

City of Merriam Parks and Recreation Program Instruction Policy



The City of Merriam Parks and Recreation Department (MPRD) prides itself in providing first class recreational opportunities to the citizens of Merriam. The Department cannot operate its programs and services on tax subsidy alone. In addition, staff does not possess the wide breadth of experience and knowledge to provide a diverse offering of classes and programs requested by patrons. Partnering with public entities or private instructors provides a wider variety of opportunities. It also provides the ability to ration limited services and allows for the ability to better manage the number of instructors and participants.

PROGRAM INSTRUCTION PURPOSE

- To establish guidelines and procedure to govern instruction by non-Merriam parks and recreation employees.
- This policy covers all facilities and parks owned by the City of Merriam and operated by the Parks and Recreation Department.

PROGRAM INSTRUCTION POLICY

Merriam Parks and Recreation allows for public entities or private instructors to utilize parks and facilities owned by the City of Merriam based upon the following procedures:

1. Instructors or public entities wanting to teach classes must complete an “Instructor Profile” and provide a class proposal. Instructor Manuals are available by contacting the Recreation Supervisor.
2. After review of the submitted documents, MPRD staff will contact the applicant regarding approval or denial of the proposal.
3. Anyone observed performing behaviors that appear to be deemed training, coaching or instruction that does not have written approval from MPRD may be approached by MPRD staff and questioned regarding their activities. These actions include but are not limited to:
 - a) Writing and/or designing a program for another person or group.
 - b) Explaining and providing directions or instruction to a person or group about a specific routine, workout, or drills related to a specific sport or activity.
 - c) Directing exercise and/or drill order and technique for a person or group.
 - d) Meeting with the same person(s) on a frequent basis or multiple persons on the same day.
 - e) Retrieving and returning equipment for a person.
 - f) Receiving payment from another individual for training/instruction session(s).
4. If an MPRD staff member concludes that this policy has been violated, both the instructor and patron may be asked to leave the facility. Repeat violations of this policy may result in suspension or permanent loss of MPRD privileges.