



PARKS & RECREATION

Do you have a talent or skill that you'd like to share with others? We invite 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 departments mission to enhance
"Your Quality of Life!"

REQUEST FOR PROPOSALS RECREATION PROGRAMS

Introduction and Proposal Guidelines

The Town of Watertown, Department of Parks & Recreation may accept proposals from instructors interested in operating a recreation program using Town of Watertown facilities or other program specific facilities not available from the Town of Watertown.

The purpose of this packet is to outline the process for submitting proposals to the Department of Parks & Recreation for recreation programs. Submission of a proposal does not guarantee approval and submissions must align with the mission of the Department of Parks and Recreation. Also, proposed programs that are too similar to current offerings in the Watertown area may not be considered.

Department of Parks and Recreation Mission

Our mission is to enrich the lives of the residents of Watertown by providing quality programs, activities, welcoming facilities, and parks. We are dedicated to excellence, professionalism, and integrity in the delivery of community services for an enhanced quality of life for those living, working, and visiting our community.

The Process: Please allow 5-7 business days for all program proposals to be considered.

- Step 1 The instructor submits the Recreation Program Proposal Form by the proposal due date. *Winter/Spring: due Nov 1st Summer: due March 1st Fall: due July 1st*
- Step 2 The instructor submits proof of insurance (if operating at facility outside our purview)
- Step 3 The Department reviews the proposal to determine if the program meets the criteria.
- Step 4 The Department determines approval or denial of the proposal.
- Step 5 The Department enters into a written agreement with the instructor.
- Step 6 The Department begins the marketing and registration process.

Required for Proposal Submission

- Completed Recreation Program Proposal Form
- Copies of all required licenses, certificates, or credentials specific to the program.
Example: CPR, First Aid, AED, etc.

Required after Approval of Program Proposal

Documentation of background check is required for all program facilitators. In addition, outside organizations are required to provide documentation of background checks for all organization personnel. All background checks are done at the expense of the instructor and must be completed within 12 months of the end date of a program.

Documentation of completed background checks on facilitators or instructors must be submitted to the Assistant Director no later than 30 days prior to the start of a program.

Criteria used to Evaluate Proposals Include:

1. Alignment with the Department mission
2. Meets the needs and interests of the community

3. Diversity and innovation of programming
4. Suitability and availability of facilities
5. Cost to Participants

Marketing

The department provides marketing and communications for all programs. Standard marketing may include the annual activities guide, website (watertownctrec.com), social media, email distribution lists, and other town-wide resources. Additional marketing must be approved by the Department in advance.

Registration

All registrations are required to take place through the Department in person, or online at watertownctrec.com.

Rosters

Rosters will be provided to instructors by the Watertown Parks & Recreation Department. Individuals that are not listed on the watertownctrec.com roster are prohibited from participation. The instructor shall direct these individuals to contact the Department in order to resolve the issue, or to register for the program. Updated rosters will be provided to the instructor. **Any and all roster information provided through the use of watertownctrec.com is confidential and is prohibited from use unrelated to the specific program outlined in the agreement between the instructor and the Department.**

Facilitators

Although employed by the instructor, facilitators represent the Department and the Town of Watertown. Facilitators must conduct themselves in a professional manner taking into account his/her personal appearance, maintaining appropriate communication, and supporting Department and Town policies.

Program Management:

Watertown Parks and Recreation instructors are expected to manage their programs.

This includes:

- Purchasing and preparing supplies needed
- Additional marketing/advertising if desired
- Set-up/take down of equipment
- Cleaning up after each class, including cleaning floors, tables and chairs where necessary, closing and staking tables, staking chairs and tidying up bathrooms if necessary
- Ensure quality program content and curriculum
- Communicate to roster for additional class needs or cancelations due to weather
- When possible, we provide facilities equipment.

Payments

Program Registration and fees are based on the total cost to registrant for the length of your program session. Watertown Parks and Recreation keeps 20% and you receive 80% less any non-resident fees.

A completed W9 Form is required from all instructors prior to the start of the program. [See the attached form.](#) Upon completion of the program, instructors must submit an invoice for payment. Advanced payments are not possible. Invoices must include Instructor Name, Address, Phone, along with breakdown of finances based on official program registration. The Department will not pay out on participants who received an agreed upon refund. Invoices should be submitted to the Assistant Director in order to receive a timely payment. Instructor payments will be processed and mailed out within 14 business days of receipt of the invoice.

Program Fees

On the Recreation Program Proposal Form, instructors are responsible for proposing the program fee to be advertised.

Program Cancellations and Postponements

Instructors:

In the event that a facilitator is unable to run a program due to an emergency, it is the responsibility of the instructor to find a substitute that has been approved by the Department. If an approved substitute cannot be found, the instructor must contact the Department immediately in order to cancel or postpone the session. Refunds owed to participants will be determined according to the terms outlined in the written agreement between the instructor and the Department.

Department:

All registrations are due by the Thursday before the program begins. If a program does not meet the minimum number of registered participants by the registration close date, the Assistant Director will contact the instructor to discuss whether or not to extend the registration close date and/or to proceed with the program.

Inclement weather:

In the event that's the Watertown Public Schools and/or Town of Watertown offices have an early dismissal/release or are closed due to inclement weather, all Watertown Parks and Recreation programs will be canceled.

Cancellations are posted on:

1. Parks and Rec Website as an "Alert"
2. Town's Website (you can also subscribe to the cancellation emails that will be sent to you directly)
3. Facebook page (Watertown Parks-Rec Dept)
4. Cancellation Info-Line at (860)945-5272

Every effort will be made to make up cancelled activities. Make-ups are not guaranteed.

Questions regarding a refund should be directed to the Department.

Please fill and return the following pages carefully and please let us know if you have any other questions. We look forward to hearing from you.

Recreation Program Proposal Form

Instructor Information

Instructor Name			
Organization (if any)			
Address			
Phone			
Email Address			
Emergency Contact	Name	Relation	Phone

Program Information

Program Name			
Program Description* Please be brief and accurate. Include the purpose and goal of the program. The dept. reserves the right to make changes.	*Attach Additional Pages if necessary		
Facilitator Name(s)			
Age Range			
Grade Range	Pre-K and K <input type="checkbox"/> Elementary (1-3) <input type="checkbox"/> Elementary (4-5) <input type="checkbox"/> Middle School (6-8) <input type="checkbox"/> High School (9-12) <input type="checkbox"/>		
Gender	Males <input type="checkbox"/> Females <input type="checkbox"/> Both <input type="checkbox"/>		
Participants (Number of participants to run program based on instructor take-home amounts and capacity)	Maximum:	Minimum:	
Advertised Fee Listed in activity guide. To be split by Vendor/Watertown	\$		
Fee Split Percentage owed to the Department must be 20% of the gross revenue.	Vendor: \$	Watertown: \$	
Activity Notes Please list all items that participants need to bring, wear, etc. Attach list if needed.			
Equipment you are requesting (ex: tables, chairs, sink, etc.)			
Please list all questions participants are required to answer during registration. Attach list if needed.			
Season (Check one)	Winter/Spring (Jan 1-May 31) <input type="checkbox"/> Summer (June 1-August 31) <input type="checkbox"/> Fall (Sept 1-Dec 31) <input type="checkbox"/>		
Type of Facility	Indoor Multipurpose <input type="checkbox"/> Outdoor Space <input type="checkbox"/> Athletic Field <input type="checkbox"/>		
Additional Comments			
Number of Sessions			

Program Details

If you are proposing multiple classes, each with different content, please complete a separate program detail sheet for each class.

Complete the below section(s), as needed, for each session.

Session 1

Program Day(s) <small>(Check all that apply)</small>	Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/>
Program Date(s)	
Start Time	AM/PM
End Time	AM/PM

Session 2

Program Day(s) <small>(Check all that apply)</small>	Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/>
Program Date(s)	
Start Time	AM/PM
End Time	AM/PM

Session 3

Program Day(s) <small>(Check all that apply)</small>	Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/>
Program Date(s)	
Start Time	AM/PM
End Time	AM/PM

******Office Use Only******

Date Received: ___/___/_____

Status: ___ Approved ___ Denied

Entered: ___/___/_____