



# 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 is at the end of this handbook and can also be found online.
- 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.

## **Why Teach a Program with Williston Recreation & Parks?**

- Make some money for yourself sharing a talent that you have with the community of Williston.
- WRPD has use of great facilities. There are school classrooms, gymnasiums, and a Community Room. As well as fields and park space to use.
- Your program description will be placed in the Program Guide, which comes out twice a year, plus on the Rec. website for registration.
- The Program Guide is available in The Observer and copies are at the schools, library, town hall and Rec. Dept.
- WRPD also advertise programs on Facebook, Front Porch Forum, The Observer and monthly E-Rec newsletter. Youth programs are also advertised in the Bell- school newsletter.

## **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. This is provided for the Instructor/Business if they don't have the means to do so.
- If a Business does background checks on its employees, there will be statement on the agreement to initial stating that you do this.
- For Instructors/Businesses that do not, they are required to submit and pass 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.
- Background checks will be conducted annually.

### **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.

### **Non-Employee Work Agreement & Liability Hold-Harmless Agreement**

- Instructors/Businesses have to complete, sign and submit each of these forms prior to starting the program, this is to be submitted with the paperwork for payment.

### **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.
- The agreement will be good for the calendar year and a new agreement has to be reached and signed after January 1 of each year.

### **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, \$12-\$25 per participant. The fee covers Dept. administration and facility use fees.
- 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.

### **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

- The school observes the following Holidays and School breaks. When programming your programs, keep in mind these holidays and school breaks as school facilities are not available.

New Year's Day	Martin Luther King, Jr. Day	February Break	April Break
Memorial Day	Summer Break- June-Aug	Labor Day	Yom Kippur
Thanksgiving Break	December Break		

## **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 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 and attendance sheets for your program will be provided to you the first night of your program or prior to the start date by email.
- Participants must be on your attendance sheet 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 they 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 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.

## **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 also 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 on a drop-in basis 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 of a facility 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. Please make yourself familiar with the info.

### **Online Registration & Payment Options**

**Please Read:** There are four ways that you can use this site to register for Recreation Programs. Be sure to read through each before beginning the process. Some programs might not be available for online registration.

#### **Online Registration & Online Payment with a Credit Card.**

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

**Processing Fee:** There is a \$2 or 3.5% processing fee, whichever is higher, on your total balance at the end of your transaction. The program fee will be billed by Williston Recreation & Parks, and the processing fee will be billed by GovtPortal. The town does not collect or keep the processing fees.

#### **Online Registration & Offline Payment- Print Form and Pay with Check/Cash.**

Select the programs that you want and place them into your shopping 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 or brought in 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, 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.

**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 with "Recreation".

**Special Registration-** There may be programs listed on the site, but not available for online registration. If so, in the register section of the listing, it will state what needs to be done for registration or state No Registration Needed.

**Waiting List-** If a program is full and you want to be on the waiting list

Register online and place programs in your cart

At check-out choose "Check Out Online".

No fees will be charged.

Choosing "Print a Registration Form" will not place you on the waiting list.

### **Program Registration & Cancellation Info**

#### **Program 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).

#### **Program 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. 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 will be accepted after the second meeting of a program.

### **Program Fees & Payments**

Payment must be made in full at the time of registration, either by the online or offline 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.

### **Notification**

A receipt is emailed for all registrations that are entered and paid for. The email will come from [recreation@willistonvt.org](mailto: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.

### **Program 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 these times must be done at the office. No registrations are accepted after the second time a program meets.

### **Program 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.

### **Program 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-** \$12.00 or the Deposit, is deducted off all refunds. Remaining is refunded as stated.

**Remaining Balance-** Will be refunded up to one (1) week prior to start of program

**No Refund-** No Refund will be given if less than the one (1) week prior.

Commitments are made to instructors based on numbers one week prior.

### **Day of Program 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 has to 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 have to be cancelled, they all will not be made up. All participants will be notified by email of make-up dates and times.



# Williston Recreation & Parks

7900 Williston Road, Williston, VT 05495  
[recreation@willistonvt.org](mailto:recreation@willistonvt.org) 876-1160

## Program Proposal Form

### Contact Information:

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
First Last

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers:  
Cell: \_\_\_\_\_  
Home: \_\_\_\_\_  
Work: \_\_\_\_\_

### Proposed Program Information:

1. Program Title: \_\_\_\_\_
2. Program Description: *(This will be used in creating a description for print and other advertising)*
3. Target audience:  Female  Male  Co-ed Age or grade of participants: \_\_\_\_\_
4. Preferred day(s):  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday
5. Indicate Length of each class: \_\_\_\_\_ (hours/minutes) Time of class: \_\_\_\_\_
6. Indicate length of session? \_\_\_\_\_ (1 class, # of weeks) Date(s) of class: \_\_\_\_\_
7. Number of times per week:  One  Two  Three  Four  Five
8. Time of Year:  Fall- Sept.-Nov.  Winter- Dec.-Feb.  Spring- Mar.-May  Summer- June-Aug.
9. Minimum and maximum numbers: Minimum enrollment: \_\_\_\_\_ Maximum enrollment: \_\_\_\_\_
10. Instructor compensation: \$\_\_\_\_\_ per participant \_\_\_\_\_ Waive Fee
11. Ideal type of space: (e.g.: open area, classroom, etc) \_\_\_\_\_
12. Equipment: Is there equipment that the participant will need to bring?  YES  NO  
If yes, what equipment will be needed? \_\_\_\_\_
13. Materials/supplies: Are there supplies the participant will need to bring?  YES  NO  
If yes, what supplies will be needed? \_\_\_\_\_

### Instructor/Facilitator Information: *(Please use separate sheet if necessary)*

Instructor bio: (Please write a brief Bio that can be posted on the website)

Instructor qualifications: (Trainings, education, work experience, certifications, etc.)

Thank you for your interest in offering a program with the Williston Recreation & Parks Department. Please complete this proposal and return with your resume. Your proposal will be reviewed, if determined to meet the needs of our community, you will be contacted and details can be discussed. Please call or email if you have any questions- 876-1160 or [recreation@willistonvt.org](mailto:recreation@willistonvt.org)

*\*\*Note: we attempt to offer programs at the lowest possible price as a service to our community. Instructor compensation is one of the factors considered when determining program offerings. We welcome those who wish to donate their time as a service to our community.*

Send completed form to:

Williston Recreation & Parks, 7900 Williston Road, Williston, VT 05495