



### **Waiting List Policy**

The City of Florence PRT implements a waiting list during registration for its recreation and athletic programs. The waiting list is used when a program reaches its maximum capacity, or the registration period has closed. The following procedures will be followed when selecting participants from the waiting list:

- Participants will be removed from the waiting list in the order they registered, with exceptions for:
  - A parent volunteering to serve as a head coach.
  - The need to balance genders within an age group.
- When a participant is moved off the waiting list, staff must:
  - Send an automated email from the system.
  - Call the parent to inform them that their child has been removed from the list and that payment must be made within three business days.
- Parents must complete payment by 5:30 p.m. on the third business day after their child is removed from the waiting list. If payment is not made by the deadline, the child will be removed from the registration list, and the parent will need to re-add them to the waiting list for future consideration.
- Staff responsibilities:
  - Regularly check for payments throughout the day.
  - Once payment is received, notify the league so the child can be placed on a team.
  - Make sure parent is informed of team placement