
BECOME AN INSTRUCTOR, COACH, OR VOLUNTEER AT THE ANDREA MCCOY REC CENTER

Welcome to New Bedford Parks, Recreation, and Beaches! Are you a certified instructor, teacher, coach, or fitness expert? We are looking to form partnerships and add vendors at the McCoy Recreation Center to lead programs that would benefit the community. Program areas include S.T.E.A.M. Education, Group Fitness, Arts, Crafts, & Games, Theatre, Dance, Music, Health & Wellness, Life Skills, and Indoor & Outdoor Sports to name a few. We are excited to have the opportunity to work with you and offer the community a new program! Benefits include administrative support for registration, marketing through our website, social media, brochures, flyers, emails, and local cable access. The following requirements must be met to offer your program:

- Vendor's must be at least 18 years of age.
- Instructors shall be certified in area of instruction where applicable.
- A Criminal Offender Record (CORI) check is mandatory, copy of photo ID must be submitted with CORI form for all staff, volunteers and on-site representatives of your group or organization. (we will provide this service).
- Cover Letter and Resume with Educational & Work Experience must be submitted with references
- A completed program information form, along with a typed outline of activities to be covered in the program.
- Vendor is responsible for completing an IRS Form W-9 (Request for Taxpayer Identification Number and Certificate) and returning it with the signed contract.
- All Vendors that conduct business on City property are required to submit a certificate of general liability insurance listing the City of New Bedford as additionally insured. An insurance certificate must be submitted to the Parks, Recreation & Beaches no later than ten (10) working days prior to program registration.
- Persons who can establish an extraordinarily low risk of personal injury and/or property damage may be excluded from the insurance requirement if they are individuals and/or non-profit corporations specifically approved by the City. Salaries are negotiable.
- A signed Recreation Service Agreement
- A completed Account & Membership form for the McCoy Rec Center for all staff, volunteers & on-site representatives of your program.

If you are interested in getting involved at the Andrea McCoy Recreation Center please contact us or come visit us in person to take the next step in the process!

PROGRAM INFORMATION FORM

WE REQUIRE SPECIFIC INFORMATION TO CREATE YOUR PROGRAM ON OUR WEBSITE - Please answer all questions

Please list the Primary person legally responsible for YOUR BUSINESS OR ORGANIZATION:

Name: _____ Title: _____

Name of Organization: _____

Are you a registered business/vendor in the state of Massachusetts? ___ Yes; ___ No; Please provide a copy of your certificate

Phone: _____ Email Address: _____

*****Please include/attach all applicable licenses & certifications

PROGRAM INFORMATION: Please email any pictures or logos you want us to use to: David.Ponte@newbedford-ma.gov

Program Name or Title: (Ex: Baseball) _____

Description: _____

SCHEDULE & FEES

Start Date: _____

Start Time: _____ End Time: _____

Class Day(s): Sun Mon Tue Wed Thu Fri Sat

Exclusion Date(s) - Any date that you will not run the class: _____

Date Program Ends: _____

Program Fee (You set the fee if any; Revenue shared after all expenses are paid; Percentages are negotiable) : _____

Desired Program Site: McCoy Rec Center Ashley Park Buttonwood Park Brooklawn Park
Hazelwood Park Fort Taber Riverside Park West Beach Pavilion Other:

DEMOGRAPHICS & SEATING

Minimum Age: _____ Maximum Age: _____

Minimum Grade: (Optional): _____ Maximum Grade: (Optional): _____

Minimum Number of Participants Required: _____ Maximum Number of Participants Allowed: _____

REGISTRATION INFORMATION

Registration Start Date: _____ End Date: _____

Any Required Questions? ___ Yes; ___ No; (Optional)(Ex: Shirt Size): _____

Any Disclaimers needed? ___ Yes; ___ No; (Waiver, Weather Policy, Refund Policy, Etc.) _____

Any Dynamic Forms needed? ___ Yes; ___ No; (Optional): _____