



Thank you for your interest in providing a program with the Ellington Recreation Department!

The Ellington Parks and Recreation Department sponsors a diverse range of events, activities, and programs for the youth and young at heart of the Town of Ellington. These offerings are designed to meet the physical, social, cultural and educational needs of the community for those of all ages.

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The following information is required in order for your program proposal to be considered as an addition to our current offerings. Please review the following information carefully and submit all required documents:

1. Program Proposal Form
2. Proof of Insurance\*
3. Any necessary class related certifications

Due to limited facility and brochure space, not all program proposals will be considered. Also, proposed programs that are too similar to current offerings may not be considered.

Ellington Parks & Recreation instructors are expected to manage their programs. This includes:

- Purchasing and preparing supplies needed
- Additional marketing/advertising if necessary
- Set-up/take down of equipment
- Cleaning up after each class
- Ensure quality program content

The Ellington Parks and Recreation Department may provide advertisement in the seasonal brochures, and online and print media sources. When possible, we provide facilities and equipment. We handle all program registrations, payments, refunds, customer call and inquiries about programs. At the end of each session, instructors will submit an invoice for the specific amount as determined by the number of students (resident/non-resident rate). A percentage fee of 80% will then be paid to the instructor.

Please review the attached documents carefully and let us know if you have any other questions.

## **Program Instructor Agreement**

### **1. Servicer Agreement**

The instructor will receive a Servicer Agreement for their services, a W-9 form (for new instructors), Direct Deposit Form and an Accident / Incident Form prior to the start of the program. The servicer agreement will need to be signed and returned to the Parks and Recreation Department within 5 business days, along with the W-9 Form and the Direct Deposit Form.

### **2. Instructor Schedules**

Instructor schedules are based on program needs and are arranged with the Parks and Recreation Department prior to the start of a session. Once a schedule is agreed upon, the instructor assumes responsibility for running the class. Schedules are arranged on a session-to-session basis.

### **3. Professionalism**

Program instructors are a visual representation of the Ellington Parks and Recreation Department and the Town of Ellington. As a result, instructors must maintain a professional image with class participants and the public. Professional behaviors include an enthusiastic personality, politeness, 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.

### **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 and making sure students are exhibiting appropriate behaviors (i.e. language, no bullying, etc.).

### **5. Instructor's 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 Parks and Recreation Department immediately to determine possible solutions. If you are late (or running late) to a class, you must contact the Parks and Recreation Department immediately. You must also contact your class participants. Repeated tardiness will not be tolerated.

### **6. Reporting of Incidents**

In the event that an incident occurs (i.e. bullying, argument, hitting, etc.) during a program the Parks and Recreation Department needs to be contacted as soon as possible. All incidents must be documented on an Incident Report and submitted to the Parks and Recreation Department in a timely manner.

### **7. 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 the next session and recommend similar programs they may be interested in trying out. Refer them to our website, monthly brochures, flyers and the Town of Ellington Recreation Department Facebook Page. Be enthusiastic!

## **8. Class Minimums and Maximums**

If a class does not meet the minimum number of students required one week before the start date of the class, the Parks and Recreation Department has the right to cancel the class or offer the instructor the ability to receive pro-rated compensation.

## **9. Class Cancellation Reminders**

In the event of unexpected class cancellations, the instructor 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 or changes in class location.

## **10. 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 Parks and Recreation Department with at least 2 weeks' notice to the start of a program. Money will not be collected by instructors.

## **11. ADA Compliance**

The Parks and Recreation Department supports all participants according to the ADA guidelines. Instructors are responsible for supporting their class participants accordingly.

## **12. 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 service agreement made between the instructor and the Parks and Recreation Department. The invoice will then be approved by the Director of Recreation. The Town will process the invoice and pay the approved invoice within thirty (30) days of approval. The money will be directly deposited into your account, or a check will be mailed to the instructor. As an instructor, it is your responsibility to pay your staff. The Town of Ellington will not pay any expenses incurred by your program. (i.e. staff, shirts, etc.).

## **13. Rosters / Attendance**

Instructors are required to have their expanded rosters/attendance sheets (provided by the Parks & Recreation Department) prior to the start of each class. Instructors are required to educate themselves on class participants in the event a participant has listed an allergy or medical condition that the instructor should be aware of. Only students on the roster may be admitted into class. Please make sure only registered participants are present. If there is a participant at the class that is not on the roster they cannot stay or participate in the class until they are registered. It is the instructor's responsibility to report when participants DO NOT attend. Instructor should wait with the students until they leave class with a parent/guardian. Children may only be allowed to leave with a guardian or a note from parent/guardian stating otherwise.

Instructors must consult the expanded rosters prior to class starting. In the event of emergency during class, instructors should call 9-1-1 and call the emergency contact listed on the roster.

**14. Emailing Participants**

Please make sure when emailing participants that you put the email addresses in the BCC box so that participants cannot see other participants' email addresses. All emails sent to participants must also be CC'D to the Parks and Recreation Department ([recreationstaff@ellington-ct.gov](mailto:recreationstaff@ellington-ct.gov)). All communication must be directly related to the program. Contact information is CONFIDENTIAL and should not be shared with anyone without prior authorization.

**15. Accidents/First Aid**

In the event of a serious injury please call 9-1-1, the emergency contact of the individual injured, and contact the Parks and Recreation Department when it is safe to do so. You will also be required to complete an Accident Report within 24 hours of the accident and provide a copy to the Parks and Recreation Department.

**16. Insurance**

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 of the Certificate of Insurance naming the Town of Ellington and the Ellington Board of Education as the additional insured to the Parks and Recreation Department to put in your file.

**Connecticut Safe Sport Policies**

Concussions: <https://portal.ct.gov/dph/health-education-management--surveillance/the-office-of-injury-prevention/concussion-and-traumatic-brain-injury-prevention-program>

Child Abuse Prevention: <https://portal.ct.gov/dcf/gtf-cja/hb-6113>

**Employee or Independent Contractor?** Check all that apply.

- 1. I have formed a business for the type of work (as outlined in the Program Proposal)
  - Yes / No
- 2. I provide similar programs at other agencies
  - Yes / No
- 3. I can provide a certificate of insurance
  - Yes / No