Memorandum

To: All Avon Recreation and Park Department Contractual Instructors

From: Ruth Checko, Director of Recreation and Parks

CC: Bonnie P. Daly, Program Coordinator; Sharon Brummert, Administrative. Coordinator.

Date: 10/3/2016

Re: Proposals for Winter/Spring 2017 Programs

Attached please find a Program Instructors Agreement, a Program Proposal form and a Proposed Class Information form. These new forms are to be used when submitting proposals for new and returning programs. The Avon Recreation and Parks Department has made changes to these documents in order to clarify our expectations of Independent Contractors (Instructors) as defined under the law, as well as to provide our instructors with guidelines on running programming with us.

Based on the law we will only be responsible to pay instructors the amount of the contract. We will no longer pay instructors' additional staff or other program expenses. When proposing a program please be sure that the amount per class or per person that you proposed, covers your entire budget including your fee, your aids, staff or referees fees, and all additional expenses such as t-shirts and other equipment.

As independent contractors, our instructors are responsible for providing reasonable accommodations upon request according to the Americans with Disabilities Act. Participants indicate when they register the level of support they will need to participate. The Recreation office will notify Instructors if there are any participants in their program that will need reasonable accommodations under the ADA Law.

Because Instructors are not Employees of the Town they are not covered under the Town's insurance. Though not required by the Town of Avon at this time, we strongly recommend that you consult your insurance carrier to determine coverage and limits of liability.

According to purchasing policy guidelines in the Town of Avon, the Recreation and Park Department is required to request proposals from all current contractual instructors for upcoming programs. The objective of the proposal is as follows:

1. To procure services at the lowest cost consistent with the quality of service rendered.
2. To provide an expeditious and efficient means of procuring services. To establish and consistently maintain standards of quality of services.
3. To ensure that all purchasing functions and practices are conducted without regard to the political affiliation, race, color, creed, ages, sex, national origin, physical or mental disability, ancestry, marital status or sexual orientation.
4. This proposal will cover the period of January 1, 2017 – June 1, 2017.

Please submit proposals to the Avon Recreation Department, 60 West Main Street, Avon, CT 06001 no later than November 1, 2016 for programs to be considered in the 2017 Winter Spring brochure. The Recreation Department will begin putting information together for the Winter Spring 2017 brochure beginning the second week of November.

Program Instructor Agreement

1. Contract

The Instructor will receive a Contract for their services, a W-9 form (for new instructors), Direct Deposit Form and an Incident and accident Form prior to the start of the program. The contract will need to be signed and returned to the Recreation and Parks Department within 5 business days, along with the W-9 Form and the Direct Deposit Form.

2. Instructor Schedules

Instructor schedules are based on program needs and are arranged with the Recreation and Parks Department prior to the start of a session. Once a schedule is agreed upon, the instructor assumes responsibility for running the class. Schedules are arranged on a session to session basis.

3. Professionalism

Though not an employee of the town, program instructors are a visual representation of the Avon Recreation and Parks Department and the Town of Avon. As a result instructors must maintain a professional image with class participants and the public. Professional behaviors include an enthusiastic personality, politeness, informed, and skilled in area of instruction. All instructors should use appropriate language and instruct a quality course throughout the class duration. Use of cell phones during class time is prohibited; wear a watch to view time.

4. Class Supervision

It is the instructor's responsibility to maintain a safe and fun environment. Program participants must be supervised at all times. This includes making sure the program location is free of hazardous conditions and making sure students are exhibiting appropriate behaviors (i.e. language, no bullying, etc).

5. Instructor's Attendance

Instructors are required to attend all classes as scheduled. In the event of an extenuating circumstance (medical issue, family emergency) you will be required to contact the Recreation and Parks Department immediately to determine possible solutions. If you are late (or running late) to a class you must contact the Recreation and Parks Department immediately. You must also contact your class participants. Repeated tardiness will not be tolerated.

6. Reporting of Incidents

In the event that an incident occurs (i.e. bullying, argument, hitting, etc.) during a program the Recreation and Parks Department needs to be contacted as soon as possible. All incidents must be documented on an Incident Report and submitted to the Recreation and Parks Department in a timely manner.

7. Program Promotion

Promotion of programs is the responsibility of both the Recreation and Parks Department and the instructors. Each instructor should encourage participants to sign up for next session and recommend similar programs they may be interested in trying out. Refer them to our website, seasonal brochures, flyers and the Town of Avon Facebook Page. Be enthusiastic and informative!

8. Class Minimums and Maximums

If a class does not meet the minimum number of students required one week before the start date of the class, the Recreation and Parks Department has the right to cancel the class or offer the instructor the ability to receive pro-rated compensation.

9. Class Cancellation Reminders

In the event of unexpected class cancellations the instructor will e-mail participants unless otherwise arranged. Each instructor should stay informed of their class schedules and inform all students of upcoming no class dates or changes in class location.

10. Organization of Supplies/Class Materials

It is the instructor's responsibility to prepare and arrange materials for classes prior to the start of a program. The instructor is required to request necessary equipment from the Recreation and Parks Department with at least 2 weeks' notice to the start of a program. Money will not be collected by instructors.

11. ADA Compliance

The Recreation and Parks Department supports all participants according to the ADA guidelines. Instructors are responsible for supporting their class participants accordingly.

12. Payment

Contracted Instructors are required to submit an invoice to the Recreation and Parks Department at the completion of a session or program. The invoice should reflect the program agreement made between the instructor and the Recreation and Parks Department. The invoice will then be approved by the Director of Recreation and Parks. Please allow up to two weeks for processing through the Town's Finance Department. The money will be direct deposited into your account or a check will be mailed to the instructor. As an independent contractor, it is your responsibility to pay your staff. The Town of Avon will not pay any expenses incurred by your program. (i.e. staff, shirts, etc.).

13. Rosters/Attendance

All instructors are required to have an account at www.Avonrec.com. Once an account has been created the Recreation staff will link your classes to that account. Instructors will then be able to view class rosters 24/7 by logging into www.Avonrec.com. Instructors are required to have

expanded rosters/attendance sheets prior to class starting with them at class at all times and they may consult their account for any last minute registrations and in order to educate themselves on class participants in the event a participant has listed an allergy or medical condition the instructor should be aware of.

Only students on the roster may be admitted into class. Please make sure only registered participants are present. If there is a participant at the class that is not on the roster they cannot stay or participate in the class until they are registered.

Instructor should wait with the students until they leave class with a parent/guardian. Children may only be allowed to leave with a guardian or note from parent/guardian stating otherwise.

Instructors must consult the expanded rosters prior to class starting In the event of emergency during class, instructors should call 9-1-1 and call the emergency contact listed on the roster.

14. Emailing Participants

Please make sure when emailing participants that you put the email addresses in the BCC box so that participants cannot see other participants' email addresses. All emails sent to participants must also be CC'd to the Recreation and Parks Department.

15. Accidents/First Aid

In the event of a serious injury please call 9-1-1, the emergency contact of the individual injured, and contact the Recreation and Parks Department when it is safe to do so. You will also be required to complete an Accident Report within 24 hours of the accident and provide a copy to the Recreation and Parks Department.

16. Insurance

As an independent contractor you are not covered under the Town of Avon's insurance. At this time the Town of Avon does not require instructors provide insurance though it is strongly recommended. Please refer to your insurance carrier to determine coverage and limits of liability. The Recreation and Parks Department reserves the right to require insurance depending on the nature of the activity. *If you have purchased an insurance policy please provide a copy of the Certificate of Insurance naming the Town of Avon and the Avon Board of Education as the additional insured to the Recreation and Parks Department to put in your file.*

PROGRAM PROPOSAL FORM

Program Proposals may be mailed/emailed to:

Avon Recreation and Parks Department
60 West Main Street
Avon, CT 06001
avonrec@avonct.gov

Proposals are considered for review based on factors including but not limited to community demand, existing courses, and potential for cost recovery. Application does not guarantee acceptance. We will contact you if we are going forward with your proposal. All proposals need to be filled out completely to be considered.

Contractor/Vendor Information

Contractor/Vendor Name: _____

Contact: _____ Date: _____

Address: _____

Phones (H): _____ (W): _____ (C): _____

Email (1): _____ Email (2): _____ Website: _____

Please list all education, certifications, and experience relevant as it pertains to becoming an instructor for the Recreation and Parks Department.

_____

_____

Please list two references:

Name: _____ _____

Address: _____ _____

City, State, Zip: _____ _____

Phone: _____ _____

Email Address: _____ _____

*Please note that background checks are required for anyone that will be assisting with the program. You are required to provide proof that the background checks have been completed prior to the start of the program.

Fall Program proposal must be submitted no later than July 1.
Winter/Spring Program proposal must be submitted no later than November 1.
Summer Program proposal must be submitted no later March 1.

Proposed Class Information

(Describe proposed class information here)

Proposed Class Title: _____

Have you taught this class before? Yes or No If so, where? _____

Detailed Class Description (this is what will appear in the brochure): _____

_____

_____

_____

_____

_____

_____

If you have pictures please submit them. (Must be in a JPEG format)

Please provide a class lesson plan (What can participants expect will be covered in each session):

_____

_____

_____

Program Length (Number of days and or/weeks):

Time Preference (Morning/Afternoon/Evening): _____

Program Day Preference: _____

Program Date(s) Preference: _____

No Class on: _____

Min #of participants: _____ Max# of participants per session/class: _____

Age/Grade requirements: _____ to _____

Type of Venue (Space needed to hold class and any equipment needed):

_____

What does the student need to wear or bring to class? _____

List your desired rate of pay for instructing this program* (rate is subjected to negotiation): Please note that your rate of pay is intended to cover all of your expenses including your compensation, your staff compensation and supplies.

Please indicate if your compensation is per class or per student: _____

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* Please note that we will add administrative costs.

Do you carry liability insurance? Yes or No