

## URC Accessibility Policy Working Document

***Effective 10/1/2025 all accessibility requests should be made using the accessibility request form on the URC website. Requests sent in any other manner may not be accommodated.***

### **Our Commitment:**

The Urbana Rec Council (URC) is committed to providing a welcoming and inclusive environment for all participants, regardless of their abilities. We strive to ensure that everyone has the opportunity to participate in our programs and enjoy the benefits of youth sports.

### **How to Request Interpreting Services:**

- **During Registration:** All program registration forms will include a section for participants (players, coaches, or family members) to indicate their need for interpreting services.
- **After Registration:** You can also submit a request using our online form at:  
<https://urbanareccouncil.com/inclusive-recreation/>.
  - Please include your name, program participation details, specific interpreting needs, and preferred dates/times in your request.

### **Role of the Program Commissioner/Coordinator:**

- **Identifying Needs:** Program commissioners/coordinators should work with participants to identify any need for interpreting services during the season, and work with the URC Accessibility Coordinator to determine what events will require an interpreter.
- **Notifying URC and Scheduling Events:** If interpreting services are needed, the program commissioner/coordinator should notify the URC Accessibility Coordinator no later than 30 days prior to the event, and provide details about the required services, including dates, times, and specific needs. This will allow for timely scheduling of interpreters.
- **Ensuring Equal Opportunities:** The program commissioner/coordinator is responsible for ensuring that no one is discriminated against for coaching positions or playing time due to requiring interpreting services.

### **Review of Requests:**

All accessibility service requests will be reviewed by the URC Accessibility Coordinator/Team. This team will work collaboratively with the program commissioner and the participant to understand the specific needs and determine the most appropriate accommodation.

### **Cost of Services:**

URC will strive to cover the cost of reasonable interpreting services for approved requests submitted at least 30 days in advance.

- If a request is submitted with less than 30 days' notice, the URC Accessibility Coordinator/Team will work with the participant to explore alternative options, which may include the program covering some or all of the costs.

**Communication:**

The URC Accessibility Team will communicate with the participant and the program commissioner regarding the status of the accessibility service request and the specific accommodation that will be provided.

**Feedback:**

We value your feedback. If you have any questions or concerns about our accessibility policy or services, please do not hesitate to contact the URC Accessibility Team at [URCaccessibility@gmail.com](mailto:URCaccessibility@gmail.com).

**Changes to this Policy:**

URC reserves the right to update this policy at any time. We will make any changes readily available on our website and through program communications.