

PROGRAM PROVIDER & INSTRUCTOR REQUIREMENTS



Thank you for partnering with Doylestown Township Parks & Recreation! The requirements below help us provide a safe, consistent, and positive experience for every participant. Please review each section, then sign and return the acknowledgment at the end of this form.

MyRec Account

All program providers and instructors must have a Doylestown MyRec account linked to their program. Your MyRec account lets you view your participant roster, see registration updates, and email and text participants directly through the MyRec portal.

How to set up your account:

1. Create a free account at <https://doylestownpa.myrec.com/>. If you already have one, you can use your existing account.
2. Email Melissa Flemming at mflemming@doylestownpa.org with the email address associated with your account.
3. We'll link your account to your program and let you know when it's ready.

Please complete this setup at least 2 weeks before your program begins. If more than one instructor will lead your program, each instructor needs their own MyRec account.

Program Proposals & Deadlines

Submit a completed Program Proposal Form for each program by the deadline for the season you would like to offer it.

Season	Proposals Due
Summer	January 29
Fall	May 14
Winter/Spring	August 16

Required Documents

All required documents must be on file and current before your program begins:

- **Certificate of Insurance** with "Doylestown Township" listed as additional insured.
- **Child Supervision and Compliance Affirmation Form.**

Submitting Invoices

Please submit your invoice as soon as your program ends, or after the first class for ongoing programs, to mflemming@doylestownpa.org. This ensures timely processing of your payment. All payments must be approved by the Board of Supervisors at its monthly meeting on the second Tuesday of each month.

Participant Communications

Clear communication helps participants arrive prepared and makes a great first impression.

When to send:

- **One week before your program begins**, send a welcome email to all registered participants.

What to include:

- A friendly welcome and a short introduction to you and your program
- Date(s), time, and location, including the specific room, field, or entrance
- What to bring or wear
- Parking and arrival instructions.
- How you'll notify them of cancellations or weather changes
- Your contact information for questions

How to send:

Send all participant messages through the MyRec portal. Use this guide to access participant contact information and send emails and texts: [Guide for Coaches](#).

Please cc Melissa Flemming (mflemming@doylestownpa.org) and Katie Chookagian (kchookagian@doylestownpa.org) on your welcome emails, so we can help with late registrations or any questions.

Class Cancellations

If you need to cancel or reschedule a class for any reason, including illness or weather, please email and text your registered participants through the MyRec portal as soon as possible. Then contact Melissa Flemming at mflemming@doylestownpa.org or 215-348-9915 to let us know.

For multi-week programs, please build snow days and make-up dates into your schedule from the start. Finding a new date that works for participants, instructors, and facility availability is often difficult, so planning ahead helps make sure every class can be made up.

Punctuality

Please arrive and depart on time for your scheduled program.

- **Arrive at least 15 minutes early** to set up, so your program can start on time.
- **Start and end on time.** Participants plan around your schedule, and another program may be using the space right after yours.
- **Leave the space as you found it**, returning tables, chairs, and equipment to their original setup.
- **Running late or have an emergency?** Call the front desk at 215-348-9915 as soon as possible, so we can let participants know.

Program Promotion

Successful programs depend on strong promotion. Doylestown Township Parks & Recreation will promote your program, and **all program providers and instructors are required to actively promote their programs as well.**

How we promote your program:

- Listing it in our seasonal Program Guide and on MyRec
- Featuring it on the Township website and social media
- Including it in Township e-news and flyers at the Community Recreation Center (CRC)

Required of every program provider:

- **Submit promotional materials for the Program Guide** with your Program Proposal Form: a program description and at least one high-quality photo.
- **Promote your program on your own channels** (website, email list, social media, and/or business) at least **[2] times** before your program begins, using the direct MyRec registration link.
- **Tag Doylestown Township** on [Facebook](#) and [Instagram](#) in your social media posts, and share our graphics and posts about your program.
- **Begin promoting** at least **[4] weeks** before your program's start date.

Creating your own materials? If they include the Township name or logo, please send them to Melissa Flemming at mflemming@doylestownpa.org for approval before sharing.

Photos: We love featuring programs in action! Please only share photos of participants who have given permission.

Programs that do not meet minimum enrollment may be canceled, so let's work together to fill every class! Failure to promote programs may affect future program approval.

Program Provider Acknowledgment

I have read and understand the Program Provider & Instructor Requirements and agree to follow them for all programs I offer through Doylestown Township Parks & Recreation.

Program Provider / Business Name

Instructor Name (print)

Date

Signature

Program Name(s)