



# Program Instructor Manual

Town of Sharon  
Recreation Department  
219 Massapoag Ave.  
Sharon, MA 02067  
(781) 784-1530  
[www.sharonrec.com](http://www.sharonrec.com)



EFFECTIVE NOVEMBER 1, 2013

# Welcome...

Dear Instructor,

Thank you for expressing interest in our programs. The Sharon Recreation Department is dedicated to building strong communities and individuals through recreational and enrichment opportunities. Programs may be designed for preschoolers, school age children, teens, adults, seniors, and even families.

The Town of Sharon looks like a typical New England town--its central Post Office Square marked by three tall white church spires, its tree-lined streets leafing green in summer and traced with delicate white lace in winter. Yet this picture postcard comes to life as a busy commuter town of professionals, academics, civil servants, and business people as well as local enterprises, restaurateurs, artists, and active participants in a network of civic organizations. .

Sharon, located 22 miles midway between Boston and Providence, has access to Boston and Providence via MBTA commuter trains, and to New York City and Washington, D.C., via Amtrak trains at nearby Route 128 station. Its population of 18,000--32 percent are children under 19, 56 percent are adults 25-64 years, and 10 percent are seniors over 65--lives mostly in single-family houses ranging from relatively modest ranches to luxury properties. Many town residents have second- and third-generation family roots in Sharon, but the town is also notable for its diversity and openness to newcomers. An Interfaith Clergy Council and an "Affirming Diversity" group foster cooperative understanding among several varieties of Christian and Jewish congregations, an Islamic mosque, and a Unitarian church as well as adherents of Eastern religions, and the group sponsors an annual Martin Luther King Day Celebration.

Beauty and diversity are the key words for Sharon, an attractive community among its neighbors Canton, Norwood, Walpole, Foxboro, Stoughton, Mansfield, and Easton.

If you have any questions feel free to contact us at 781.784.1530 or [ckasparian@townofsharon.org](mailto:ckasparian@townofsharon.org)

Sincerely,

The Sharon Recreation Department

# How it works...

- ★ The process begins with the independent contract instructor "proposing" a course or activity. There is a form enclosed in this handbook that you will be instructed to complete when proposing a new course. The proposal is then submitted to the Sharon Recreation Department.
- ★ The Recreation Department will review the proposal, assess the "content" of the course activity to determine it's potential in meeting the Department's vision and goals, and then contact you for a more detailed discussion.
- ★ The Recreation Department will work with you to determine the specific design of a course/ activity in regards to facility suitability, facility availability, fee structure, course time frames, participant minimums & maximums, age ranges, and course descriptions, etc.
- ★ Once the Sharon Recreation Department accepts your proposal, we will offer the program online and start accepting registrations.

# Teaching & Benefits...

## ***Why teach classes for the Sharon Recreation Department?***

The Sharon Recreation Department is committed to improving the quality of life for our residents and visitors by providing recreational and leisure experiences in our community.

## ***What can the department offer you as an instructor?***

The Sharon Recreation Department:

- ★ Has great facilities. We have a lake, classrooms, meeting rooms, an arts and crafts room, fitness rooms, a ballroom and athletic facilities as well as parks available for recreation courses.
- ★ Will place your class description in our online class listing, an advanced computer registration system that allows us to maintain facility booking for your class and to process registrations in an efficient manner.
- ★ Instructors will receive attendance reports, wait list reports and we will maintain the database to provide participant main contacts from all classes. Participants will be able to register through the internet for classes and programs.
- ★ Accept cash, check, money order for payments in office and Visa, Mastercard, and Discover for payments online. We offer registration through easy customer friendly ways including: online registration, mail-in, or in person.

**Mission Statement** - The Town of Sharon expects that all instructors will uphold the values and mission of the Town: To advance parks, recreation and leisure-time activities that enhance the quality of life in Sharon. The purpose of the Recreation Department is to meet the diverse recreational, cultural, athletic and leisure-time pursuits of the residents of Sharon with a broad based comprehensive program. Recreational programs are organized to encourage participation and enjoyment and should be held at safe and well-equipped facilities on a year-round

**Professional Conduct** - Though not employees of the Sharon Recreation Department, Instructors do represent the Town. To some participants, the Instructor is the only representative of the Town they will come into contact with. Instructors must conduct themselves in a professional manner including; dressing and speaking professionally, and supporting policies.

# Registration & Facilities...

**Registration**- All registration take places through the Sharon Recreation Department office or online. Instructors should NOT be collecting money or registration forms. Participants that have not registered and paid for the course may not participate and we suggest that instructors periodically review their rosters to ensure all participants attending the class are fully enrolled.

**Rosters**- All instructors should have an updated roster and attendance sheets on the first day of each session. Once your contract is signed and submitted, the Recreation Department will set up an online account for you and provide you with the necessary information to access your rosters personally or you can obtain a print out at the Sharon Recreation Department office.

**Course Scheduling**- Instructors are responsible for submitting class schedules through the Program Proposal Form (last page). The Sharon Recreation Department will attempt to accommodate Instructor's schedule requests. Instructors are responsibly for providing instructor for the specified number of hours agreed upon and advertised.

**Set ups** - Instructors are responsible for their own course/activity set-ups and break downs. Staff will inform you of where to find equipment and supplies however it is the instructors responsibility to set up for each class and leave the classroom clean and as you found it upon arrival. In the event that an activity/course requires a great deal of set-up or clean up, the Recreation Department will work with you make proper arrangements depending on the room.

**Facilities**- The Sharon Recreation Department will work to suit everyone's needs; however, occasionally, not all needs can be met due to facility suitability, availability, course time frames, etc. The Town of Sharon reserves the right to make changes and adjustments to facility assignments before and during any session.

# Sessions...

**Fall Session:** *September-December.* Proposal due no later than May 15th.

**Winter Session:** *January-March.* Proposal due no later than September 15th.

**Spring Session:** *March-June.* Proposal due no later than November 15th.

**Summer Session:** *June-August.* Summer programs are reserved for Sharon Recreation Department programs (i.e. swim lessons, camp, and sailing)

# Building Hours & Holidays...

The Sharon Community Center is open during the following times:  
Monday-Thursday 8:30AM-10:00PM Friday 8:30AM-12:30PM

The Sharon Recreation Department observes the following holidays. Please keep in mind that these holidays may effect your class schedules:

**ALL DAY:**

New Year's Day  
Martin Luther King  
Presidents Day  
Patriots Day  
Memorial Day  
Independence Day

Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day and the day after  
Christmas Day  
Voting Days

**MORNING PROGRAMS ONLY:**

New Years Eve  
Thanksgiving Eve  
Christmas Eve

# Payment & Refund Policies...

**Instructor Payment** - As a Recreation Instructor, you will receive a percentage of course revenue and the department will retain a percentage as follows: 70% Instructor/30% Town of Sharon. It is the responsibility of the Instructor to submit an invoice for payment. Invoices are accepted ONLY at the completion of the program. Therefore, advance payments are not possible. We will not pay out on participants who received a refund. Invoices should be submitted to the Recreation Department Secretary, Maura Palm: mpalm@townofsharon.org, in order to receive a timely payment. Instructors will receive payment within 30 days of the Recreation Department receiving an invoice from the Instructor.

PLEASE NOTE: The 30% fee should be deducted in your invoice.

**Class Fees** - All Instructors set their class fees. The Assistant Director will provide assistance on current market condition. The instructor and the department will determine a mutually agreed upon course fee. The department reserves the right to approve all class fees. Please keep the 70/30 split in mind when setting your class fees.

**Supply Fees** - Any supplies needed for a class will be the fiscal responsibility of the instructor. If supplies are to be obtained by the student, it will be the responsibility of the instructor to provide a supply list with the Program Proposal Form.

**Cancellations** - In the event you are unable to a class (family emergency, illness, etc.), it is the responsibility of the instructor to find a substitute. If a substitute cannot be found, the instructor must contact the Recreation Department immediately! If participants have questions regarding a refund, have them contact the Sharon Recreation Department. If a class does not meet the minimum enrollment requirements, the Sharon Recreation Department will contact you to discuss whether or not your class should run.

# Required Items and Forms...

Before becoming an official Sharon Recreation Department instructor, the following documents must be obtained from a potential instructor:

1. A completed Program Proposal Form .\*This form is located in the back of this handbook\*
2. Fill out and submit a mandatory CORI form. No instructor may teach a class until they have been notified by the Recreation Department that they have cleared this process. This must be redone if there is break in service of more than 6 months. \*This form is located in the back of this hand book\*
3. A certificate of insurance naming the Town of Sharon listed as additionally insured with respect to general liability. The combined single limit for Body Injury and Property Damage is \$1,000,000 for each occurrence with a \$1,000,000 annual aggregate.
4. A copy of any license, certification, or credentials that is needed to teach your program. (This includes CPR, First Aid, and AED certifications)

# Emergency & Incident Procedures...

## Emergencies

### Fire Alarm/Unexpected Emergencies

- ★ Clear the area in an orderly manner, use course roster to account for all participants.
- ★ Recreation Programs meet across the street near the flagpole. Signs and lights will guide you to the closest exit.
- ★ 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 under 18 years of age are held in a safe area until a parent/guardian can pick them up.

### Medical Emergency

- ★ Locate a phone and dial 911. In the event you do not have access to a cell phone, landline phones are located in the Main Office of the Recreation Department as well as other offices in the building.
- ★ Certified individuals should administer immediate First Aid/CPR.

## Accident and Incident Reports

All accidents and incidents, no matter how minor they appear, should be reported. If an accident occurs in your class, please act calmly, promptly, and efficiently and take care of the situation.

Notify a Recreation staff member on duty immediately. They will be responsible for preparing the incident report.

# Advertising & Feedback...

**Advertising-** Information regarding classes is published on our website, Facebook, Twitter, Patch, and Sharon Advocate. Any flyers created can be found at the Sharon Public Library, The Sharon Community Center, Town Hall, Sharon Athletic Fields, and Memorial Park Beach. Instructors are responsible and encouraged to promote their own program in tandem with the Recreation Department.

**Evaluations-** At the conclusion of every season, we send out evaluations through Survey Monkey to get feedback from our residents. Upon request, we will be able to share these results with you.



# Sharon Recreation Department

219 Massapoag Ave., Sharon, Massachusetts 02067

Phone: 781-784-1530 Fax: 781-784-1532

Web: www.sharonrec.com



## Program Proposal

1. Please fill out this form with the necessary information.
2. The Sharon Recreation Department charges \_\_\_\_% for facility and registration usage. Please factor the percentage charge into your cost.
3. We require all of our program instructors to fill out a CORI form and provide a copy of their license.
4. At the conclusion of your program, you must submit an invoice to receive payment.

## Contact Information

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

## Program Information

Program Name: \_\_\_\_\_

Age: Min. \_\_\_\_\_ Max. \_\_\_\_\_ Grade: Min. \_\_\_\_\_ Max. \_\_\_\_\_

Min. # of Participants: \_\_\_\_\_ Max. # of Participants: \_\_\_\_\_

Space/Furniture Needed: \_\_\_\_\_

Price per Participant (Including the \_\_\_\_% facility/registration fee): \_\_\_\_\_

Program Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Dates and Times

Day of the Week: \_\_\_\_\_

Time/Duration: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

# of Weeks: \_\_\_\_\_

Exclusion Dates: \_\_\_\_\_

# CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

The Sharon Recreation Department is registered and the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, and current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant, or licensees, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services (DCJIS). I hereby acknowledge and provide permission to the Sharon Recreation Department to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Sharon Recreation Department written notice of my intent to withdraw consent to a CORI check.

## FOR EMPLOYMENT, VOLUNTEER AND LICENSING PURPOSES ONLY:

The Sharon Recreation Department may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that the Sharon Recreation Department must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on this Acknowledgement Form is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SUBJECT INFORMATION: (an asterisk (\*) denotes a required field)

\_\_\_\_\_  
\*Last Name                                      \*First Name                                      Middle Name                                      Suffix

\_\_\_\_\_  
Maiden Name (or other name(s) by which you have been known)

\_\_\_\_\_  
\*Date of Birth

\_\_\_\_\_  
Place of Birth

\*Last Six Digits of Your Social Security Number: \_\_\_\_\_ - \_\_\_\_\_

Sex: \_\_\_\_\_ Height: \_\_\_\_\_ ft \_\_\_\_\_ in. Eye Color: \_\_\_\_\_ Race: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

\_\_\_\_\_  
Mother's Full Maiden Name

\_\_\_\_\_  
Father's Full Name

## Current and Former Addresses:

\_\_\_\_\_  
Street Number & Name                                      City/Town                                      State                                      Zip

\_\_\_\_\_  
Street Number & Name                                      City/Town                                      State                                      Zip

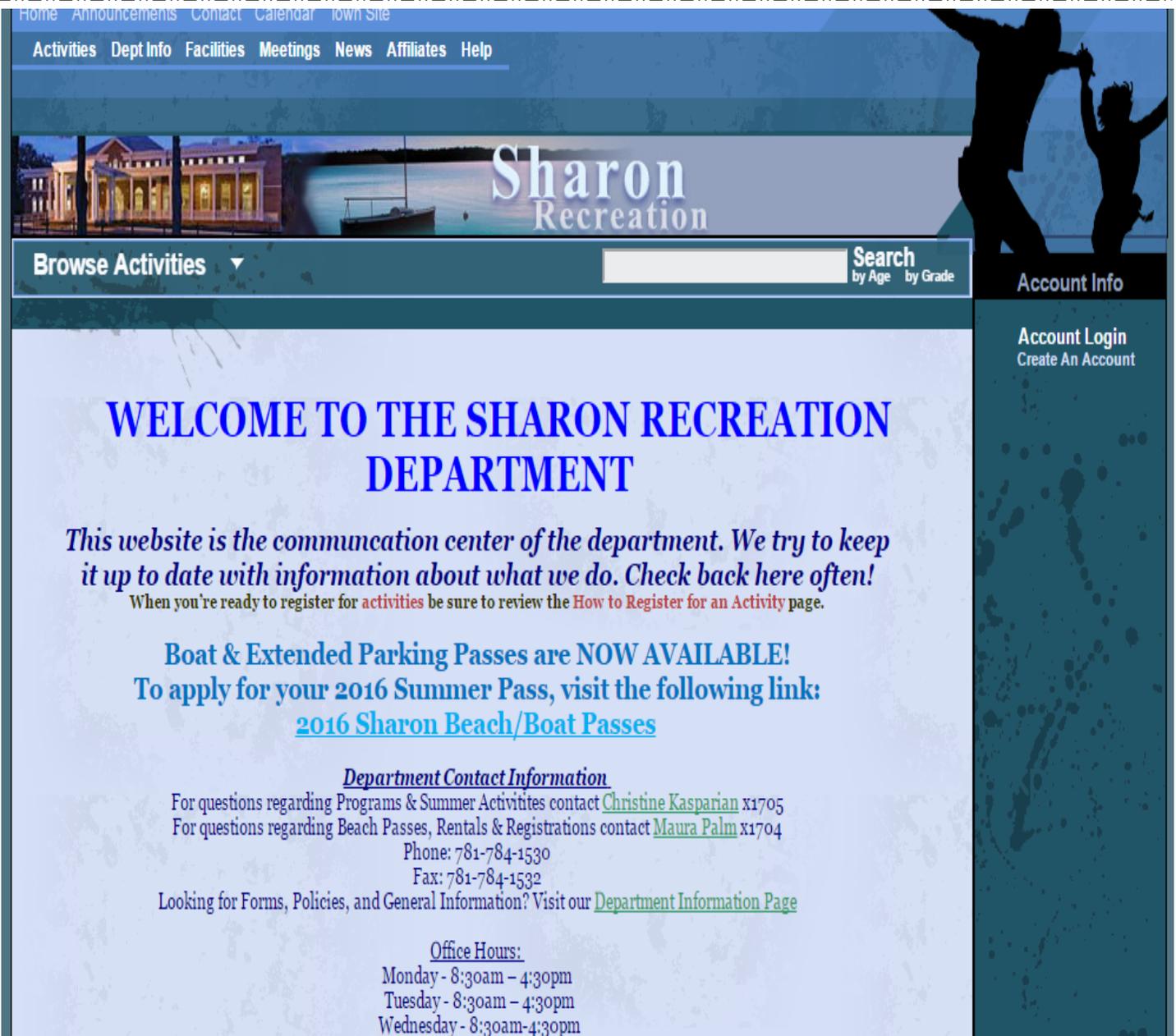
The above information was verified by reviewing the following form(s) of government-issued identification:

\_\_\_\_\_

\_\_\_\_\_  
Name of Verifying Employee

\_\_\_\_\_  
Signature of Verifying Employee

# STEP ONE



The screenshot shows the homepage of the Sharon Recreation Department website. At the top, there is a navigation menu with links for Home, Announcements, Contact, Calendar, Town Site, Activities, Dept Info, Facilities, Meetings, News, Affiliates, and Help. Below the menu is a banner image featuring a building at night, a boat on a lake, and the text "Sharon Recreation". To the right of the banner is a silhouette of a person and a child dancing. Below the banner is a search bar with the text "Search by Age by Grade" and a "Browse Activities" dropdown menu. On the right side, there is a sidebar with "Account Info" and "Account Login Create An Account" links. The main content area has a large blue heading "WELCOME TO THE SHARON RECREATION DEPARTMENT" and a paragraph of text: "This website is the communication center of the department. We try to keep it up to date with information about what we do. Check back here often! When you're ready to register for activities be sure to review the How to Register for an Activity page." Below this is a bold announcement: "Boat & Extended Parking Passes are NOW AVAILABLE! To apply for your 2016 Summer Pass, visit the following link: 2016 Sharon Beach/Boat Passes". Further down, there is a section for "Department Contact Information" with contact details for Christine Kasparian and Maura Palm, including phone and fax numbers. At the bottom, there are "Office Hours" listed for Monday, Tuesday, and Wednesday.

Home Announcements Contact Calendar Town Site  
Activities Dept Info Facilities Meetings News Affiliates Help

Browse Activities  Search  
by Age by Grade

Account Info  
Account Login  
Create An Account

## WELCOME TO THE SHARON RECREATION DEPARTMENT

*This website is the communication center of the department. We try to keep it up to date with information about what we do. Check back here often!*  
When you're ready to register for activities be sure to review the [How to Register for an Activity page](#).

**Boat & Extended Parking Passes are NOW AVAILABLE!**  
To apply for your 2016 Summer Pass, visit the following link:  
[2016 Sharon Beach/Boat Passes](#)

Department Contact Information  
For questions regarding Programs & Summer Activities contact [Christine Kasparian](#) x1705  
For questions regarding Beach Passes, Rentals & Registrations contact [Maura Palm](#) x1704  
Phone: 781-784-1530  
Fax: 781-784-1532  
Looking for Forms, Policies, and General Information? Visit our [Department Information Page](#)

Office Hours:  
Monday - 8:30am - 4:30pm  
Tuesday - 8:30am - 4:30pm  
Wednesday - 8:30am-4:30pm

Visit [www.sharonrec.com](http://www.sharonrec.com) and click on "ACCOUNT LOGIN"

# STEP TWO

[Home](#) [Announcements](#) [Contact](#) [Calendar](#) [Town Site](#)

[Activities](#) [Dept Info](#) [Facilities](#) [Meetings](#) [News](#) [Affiliates](#) [Help](#)



[Browse Activities](#) ▾

Search  
by Age by Grade

[Account Info](#)

Log In

Create Account

Username:

This is usually your email address.

Password:

Log In

Don't have an account?

Create your account now. It's quick and fairly painless.

New Account

[I don't know my password and/or username.](#)

[Account Login](#)  
[Create An Account](#)

[How to Register for an Activity](#)

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Provided by MyRec.com online activity registration & recreation software.

Select Language ▾ Powered by [Google Translate](#)

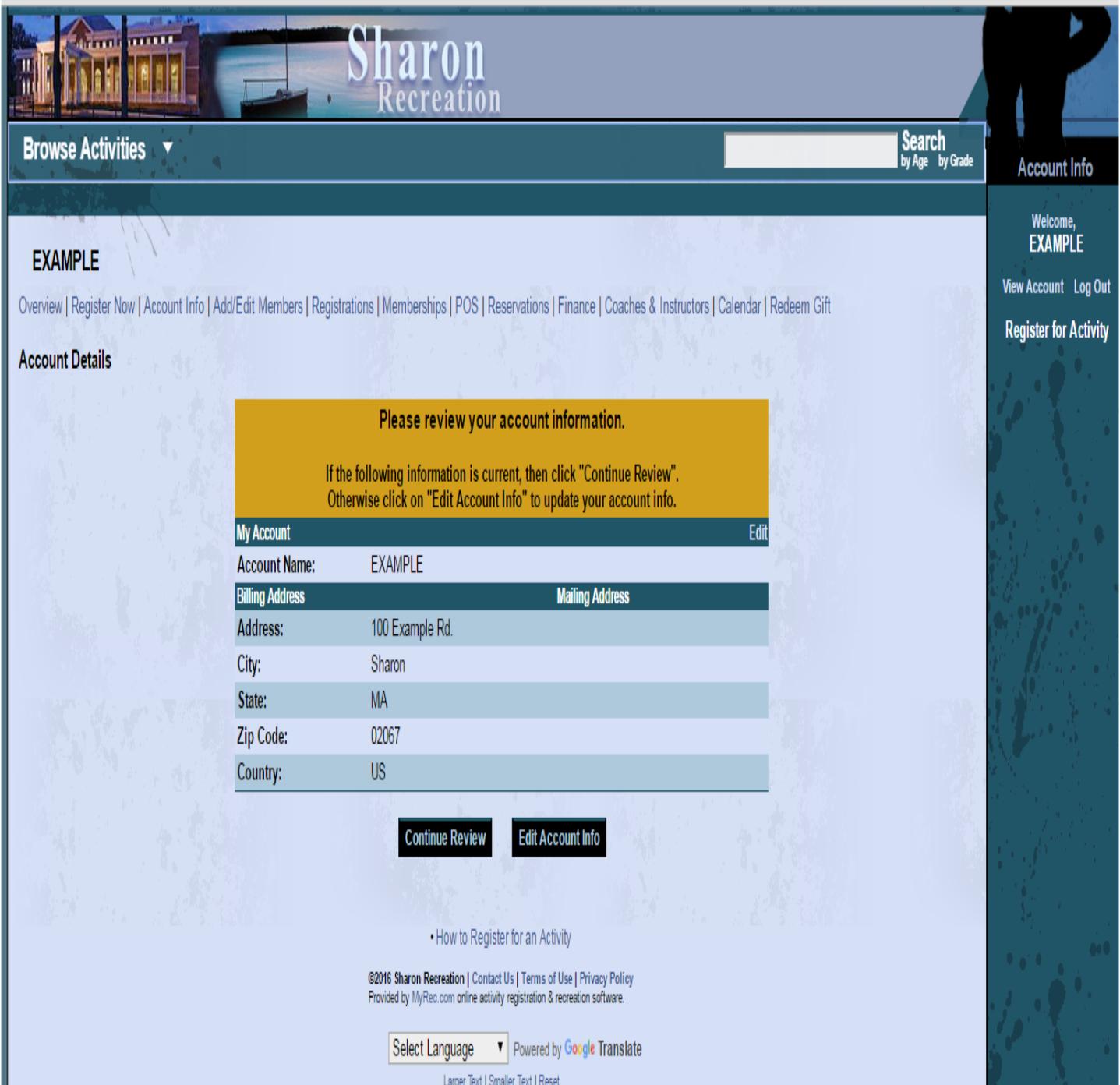
[Larger Text](#) | [Smaller Text](#) | [Reset](#)

Create or log-in to your account.

PLEASE NOTE: You are responsible for creating your own account.

You cannot be linked to your program until you do so.

# STEP THREE



The screenshot shows the Sharon Recreation website's account management interface. At the top, there is a navigation bar with "Browse Activities" and a search box. The main content area is titled "EXAMPLE" and contains a navigation menu with links like "Overview", "Register Now", "Account Info", etc. Below this is the "Account Details" section, which features a yellow warning box asking the user to review their account information. A table displays the current account details, including the account name, billing address, and mailing address. At the bottom of the table are two buttons: "Continue Review" and "Edit Account Info". The footer includes copyright information, a language selector, and a link to "How to Register for an Activity".

**Sharon Recreation**

Browse Activities  Search by Age by Grade

Account Info

Welcome, EXAMPLE

[View Account](#) [Log Out](#)

[Register for Activity](#)

**EXAMPLE**

[Overview](#) | [Register Now](#) | [Account Info](#) | [Add/Edit Members](#) | [Registrations](#) | [Memberships](#) | [POS](#) | [Reservations](#) | [Finance](#) | [Coaches & Instructors](#) | [Calendar](#) | [Redeem Gift](#)

**Account Details**

Please review your account information.

If the following information is current, then click "Continue Review".  
Otherwise click on "Edit Account Info" to update your account info.

My Account		Edit
Account Name:	EXAMPLE	
Billing Address		Mailing Address
Address:	100 Example Rd.	
City:	Sharon	
State:	MA	
Zip Code:	02067	
Country:	US	

[Continue Review](#) [Edit Account Info](#)

[How to Register for an Activity](#)

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Provided by MyRec.com online activity registration & recreation software.

Select Language  Powered by [Google Translate](#)

[Larger Text](#) | [Smaller Text](#) | [Reset](#)

Click on "Coaches & Instructors"

# STEP FOUR

The screenshot shows the Sharon Recreation website interface. At the top, there is a navigation menu with links for Home, Announcements, Contact, Calendar, and Town Site. Below this is another menu with links for Activities, Dept Info, Facilities, Meetings, News, Affiliates, and Help. The main header features a banner image of a building and a boat, with the text "Sharon Recreation" overlaid. To the right of the banner is a silhouette of a person and a child. Below the banner is a "Browse Activities" dropdown menu and a search box with "Search by Age by Grade" options. On the right side, there is an "Account Info" section with a "Welcome, EXAMPLE" message and links for "View Account", "Log Out", and "Register for Activity". The main content area has a heading "EXAMPLE" and a list of navigation links: Overview | Register Now | Account Info | Add/Edit Members | Registrations | Memberships | POS | Reservations | Finance | Coaches & Instructors | Calendar | Redeem Gift. A yellow box in the center contains the message: "Your account information may be out of date. Please click [here](#) to review your account info." Below this is a section titled "Coaches & Instructors Rosters" with a "Coach/Instructor Guide" link. An example entry is shown for "Example - Example" with the date range "08/27/2018 - 10/01/2018" and a list of links: "View Basic Roster", "View Attendance Sheet", and "View Sign In/Out Sheet".

On this page, you can access your rosters, attendance, sign in/out sheets, and email blasts!