weekly).

Refund requests will be handled according to the following guidelines:

- No cash refunds.
- Full refunds are issued for programs that are cancelled by DARC.
- Refunds will be given up to one week prior to the first class minus a \$20 administrative fee.
- Refunds cannot be given after the start of a program.
- No refunds will be issued due to cancellations resulting from inclement weather.
- A \$20 administration fee will be deducted from all credits or refunds issued. **No exceptions!**
- Please allow 2-3 weeks for a refund or credit to be processed.

BUS TRIP REFUNDS: Refunds, minus the \$20 administrative fee, will be issued only if the seat can be re-sold or filled by someone on the waiting list. Full refunds will be given if a trip is cancelled.

PHOTO & VIDEO RELEASE

On occasion our staff may take photographs and/or video participants at programs/events. This is for DARC's use only and may be duplicated in DARC publications, the DARC website, or video productions.

NON-RESIDENTS

If you live outside of the Downingtown Area School District (DASD), or in Wallace Township, you are considered a "non-resident" and must pay the "non-resident" fee per person.

Failure to provide accurate address information on your registration may result in immediate dismissal from an activity or program without refund. Any attempt to deliberately deceive the recreation department by providing incomplete, or inaccurate information, on your registration form may result in immediate dismissal from an activity or program without refund.

The "non-resident" fee does not apply to bus trips and online instructional courses.

EMAIL POLICY

By providing the Downingtown Area Recreation Consortium (DARC) with your email address you may occasionally receive brief announcements regarding upcoming activities and programs. If you no longer want to receive these announcements, you will be able to unsubscribe to these emails by contacting DARC and requesting to be removed.

SHARING OF PERSONAL INFORMATION

We do not sell or share your personal information/email addresses to third parties for marketing purposes. We will ask for your consent before we use or share your information for any purpose other than the reason you provided it.