



Independent Contractor Guide

**Founders Community Center
140 Oak Street
Frankfort, IL 60423
(815) 469-9400
www.frankfortparks.org**

Introduction

Welcome

The Frankfort Park District offers a variety of programs covering a multitude of age groups and varied abilities. The Park District's goal is to offer residents the highest quality of life in the Frankfort Community by providing the best level of recreational services in the most cost-effective manner. The Park District is always looking for exciting new recreation programs to offer our community.

This guide was created in order to allow potential instructors to familiarize themselves with the Park District and the process of becoming an Independent Contractor for the Frankfort Park District. It is also designed to serve as a resource for current Independent Contractors on what is expected of them from the Park District.

What can the Frankfort Park District offer contractors?

Being a contractor in the Park District has many benefits. Among these are:

- The Park District has access to great parks and facilities including a gymnasium, 5 classrooms, a dance studio, a banquet room, as well as many open field spaces.
- The Park District advertises programs, events, and leagues in our seasonal brochure which is mailed out to the residents and businesses three times a year. Program information is also available on our website at www.frankfortparks.org and participants are able to register online. Other marketing avenues include flyers, press releases, e-newsletter, social media, Park Pulse (Park District newsletter sent through the schools) and more.
- Participants are able to register for programs in the way that is most convenient for them including online, in person, by mail, after hours drop box or fax. The District accepts cash, checks, and most major credit cards.
- The Park District accepts registrations from both residents and non-residents, giving everyone the opportunity to participate in our classes and programs and offering contractors the opportunity to attract participants from outside the District.

How to Become an Independent Contractor

In order to become an Independent Contractor for the Frankfort Park District, a potential contractor must first submit a Program Proposal (included in this guide) for each proposed course. Proposals should be returned to the Founders Community Center at 140 Oak Street, Frankfort, IL 60423. Proposals are accepted year round.

Once a proposal has been submitted, a Supervisor from the Recreation Department will review the document and notify the potential Independent Contractor if they would like to meet to discuss the program ideas in more detail. The Supervisor can offer advice regarding what types of programs, dates, and times have been popular as well as answer questions regarding facility availability, contractor policies, etc.

Not all programs, even quality ones, will be accepted. For example, the Park District may not accept proposals that are not in line with the Frankfort Park District's mission or if there are space/time limitations due to the

timing of program offerings. Also, programs that have been offered in the past that have been cancelled due to low enrollment may not be accepted unless the instructor can demonstrate that he or she has the necessary number of participants interested. There is not exclusivity to Independent Contractors or the classes they instruct.

If a program is accepted, Independent Contractors are required to provide the following items to be approved as an Independent Contractor for the District: signed contract, W-9, and certificate of insurance naming the Frankfort Park District as additional insured (if applicable). Once approved, you will enter in to an Independent Contractor Agreement with the Park District.

Activity Information

Registration

The Park District shall be responsible for and have complete control over the registration of the participants. Under no circumstances is a contractor to accept payments, except for pre-approved material fees. Registration is open to residents one week prior to non-resident registration and is on a first come, first serve basis. All participants must be registered with the Park District before being allowed into any class. It is the instructor's responsibility to ensure that all participants are registered and fully paid (by checking the class roster) prior to attending the class and to continue throughout the session. The Park District often receives late registrations or may have a participant cancel out of the class.

Program Scheduling

Independent Contractors are responsible for submitting class proposals and schedules by the seasonal brochure deadline. This should be done 2 to 3 times a year, based on the program offering. Classes and programs are normally scheduled to coincide with the printing and mailing of our three seasonal brochures. In order to maximize the effectiveness of this important marketing tool, contractors should make sure that their programs adhere to the following schedules:

Season:	Program Information Due:	Programs Take Place:
Winter/Spring	October 1	January - April
Summer	February 1	May - August
Fall	June 1	September - December

Please note that Independent Contractor Agreements must be signed and all necessary paperwork must be completed before a program will be placed in the program catalog. Contractors should allow ample time for this entire process.

The Park District typically observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Veterans Day, Christmas Eve and Christmas Day. Please keep in mind that these holidays, as well as school district days off, may affect class schedules.

Changes to Classes

Although the Frankfort Park District strives to give contract instructors as much control over their programs as possible, the Park District reserves the right to change the location of classes and to make other changes as necessary to ensure a quality experience for the participants. Classes not meeting the minimum enrollment within 2-3 days of the start date may be cancelled by the Park District, and the Park District will issue a full refund to the participants and inform the instructor and participants of the cancellation. The Park District can assist in establishing a minimum for classes with the contractor. Contractors are not reimbursed for any expenses that they may have incurred for the cancelled program.

Financial Information

Class Fees

Independent Contractors ultimately set their own prices. Supervisors can provide assistance on setting price points based on experience with past programs. The Park District charges fees to residents (those who live within Park District boundaries) and non-residents (individuals who do not live in the District). Non-residents are generally charged an additional \$5 fee, which is not considered part of the contractor's payment.

Material Fees

Any supplies needed for a program are the responsibility of the contractor. If supplies are to be obtained by the participants, it will be the responsibility of the contractor to ensure that this is noted in the program description. If the supplies are to be purchased directly from the instructor, this transaction should take place at the first class meeting. The Park District is not responsible for reimbursing an instructor for any supply fees not paid by a participant. Supply fees not listed in the program description cannot be collected.

Participant Refunds

The Park District's refund policy applies to all programs offered through the Park District, including those offered by a contractor. Our refund policy is as follows:

- Refunds of 100% will be made, less a \$5.00 service charge, if notified at least 2 working days prior to the start of the program or if a doctor's note is provided for an injury or illness.
*****There are no refunds given for Trips, One-Day Programs, or Special Events.***
All League deposits are non-refundable. There are NO refunds on Leagues once the schedules are made.
- A 50% refund will be given if notified prior to the second course meeting for reasons other than a doctor-verified illness or injury.
- All refunds must be done in person at the Park District office. They cannot be completed over the phone or by fax.
- Full refunds are granted without penalty for: A refund that is initiated by the Park District (i.e. low enrollment/canceled class)
****With the exception of patrons who have registered on-line, the convenience fee is NON-refundable.***

Payment for Services

Independent Contractors are paid at the conclusion of the session once an invoice has been submitted and services have been rendered for that session. Checks are generally cut on the 10th and 25th of each month. Any outstanding paperwork (W-9, contract, etc.) will hold up the payment for services.

Status with the District

Contractors must not present themselves as employees of the Frankfort Park District. As contractors are not employees of the Park District, it is important that they understand they are not entitled to any benefits or protections afforded to Park District employees including, but not limited to, unemployment insurance and worker's compensation. It should be understood that contractors are not protected as an employee under the provisions of the general liability insurance of the Park District and therefore will be solely responsible for their own actions. Any injury or property damage on the job will be the contractor's sole responsibility and not the Frankfort Park District's.

Contractor Responsibilities

Class Times

Contractors are responsible for providing instruction for the specified number of hours agreed upon and advertised. If a class is cancelled for any reason, the Park District will work with the contractor to schedule a make-up class. If a make-up class cannot be arranged, or if a participant cannot attend the make-up class, the participant(s) will be issued a pro-rated refund for the missed class, which will be factored into the determination of the final payment owed to the contractor.

Course Enrollment

Once enrollment has begun for a class, contractors can check the enrollment numbers at any time on the Park District website or by contacting the Park District office. The Supervisor assigned to a program can assist the contractor with updated registration numbers.

Promoting Your Classes

Independent Contractors are essentially business owners contracting services to the Park District. As such, contractors should strive to provide high quality programs and to conduct themselves in a professional manner at all times. It's important to keep in mind that the best advertisement a contractor can get for his or her programs is through "word of mouth" or referrals from past participants.

The Park District will place program descriptions in our seasonal program brochure. Program information is also available on our website at www.frankfortparks.org and participants are able to register online. Other marketing avenues include flyers, press releases, e-newsletter, social media, Park Pulse (Park District newsletter sent through the schools) and more. A contractor's assigned Supervisor can offer suggestions for other ways to market programs in the community if needed. Any advertising or marketing developed by the contractor (flyers to be hung or distributed, etc.) must be approved in advance by the Park District.

Contact with Class Participants

Participant contact information is provided to contractors in order to allow the contractor to provide good customer service and for safety reasons. This information is personal and should not be shared with anyone, including other participants, parents, other businesses, etc., rented, sold, or used for purposes not specific to the contracted class. For example, using the information to create a mailing list to advertise the contractor's other programs is not allowed.

Taking Attendance

It is the contractor's responsibility to take attendance at each class. This is especially important for large classes where participants may have shown up to class without paying. Please inform individuals who have not paid to visit the main office or website to register. Participants must either be on the roster or have a Park District-issued receipt before being admitted to class.

If a participant does not show up for the first class, please give the participant a call to remind him or her of the next class. It is the participant's responsibility to remember the classes they have signed up for, but its good customer service to contact these participants and could lead to more loyalty and higher participation in the future.

Facility & Equipment Use

Classes are held in various locations throughout the Park District. The contractor must leave the area in the condition in which it was found. All contractors using the Park District's facilities must do their own room set-up and clean-up. This means cleaning up any materials and returning any furniture and/or equipment back in its original location after the class ends. Please note that no contractor equipment may be stored on Park District property. In some cases, contractors may be assigned a key or combination to a facility, in which case it is the contractor's responsibility to ensure the facility is secured and closed properly (doors locked, lights turned off, etc.) before leaving.

Contractors may not use any District-owned property, including copy machines, fax machines, computers, materials, and/or equipment, without prior approval of the Frankfort Park District. Contractors should plan to provide all equipment, materials, and copies at their own expense. If Park District equipment is issued to the contractor, it must be returned at the end of the contracted program, or the cost replacing the equipment will be deducted from payment of the invoice.

Instructor Absences, Substitutes, or Cancellations

If a contractor is ill or unable to meet with their class, the contractor must notify his or her assigned Supervisor as soon as possible, but no later than one hour prior to the start of class. It is the contractor's responsibility as well to contact all of the participants in the class. If a contractor uses a substitute, that substitute must be covered under the contractor's insurance policy before being allowed to instruct the class. As the Independent Contractor Agreement is made with the contractor, the Park District cannot issue any form of payment to the substitute – it is the contractor's responsibility to work out any payment due to the substitute.

Participant & Instructor Safety

Regardless of the activity, one of an instructor's primary responsibilities is to ensure the safety of participants involved. Instructors should visually inspect the facilities they are working in and equipment they are working with before the start of each activity. Instructors should make themselves familiar with the location and operation of emergency exits, restrooms, first aid kits, and AED machines. If an aspect appears unsafe, the contractor should notify their Supervisor and take actions that will ensure participant safety.

Once the activity has ended, the instructor should stay on site until all participants have left. Special care should be taken with minors who should only be released to parents, guardians, or other responsible parties designated by the guardian. Contact numbers are given to all contractors. If there is ever a question as to whether or not a child should be allowed to leave on their own, or if someone unfamiliar arrives to pick up a child, the instructor should contact the parent to confirm.

All accidents and incidents, no matter how minor they appear, should be addressed and reported. If an accident occurs in a class, please act calmly, promptly, and efficiently to take care of the situation. If a Park District staff member is on duty at the facility, instructors should request their assistance in providing First Aid (if needed) and completing an Accident/Incident Report. If no employees are present, instructors should do the best within their abilities and training to respond, calling for help from employees, ambulance, or police if necessary. After the incident is addressed, the instructor is responsible for reporting it to the Park District on an Accident/Incident Report and submitting it within 24 hours to the Supervisor. Depending on the activity, some instructors may be required to hold special certifications such as CPR/First Aid or show that they have been trained in teaching an activity such as a fitness class. This is done to make sure that the instructors are able to safely lead the activity they are being contracted to provide.

The District has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. For purposes of this policy, harassment is any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contractors are responsible for their (and their employees' or volunteers') own actions and conduct, and must never engage in discrimination or harassment.

Professional Conduct

Though not employees of the Frankfort Park District, Independent Contractors do represent the Park District. For some participants, the Independent Contractor is the only District representative with whom they will come into contact. Independent Contractors must conduct themselves in a professional manner, including dress and speech, and should support the information outlined in this guide and in the Independent Contractor Agreement.

PROGRAM PROPOSAL

CONTACT INFORMATION

Name: _____ Date: _____

Business Owner Name: _____

Address: _____

City, State, Zip: _____ Phone Number: _____

E-mail Address: _____ Website: _____

PROGRAM DETAILS

Program Title: _____

Age of Participants:

- Tot/Preschool (Ages 0-5) Youth (Ages 5-11) Pre-teen (Ages 11-13)
 Teen (Ages 14-18) Adult (Ages 18 & older) Seniors (Ages 60 & older)
 All Ages Other: _____

Facility Needed:

- Meeting Room Dance Room Gymnasium
 Room with a sink Kitchen Park/Field
 Outdoor Court Other: _____

Program Length:

Classes/Sessions? _____ # Days/Week? _____ # Hours/Class? _____

Suggested day(s) and time the program should meet: _____

Second choice of day(s) and time: _____

Minimum Number of Participants: _____ Maximum Number of Participants: _____

PROGRAM DESCRIPTION

(Provide a brief description to be used in catalog – 3-5 sentences):

INSTRUCTOR QUALIFICATIONS

Contractors are responsible for ensuring that all instructors have and maintain the appropriate qualifications and certifications for program success and safety. Please list qualifications, certifications, and experience that makes the instructor qualified to lead this program.

Is the instructor certified in any of the following (please check all that apply)?

- First Aid
- CPR
- AED

VERIFICATION OF INFORMATION STATEMENT

I agree that the statements and information provided in this Program Proposal are true and correct. I will notify the Frankfort Park District in writing of any changes to information in this document. I understand that I may need to provide verification of information/certifications mentioned in this document.

Signature

Date