

PROGRAM INSTRUCTORS

This section of the “Staff Policies & Procedures Manual” will pertain to program instructors. Information is valid for both employee instructors and contractors of the town.

New Program Proposal Form

Do you have a talent or skill that you’d like to share with others? The Town of Canton Parks and Recreation Department invites you to submit a program proposal for a future class. We recruit instructors to teach a wide variety of classes that provide the community with positive recreational experiences! We offer programs throughout the year in a variety of locations, to a wide range of ages and ability levels as part of our department mission to “enhance the quality of life for all Canton residents”.

Program proposals may be mailed:

Parks and Recreation Office
40 Dyer Ave
Canton, CT 06019
Attn: Courtney Hewett, Recreation Supervisor

Program proposals may be e-mailed to:

chewett@townofcantonct.org

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.

Submission Deadlines are as follows:

Fall Program Proposal must be submitted no later than July 1st

Winter/Spring Program Proposal must be submitted no later than November 1st

Summer Program Proposal must be submitted no later than March 1st

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.) _____

List your desired rate of pay for instructing the class _____

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

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 Instructor Agreement

- 1. Instructor Schedules-** Instructor schedules are based on program needs and are arranged with the Recreation Supervisor 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 an enthusiastic personality, polite, informed, and skilled 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 the Recreation Supervisor or Director of Parks and Recreation. 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 instructor's responsibility 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, 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 Supervisor immediately to determine possible solutions. If you are

late (or running late) to a class you must contact the Recreation Supervisor 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 Supervisor 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 Recreation Program Room. Additionally, any non-injury related incidents must be brought to the Recreation Supervisor's attention in a timely manner.
- 7. On Site Registrations -** The preferred method of participant registration is online using www.cantonrec.org. We also accept registration in person at the Parks and Recreation Office. Though it is not preferred, we can accept registration at the program site the first night of a program. Participants must fill out a generic Program Registration Form and attach exact cash or check (no credit cards). It is the instructor's responsibility to drop off on site registrations to the Parks and Recreation office in a timely manner.
- 8. Money Collection-** Select programs allow participants to "drop in" and pay at the door for the evening. All monies collected should be kept in a secure location, tallied, and must be delivered to the Recreation Supervisor 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 next session 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 Supervisor with at least 2 weeks' notice to the start of a program.

Payment

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

Rosters/Attendance

All instructors are required to have an account at www.cantonrec.org. Once an account has been created the Recreation Supervisor will link classes to that account. Instructors will then be able to view class rosters 24/7 by logging into 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. 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.

In the event of a serious injury please call 9-1-1, the emergency contact of the individual injured, and contact the Recreation Supervisor when it is safe to do so. You will also be required to complete an Incident Report within 24/hrs of the incident 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	Commercial General Liability	Auto-Mobile Liability	Professional or Errors & Omissions Liability	Excess/ Umbrella Liability (with all liability coverages as underlyers)	Worker's Compensation & Employers Liability
Professional Services	\$1,000,000*	\$1,000,000* (if applicable)	\$1,000,000	\$5,000,000	WC: Statutory EL: \$1,000,00

At this time the Town of Canton does not require instructors 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.*



CREATING COMMUNITY THROUGH PARKS, PROGRAMS, AND PEOPLE

Incident Report

Name (first and last) of staff completing report:

Contact information of Individual(s) involved in the incident

1.) Name: _____ **Age:** _____ **Gender:** _____

Name of Parent or Guardian (if under the age of 18): _____

Address: _____ **Phone:** (____) _____

Describe as completely as possible the full extent of the incident or injury that occurred.

Date of Incident: _____ **Time of Incident:** _____ **Location of Incident:** _____

Describe in detail what action was taken by staff members (what type of First Aid if applicable)

Name (first and last) of staff who responded to the incident

Was EMS called? _____ **Name of EMT:** _____

Were Police called? _____ **Name of Police Officer:** _____

Was person brought to the hospital? _____ **Name of Hospital:** _____

Witnesses (List Name, Address, & Phone): _____

Employee Signature Date

Supervisors Signature Date

Parks and Recreation Director Signature Date