



Independent Contract Instructor/Business Handbook



Williston Recreation & Parks

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About Us

Thank you for your interest in becoming an Independent Contract Instructor or 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 recreation programs and events are more important than the activity itself.

Introduction

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

How It Works

Williston Recreation and Parks Department (DEPT) utilizes Independent Contract Instructors (Instructors) and Businesses (Businesses) 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 the DEPT.
- A Recreation Staff person will review the proposal, assess the “content” of the program to determine its potential to meet the Department’s goals, and then contact you for a more detailed discussion.
- Together, the DEPT will work with you to determine the specific design of a program in regard to facility suitability, facility availability, fee structure, course time frames, participants maximums and minimums, age ranges, course descriptions, etc.
- Once the Dept and the Instructor/Business verbally agree, a written contract is produced that 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 the DEPT, all people working in a program will be background checked.
- Independent Instructors- annual checks will be done by the DEPT.
- Businesses- are required to background check their employees. If they don’t individuals will be checked by the DEPT.
- If a Business does background checks on its employees, there will be a statement on the agreement stating that you do, and everyone has passed.
- The DEPT conducts background checks with the Vermont Crime Information Center (VCIC) and with the Agency of Human Services for Adult/Child Abuse Registries.
- Background checks are free of charge and provided by DEPT.

Statements

VISION

Creating a dynamic and inclusive environment that inspires lifelong wellness, fosters community engagement, and transforms our town into a vibrant hub of healthy living and recreation for all ages and abilities.

MISSION

To enhance the quality of life for our community by providing recreation programs, facilities, and leisure opportunities that promote physical activity, social interaction, and lifelong wellness for all.

W-9 Form

- Instructors/Businesses- are required to sign and submit a W-9 form to the DEPT.
- 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 Agreement

- The DEPT requires that all Instructors/Businesses enter into an Independent Contract Agreement.
- A copy of the Agreement will be provided by the DEPT to be signed.
- All agreements will end on February 1 of each year. A new agreement will be provided if the instructor will continue their program offering.

Payment to Independent Contract Instructor/Business/Business

- The Instructor/Business sets their program fees- Per Participant or Waive Fees.
- The DEPT then adds on its amount for administration fees 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, the DEPT will not pay for monies that are not collected.

Program Cancellations

- If a program needs to be canceled, the Instructor/Business must contact the DEPT immediately.
- Instructor/Business may be responsible for contacting all participants regarding cancellations.

Registration

Onsite Programs:

- The DEPT will be responsible for the registration of participants.
- Registrations for programs are first come, first served, and done online or in person.
- No registrations are to be taken by the Instructor/Business.
- All participants must register with the DEPT 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.

Offsite Programs: (Business)

- The DEPT will be responsible for the registration of participants.
- Registrations for programs are first come, first served, and done online or in person.
- All participants must register with the DEPT 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.
- The DEPT will attempt to accommodate the Instructor/Business's schedule request.

Holidays

- The DEPT 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	Indigenous People
Veteran's Day	Thanksgiving Day & the Day after		Christmas Day

Checking Your Program Enrollment

- Once registration has started for a program you can inquire about your enrollment at any time by calling the DEPT.
- 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 before the start date.
- At this time, you can choose to cancel or hold the program, based on the minimum number you need.
- All camps will have a deadline date in early June.
- Registration continues up to the day before, unless full then a waiting list is taken.

Attendance and Rosters

- The roster for your program will be provided to you before the first night of your program by email.
- Participants must be on the roster or have a receipt before they are admitted to 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

- The DEPT will place program descriptions in the Program Guide. The Guide goes out twice a year in the Williston Observer, a 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 Instructors/Businesses to promote and market their programs. The DEPT can help with this.

Facility Usage

- Programs can be held at the R.E.C. Zone, in a Williston Community Park, at the schools, or at your place of business if located in Williston.
- 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 the DEPT and have their job to do. They can unlock the room for you, but they are not responsible for any further setup or breakdown.

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 the building to a safe location.
- Remain quiet. Silence all cell phones.
- Direct participants not to use cell phones.
- Only use classroom phones 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)

- Per the requirements of Title II of the Americans with Disabilities Act of 1990, DEPT does not discriminate against qualified individuals with disabilities based on disability in Parks and Recreation’s services, programs, or activities.

Policies & Procedures

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

- **Representing the DEPT through Professional Conduct** – Though not employees of the DEPT, Instructors/Businesses do represent the DEPT. 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 the DEPT decisions.
- **Releasing of Minors** – At the end of the program, the Instructor/Business must not release children to anyone other than an authorized parent, guardian, or an individual authorized by the parent. Never release a child to someone 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.
- **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 an emergency), nor have their own children with them, while performing services for the DEPT.

Information on the Rec. Website

Below are links to information 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**](#)
[**Camps Registration, Payment Options & Cancellation Info**](#)