



Instructor Handbook & Policy

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Powhatan County Parks and Recreation Department Instructor Handbook & Policy

ABOUT

The Parks and Recreation Department plays a crucial role in Powhatan County enhancing health and quality of life for all citizens. The Department manages parklands, trails, sports fields, and indoor recreation facilities. Community services include recreation activities, sports leagues, special events, art and enrichment programs, outdoor recreation, lifelong learning opportunities, and environmental education. Community recreation programs provide a social outlet for people to connect and benefit from recreation services. On a day-to-day basis, the department manages recreation facility operations, capital improvement projects, and capital maintenance projects throughout County-owned parklands. Parks provide vital green space, conserve natural areas, preserve wildlife habitats, and offer opportunities to be physically active.

Our Mission: To enrich and preserve the quality of life for Powhatan County residents and visitors

Powhatan prides itself on being a small, rural community. Our mission as a Parks & Recreation Department is to meet the recreational needs of county residents and make Powhatan a fun place to live. We strive to highlight the natural beauty and recreational assets of the county to intrigue residents and visitors to view Powhatan as a great place to play!

Our Vision: To be an inspiring Parks & Recreation Department

Powhatan Parks & Recreation is on the map as an award-winning department. We strive to be an innovative and collaborative department for other small departments to look to Powhatan's parks, facilities, and programs for inspiration.

Our Goals: To increase tourism, build quality programs, improve, and expand facilities, parks, trails, and fields

Our goals are influenced by the Board of Supervisors, citizen surveys, the 2020 Parks and Recreation Needs Assessment, Park Master Plans, and the County Strategic Plan.

BECOMING AN INSTRUCTOR

An instructor may contact a recreation staff member at Powhatan Parks and Recreation to offer a class/program, or be contacted by a Rec Staff member to instruct a class/program.

Benefits:

1. Community building: Meet new people and build lasting relationships with members of the community.
2. Service to others: Provide opportunities for participants to learn and grow in service to others.
3. Freedom to be unique: You get to use your style and incorporate your ideas into programming.
4. A public platform for individual creativity: Use your creativity to develop class/program content within established guidelines.
5. Make a difference: share a specialized skill, knowledge or hobby and inspire others to grow.

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How to Become an Instructor:

First, a member of the Rec Staff will confirm that your services as an instructor are needed for the upcoming activity season. Once this need has been confirmed, you will then be asked to submit the following documents:

1. A copy of your photo I.D.
2. Completed W-9
3. Background Check Form
4. Contact Information
 - a. Email, Phone, & Emergency contact
 - b. Instructor Bio/ Headshot
5. Signed Instructor Agreement (hours, pay, location, etc.)
6. Certificate of Insurance (vendors only)

PROGRAM POLICIES AND PROCEDURES

Scheduling:

Classes and programs are planned roughly 60 days in advance of each 3-month Activity Guide season. A Rec Staff member will coordinate with the instructor to choose the most ideal dates and times for a class/program.

Fees:

Fees are discussed and set by Rec Staff with input from the instructor. Fees are set by determining the cost of supplies for the class/program and all instructor fees that need to be covered. Fees are based on a minimum number of participants.

Program Fee Formula Example:

When determining the program cost, use the formula that includes all direct costs (supplies & materials, fuel, staff time on the trip, instructor fees, admissions fees, etc.). The formula includes an additional percentage added for indirect overhead costs of Parks and Recreation (administration costs, printing, marketing, etc.)

Formula: $\text{Direct Cost} / 8 \text{ (minimum \# of participants)} \times \text{___ \%} = \text{program cost}$

- **Mostly Community Benefit** - full subsidy-free program
- **Considerable Community Benefit** - direct cost only
- **Individual/ Community Benefit (balanced)**- direct costs + 25%
- **Considerable Individual Benefit** - direct costs + 30%
- **Individual Benefit**- direct and indirect +50%

Registration:

Participants may register for classes/programs online or in person at the Recreation Center. Some classes/programs may allow for drop-in registration.

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Rosters:

Instructors will receive a headcount no later than one day before the first class. Registration deadlines typically close three days before the start of each program. Recreation staff are responsible for taking attendance, and the instructor may sometimes be asked to do so.

Program Cancellation:

If a class/program fails to meet the minimum number of participants, it will be canceled. Other reasons for cancellations include inclement weather and the loss of an instructor. If a program is cancelled Recreation staff will contact participants. In some cases, a make-up date may be scheduled.

Refunds:

If a class is canceled, a full refund will be given to registered participants. No refunds (or partial refunds) will be granted to a participant who fails to attend an activity/class. Refunds will only be considered if requested by the customer at least 10 business days before the start of an activity and may be subject to an administrative fee for incurred costs.

Program Changes:

Any changes to classes/programs must be discussed with the Recreation Programmer. If changes are agreed upon before the class starts, Powhatan Parks and Recreation will contact program participants. If changes are needed after the program starts, the instructor must notify the Recreation Programmer who will contact participants via phone or email. It is the instructor's responsibility to notify participants during class.

Instructor Payment:

Instructors are paid by check, and contractual statements are performed monthly. All instructors will meet with the Recreation Programmer to discuss details on payment and amount. Instructor payment can be hourly, a percentage of class fees, or a flat fee per person/class. A W-9 form must be submitted at least two weeks before the class date to enter the vendor into the County's financial system.

Class Supplies:

The instructor is responsible for obtaining and supplying all materials, supplies, and equipment necessary to provide the service unless as agreed on with the Recreation staff in the instructor agreement. Any supplies needed for a class/program will be the responsibility of the instructor to communicate to the Recreation Programmer and must be pre-approved by the Recreation Programmer. If supplies are to be obtained by the participant, it will be the responsibility of the instructor to provide a supply list to the Recreation Programmer before the start of class. Any materials and supplies purchased for programs must be discussed and agreed upon in advance. When purchasing products for reimbursement, be sure to provide a tax-exempt form to the merchant, return an itemized receipt with an invoice to staff, and do not combine personal items in the purchase. The instructor shall submit for approval by the Department any cost (uniforms, costumes, refreshments, supplies, etc.) above the initial registration fee before any charges are required of the students. The instructor is also responsible for the care of all Department-owned equipment, supplies, and property. Department equipment used must be returned or payment for replacement will be due. Storage of personal property may be done with permission from the Recreation staff, at the instructor's risk, and it will be the instructor's sole responsibility to replace it should it be stolen or damaged.

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Storage:

On-site storage at Parks and Recreation facilities is limited. Storage of personal property may be done with permission from the Recreation staff, at the instructor's risk, and it will be the instructor's sole responsibility to replace it should it be stolen or damaged.

Marketing:

Approved classes/programs will be advertised on the Department's regular channels including the MyRec website, social media, and digital newsletters. If the instructor would like additional marketing efforts applied for their program, they must contact the Recreation Programmer to facilitate. For brand consistency, the instructor shall not create their own promotional or informational materials without the permission of the Department. Instructors can share and distribute marketing materials put forth by the Department.

Instructor Duties and Responsibilities:

Instructors are hired or contracted to teach a specific skill to community participants. The instructor must be able to demonstrate the necessary knowledge of classroom management and performance of their skill to be considered as an instructor for Powhatan Parks and Recreation.

Instructor Orientation

All instructors are required to attend a general orientation with Human Resources and an in-depth orientation will be given by Recreation staff and affiliates. Instructors must be 18 years of age or older. Instructors must adhere to the same standards of conduct as County employees, outlined in the Employee Handbook (Attachment A).

Before Class/Program:

- Submit a digital photo and bio to display online for participants (if available)
- Visit the classroom location or site to determine any additional needs for a successful program
- Provide the Recreation Programmer with (1) handouts or special supply list, and (2) special room setup /equipment needs

On Day of Class/Program:

- Arrive promptly (at least 30 minutes in advance) to set up the classroom
- Take attendance (if Recreation Staff is not in attendance) and check the roster to ensure that all participants are properly registered for the program
- Obtain and submit signed liability release forms to the Recreation Programmer (if required)
- Report any damages to the classroom/site or equipment to the Recreation Programmer
- Ensure classroom/site is returned to proper order before exiting

During Class/Program:

- Welcome participants
- Introduce yourself, the class/program, the schedule for the day, and the goals/objectives for the class/program
- Inform participants of available bathrooms, water fountains, and emergency exits

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- Remind participants of other classes/programs you are offering in the future that are advertised on the Parks and Recreation MyRec website.
- Inform participants of the Recreation Feedback Survey, a QR code to the survey will be posted in the classroom.

Schedule Changes:

The instructor shall provide the Department with a forty-eight (48) hour request regarding any planned changes to the scheduled activity. If the class does not take place because the instructor is ill, or there is a holiday or other extenuating circumstances, it is to be rescheduled by the instructor and approved by the Department before student notification. Canceled classes shall be made up before the end of the season/session, if possible.

Calling Out:

The instructor agrees to be on time and present to teach ALL classes during each season/session except in the case of an illness, emergency, or extreme inclement weather. If an instructor is unable to make a class due to illness or emergency, Recreation staff need to be verbally notified as soon as possible. Do not send an email or leave a phone message- these may not be received in time. If unable to reach your initial point of contact, email parksandrec@powhatanva.gov and continue to call down the contact list (Attachment B) until you can speak to a Parks & Rec representative.

Inclement Weather:

In case of inclement weather, the Powhatan Parks and Recreation Department follows the Powhatan County School District schedule. If an evening or weekend class is in question, please contact the Powhatan Parks and Recreation Department at (804) 598-5765, or call the cancellation line at (804)598-5275, option 1. The instructor will discuss a make-up date at the next class if possible and Recreation staff will email participants. If there is inclement weather that is anticipated during a class date, arrangements may be made in advance to reschedule.

Representing the County and the Parks and Recreation Department:

Though not employees of the County, instructors do represent the County of Powhatan and the Parks and Recreation Department. To some participants, the coach/instructor is the only representative of the County they will have contact with. Instructors must behave professionally, including dressing and speaking professionally and supporting the department's policies. The instructor is responsible for ensuring that all participants are properly enrolled through the Department.

Future Programming:

The Powhatan Parks and Recreation Department reserves the right to discontinue instructor services based on class evaluations, participant concerns, complaints, lack of participant interest, and other criteria like space and time constraints.

Safety:

Handling emergencies is the responsibility of the County staff member on site. It is the responsibility of the instructor to know where the AED and first aid supplies are located in all facilities/sites in which they

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provide services and to also know the [CDC NIOSH Bloodborne Pathogen Exposure protocol](#) (Attachment C). During instructor orientation, the Recreation Programmer will show the instructor where emergency supplies are located in each center/classroom.

Accidents and Incident Reports:

All accidents and incidents, no matter how minor they appear, should be reported to recreation staff immediately. If an accident occurs during the program, please act calmly, promptly, and efficiently, to take care of the situation. Instructors will be asked to assist staff with completing an incident/accident report (Attachment D) where the instructor will be listed as a witness. This form must be completed and turned in within 24 hours of the incident. Report forms are located at the front desk and on the Parks and Recreation website.

Emergencies:

Contact Recreation Staff immediately in an emergency and call 911, if necessary. Make sure you know the site address and be aware of building exits, fire extinguishers, and safety alarms. Stay with the injured person.

Americans with Disabilities Act (ADA)

The ADA is federal legislation that gives civil rights protection to individuals with disabilities, like 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.

Harassment:

Discrimination and 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. Powhatan County has a strong policy against any form or type of harassment of any person. All persons need to recognize that harassment based on any of the protected characteristics of race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status, and sexual orientation is illegal.

Solicitation:

Powhatan Parks & Recreation is a county department that offers educational and personal enrichment opportunities for residents and visitors of the County. Instructors are prohibited from selling any product or service, soliciting contributions, lobbying for political candidates or causes on Parks and Recreation property, during class instruction, or while representing Powhatan Parks & Recreation.

Termination

An instructor contract may be terminated by either party upon ten (10) business days' written notice. If the established class minimum is not met the Department has the right to terminate the Contract and the class for that season/session.

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Conditions for Contracting & Volunteering:

For the protection and ensured welfare and safety of ALL participants, it is the policy of the County of Powhatan and the Parks and Recreation Department to conduct a criminal background check on all prospective volunteers and contracted personnel. The background check paperwork should be submitted to the Recreation program staff immediately (Attachment E). In signing the separate document, the instructor gives the Department permission to proceed with the criminal background check and to take all action necessary to access such information and thereby releases the County of Powhatan, Parks and Recreation Department, and County of Powhatan employees from any damages or liability resulting from said background check.

All instructors and volunteers will undergo verification by the Powhatan County Human Resources Department and the respective Department Director to confirm eligibility. Individuals with prior employment separations from the County that include termination, resignation under adverse circumstances, or other actions that place them in poor standing with the County or Department are not eligible to serve as instructors or coaches.

Independent Contractor:

It is understood that the instructor is an independent contractor or volunteer and not an agent or employee of the County of Powhatan or the Department and is therefore not eligible to lay claim to benefits from retirement, Social Security, Unemployment Insurance, Workers Compensation, or to those benefits reserved for employees of the County of Powhatan or the Department. The instructor is responsible for paying their own medical bills for any personal illness or injuries occurring during their contract term.

Assignment:

The instructor shall not, under any circumstances, obtain a substitute or assign the Contract or duties to another person without proper written authorization from the Department. Should such authorization be granted, the instructor agrees to inform any substitute or subcontractor of all the stipulations of their contract. It is the responsibility of the instructor to compensate the substitute or subcontractor.

Hold Harmless:

The Instructor agrees to save, defend, hold harmless, and indemnify the County of Powhatan and all of its officers, departments, agencies, agents, and employees from and against all claims, losses, damages, injuries, actions, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however, caused, resulting from, arising out of, or in any way connected with the Instructor's negligent or wrongful acts, errors or omissions in the performance or nonperformance of its work called for by the Contract, including such acts, errors or omissions of Instructor's employees, servants or agents.