



Independent Contract Instructor/Business Handbook



Williston Recreation & Parks

7900 Williston Road
Williston, VT 05495

recreation@willistonvt.org
www.willistonrec.org

About Us

Thank you for your interest in becoming an Independent Contract Instructor/Business with the Williston Recreation & Parks Department. We are excited about the possibility of working together to reach common goals and to serve the community of Williston.

The Recreation and Parks Department is dedicated to building strong families through the provision of recreational opportunities. We believe that the benefits of participating in recreational programs and events are more important than the activity itself.

Mission Statement

To enhance the lives of our citizens and visitors, by providing a variety of leisure opportunities that are safe and enjoyable, and maintaining open spaces that are physically attractive and safe, while preserving and enhancing the natural resources.

Introduction

This handbook is designed to acquaint qualified individuals/businesses interested in teaching a program with WRPD. We hope that your questions are addressed in this manual. If not please contact us.

How It Works

Williston Recreation and Parks Department (WRPD) utilizes Independent Contract Instructors (Instructor) and Businesses (Business) to provide recreational services to the community. In this manner you will not be an employee of the Town of Williston. Programs may be designed for preschoolers, school age children, teens, adults, families, and seniors.

- The process begins with the Instructor/Business “proposing” a program.
- The Program Proposal Form can be found online as a fillable PDF.
- The proposal is filled out by the Instructor/Business and then submitted to WRPD.
- A Recreation Staff person will review the proposal, assess the “content” of the program to determine its potential in meeting the Department’s goals, and then contact you for a more detailed discussion.
- Together, WRPD will work with you to determine the specific design of a program in regards to facility suitability, facility availability, fee structure, course time frames, participants maximums and minimums, age ranges, course descriptions etc.
- Once the WRPD and the Instructor/Business verbally enter into an agreement, a written contract is produced which states specifically the courses or services that you are agreeing to.

Independent Contract Instructor/Business Qualifications

- Experience working with the target market for the specific program.
- Commitment to your program.
- High level of expertise and above average people skills.
- Proven ability to work with people from diverse ethnic, socioeconomic, educational, religious, and generational backgrounds.
- Certification may be required in some programs.

Independent Contract Instructor/Business Information

Background Checks

- As a condition of offering programs with WRPD, all people working in a program will be background checked.
- Independent Instructors- annual checks will be done by the WRPD.
- Businesses- are required to background check their employees. If they don’t individuals will be checked by the WRPD.
- If a Business does background checks on its employees, there will be statement on the agreement to initial stating that you do, and everyone has passed.
- The WRPD conducts background checks with Vermont Crime Information Center (VCIC) and with Agency of Human Services for Adult/Child Abuse Registries.
- Background checks are free of charge and provided by WRPD.

W-9 Form

- Instructors/Businesses- are required to sign and submit a W-9 form to WRPD.
- Under the United States Internal Revenue Code, the Town of Williston is required to report the payment(s) that are made to you each year.

Certificate of Insurance (Businesses Only)

- Businesses- are required to provide a Certificate of Insurance showing General Liability coverage and Workers Comp coverage if the business has employees.

Independent Contract Instructor/Business/Business Agreement

- WRPD requires that all Instructors/Businesses enter into an Independent Contract Agreement with WRPD.
- A copy of the Agreement will be provided by the WRPD to be signed.
- Agreements will be good for half the calendar year, either January-June or July-December.

Payment to Independent Contract Instructor/Business/Business

- The Instructor/Business sets their own program fees- Per Participant or Waive Fees.
- WRPD then adds on to that amount, \$10-\$25 per participant.
- The fee covers Dept. administration and facility use fees.
- Invoice for payment can be submitted after the second meeting date of a program.
- It is the Instructor's/Business' responsibility to submit an invoice for payment.
- Any unpaid registrations or outstanding balances will hold up your payment, WRPD will not pay for monies that are not collected.

Program Cancellations

- In the event that a program needs to be cancelled, the Instructor/Business must contact WRPD immediately.
- Instructor/Business may be responsible for contacting all participants regarding cancellations.

Registration

- The WRPD will be responsible for the registration of participants.
- Registrations for programs are first come, first serve, and done online or in-person.
- No registrations are to be taken by the Instructor/Business.
- All participants must register with WRPD before participating in a program.
- It is the Instructor's/Business' responsibility to ensure that all program participants are registered.
- Waiting list registrations must be taken in the order that they registered.

Program Scheduling

- Instructors/Businesses are responsible for submitting program schedules through the program proposal.
- WRPD will attempt to accommodate Instructor/Business's schedule request.

Holidays

- The WRPD observes the Holidays listed below. When programming your programs, keep in mind that these holidays may affect your program schedules.

New Year's Day	Martin Luther King, Jr. Day	President's Day	Memorial Day
Independence Day	Bennington Battle Day	Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving	Christmas Day

Checking Your Program Enrollment

- Once registration has started for a program you can inquire about your enrollment at any time by calling WRPD.
- You can also create an organization account on the Rec. website, and you can be added as an Instructor/Business to view your rosters.
- A staff member will inform you of the number registered a week prior to the start date.

- At this time, you can choose to cancel or hold the program, based on the minimum number you needed.
- All camps will have a deadline date in early June.
- Registration continues up to the day before, unless full then a waiting list is taking.

Attendance and Rosters

- The roster for your program will be provided to you prior to the first night of your program by email.
- Participants must be on the roster or have a receipt before they are admitted in the program.
- Rosters contain confidential info for the instructor's use and are not to be shared with anyone else.
- At the end of the program all rosters must be turned in or destroyed.

Promoting the Program

- WRPD will place program descriptions in the Program Guide. The Guide goes out twice a year in the Williston Observer, local newspaper. Space is limited so description may be cut down.
- The program description will also be listed on the Rec. website under the Program tab. No space limits.
- It is important for Instructor/Business to promote and market their own program. WRPD can help with this.

Facility Usage

- Programs can be held in the Williston Central or Allen Brook Schools or at your place of business.
- Instructors/Businesses need to specify what his/her program needs are in their program proposal to have the proper facility booked.

Facility or Program Room Set-ups

- All Instructors/Businesses will be allowed to set up their program rooms 15 minutes prior to the program activities beginning.
- The Instructor/Business must always leave the room in the condition in which it was found. This means he/she must clean up any materials (art supplies, papers, etc.) after the program ends.
- Instructors/Businesses may not use any materials, machines, or computers at any of the facilities. Plan to have copies printed at your expense.
- Custodians do not work for WRPD and have their own job to do. They can unlock the room for you, but they are not responsible for any further setup or break down.

Accident and Incident Reports

- All accidents and incidents must be reported, no matter how minor they may appear.
- If an accident occurs in your program, please act calmly, promptly, and efficiently, and take care of the situation.
- You will be responsible for preparing the accident and incident report.

Emergency Evacuation

- A wide variety of emergencies both man-made and natural may require the facility to be evacuated.
- These emergencies include fires, explosions, earthquakes, toxic material releases, biological releases, bomb threats and violence. Each facility has Evacuation Route Maps posted throughout the facility.
- There is also the possibility that a school needs to go into **LOCKDOWN**. Below is the procedure
 - Go to the closest room.
 - Close and lock classroom and exterior doors.
 - Turn off lights and shut curtains/blinds.
 - Stay away from doors and windows.
 - If outdoors, move away from building to a safe location.
 - Remain quiet. Silence all cell phones.
 - Direct participants not to use cell phones.
 - Only use classroom phone for emergencies.
 - Implement **RUN, HIDE, FIGHT** based on situational awareness
 - **"ALL CLEAR"** signal will only be delivered by an identified administrator

Americans With Disability Act (ADA)

- In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, WRPD does not discriminate against qualified individuals with disabilities on the basis of disability in Parks and Recreation's services, programs, or activities.

Policies & Procedures

WRPD holds Independent Contract Instructors/Businesses responsible for the following policies and procedures.

- **Representing the WRPD through Professional Conduct** – Though not employees of the WRPD, Instructors/Businesses do represent WRPD. To some participants, the Instructor/Business is the only representative they see. Instructors/Businesses must conduct themselves in a professional manner including dressing and speaking professionally and supporting policies and WRPD decisions.
- **Releasing of Minors** – At the end of the program, the Instructor/Business must not release children to anyone other than authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty.
- **Instructors/Businesses Relationship with Participants** – The Instructor/Business must not have contact with a single participant unobservable by other staff, parents, or participants at any time. Parents should be invited and encouraged to visit the program at any time and do not need to ask permission to do so.
- **Safety of Participants** – The Instructor's/Business' primary responsibility is to ensure the safety of participants involved with your program. Visually inspect the facilities that you are working in. If any aspect of the area appears unsafe, it is your responsibility to take actions that will ensure participant safety.
- **First Aid Provision** – It is the Instructor's/Business' responsibility to know where the first aid kit is located for all facilities in which they provide services. If your program is outside it is your responsibility to have a first aid kit. For minor first aid (band aid etc.) a first aid kit will suffice. For Serious accidents, DO NOT MOVE the injured participant, call 9-1-1. If a child is involved, notify the parent or guardian.
- **Discrimination and Harassment** –Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Instructors/Businesses are responsible for their own actions/conduct and must never engage in discrimination and harassment.
- **Personal Business** – The Instructor/Business may not receive or make personal phone calls (except in emergency), nor have their own children with them, while performing services for WRPD.

Information on the Rec. Website

The below information is on the Rec. website for the public to view. It explains the Policy and Procedures of Registration, Refunds, Cancellations, and other info for programs and camps. Please make yourself familiar with the info.

Program Registration, Payment Options & Cancellation Info

Registration

All registrations are done online through the public side of the website or in-house. Registrations are accepted online or In-Person (registrations are not accepted over the phone). In-Person registrations need to have created a household account on the Recreation website prior to coming in. Registrations are accepted on a first come, first serve basis. Some programs have limited enrollment, so early registration is encouraged. Registration on the website can be paid online or offline; Online payment is with a credit card; Offline payment is to mail or drop off the receipt with payment. (credit cards are not accepted at the Rec. Office).

Note: Using the Offline Payment Option- "Check Out Offline" does NOT enroll the person for the program(s) that were selected, until payment, by check or cash, has been received and processed. The person is not counted towards the minimum or maximum numbers for a program and may not get into the program if it fills before we receive the payment. Send in or drop off payment immediately.

Registration Deadlines

Registration deadlines are set at 7 days prior to the start date of a program, unless otherwise stated. Deadlines are set to ensure that minimum numbers are met to offer a program and commitments are made to instructors based on numbers one week prior to start date.

Registrations received after the deadline will be accepted if space is available, but there is no guarantee of placement. Registration will close when a program has reached its maximum number and a waiting list will be created.

No registrations are accepted after the second meeting of a program, or in the case of a youth sports program, a player has to attend one practice before the first game, otherwise they cannot register.

Fees & Payments

Payment must be made in full at the time of registration, either by the online or offline payment options, unless a deposit is allowed. Deposits are NON-Refundable. If a deposit has been paid, the remaining balance is due by the required date listed for the program. Participants will not be allowed to attend a program until payment is paid in full. Checks are to be made payable to: Williston Recreation & Parks.

Online Registration with Online Payment- Payment with a Credit Card

Select the programs that you want and place them into your cart.

Proceed to check out.

At the payment option choose- "Check Out Online" and pay with a credit card.

You will be enrolled and paid for those programs that you selected.

There is a Service Fee for use of credit cards when paying online, an additional fee of 3.5% + \$0.10 with a minimum fee of \$2.00 will be charged, whichever is higher, on your total balance at the end of your transaction. The program fees will be billed by Williston Recreation & Parks, and the service fees will be billed by GovtPortal. Service fees are non-refundable. The town does not collect or keep the service fees.

Online Registration with Offline Payment- Print Form and Pay with Check/Cash

Select the programs that you want and place them into your cart.

Proceed to check out.

At the payment option choose- "Check Out Offline" and print off the Registration Form.

The form needs to be mailed, brought in, or use the drop box, with payment, either check or cash (credit cards are not accepted at the office).

Note: Using the Offline Payment Option- "Check Out Offline" does NOT enroll the person for the program(s) that were selected, until payment, check or cash, has been received and processed. The person is not counted towards the minimum or maximum numbers for a program and may not get into the program if it fills before payment is received and processed. Send in or drop off payment immediately.

Drop Box- A drop box is available for after hour payments of programs. The box is located at the back entrance to the Town Hall Building- 7900 Williston Rd. Place printed form and payment in an envelope marked "Recreation".

Notification

A receipt is emailed for all registrations that are entered and paid for. The email will come from recreation@willistonvt.org. It is important to print off your receipt, detailed information and location will be on the receipt. There also may be additional waivers or an informational flyer attached. Be sure to read through all information. Registered participants will be notified by email of any changes or cancellations.

Online Registration Closes

Online registration for programs close the day before the start date of the program, unless otherwise stated. Weekend programs close on Thursday- lists are sent to instructors on Friday. Registrations after this time must be done at the office. No registrations are accepted after the second time a program meets.

Cancellations

The Recreation & Parks Department reserve the right to cancel or consolidate any programs that do not meet the minimum participation number required. A full refund will be issued if a program is canceled. All registered participants will be notified by email of any changes or cancellations to any of the programs.

Refunds

In the event that a participant cancels out of a program, refunds will be handled as stated below. If you have an outstanding balance, the refund will be automatically applied to that balance and any remainder will be refunded. Refund checks take approximately three weeks to process and receive.

Processing Fee- \$10.00 or the Deposit, is deducted off all refunds. Remaining is refunded as stated.

Remaining Balance- Will be refunded up to Eight (8) days prior to start date of a program.

(Commitments are made to instructors based on numbers one week prior)

No Refund- No Refund is given if notification is less the Eight (8) days prior to start date.

Day of Cancellations

Program meeting days can be cancelled due to inclement weather, facility conditions, and/or other unknown circumstances. The policy is to make the call of a cancellation at the start time of the program at the location. If known far enough in advance, all registered participants will be notified by email. It will also be posted on the Recreation website. However, in most cases the call for a cancellation will be made the day of and right up to the start time.

In the case where a program is held inside a school facility, all Recreation programs are cancelled any time school is closed for weather related situations. Recreation programs may still be on in the case of early dismissals or cancelling school only activities.

If a day must be cancelled, every effort will be made to offer a make-up, this will depend on if the facility and instructor are available. If multiple days must be cancelled they all will not be made up. All participants will be notified by email of make-up dates and times.

Camps Registration, Payment Options & Cancellation Info

Camp Registration

Registrations are accepted for all camps online or In-Person (registrations are not accepted over the phone). In-Person registrations need to have created a household account on the Rec. website prior to coming in.

Registrations are accepted on a first come, first serve basis. Some camps have limited enrollment, so early registration is encouraged.

Registration on the Rec. website can be paid online or offline: (credit cards are not accepted at the office).

Online payment is with a credit card

Offline payment is to mail or drop off payment with the receipt.

If you choose the Offline Option- payment needs to be made by Check or Cash immediately after your registration, as your child is not enrolled in the camp until payment or the deposit is received, which means the camp could fill with another family who registers and pays online or who's payment comes in first.

NOTE:

Camp registrations must be paid in full at the time of registration after the second Friday of June for the remainder of the summer.

No registrations are accepted after the 1st day of an Enrichment Camp or after the first day of a session for the Day Camps.

Day Camps Registration Deadlines

Online Payment Option- with a credit card, is open until midnight Sunday of each week, for the next week's camp session.

Offline Payment Option- closes the Second Friday of June online, so all registrations, with a check or cash payment, must be done at the Rec. Office and is open until 4:00pm Friday of each week, for the next week's camp session.

Enrichment Camps Registration Deadlines

1st Deadline for Enrichment Camps- The First Friday in June

This deadline is used to determine if the Enrichment Camps- Sports, Specialty & Technology- have meet the minimum number required to be offered. The instructors are notified on this date of their numbers and can choose to cancel or offer their camp. Participants of any camps cancelled will be contacted the following week and offered a transfer into a different camp or a full refund. This deadline is done so families can find other opportunities for their children if an Enrichment Camp is cancelled.

2nd Deadline for Enrichment Camps

Registration for all Enrichment Camps close the Thursday prior to the start date of each camp. Fridays are for preparing lists for the next week of camps.

Online Payment Option- with a credit card, is open until midnight Thursday of each week, for the next week's camps.

Offline Payment Option- closes the Second Friday of June online, so all registrations, with a check or cash payment, must be done at the Rec. Office prior to 4:00pm Thursday of each week, for the next week's camps.

Camp Deposits & Payments This Policy is specific for all Summer Camps

1. If using the Online Payment Option, you must pay in full at the time of registration with a credit card. There is a service fee of 3.5% + \$0.10 at the end of your transaction on the total balance. Service Fees are non-refundable. (The Rec. Dept. does not receive or handle the service fees). The benefit of this option is your child is enrolled in the camps that you choose, and your payment is done.
2. If using the Offline Payment Option, you must send in the \$25 non-refundable deposits for each camp or sessions of camp, per child that you want to register for. After that you can make regular payments or pay off the remaining balance any time prior to the second Friday of June. (Note- your child is not enrolled in camps until the deposits or full payment is received and processed).
3. The final balance, if any, must be paid in full on or before the Second Friday of June for your child to remain enrolled.
4. Any registration after the Second Friday in June must be paid in full at the time of registration. No deposits are accepted after this date.

Online Registration with Online Payment- Payment with a Credit Card

Select the programs that you want and place them into your cart.

Proceed to check out.

At the payment option choose- "Check Out Online" and pay with a credit card.

You will be enrolled and paid for those programs that you selected.

There is a Service Fee for use of credit cards when paying online, an additional fee of 3.5% + \$0.10 with a

minimum fee of \$2.00 will be charged, whichever is higher, on your total balance at the end of your transaction. The program fees will be billed by Williston Recreation & Parks, and the service fees will be billed by GovtPortal. Service fees are non-refundable. The town does not collect or keep the service fees.

Online Registration with Offline Payment- Print Form and Pay with Check/Cash

Select the programs that you want and place them into your cart.

Proceed to check out.

At the payment option choose- "Check Out Offline" and print off the Registration Form.

The form needs to be mailed, brought in, or use the drop box, with payment, either check or cash (credit cards are not accepted at the office).

Note: Using the Offline Payment Option- "Check Out Offline" does NOT enroll the person for the program(s) that were selected, until payment, check or cash, has been received and processed. The person is not counted towards the minimum or maximum numbers for a program and may not get into the program if it fills before payment is received and processed. Send in or drop off payment immediately.

Drop Box- A drop box is available for after hour payments of programs. The box is located at the back entrance to the Town Hall Building- 7900 Williston Rd. Place printed form and payment in an envelope marked "Recreation".

Camp Cancellations & Refunds

The Recreation Department reserves the right to cancel or consolidate any camps which do not meet the minimum participation required. A full refund will be issued if a camp is cancelled by the Rec. Dept. Registered participants will be notified by email of any changes or cancellations.

Camp Refunds: This Policy is specific for all Summer Camps.

1. If a participant cancels out of a camp or a session prior to Eight (8) days before the start date of that camp or session, a refund, less the \$25 Non-Refundable Deposit per child, per camp, per session will be given.
2. No refund is given, if cancellation happens less than Eight (8) days prior to the start date of a camp or session. Commitments have already been made to instructors.
3. If there is an outstanding balance for the household, any refund will be automatically applied to that balance and any remainder will be refunded. Refund checks take approximately three weeks to process.
4. **NOTE:** No refund is given for disciplinary dismissal of a day or the remain part of a session or camp.