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Mission
The Prince William County's Department of Parks & Recreation (DPR)'s mission is to create recreational and cultural experiences for a more vibrant community.

Vision
DPR's vision is to be a lead collaborator in delivering solutions for holistic community transformation.

Prince William County Values

Respect: We believe everyone has value, and we show consideration for all customers and fellow employees.

Integrity: We have the courage to do what is right, honest and fair every time. We do what we say we will do. We honor our commitments.

Creativity: We are innovative in achieving excellence. We find better ways to do the right thing.

Teamwork: We support and encourage others as we work together to achieve our Vision. We value everyone’s contributions and strengths.

Excellence: We set high standards for ourselves. We exceed expectations for how we interact with customers and for the service we provide.

Responsibility: We seize the opportunity to do the right thing in carrying out our commitments and obligations.
Welcome

The Prince William County Department of Parks & Recreation (DPR) offers a variety of classes, workshops, programs and activities. We would like to thank you for your interest in contributing your knowledge and expertise to enrich the lives of others in our community. Your participation and involvement should complement the diversity of our programming and contribute to the overall success of the programs.

The information in this manual is intended for current Recreation Contracted Instructors and those who are interested in becoming Recreation Contracted Instructors. This manual is a resource of information related to teaching a “fee-based” class for DPR.

Our department is progressive and committed to improving the quality of life for our residents and visitors by providing recreational and leisure experiences in our community.

We:

- Have a variety of great facilities based in our communities. We have Fitness and Aquatics Centers, Community Centers, gymnasiums, classrooms, meeting rooms, amphitheater, and outdoor aquatic and athletic facilities as well as regional and neighborhood parks.

- Will list your class in the online Leisure magazine and place your class description in our online class listing, WebTrac, an advanced computer registration system that allows us to maintain facility booking for your class and to process registrations in an efficient manner. The system will automatically reserve spots for wait list participants when a cancellation in a class occurs. Participants will be able to register online for classes and programs.

- Will provide attendance reports and will maintain the database to provide participant main contacts from all classes.

- Accept cash, check, money order, Visa, Master Card, Discover and American Express for payments. We offer registration through easy customer friendly ways including mail, online, fax, or in person.
Recreation Contract Instructor Information

How to become a Recreation Contract Instructor

Instructors are on a contractual basis. To become a Recreation Contracted Instructor for DPR, a potential instructor will submit the following information:

PHASE 1 of Application Process:
1. Recreation Contracted Instructor Application (Appendix 1)
2. Course Request Form (Appendix 2). This will need to be completed for each course you would like to teach.
3. A copy of photo identification (VA Driver’s License or Government issued ID card)

PHASE 2 of Application Process (after program approval):
4. Register as a county vendor through this link: https://eservice2.pwcgov.org/eservices/procurement/
5. Copy of completed background check results. Background Consent/Release Form will need to completed and submitted with payment directly to Virginia DSS (See Appendix 3 page 20). Link to Central Registry: https://www.dss.virginia.gov/files/division/licensing/background_index_childrens_facilities/founded_cps_complaints/032-02-0151-12-eng.pdf
6. Copy of CPR/First-aid certification
7. Copy of any applicable professional certifications
8. Once approved and accepted as a recreation contracted instructor, you must provide a Certificate of Insurance on a standard ACORD form with Prince William County listed as the certificate holder per the specifications listed in the insurance section of this manual before the contract agreement with take effect.

Once you have submitted items 1-3, Recreation Administration staff will contact you on the status of your application and the anticipated timeline for review.
General Information

Agreement
Prince William County requires that all Recreation Contracted Instructors who perform a service in/on a county facility enter into a Prince William County Agreement for Services. The agreement is standard and cannot be altered. Instructors are required to sign and return two original agreements. One of those originals will be returned to the instructor once it has been signed and approved by the department. All background checks will expire with the contract. The agreement will be valid for a period of 12 months.

Insurance
See Attachment for Minimum Insurance Requirements

1. All recreation contracted instructors shall provide thirty days (30) notice of cancellation of any insurance policy. Each of the policies shall include a waiver of subrogation against Prince William County, its employees, agents and volunteers.

2. The insurance specified herein shall be with an insurance company acceptable to the parties hereto and licensed to do business in the Commonwealth of Virginia. All insurance must be obtained before any work is commenced and kept in effect until its completion. If any of the work is sublet, similar insurance shall be obtained by or on behalf of the subcontractor to cover the operation.

Program Dates
There are three “Program Scheduling Times” each calendar year: Winter, Spring/Summer and Fall. The Program dates vary each year but are generally:

- Winter: January – April
- Spring/Summer: May – August
- Fall: September – December

Please see Site Manager/Program Specialist for session dates and submission deadlines.

Course Request Form
Course Request Forms must be submitted annually. Returning recreation contracted instructors will not be able to automatically continue to offer the activity or program without submitting a new Course Request Form. Submitting a Course Request Form does not guarantee that the course will automatically be approved and/or added to the Leisure magazine. There is no exclusivity to instructors or the courses they teach.

A separate Course Request Form is required for each course you wish to teach. Course Request Forms are accepted year round, but will only be considered for the current planning program period. This period is usually 4-5 months in advance of the program. Incomplete Course Request Forms will not be accepted.

Please note, that the Course Request Form will be utilized to reserve your room/activity area, determine your class fee, provide you with an activity number, and
place your course information in the Leisure magazine. Therefore, please be as
detailed as possible.

**Course Scheduling**
Prince William County observes the following holidays. Please keep in mind that
these holidays may affect your class schedules. Program schedules normally follow
the Prince William County School calendar, with the exception of Fitness Classes.

<table>
<thead>
<tr>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Dr. Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>Memorial Day</td>
</tr>
<tr>
<td>Christmas Day</td>
</tr>
<tr>
<td>Veteran’s Day</td>
</tr>
<tr>
<td>Thanksgiving Day and the following Friday</td>
</tr>
<tr>
<td>Independence Day</td>
</tr>
<tr>
<td>Labor Day</td>
</tr>
</tbody>
</table>

**Course Times**
Instructors are responsible for providing instruction for the specified number of
hours agreed upon and advertised.

**Class Fees**
All Recreation Contracted Instructors recommend their class fees. The Program
Specialist will provide assistance on current market conditions. The recreation
contracted instructor and the department will determine a mutually agreed upon
course fee. The department reserves the right to approve all class fees.

The collected fees will be split 70% to the Recreation Contracted Instructor and 30%
to Prince William County Department of Parks & Recreation.

**Supply Fees**
Any supplies needed for a class will be the responsibility of the recreation contracted
instructor. An additional-supplemental supply fee is not permitted. The contracted
instructor will work with the program manager to include supplies in the advertised
registration fee.

**Registration**
DPR shall be responsible for and have complete control over the registration of
participants. *Under no circumstances is a recreation contracted instructor to accept
payments for registrations.* Instructors may accept pre-approved supply fees.

All participants must pre-register with DPR before being allowed into any class/
program. It is the recreation contracted instructor’s responsibility to verify all partic-
ipants are on their Course Roster and notify the Program Specialist contact of any
discrepancies.

**Ways to Register**
- Online through our WebTrac system
- In person at one of our registration sites
- Mail or fax your completed registration form to one of the sites listed
- VISA, Mastercard, or American Express is required for fax, phone-in or online
registration
General Registration Information

- Returned checks: $50 fee
- Classes and programs are based on a meeting a minimum enrollment. If this is not met, classes will be subject to cancellation. For this reason, customers are encouraged to register early. Customers will be notified of cancellations.
- Special accommodations: Contact our registration sites to speak with a Program Specialist to discuss needs.
- Canceling your paid class: Contact the center at which your class is held.

Refund Policy

- Full payment will be refunded due to DPR cancellations (enrollment or any other reason).
- Customer cancellations: Full payment refunded, minus $50.00 administrative fee. Customers must cancel at least one week prior to class start. Cancellations before second class: CREDIT for half of full payment. No refunds or credit for cancellations after the second class.
- DPR full-day camps have a different refund/cancellation policy. See camp website.

Registration Offices

- **Chinn Aquatics & Fitness Center** 13025 Chinn Park Dr., Woodbridge, VA 22192
  Tel: (703) 792-8600
- **Hellwig Administrative Office** - 14420 Bristow Rd., Manassas, VA 20112
  Tel: (703) 792-7060
- **Pat White Center at Ben Lomond** - 10501 Copeland Dr., Manassas VA 20109
  Tel: (703) 792-8320
- **Sharron Baucom Dale City Recreation Center** - 14300 Minnieville Rd., Dale City, VA 22193
  Tel: (703) 792-8650
- **Veterans Memorial Park** - 14300 Veterans Dr., Woodbridge, VA 22191
  Tel: (703) 792-8794

Credits/Refunds

All Credit/Refund requests must be submitted to DPR. Contracted recreation contracted instructors are required to follow DPR's Credit/Refund policy.

Instructor Payment

As a Recreation Contracted Instructor teaching in our facilities, you will receive a percentage of course revenue and DPR will retain a percentage as follows:

- 70% instructor/30% DPR.

DPR will collect all registrations and fees and will deposit the fees. Percentages are paid to instructors on a predetermined schedule. Instructors must submit an invoice for payment. The invoice must include the following information.
Participants who received a refund/credit or who were not registered through DPR will not be paid for by DPR.

It is the county's policy to provide payment after receipt of services. Therefore, advance payments are not possible. It is the recreation contracted instructor's responsibility to submit all required documents at the end of each class session to the DPR site staff to receive a timely payment. Recreation Contracted Instructors will receive payment within 30 days of DPR receiving class attendance sheets.

Prince William County will not withhold money for social security or federal income tax. Annual payments to a Recreation Contracted Instructor from the PWC in excess of $600 will be reported to the Internal Revenue Service. It is the recreation contracted instructor's responsibility to satisfy any taxes due in an appropriate manner.

**Absences, Substitutes, Cancellations**

If an recreation contracted instructor is ill or unable to meet with his/her class, the recreation contracted instructor must notify the site Program Specialist/Site Manager as soon as possible but no later than two hours prior to the start of class. It is the instructor's responsibility to notify students of a course cancellation of this nature. In addition, the instructor must notify the location Front Desk.

If an recreation contracted instructor has made arrangements for a substitute, DPR site Program Specialist must be notified no later than two hours prior to the start of class.

All substitutes must have been approved by the site Program Specialist/Site Manager prior to performing services of any DPR program. (All approved substitutes must have an recreation contracted instructor application on file; must provide proof of insurance coverage; and must have paid, completed, and passed a background screening.)

DPR reserves the right to cancel, combine, or divide courses; to change the time, date, or place of courses; to change the instructor; and to make other changes which become necessary to ensure a quality experience for participants. Classes without minimum enrollment will be canceled or combined. If DPR cancels the activity or class, we will issue a refund and inform the recreation contracted instructor and students of the cancellation.

If programs are canceled due to inclement weather, DPR will notify the recreation contracted instructor

**Course Enrollment**

Once registration has begun, you may inquire about your enrollment at any time by contacting your site Program Specialist contactutilize the online WebTrac en-
enrollment count to view course status. Please confirm enrollment with the Program Specialist five (5) business days prior to the first day of your class that your class will be held.

**Attendance Sheets**

Attendance sheets and evaluation forms may be obtained from the site Program Specialist at the facility where your classes will be held. Be sure to pick up your attendance sheet and evaluation forms at the site before you go to your class.

**Taking Attendance**

It is the recreation contracted instructor's responsibility to take attendance at each class. This is especially important for large classes where participants may have show up to class without paying. Please inform individuals who have no paid to go to a DPR Front Desk to register. Participants must be on your roster or have a paid receipt before being admitted to your class.

**No Shows**

Recreation contracted instructors should give all participants a courtesy call or email prior to the start of class. This is a good time to make introductions, and to re- mind the participants of supply fees, requirements, and the dates and times of the classes. If a participant does not show up for the first class, please make a follow-up call or email to remind him/her of the next class (if you have multiple classes). While it is the participant's responsibility to remember the classes for which they have signed up, excellent customer service dictates that you call or email your partici- pants (phone numbers are printed on the attendance sheet).

**Facility Usage**

Classes are held in various locations throughout the County.

All Recreation Contracted Instructors using DPR facilities will be allowed to set up their rooms/activity area 15 minutes prior to the beginning of class/program activities. The recreation contracted instructors must always leave the room/activity area in the condition in which it was found. This means cleaning up any mate- rials (art supplies, paper, etc.) and putting furniture and/or equipment back in its original location after the class/program ends. All facilities have staff assigned to open, close and monitor the facility during class. In the event staff is not present to open or close the facility, the instructor should contact the site Program Specialist/Site Manager. Instructors may not use any Prince William County owned property including copy machines, fax machines, computers, materials, and/or equipment without prior written approval of their site Program Specialist contact. All equipment, materials, and copies must be provided at your expense.

**COVID-19 Protocols**

Contracted instructors are expected to follow COVID procedures and cleaning prac- tices that all DPR facilities and programs have in place.
**Accident and Incident Reports**

All accidents and incidents, no matter how minor they appear, should be reported immediately to the site management. If an accident occurs in your class, please act calmly, promptly, and take care of the situation. Please notify the DPR Program Specialist, site Manager and/or Manager on Duty immediately; he/she will be assist you in preparing the accident and incident report.

**Emergencies**

- Ensure you have received and are familiar with the Emergency Response Plan (ERP) for each site where you teach.
- Only Certified individuals should administer immediate First Aid.
- Notify the DPR staff on duty. (DPR staff may provide further direction).
- AEDs are available in all DPR facilities.
- If evacuation is necessary, clear the area in an orderly manner and use the course roster to account for all participants.
- Do not re-enter the building until appropriate personnel give you permission to do so.
- In case of evacuation where participants are unable to return to the building, make sure participants less than 18 years of age are held in a safe area until a parent/guardian can pick them up.

**Americans with Disabilities Act (ADA)**

The DPR complies with Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAAA) concerning the employment of persons with disabilities and does not discriminate against qualified individuals with disabilities. ADA is federal legislation, which gives civil rights protection to individuals with disabilities similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications.

It is DPR's policy to fully comply with the provisions of the ADA and to make reasonable accommodations to an individual's impairments or other disabilities so that he/she can have an equal opportunity to participate or benefit. If you as a contracted instructor receive inquiries please refer them to DPR ADA Coordinator Veronica Laughman, CTRS at 703-792-8066 or vlaughman@pwcgov.org.

**Harassment in the Workplace**

Harassment can be defined as any behavior that is disrespectful and causes discomfort to another person. Harassment, whether physical or verbal, destroys morale and impairs teamwork and workplace efficiency. Prince William County has a strong policy against any form of harassment to any person.

Harassment is defined as unwelcome conduct based on race, religion, color, sex,
(including gender identity and sexual orientation), national origin, ethnicity, age (40 or older), disability, pregnancy, family medical history, or genetic information that:

1. intimidates, agitates, or threatens another person,

or

2. that creates an intimidating, hostile, or uncomfortable work environment.

**Child Abuse**
Contract Instructor shall promptly report to their DPR site Program Specialist/Site Manager any known violations of the Virginia Code, Prince William County Code, or the County’s Anti-Harassment and Discrimination Policy, which shall include, but not limited to, sexual harassment, sexual assault, sexual exploitation, intimate violence and stalking, that involve a participant, vendor, Department staff, or other volunteer that is in connection with a Department sponsored activity or event. For purposes of this section, a “known violation” shall mean a violation or an allegation of a violation of that the Contract Instructor is aware of or as reasonable cause to believe is taking place or may have taken place. Additional information and training can be found at http://www.dss.virginia.gov/family/cps/mandated reporters/cws5692/index.html

**Drug Free Workplace**
Prince William County is committed to protecting the safety, health and well-being of all employees and other individuals in the workplace. We recognize that alcohol abuse, drug use and the abuse of prescription drugs pose a significant threat to the organization. As a contract instructor, you represent DPR and will be subject to the standards within the Drug Free Workplace Policy.

*Please contact the site Program Specialist to report need for ADA accommodations, or to report suspicion of harassment, child abuse or violation of drug free workplace policy.*

**Recreation Contracted Instructor Identification Card**
Recreation Contracted Instructors will be issued a DPR Contract Instructor Identification Card, which must be worn or displayed during all class periods.

**Marketing Your Course**
Every effort will be made to market your course.

**Promotion by the DPR**
We will place your course description on our internet registration site (WebTrac) and in the Leisure magazine.

**Promoting Your Classes**
All advertisement materials utilized to promote your classes must be approved by the DPR Program Specialist/Site Manager contact. County logos may not be used without written permission from DPR.

**Special Events**
DPR offers many special events throughout the year. Instructors may provide demonstrations, participate as artists, or distribute flyers to participants at the
event(s). The site Program Specialist will make the arrangements to promote your program in these events.

Social Media
If you use any type of social media to promote your programs, you shall follow the guidelines listed below:

   General Guidelines:
   ▪ Be professional. Even though it's an informal, online environment, remember you are representing not only yourself, but DPR.
   ▪ Be honest, accurate, and respectful.
   ▪ Do not post content with inappropriate language or photos, or links to websites with inappropriate content.
   ▪ Any use of photos must have prior approval by the person or the parent. Photos must be group shots, which do not identify any individuals and require approval by DPR.
   ▪ Recreation contracted instructors agree that client information is proprietary and is not to be shared.

Stay Connected
A lot happens throughout the year, so stay connected with us by ensuring we have your current email address and phone number. Repeated unsuccessful attempts to reach you will put your contract at risk for the next review cycle.
Appendix 1: Recreation Contract Instructor Application

George Hellwig Parks Administration, 14420 Bristow Road, Manassas, VA 20112
(703) 792-7060  www.pwcparks.org

Applicant Information  PLEASE PRINT                  Date: ____________________________

Last Name: ______________________  First Name: ______________________  Middle Initial: __________
Street Address: __________________________________________________________________________
City: ______________________________  State: ______________________  Zip Code: ________________
Email Address: __________________________________________________________________________
Home Phone: ______________________  Cell Phone: ______________________

Are there any medical conditions that we should be aware of or that may prohibit you from performing your duties as a Recreation Contract Instructor?  ☐ Yes  ☐ No  If yes, please explain.
________________________________________________________________________________________

Do you require ADA accommodations to perform your duties as a Recreation Contract Instructor?  ☐ Yes  ☐ No  If yes, please explain.
________________________________________________________________________________________

Emergency Contact

Name: _______________________________  Relationship: _______________________________
Home Phone: _________________________  Cell Phone: ____________________________

Proposed Classes:

Proposed Seasons for Classes (Check all that apply.)  ☐ Spring  ☐ Summer  ☐ Fall

Have you taught this class before:  ☐ Yes  ☐ No  If yes, please complete the information below:
Business/ Organization: ____________________________  Dates: ______________________

May we contact them as a reference?  ☐ Yes  ☐ No  Phone: ______________________
Business / Organization: ____________________________  Dates: ______________________

May we contact them as a reference?  ☐ Yes  ☐ No  Phone: ______________________

Education

High School: _______________________________________________________________________
From: ___________  To: ___________  Did you graduate? ____________
Street/PO Box: _______________________________________________________________________
City: _________________________  State: ______________________  Zip: ________________

College: ____________________________________________________________________________
From: ____________  To: ____________  Did you graduate? ____________
Street/PO Box: _______________________________________________________________________
City: _________________________  State: ______________________  Zip: ________________

____________________________________________________________________________________
Other: ____________________________________________

From: __________ To: __________    Did you graduate? ___________

Street/PO Box: ____________________________________________

City: ___________________________  State: _________________  Zip: ______________________

References (please list two references or agencies with whom you have partnered)

Full Name: ___________________________ Relationship: _____________________________

Company: ___________________________ Phone: ____________________________

Street/PO Box: ___________________________ City/State/Zip: ______________________

Full Name: ___________________________ Relationship: _____________________________

Company: ___________________________ Phone: ____________________________

Street/PO Box: ___________________________ City/State/Zip: ______________________

I certify that, to the best of my knowledge and belief, all statements made herein or attached hereto are true, complete, and accurate. I understand and agree that any incorrect statements or omissions of material facts herein may cause forfeiture on my part of all rights to contracting with Prince William County Department of Parks & Recreation. I authorize Prince William County to investigate any of the information provided by me. I also authorize the previous employers, persons, and references named or any other person named to give any and all information regarding employment, scholastic records, together with all other job related information that may or may not be on record. I release all individuals who provide information to Prince William County from all liability regarding the use of such information. When and if I am accepted as an instructor I will provide proof of insurance, background check results, and certifications before instruction can commence.

_____________________________________________    _______________________________________________

Applicant's Signature Date

Applications are the property of Prince William County and are subject to the Public Records Law.
Appendix 2:
Course Request for Instructors

A separate Course Request Form is required for each course you wish to teach. Course Request Forms are accepted year-round. Incomplete Course Request Forms will not be accepted. Submitting a Course Request Form does not guarantee that the course will automatically be approved and/or added to the Leisure Magazine. There is no exclusivity to instructors or the courses they teach.

Please print and complete entire form.

Instructor's Name: ____________________________________________________________________________
Business/Organization: _______________________________________________________________________
Street Address/PO Box: ________________________________________________________________________
City/State/Zip: ________________________________________________________________________________
Phone: ___________________________ Cell Phone: ___________________________
Email Address: ________________________________________________________________________________
Web Address: _________________________________________________________________________________

Please select the Session you are interested in teaching this course:
☐ Fall Sept.-Dec.  ☐ Winter Jan. – April  ☐ Spring/Summer May – August

Course Title: _________________________________________________________________________________

Detailed Course Description (weekly course outline, lesson plan, prerequisites, dress requirements): ________________________________________________________________________________________________

Course Objectives: ___________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Learning Outcomes (What will the participant learn? What are the benefits of taking this class?):
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Registration will be managed by DPR and all fees will be paid to the department for all approved courses. Submitting a Course Request Form does not guarantee a course will be added to the program or location of choice. Courses should be submitted at least 4 months prior to course start date. There is no exclusivity to instructors or the courses they teach. The department will provide payment after receipt of services; advance payments are not allowed. Instructor will receive payment based on the number of participants enrolled at the time of payment process has begun, minus the number of refunds given. No courses will be offered without department approval.

Please review the Recreation Contractor Instructor Manual for more information.

Instructor’s Name (please print): ____________________________ Phone: ____________________________
Company Name (if applicable): ____________________________

Instructor’s Signature

15 | Contract Instructor Manual
### Class Outline Form *(Please attach additional information if needed)*

<table>
<thead>
<tr>
<th>Program Title and Brief Description</th>
<th>Ages From - To</th>
<th># of classes in session and length of class</th>
<th>Time Range</th>
<th>Flat fee per student to be paid to Vendor</th>
<th>Days of week that classes would be offered</th>
<th>Ratio of instructors to participants</th>
<th>Equipment needed by Participant</th>
<th>Suggested Class Fee</th>
<th>Program Session being requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Ballet Class</td>
<td>3-5</td>
<td>4-40 min classes</td>
<td>6p-7p</td>
<td>$50/student</td>
<td>M Tu W Th F Sa Su</td>
<td>1:10</td>
<td>None</td>
<td>$120/person</td>
<td>Winter</td>
</tr>
</tbody>
</table>

**Additional Questions/information needed:**

1. Are there any additional equipment charges the participant would need to pay  
   - [ ] Yes  
   - [ ] No  
   - Amount ______________________

2. Program Minimum ___________________________  
   Program Maximum ___________________________

3. Please list the preferred Department of Parks and Recreation Facilities where you would like to offer your classes.

   _________________________________________________________________________________________________________

   _________________________________________________________________________________________________________

   _________________________________________________________________________________________________________

   _________________________________________________________________________________________________________

- Please check if camp/clinic/service will be held at a non-DPR facility.

4. Will you provide reasonable modifications for individuals in the program with special needs as outlined in the Americans with Disabilities Act?  
   - [ ] Yes  
   - [ ] No  
   If yes, how will you accommodate? _________________________________________________________________

5. Describe your behavior management policy for youth (if offering children's programs)

   _________________________________________________________________________________________________________

   _________________________________________________________________________________________________________

   _________________________________________________________________________________________________________

6. Provide an emergency preparedness and an inclement weather plan for our programs. To include safety precautions the meet industry/licensing standards.

   _________________________________________________________________________________________________________

   _________________________________________________________________________________________________________

   _________________________________________________________________________________________________________

7. Provide Program Goals and Objectives
Camps, Workshops, Clinics And Services Outline Form *(Please attach additional information if needed)*

<table>
<thead>
<tr>
<th>Program Title and Brief Description</th>
<th>Ages From - To</th>
<th>Days in Session</th>
<th>Time Range</th>
<th>Flat fee per student to be paid to Vendor</th>
<th>Min # Max # of Participants per class</th>
<th>Ratio of instructors to participants</th>
<th>Equipment needed by Participant</th>
<th>Space Required</th>
<th>Suggested Class Fee</th>
<th>Program Session being requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>(SAMPLE) Basketball Camp – designed for intermediate players, emphasizing skills, defense and offense strategies</td>
<td>11-14</td>
<td>Mon-Fri</td>
<td>9a-12n</td>
<td>$75/student</td>
<td>8/20</td>
<td>1:10</td>
<td>None</td>
<td>Indoor Gymnasium</td>
<td>$160/person</td>
<td>Spring/Summer</td>
</tr>
</tbody>
</table>

Additional Questions/Information Needed:

1. Are there any additional equipment charges the participant would need to pay
   - Yes [ ]  No [ ]  Amount ______________________

2. Program Minimum ____________ Program Maximum ______________

3. Please list the preferred Department of Parks and Recreation Facilities where you would like to offer your classes.
   - Please check if camp/clinic/service will be held at a non- Department of Parks and Recreation facility.

4. Will you provide reasonable modifications for individuals in the program with special needs as outlined in the Americans with Disabilities Act?
   - Yes [ ]  No [ ]
   - If yes, how will you accommodate? _________________________________________________________________

5. Describe your behavior management policy for youth (if offering children's programs)
   _________________________________________________________________________________________________

6. Provide an emergency preparedness and an inclement weather plan for our programs. To include safety precautions the meet industry/licensing standards
   _________________________________________________________________________________________________
   _________________________________________________________________________________________________
   _________________________________________________________________________________________________
   _________________________________________________________________________________________________

7. Provide Program Goals and Objectives
   _________________________________________________________________________________________________
   _________________________________________________________________________________________________
   _________________________________________________________________________________________________
   _________________________________________________________________________________________________
Appendix 3: Criminal Background Check Policy For Contract Instructor Positions

Link to Virginia Central Registry: https://www.dss.virginia.gov/files/division/licensing/background_index_childrens_facilities/founded_cps_complaints/032-02-0151-12-eng.pdf

Each contractor is responsible for completing the required background checks for themselves and any staff they may have working for them prior to any instruction. The results of the background check shall be submitted to the site Program Specialist. The site Program Specialist/Site Manager is responsible for ensuring that the written results of the criminal background checks are stored in a safe and secure location and keeping them for the time period required by law or six (6) years, whichever is greater. All materials shall be destroyed as required by law, regulation, and/or best practices.

Criteria For Exclusion

“Guilty” means “that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.” “Guilty” does not include criminal charges that result in acquittal, nolle prosse, or dismissal.

Persons shall be disqualified from any position they seek if they are found guilty (as defined above) of the following crimes:

- **Sex Offenses**
  All Sex Offenses - Regardless of the amount of time since offense, the circumstances of the conviction, or whether the conviction was/is a felony, misdemeanor, or other criminal offense classification. **Examples include:** Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

- **Felonies**
  All Felony Violence Offenses - Regardless of the amount of time since offense  
  **Examples include:** murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

  Any and All Felony Offenses other than Violence or Sex Offenses - within the past 10 (ten) years. **Examples include:** drug offenses, theft, embezzlement, fraud, child endangerment, etc.

- **Misdemeanors**
  All Misdemeanor Violence Offenses - within the past seven (7) years. **Examples include:** simple assault, battery, domestic violence, hit & run, etc.

  All Misdemeanor Drug and Alcohol Offenses - within the past five (5) years or multiple offenses in the past ten (10) years. **Examples include:** driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

  Any Other Misdemeanor - within the past five (5) years that would be considered a potential danger to children, the elderly, or the disabled or is directly related
to the functions of that contract instructor. **Examples include:** contributing to the delinquency of a minor, providing alcohol to a minor, theft- if person is handling monies, etc.

**Pending Cases**
Should the background check indicate that a contract instructor has criminal charges or cases pending for any of the disqualifying offenses; the contractor shall be rejected from instructing until there is a resolution of the charges. Should an approved contract instructor subsequently have any criminal charges brought against him/her during their term of service to the Department, the contract instructor shall immediately, fully, and accurately disclose the nature of all charges to the site Program Specialist. If the contract instructor fails to do so, they may (or shall) be disqualified from further instruction regardless of the final disposition of the charge(s) by the court. The contracted instructor shall be immediately suspended from any involvement in the program or facility until a determination is made by the Department regarding the effect of the pending charges on the contracted instructors’ functions within their position.

**Appealing A Decision**
Any contracted instructor disqualified by Department staff may request reconsideration by the Background Check Sub-Committee by submitting an appeal to the Assistant Director for Recreation

- **Appeal Process**
  A person must file a notice of appeal that must include, but is not limited to:
  - The full name and address of the appellant;
  - The name of the person, if any, making the request for an appeal on behalf of the appellant (e.g., lawyer or spokesperson);
  - The address of the person making the request on behalf of the appellant;
  - The grounds for the appeal (provide a detailed explanation of the appellant’s objections to the decision; describe additional facts or factual errors in the decision);
  - The particulars relevant to the appeal: describe any background facts that relate to the appeal including how you are affected by the decision;
  - A description of the relief requested (what you want the outcome to be at the end of the appeal); and
  - The signature of the appellant or the appellant’s representative.

- **Background Check Sub-Committee**
The Background Check Sub-Committee will consist of the Senior Recreation Manager, the Assistant Director for Recreation, the Department Director, the Human Resources Administrator, and the County Attorney or his/her designee.

This policy may be updated, changed, or modified from time-to-time and at any time as deemed appropriate and/or necessary.
### OVERALL CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seller’s Name matches Agreement</td>
<td></td>
</tr>
<tr>
<td>All insurers AM Best Rating: A- VIII or better</td>
<td></td>
</tr>
<tr>
<td>“A waiver of subrogation in favor of Prince William County is applicable to all policies including Workers’ compensation and Employer’s liability. Prince William County, its officers, directors, agents and employees are included as additional insureds on the general liability policy with a cross liability clause in effect on their behalf. This Coverage is primary to all other coverages the County may possess”</td>
<td></td>
</tr>
<tr>
<td>All policies except Workers’ Compensation and Employer’s Liability shall include Prince William County and all Contractor employees, vendors and subcontractors as additional insureds with waivers of subrogation on behalf of all insureds</td>
<td></td>
</tr>
<tr>
<td>Notice of Cancellation: An Endorsement that states: “The Certificate Holder will receive 30 days notice of cancellation, except 10 days notice of cancellation due to non-payment of premium”</td>
<td></td>
</tr>
</tbody>
</table>

### SELLER’S INSURANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Type Of Coverage</th>
<th>Minimum Limit</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commercial General Liability</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bodily Injury and Property Damage</td>
<td>$1,000,000 per occurrence / each location / each event</td>
<td></td>
</tr>
<tr>
<td>Bodily Injury and Property Damage Personal &amp; Advertising Injury Products – Completed Operations</td>
<td>$2,000,000 General Aggregate each location / each event</td>
<td></td>
</tr>
<tr>
<td>Legal Liability to Participants</td>
<td>$1,000,000 per occurrence</td>
<td></td>
</tr>
<tr>
<td>Professional Liability (including volunteers)</td>
<td>$2,000,000 Aggregate / each location / each event</td>
<td></td>
</tr>
<tr>
<td>Fire Legal Liability</td>
<td>$1,000,000 per occurrence / $1,000,000 per occurrence / $300,000</td>
<td></td>
</tr>
<tr>
<td>Medical Payments to Participants</td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>Medical Expense Reimbursement for Participants Medical Payments to Others</td>
<td>$1,000 $10,000</td>
<td></td>
</tr>
<tr>
<td>Rides, Sports Equipment and Other Amusement Devices – including inflatables, collapse, watercraft</td>
<td>Not Excluded</td>
<td></td>
</tr>
<tr>
<td>Abuse &amp; molestation coverage Additional insured box</td>
<td>Not Excluded checked checked</td>
<td></td>
</tr>
<tr>
<td>Waiver of Subrogation box</td>
<td>$1,000,000 Combined Single Limit Each Occurrence</td>
<td></td>
</tr>
<tr>
<td><strong>Comprehensive Automobile Liability</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Bodily Injury And Property Damage</td>
<td>checked</td>
<td></td>
</tr>
<tr>
<td>Any Auto – OR – Owned, Hired and Non-Owned Additional insured box</td>
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<td></td>
</tr>
<tr>
<td>Waiver of Subrogation box</td>
<td>checked</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Umbrella/Excess Liability</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Occurrence and Aggregate</td>
<td>Each Occurrence and Aggregate</td>
</tr>
<tr>
<td></td>
<td>For contracts valued between $500,000 and $1,000,000: sufficient to bring all liability limits up to $2,000,000</td>
</tr>
<tr>
<td></td>
<td>For Camp services and contracts valued at more than $1 million: Sufficient to bring all liability limits up to $5,000,000</td>
</tr>
<tr>
<td>Umbrella box</td>
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</tr>
<tr>
<td>Occurrence box</td>
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</tr>
<tr>
<td>Additional insured box</td>
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</tr>
<tr>
<td>Waiver of Subrogation box</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Workers’ Compensation &amp; Employer’s Liability</strong></th>
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</thead>
<tbody>
<tr>
<td>Statutory box</td>
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<tr>
<td>Waiver of Subrogation box checked</td>
<td>checked</td>
</tr>
<tr>
<td>Each Accident</td>
<td>$500,000</td>
</tr>
<tr>
<td>Disease – Each Employee</td>
<td>$500,000</td>
</tr>
<tr>
<td>Disease – Policy Limit</td>
<td>$500,000</td>
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