

AQUATIC ACTIVITY REGISTRATION FORM



Adult Swim Lessons



COURSE DATES: _____

Morning Evening

Must be 18 years of age.

PLEASE PRINT LEGIBLY AND COMPLETE ALL REQUESTED INFORMATION!

PARTICIPANTS INFORMATION

Participants Name: _____ Participants Age: _____

Primary Contact Number: _____ Alternate Contact Number: _____

Email Address (Email has to be the participant's email): _____

Does the participant have any known medical conditions that could hinder them from being able to participate in the Adult Swim Lessons: YES NO If marked yes please explain: _____

EMERGENCY CONTACT INFORMATION

Emergency Contact Name: _____

Emergency Contact Relation: _____

Emergency Contact Number: _____

RELEASE & HOLD HARMLESS AGREEMENT

By signing and dating below, I understand that sports, fitness, and aquatics related activities are inherently dangerous. For authorization to utilize the facilities with the Sports, Fitness, and Aquatics facilities or consequently any other Fort Rucker Department of Family and Moral, Welfare, and Recreation, the United States government and any individuals associated with these entities from and liability and/or claims arising from participation and use of said facilities and the equipment therein. I have also read and understand Aquatics Cancellation and Refund Policy.

Participant's Signature _____

Date

ADMINISTRATIVE USE ONLY

Employee's Name: _____

Payment Amount: _____ Outstanding Amount(If applicable): _____

Date Payment Processed: _____

Attach Receipt to the BACK of the Turn-In Form to the Aquatic Drop Box

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Adult Swim Lessons



COURSE DATES: _____

Must be 18 years of age.

Participants will meet in the Indoor Pool with Instructor the first day of course date.

Purpose & Procedures

- The purpose of this policy is to ensure operational expenses are covered for the unreimbursed programs, so that we may continue to provide these services to our patrons.
- **ALL FORT RUCKER AQUATICS FACILITIES MUST AND WILL BE CLOSED IN THE EVENT OF INCLEMENT WEATHER!**
- All requests for refunds must be submitted in writing or in an e-mail to the Aquatics Director for records purposes. Refunds will NOT be given without a written request made!
- Any refunds provided MUST be requested by Sports, Fitness and Aquatics Management through our Support Services Division (SSD) and subsequently through the Department of Defense's (DoD) Finance and Accounting Service. Refunds should be available at the Front Desk of the Fort Rucker Physical Fitness Center (PFC) on Andrews Avenue approximately TWO WEEKS from the request date unless otherwise notified via e-mail. It is the requestor's responsibility to retrieve refund checks from the PFC. Upon written request, refunds may be delivered via postal service by written request.
- In all cases where a refund is available, patrons will have the option to have their balance forwarded towards a future course or reservation. In cases where only a partial refund is available, only the partial refund may be forwarded towards a future course or reservation. This is still considered a refund and the same protocols and time frames for informing the Aquatics Director apply.

Forfeitures

Any valid refund request must be made within 30 days of the instance for which a refund is being requested. For courses, it would be the first day of the course, for rentals this is the scheduled event date. Once 30 days have passed the refund is considered to be forfeited. Refund checks are typically valid for a period of approximately 6 months. Checks will NOT be reissued if not claimed, deposited, cashed, etc, within this time frame and will be considered forfeited.

Aquatic Courses

A full refund is authorized for cancellations made at least 48 hours in advance of the first day and/or of the course, so that adequate staff scheduling and/or course cancellations due to lack of participants may be made. For cancellations made with less than 48 hours advance notice, a 75% refund is authorized. When course requiring the pool are canceled due to inclement weather or maintenance issues, make-up lessons will be rescheduled on date(s) compatible with both instructor and participant schedules. Once a course has begun, refunds are NOT authorized due to inability to complete/pass a course; however, the same course may be taken at a later date with a 50% discount. If a course cannot be completed due to a medical related issue for which proper physician documentation can be provided, a 75% refund is authorized or may be forwarded towards a future course.