

3 Ways to Register

1. Online

**Beginning at
8:00 a.m. on
Tuesday,
December 1, 2009**



Plan ahead and visit the City's website at santa-clarita.com/seasons to request a customer log in name and password, prior to the first day of internet registration. Remember to keep your customer log in name and password handy to register. Forgot your customer log in name and password? Please contact the Recreation Division at (661) 250-3700 for assistance. Satellite computers are available at City Hall, Suite 120, and the Aquatic Center.

2. Mail-In

**Beginning Monday,
December 7, 2009**

(Postmarked no earlier than Saturday, December 5, 2009)



Make checks payable to: City of Santa Clarita

Mail To:

Santa Clarita Sports Complex Aquatic Center
Recreation Registration
20850 Centre Pointe Parkway
Santa Clarita, CA 91350

Note: *Due to the high volume of mail received, we will be unable to verify receipt of any registration by telephone.*

3. Open Registration

(Walk-in, Mail-in & Online)

**Beginning at 10:00 a.m. on
Monday, December 14, 2009.**



Location:

Santa Clarita Sports Complex Aquatic Center
20850 Centre Pointe Parkway



This symbol indicates all classes that do not allow Internet Registration.

The City of Santa Clarita is dedicated to providing people with and without disabilities the opportunity to participate in City programs together. To get started please first sign up for the program you are interested in and then complete an Inclusion Request Form a minimum of 2 weeks in advance of the class or program. Forms can be downloaded at santa-clarita.com. Click on Season's and Recreation Registration and then click on downloadable forms. For more information or to schedule a meeting to request an accommodation please contact Dr. Jan Tolan, Inclusion Specialist, at 661-250-3705 or jtolan@santa-clarita.com

REFUND POLICY

The City of Santa Clarita guarantees that you will be satisfied with the recreation classes and programs in which you participate! If you are not satisfied, please call or write us. We will be happy to arrange a transfer to another section of our program or cancel your registration and send you a refund if the following guidelines are met:

- Workshops, Youth Sports Clinics/Camps and Trips and Tours – a full refund will be given when notice is received by the Recreation Division at least five working days prior to the date of the workshop, youth sports clinic/camp. No refunds will be issued after this time.
- All Classes – A full refund will be given when notice is received by the Recreation Division at least five working days prior to the first scheduled class. Requests received by the Division after this time, but before the second scheduled class will be refunded and assessed a \$12 administrative fee. No refund will be issued after the second scheduled class.
- Youth Sports League – full refunds are granted prior to ratings only. A \$15 fee will be assessed once teams have been formed. Refunds will not be granted after the second game of the season.
- Adult Softball League – There will be no team fee refund after the managers meeting. Please note that a \$50 non-refundable fee will apply if a team requests a refund prior to the managers meeting.
- Material fees are non-refundable. **Refunds under \$20 will be automatically credited to your account.**

Exceptions to this policy may be made by the Director of the Parks, Recreation, and Community Services Department

GENERAL INFORMATION

Fall Registration Office Hours beginning on Saturday, January 2, 2010:

Monday-Friday: 10:00 a.m.–8:00 p.m.

Saturday: 10:00 a.m.–1:30 p.m.

Sunday: 10:30 a.m.–1:30 p.m.

- All types of registrations will be accepted once "Open" registration begins on Monday, December 14, 2009. Enrollment is subject to availability.
- Non-Resident (NR) fees indicated throughout this brochure apply to those living outside of the City of Santa Clarita boundary line. Prior to registering for a class, please refer to the map on page 61 and also visit santa-clarita.com/seasons, then select "Residency Status" to determine if you are a resident of the City of Santa Clarita.
- Customer log-in name and password are required to register by Internet. Both are provided by contacting the City's website santa-clarita.com/seasons prior to registration dates.
- Satellite computers are available at City Hall, Suite 120, and the Aquatic Center.
- Mail-in registrations sent before scheduled registration dates will be held and processed prior to the beginning of "Open" registration.
- Drop-off registrations will be accepted during mail-in, but processed after mail received the following day.
- Programs are filled on a first-come, first-served basis. All programs are subject to cancellation if minimum enrollment numbers are not met.
- Faxes are NOT accepted.
- It is the parent/guardian or the participant's responsibility to notify the instructor or the City of any reasonable accommodations necessary to participate in the class(es) or program(s) described in this brochure.
- City assumes no responsibility for any registrations not received.
- Registration confirmation/receipt will be sent to those registering by mail.

S.C.O.R.E. PROGRAM SCHOLARSHIPS

- S.C.O.R.E. (Supporting Children's Opportunities in Recreational Events) scholarships are available for youth sports, classes, and programs, and are issued on a first-come, first-served, funds available basis.
- Pick up a S.C.O.R.E. application form at the Aquatic Center or call (661) 250-3700 to have one mailed to you, or online under downloadable forms.
- Fill out the appropriate registration form for the youth sports league, class, or program you wish your child to participate in and mail it (along with a S.C.O.R.E. application) to the Aquatic Center, see address listed above.
- All registration forms and SCORE applications will only be accepted at the Aquatic Center during the following dates: Contract classes (Monday, November 30 through Friday, December 4, 2009), Spring Youth T-Ball/Softball and 5 on 5 Flag Football Leagues (Monday, December 7 through Friday, December 11, 2009). **Note:** *Since space is limited in many of our classes and programs, you should submit your registration form & S.C.O.R.E. application as soon as possible to increase your chances of getting a spot.*
- S.C.O.R.E. scholarship is granted based on your financial need, donated funds that are available, and when the S.C.O.R.E. application is received at the Aquatic Center.


All scholarship information is kept confidential.

Winter 2010 Registration Form

Please do not mail before Saturday, December 5, 2009. Thank You.


Faxes are not accepted.

Please print and fill out completely. Use additional forms as necessary. Copies Accepted.

Adult Name	LAST		FIRST				
	ADDRESS		CITY	STATE ZIP			
PHONE NUMBERS	HOME		WORK	CELL			
	E-MAIL ADDRESS						
				<input type="checkbox"/> Check if mailing address has changed			
PARTICIPANT NAME							
	LAST	FIRST	GENDER	BIRTHDAY	ACTIVITY CODE	ACTIVITY NAME	FEE
1.					1st Choice		\$
					Alternate		
2.					1st Choice		\$
					Alternate		
3.					1st Choice		\$
					Alternate		
4.					1st Choice		\$
					Alternate		
5.					1st Choice		\$
					Alternate		
Form of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check or Money Order Please make checks payable to: City of Santa Clarita Driver's License # _____ State Issued _____ Exp. Date ____/____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover Credit Card # _____ Exp. Date ____/____ Cardholder Signature _____					<input type="checkbox"/> Please add \$2 to my registration fees to enable underprivileged youth to participate in City programs. I understand that this is a voluntary donation.		\$2.00
					Less Credit on account/apply toward class		
					Total Fees Due		\$
	Do you have any special needs that require specific accommodations so you or your child can fully enjoy one of our classes or facilities?						
	If YES, please contact Dr. Jan Tolan at (661) 250-3705 or jtolan@santa-clarita.com. In addition, the Inclusion Request Form can be downloaded online at santa-clarita.com/seasons under "downloadable forms". To ensure appropriate accommodations, please request inclusion services a minimum of 2 weeks in advance.						

I voluntarily agree to participate, or for my children to participate in this or these programs, or any extensions thereof. I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims or property damage which may arise in connection with the above named activity, against the Supervisor, the City of Santa Clarita and its elected and appointed officials, agents and employees. As parent/guardian I hereby consent to treatment of my minor child for any and all medical procedures deemed necessary as a result of accident or injury. I further agree to pay any and all costs incurred as a result of said treatment. I hereby give permission to the City of Santa Clarita my child's photograph as they see fit for promotional purposes. I understand the photographs belong to the City and I will not receive payment of any kind.

ADULT SIGNATURE: _____ Date: _____	Receipt #:
	Processed by:

REMEMBER... 	<ul style="list-style-type: none"> • Online Registration: Begins December 1, 2009 • Mail-In Registration: Begins December 7, 2009 • In order for your Registration to be processed, you must: <ol style="list-style-type: none"> a. Complete all required information on the registration form. b. Enclose payment with your registration form. c. Sign registration form. • Additional registration guidelines are listed on page 62. 	YOUTH T-BALL/SOFTBALL and 5 ON 5 FLAG FOOTBALL registration form on pages 47 & 48
Note: Due to the high volume of mail received, we will be unable to verify receipt of any registration by telephone.		