



## NEW PROGRAM PROPOSAL FORM & INFORMATION

New program proposals are considered for review based on factors including but not limited to community demand, relevance to town objectives, existing courses, and potential for cost recovery. Application does not guarantee acceptance.

### Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Please list all education, certifications, and experience relevant as it pertains to becoming an instructor for the Parks and Recreation Department.

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### **Submission Deadlines are as follows:**

**Fall Program Proposal** must be submitted no later than August 1<sup>st</sup>

**Winter Program Proposal** must be submitted no later than November 1<sup>st</sup>

**Spring Program Proposal** must be submitted no later than January 1<sup>st</sup>

**Summer Program Proposal** must be submitted no later than March 1<sup>st</sup>

**Proposed Class Information**

Describe proposed class information here. The information you provide may be altered to best serve the community, coincide with facility availability and fit the direction of the department.

Proposed Class Title: \_\_\_\_\_

Have you taught this class or similar class before? Yes or No

If so, where \_\_\_\_\_

Creative Description of Program (*This would appear on advertising*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the class benefits for the participant?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program Length (*Please specify number of days and/or weeks*)

\_\_\_\_\_  
Program Frequency (*Please specify frequency, i.e., once a week, twice a week etc.*)

\_\_\_\_\_  
Program Time Preference (*Please specify time of day, i.e., morning, afternoon, evening*)

\_\_\_\_\_  
Program Day Preference (*Please specify a day (s) of the week*)

\_\_\_\_\_

1st Choice: Day(s) Su M T W Th F SA Duration (time): \_\_\_\_\_ Duration (weeks): \_\_\_\_\_

2nd Choice: Day(s) Su M T W Th F Sa Duration (time): \_\_\_\_\_ Duration (weeks): \_\_\_\_\_

3rd Choice: Day(s) Su M T W Th F Sa Duration (time): \_\_\_\_\_ Duration (weeks): \_\_\_\_\_

Min. # of participants per session/class: \_\_\_\_\_

Max. # of participants per session/class: \_\_\_\_\_

Age Requirements: \_\_\_\_\_ to \_\_\_\_\_ years old

Type of Venue (i.e., Classroom, Multi-purpose room, Athletic Field, etc.)

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List your desired rate of pay for instructing the class

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Will you provide your own materials? If no, please list materials needed

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**Additional Information (not required but recommended)**

We encourage potential instructors to consider submitting the following additional information if applicable.

- Current resume
- Brief lesson plan for at least one class session
- Proposed handouts
- Flyer, brochures, or advertisements used for your class
- Photos or samples of class work

**Program proposals may be mailed:**

Canton Parks and Recreation  
40 Dyer Ave  
Canton, CT 06019  
Attn: New Program Proposal

**Program proposals may be e-mailed to:**

[tschrager@townofcantonct.org](mailto:tschrager@townofcantonct.org)

## **Program Instructor Agreement**

**1. Instructor Schedules:** Instructor schedules are based on program needs and are arranged with the Recreation Supervisor or Recreation Coordinator prior to the start of a session. Once a schedule is agreed upon, the instructor assumes responsibility to attend all scheduled classes. Schedules are arranged on a session to session basis.

**2. Professionalism:** Though not an employee of the town, program instructors are a visual representation of the Canton Parks and Recreation Department and the Town of Canton. As a result instructors must maintain a professional image with class participants and the public. Professional behaviors include enthusiasm, politeness, informed in program policies and skills in area of instruction. All instructors should use appropriate language and instruct a quality course throughout the class duration. Use of cell phones during class time is prohibited; wear a watch to view time.

**3. Check In/Check Out:** Each instructor is responsible for bringing a class roster each week. Up to date class rosters may be obtained 24/7 using [www.cantonrec.org](http://www.cantonrec.org). Only students on the roster may be admitted into class unless given permission from Canton Parks & Recreation Department staff. Attendance should be taken each class. In the event of a drop off program, the instructor should wait with the students until they leave class with a guardian. Children may only be allowed to leave with a guardian.

**4. Class Supervision:** It is the responsibility of the instructor to maintain a safe and fun environment. Program participants must be supervised at all times. This includes making sure the program location is free of hazardous conditions and making sure students are exhibiting appropriate behaviors (i.e. language, no bullying, etc.).

**5. Attendance:** Instructors are required to attend all classes as scheduled. In the event of an extenuating circumstance (medical issue, family emergency) you will be required to contact the Recreation Department immediately to determine possible solutions. If you are late (or running late) to a class you must contact the Recreation Department immediately. Repeated tardiness will not be tolerated.

**6. Reporting of Incidents:** In the event that a participant suffers an injury during a program the Recreation Department needs to be contacted as soon as it is safe to do so. All incidents must be documented on an Incident Report. First Aid supplies are available in the Parks and Rec Program Room. Additionally, any non-injury related incidents must be brought to the Recreation Department's attention in a timely manner.

**7. On Site Registrations:** The preferred method of participant registration is online using [www.cantonrec.org](http://www.cantonrec.org). We also accept registration in person at the Parks and Recreation Office.

**8. Money Collection:** Select programs allow participants to “drop in” and pay at the door for the class. All monies collected should be kept in a secure location, tallied, and must be delivered to the Recreation Department in a timely manner.

**9. Program Promotion:** Promotion of programs is the responsibility of both the Parks and Recreation Department and the instructors. Each instructor should encourage participants to sign up for following sessions and recommend similar programs they may be interested in trying out. Refer them to our website, seasonal brochures, flyers and the Town of Canton Facebook Page. Be enthusiastic and informative!

**10. Class Cancellation Reminders:** In the event of unexpected class cancellations, the Parks and Recreation Department will e-mail participants unless otherwise arranged. Each instructor should stay informed of their class schedules and inform all students of upcoming no class dates.

**11. Organization of Supplies/Class Materials:** It is the instructor’s responsibility to prepare and arrange materials for classes prior to the start of a program. The instructor is required to request necessary equipment from the Recreation Department at least 2 weeks prior to the start of a program.

### **Payment**

Contracted Instructors are required to submit an invoice to the Parks and Recreation Department at the completion of a session or program. The invoice should reflect the program agreement made between the instructor and the Recreation Department. The invoice will then be approved by the Director of Parks and Recreation. Please allow up to two weeks for processing through the Town of Canton Finance Department. A check will be mailed to the instructor.

### **Rosters/Attendance**

All instructors are required to have an account at [www.cantonrec.org](http://www.cantonrec.org). Once an account has been created, the Recreation Department will link classes to that account. Instructors will then be able to view class rosters 24/7 by logging into [www.cantonrec.org](http://www.cantonrec.org). Instructors are required to have rosters/attendance sheets prior to class starting and they may consult their account for any last minute registrations. Instructors must consult the rosters prior to class starting in order to educate themselves on class participants in the event a participant has listed an allergy or medical condition the instructor should be aware of. In the event of emergency during class, instructors should call 9-1-1 and call the emergency contact listed on the roster.

### Incidents/First Aid

A First Aid kit is available in the Recreation Program Room located next to the Parks and Recreation Office in the Canton Community Center. If your class will be taking place off site, please coordinate with the Parks and Recreation Department on getting a small first aid kit. First Aid certified instructors may assist injured participants with supplies in the kit. In the event that any supplies are utilized, the instructor must record the incident in the First Aid Logbook located next to the first aid kits or on an Incident Report form. In the event of a serious injury please call 9-1-1, the emergency contact of the injured individual, and contact the Recreation Department when it is safe to do so. You will also be required to complete an Incident Report within 24 hours and provide a copy to the Parks and Recreation Department.

### Insurance

As an independent contractor you are not covered under the Town of Canton's insurance. As a result in the unexpected event of an incident in one of your classes you would be responsible for covering legal expenses on your own (unless you have opted to purchase an insurance plan). Our insurance provider CIRMA recommends the following coverage limits for Independent Contractors.

**Type:** Professional Services

**Commercial General Liability:** \$1,000,000\*

**Auto-Mobile Liability:** \$1,000,000\* (if applicable)

**Professional or Errors & Omissions Liability:** \$1,000,000

**Excess/ Umbrella Liability (with all liability coverages as underlyers):** \$5,000,000

**Worker's Compensation:** Statutory

**Employers Liability:** \$1,000,000

At this time the Town of Canton does not require instructors to provide insurance, though it is strongly recommended. The Parks and Recreation Department reserves the right to require insurance depending on the nature of the activity. *If you have purchased an insurance policy please provide a copy to the Parks and Recreation Department to put in your file.*