Recreation Contract Instructor Requirements & Guidelines

KNIGHTDALE
parks, recreation & cultural programs

Knightdale Parks and Recreation enhances the quality of life for citizens of Knightdale and Eastern Wake County by providing an experienced staff to plan, implement and manage a wide variety of passive, active and cultural opportunities.

Our department utilizes independent contract instructors or community partners to provide programming opportunities to our community at Town facilities.

Instructor Requirements

Recreation Program Proposal Form

- Prospective instructor must complete Recreation Program Proposal Form located online at https://www.knightdalenc.gov/parks-recreation-and-cultural-programs/athletics-programs-and-classes/recreation-program-proposals

Deadlines

- The following dates serve as proposal submission deadlines:

Season	Deadline	Program Dates
Spring	November 1	March-May
Summer	February 1	June-August
Fall	May 1	September-November
Winter	August 1	December-February

Certificate of Insurance (COI)

- A Certificate of Insurance is required by the prospective instructor or business and must meet the minimum set forth below:

  - Maintain Commercial General Liability to protect the Applicant against any and all injuries to third parties, including personal injury and property, and special and consequential damages, resulting from any negligent action, omission or operation by the Applicant, its officers, employees, agents and contractors or otherwise in connection with the event described herein. This insurance shall provide bodily injury and property damage limits of not less than $1,000,000 for each occurrence, respectively, and shall provide at least $5,000 in Medical Expenses (Med Pay) coverage. The minimum liability coverage required may be increased depending on the nature of the services provided.

  - If program participant age group includes preschool (0-5), youth (5-11) and/or teen (12-17) the instructor or business must maintain Sexual Molestation Liability of not less than $1,000,000 per occurrence.

  - Maintain Owned, non-owned, and hired Automobile Liability insurance, including property damage insurance, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the applicant associated with the Event. In addition, all other mobile equipment used by the Applicant in connection with the event, will be insured under either a standard Automobile Liability policy, or a Commercial General Liability policy. This insurance shall provide bodily injury and property damages limits of not less than $1,000,000 combined single limit/each accident.

  - **All insurance policies by endorsement or otherwise shall include the Town of Knightdale as an additional insured party. Certificate Holder should be the Town of Knightdale mailing address:**

    Town of Knightdale
    950 Steeple Square Court
    Knightdale, NC 27545

  - **Proof of Insurance (Declaration Page and Endorsement) must be submitted to Knightdale Parks and Recreation (insert email) by the program proposal deadlines listed above.**

Town of Knightdale Vendor Registration Form

- You will be asked to submit a Vendor Registration Form and IRS Form W-9. Completed Vendor Registration Forms and W-9 may be emailed or mailed to the following address:

Town of Knightdale
Attn: Purchasing
950 Steeple Square Court
Knightdale, NC 27545
purchasing@knightdalenc.gov

Program Specific Certifications and/or Documentation

- Prospective instructor will be required to submit documentation related to the program. Documentation includes, but is not limited to:
  - Culinary/Cooking – Safe Serve Certificate
  - Fitness/Wellness – Group Fitness Certificate and/or Certification in specific area of Instruction
  - Youth Sports – NAYS Select Coach Training Certificate or equivalent Professional Sports Organization Certification
  - Adult Sports –Experience and/or Certificates in area of Instruction
  - Arts & Education –Experience, Education/Degrees, or Certificates in area of Instruction.
  - Other areas not listed – Documentation to be determined by the Recreation Supervisor.

Background Check

- Business vendors must provide background check reports from their background vendor for any instructors/staff providing services. The background check must meet the background check standards set by the Town of Knightdale. All background checks are subject to review by the Town of Knightdale's Human Resources Department.
- Business vendors whose background checks do not meet the standards above or individual instructors not affiliated with a business shall have a background check conducted by the Town of Knightdale's Human Resources Department.
- All assistants and substitutes must be background checked and approved prior to being onsite and instructing classes. Violation of this policy will result in termination of your contract.

Fees and Facilities

Program Fees

- Registration and program fees are collected by Knightdale Parks and Recreation through registration software. Program fees are mutually agreed upon by the contract instructor and Knightdale Parks and Recreation. Program fees are determined by the following:
  - Instructor compensation
  - Supplies and materials needed for program
  - Target population
  - Marketing costs

Materials

- Contract instructors are responsible for providing the following:
  - All equipment necessary to hold the scheduled program
  - Applicable awards, trophies, certificates of achievement, medals, and ribbons
  - All marketing and advertising materials associated with the program
    - Marketing and advertising materials that are shared with Knightdale Parks and Recreation will be posted at facilities, on social media, and in program guides at the discretion of Knightdale Parks and Recreation
- The cost of the materials above should be included in the program registration fees. No additional fees related to the program may be collected by the instructor
- Contract instructors may provide students with a list of materials needed for class
- In limited instances, contract instructors may be permitted to use facility materials for program. This must be approved by the Recreation Supervisor prior to the start of the program.

Facilities

- Knightdale Parks and Recreation operates facilities with multipurpose rooms, picnic shelters, stage, gym, natural outdoor space, and trails. Knightdale Parks and recreation will ultimately decide where the program takes place. The following criteria will be used to determine appropriate facility scheduling:
  - Number of program participants
  - Nature of the program
  - Space requirements
  - Current programming schedule
  - Staffing
  - Program hours
- The Town of Knightdale observes all federal holidays and does not offer programming on the dates listed on the Town Calendar

Policies, Procedures, and Expectations

Attendance

- Knightdale Parks and Recreation will provide list of registered participants to the contract instructor prior to the starting program date.
- Contract instructor will keep attendance of participants at each session and will submit a copy of the attendance form to Knightdale Parks and Recreation at the completion of each session.
- Contract instructors shall not allow non-registered participants to attend, observe, or participate in any portion of the program. In limited instances walk up reservations will be allowed if a waiver and payment have been made. This must be approved by the Recreation Supervisor prior to the start of the program.
- A minimum of 5 registered participants are required to conduct program. Programs that do not meet the minimum registered participants may be cancelled by Knightdale Parks and Recreation with refunds issued to all registered participants.

Program Cancellation

- It is the responsibility of the contract instructor to notify Knightdale Parks and Recreation immediately of a program or class cancellation. Knightdale Parks and Recreation staff will assist with contacting participants regarding cancellation in case of emergency. Make up classes may be offered based on facility availability.
- If cancellation occurs due to the Facility, Knightdale Parks and Recreation must immediately notify contract instructor and assist contract instructor in the notification of participants, including posting signs/notices at the locations. The Town and Facility shall also provide the use of the location on another mutually acceptable day and time to make up the class for the students.

Contract Instructor Payment

- Payment will be provided to instructors at the completion of all program dates. If the program is ongoing, requests for payment are submitted on the last Monday of the month. Payments are made within 30 days.
- Each contract instructor or business will enter into a contract with the Town of Knightdale. Contracts can be executed up to a maximum term of 1 year. A new contract is required annually with an updated Certificate of Insurance

Program Day Responsibilities

- Contract instructor shall arrive at least fifteen (15) minutes prior to the class start time and shall remain until all minors have been picked up by their parents or guardians.
- Contract instructor is responsible for the immediate set up and breakdown of equipment needed for program, and clean up of the facility.
- Contract instructor will leave the Facility in the same condition as they were when Contract instructor arrived.

- All Contract instructors will treat the Town Staff, including Recreation Staff, with courtesy and respect. Contract instructor will comply with all directives and instructions of the Town Staff and Recreation Staff involving or relating to time of classes, use of or access to the Facility and cleaning and closing the Facility.
- All accidents and incidents must be reported to the Recreation Supervisor.
- Contract instructors are not allowed to sell or provide personal services or items to participants, guests, or employees.

KNIGHTDALE
parks, recreation & cultural programs