



WELCOME

Dear Potential Instructor,

Thank you for expressing interest in Recreation Programming in Richmond County. The Department of Community Development and Recreation is committed to providing affordable, quality programming including, but not limited to, sports, fitness, arts and cultural activities for our residents. These programs may be designed for children of all ages, youth, adults, seniors or even families.

This booklet was designed to make everything as clear and easy for instructors as possible. Going forward, the Department of Community Development and Recreation will hire instructors on a contractual basis. This means once instructors send in their Course/Program Proposal, and it is approved, they will be required to sign an agreement which outlines the details of the program offerings, fees associated with the program and all other related information.

All information needed to become an Instructor for the Municipality of Richmond County is well-defined in this Instructor's Booklet. Among other important information, in this booklet you will find:

- How to become an Instructor
- Instructor/Recreation Department Responsibilities
- Course/Workshop Marketing
- Funding Opportunities

Should you have any questions after reading through this information, do not hesitate to contact the undersigned at 902-226-3981 or smury@richmondcounty.ca.

Sincerely,

Shannon Mury
Director of Community Development and Recreation



INSTRUCTOR DEADLINES & BROCHURE DISTRIBUTION DATES

The Department of Community Development and Recreation of the Municipality of the County of Richmond publishes a quarterly newsletter during the year. The Reflections of Richmond Newsletter lists all recreation programs and workshops during that season. Below you will find the information you will need in order to include one of your programs in our Reflections of Richmond Newsletter.

Winter Reflections of Richmond – for programs running from January – March

Completed course information must be sent to the Recreation Department by: Mid-November
Distribution: Last week in December
Programs begin no earlier than: 2nd week in January

Spring Reflections of Richmond – for programs running from April – June

Completed course information must be sent to the Recreation Department by: Mid-February
Distribution: Last week in March
Programs begin no earlier than: 2nd week in April

Summer Reflections of Richmond – for programs running from July – September

Completed course information must be sent to the Recreation Department by: Mid-May
Distribution: Last week in June
Programs begin no earlier than: 2nd week in July

Fall Reflections of Richmond – for programs running from October – December

Completed course information must be sent to the Recreation Department by: Mid-August
Distribution: Last week in September
Programs begin no earlier than: 2nd week of October

**Please note timelines are subject to change. The Recreation Department will publicize dates on our social media accounts, the municipal website and circulate via email.*



BECOMING AN INSTRUCTOR

Below you will find a step-by-step guide as to how you can become an Instructor for the Municipality of the County of Richmond. For returning instructors, you will be required to submit a proposal for each season.

STEP 1

Fill out and sign the Instructor Proposal. Propose a course, workshop or activity. The Course Proposal Form is included at the end of this booklet.

STEP 2

Once the Instructor Course Proposal Form is completed, you will need to submit the form by email to recreation@richmondcounty.ca, fax to 902-226-0295 or mail/drop off at the Municipal Office, which is located at 2357 Highway 206, in Arichat B0E 1A0.

STEP 3

Once the form has been reviewed by the Recreation Department, you will be contacted to review, assess the content and have a detailed discussion. If your proposal is accepted, staff will work with you to determine the specific design of your course/workshop in regards to the facility needed, fee, participant minimums and maximums, age ranges, course descriptions, etc.

Once the details of the program/service are agreed upon, you will be required to sign an Instructor Agreement.

STEP 4

As an instructor, you will be required to complete a Vulnerable Sector/Criminal Record check and Child Abuse Registry check. The Vulnerable Sector/Criminal Record check requires a letter of request, by the Director of Community Development and Recreation, to accompany the application. This letter will be provided to you to accompany your application.

Liability insurance is required to instruct/facilitate classes for the Municipality of the County of Richmond. Funding is available to help offset insurance costs. Please complete the attached funding form and submit for approval.



INSTRUCTOR RESPONSIBILITIES

In order to ensure quality Recreation and Active Living programs in Richmond County, the Instructor for a program will have certain responsibilities.

Prior to the start of the program

Fill out the Course/Workshop Proposal Form before the specified due date of each session

- Complete a Vulnerable Sector Check/Criminal Record Check and Child Abuse Form
- Provide a supply list and/or handouts (to be included in your proposal) for the program to the Recreation Department
- Help advertise and promote the course/workshop in order to reach maximum participants
- Visit the facility or site prior to the start of the program to meet site staff, and review the facility amenities to ensure the delivery of a safe and welcoming program
- Staff will provide instructors/workshop facilitators with a class roster

Each day of programming

- Arrive in a timely matter and be ready for the program/participants
- Set-up and take down any equipment needed for the program
- Ensure the space/facility used is clean after each session and left in the same fashion as found
- Report any damage to facility or equipment to the Department of Community Development and Recreation of the Municipality of the County of Richmond
- Immediately report any injuries utilizing attached incident report
- Check roster to ensure that all participants are registered

Important

- It is the practice of the Municipality of the County of Richmond that Instructors do not handle money. The Department of Community Development and Recreation has an online registration program that provides an alternate avenue for registration and payments
- The Department of Community Development and Recreation will have staff on site for the first class of each program to do in-person registration and collect cash/cheque payments.
- Participant minimums are set for each program. The general rule is a minimum of 5 participants per program. Instructor input will be considered for each program.
- Participants will be asked to complete an Evaluation on the last day of the program. Instructors/workshop facilitators will be provided with hard copies to distribute on the last day of each program. Electronic copies can also be provided.



ADDITIONAL PROGRAM INFORMATION

EQUIPMENT

If equipment needs to be purchased to deliver a program, instructors must include three (3) quotes with their proposal. If approved, equipment will be purchased by the Recreation Department. All proposals **must** also be approved by the Director of Community Development and Recreation.

FACILITIES

Staff will arrange for facility access for each approved program. The Department of Community Development and Recreation reserves the right to make changes and adjustments to facility rentals before and during any time of your session. The Recreation Department will ensure access is provided for each session.

SET-UPS

Instructors are responsible for the set-ups and take downs of their programs. Instructors will be informed where to find equipment, however it is their responsibility to set up for each class and ensure the facility is clean and empty upon completion. In the event that your program requires an extended amount of time to set-up or take down, the Recreation Department staff can help make arrangements for you.

EVALUATIONS

Participants will be asked to complete an Evaluation on the last day of their program. The participant (or guardian) can submit the evaluation at the Municipal Office in Arichat, or by mail to Municipality of the County of Richmond, Attention: Department of Community Development and Recreation, 2357 Highway 206, PO Box 120, Arichat, NS B0E 1A0 or via email to recreation@richmondcounty.ca

ADVERTISING

Your program will be advertised in the Reflections of Richmond Newsletter. In addition, programming will be promoted using municipal social media accounts, the municipal website and local sources as available. We encourage all instructors to help advertise their respective programs in order to ensure the maximum of participants possible for their classes. All advertisement materials utilized to promote your classes must be approved by the Director of Community Development and Recreation.



PROGRAM PROPOSAL

INSTRUCTOR INFORMATION

Last Name:	First Name:
Street Address:	City:
Postal Code:	Home Phone:
Cell Phone:	E-mail Address:

COURSE INFORMATION

Course Title:	Minimum Enrollment	Maximum Enrollment	
If you are a returning instructor, would you like us to use your Course Description from the previous Newsletter?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Course Description:

SESSION	Winter <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>	Fall <input type="checkbox"/>
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Suggested Course Fee:	Equipment/Material Fee:
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Equipment needed:

Supply List for participants:

Course Length: _____ Day(s) or _____ Week(s)

Day of the week: Check all that apply	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"/>
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Start date:	Start time:	End Time:
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Are there any dates your Course will not be held? If yes, when?

Type of facility:	Gym <input type="checkbox"/>	Classroom <input type="checkbox"/>	Kitchen <input type="checkbox"/>	Field <input type="checkbox"/>	Other _____
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Additional information:

Signature: _____	Date: _____
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~Please attach a resume, references and applicable certifications.~



Instructor/Facilitator Development FUNDING APPLICATION (MAXIMUM \$500)

WHAT YOU NEED TO KNOW BEFORE APPLYING FOR FUNDING:

- i. This funding is 50% of the costs. Maximum of \$500 per application per fiscal year.
- ii. Failure to correctly complete this application may delay funding review/approval.
- iii. Your training cannot start before approval is given. Failure to do so may result in your funding request being denied.
- iv. The Municipality of the County of Richmond reserves the right to deny any application based on financial assessment.
- v. The Municipality of the County of Richmond reserves the right to request more information regarding the grant application.
- vi. Please allow 6 - 8 weeks for processing.

NAME OF INDIVIDUAL: _____

NAME OF CERTIFICATE/COURSE: _____

LOCATION OF CERTIFICATE/COURSE: _____

OVERVIEW: Why are you interested in this certificate/course?

BENEFIT: Who will this certificate/course benefit?

Required Attachments:

- Attach a copy of the Certificate, Course Syllabus, Course Description
- Attach a Program Schedule

Budget/Cost:

Indicate costs associated with the certificate/course

Registration _____

Travel/Fuel _____

Accommodations _____

Meals _____

Other (Specify) _____

TOTAL _____

PLEASE NOTE:

If the Municipality funds your request, you will be required to offer a minimum of 50 hours of instruction for municipal recreation programming within 2 years of the date of completion of this certificate/course. By checking the box below, you agree to these terms.

I agree

Submit your application to:

Danielle Martell via email at grants@richmondcounty.ca



GENERAL INCIDENT/INJURY REPORT FORM

Department of Community Development & Recreation

P.O. Box 120, 2357 Highway 206 Arichat, Nova Scotia, B0E-1A0

Phone: (902)-226-3400 / Fax: (902)-226-0295

If an accident or injury occurs to a participant or instructor, immediately complete this form and contact the Richmond County Community Development and Recreation Department within 24 hours. Complete all sections of this form and include as much information as possible regarding the incident.

Note: This form is only to be used for incidents involving the general public, or others not employed with the Municipality of the County of Richmond.

INCIDENT INFORMATION

Date of incident:	__ / __ / ____	Time of incident:	__ : __ am/pm
Facility:		Town:	
Description of Incident:			
Name of person(s) involved in Incident:			
Address:			
Telephone number(s):			
How were the persons involved cared for? By whom?			
What action was taken? By whom?			
Was there a vehicle involved in the incident?	YES	NO	
Vehicle Description	Year:	Model:	
Driver's License Number:	License Plate Number:		
Witnesses:	Name:	Telephone:	
	Name:	Telephone:	
	Name:	Telephone:	
Name of person filing report:		Telephone:	
Signature:		Date:	
Reviewed by:		Date:	



EVALUATION FORM

Program Name: _____

Instructor: _____

Location: _____

Season: Winter Spring Summer Fall

Age of participant: _____

In order to better serve the community and ensure the quality of our recreation and active living programs, the Department of Community Development and Recreation of the Municipality of the County of Richmond would like for you to take a few minutes to evaluate the program/workshop/activity you participated in.

Ratings 1 – Strongly agree 2 – Agree
 3 – Disagree 4 – Strongly Disagree

Program

	1	2	3	4
The program met my expectations <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The program date and time were convenient <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The program fee was appropriate <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ratings: 1 – Strongly agree 2 – Agree
 3 – Disagree 4 – Strongly Disagree

Instructor

	1	2	3	4
The instructor was prompt and on time <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was well prepared/organized <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was enthusiastic <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was friendly and helpful <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would register for another class with this instructor <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facility

	1	2	3	4
The facility was the perfect size <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This program should be at this facility again <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ratings: 1 – Strongly agree 2 – Agree
 3 – Disagree 4 – Strongly Disagree

Any other comments or suggestions



Instructor/Facilitator Liability Insurance FUNDING APPLICATION (MAXIMUM \$250)

NAME OF INDIVIDUAL:

NAME OF CLASS(ES)/PROGRAM(S):

LOCATION OF CLASS(ES)/PROGRAM(S):

COST OF INSURANCE:

Required Attachments:

- Attach a copy of liability insurance with MOCR being named on policy
- Attach a proof of payment for insurance

Please note that funding is available to a maximum of \$250 per instructor; however, further funding may be available after February 24th. Additional funding, if available, will be prorated based on the balance of available funds.