

Independent Contractor Instructor Handbook



DEPARTMENT OF PARKS,
RECREATION & HUMAN SERVICES

1 Bayberry Drive Malta, NY 12020
www.MaltaParksRec.com
Phone: 518-899-4411

Creating Community through People, Parks & Programs

INSTRUCTOR BOOKLET OUTLINE

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INTRODUCTION TO THE BOOKLET

Thank you for being part of the Town of Malta's Community Education Program. In order to help make this a good professional experience, we want to make sure that we know your needs and that you know how we operate. This Handbook is designed to communicate that information and reduce the risk of a misunderstanding. The information in this booklet is intended for new and current instructors. It is a resource for information related to teaching a class for the Town of Malta Department of Parks, Recreation & Human Services.

The Department of Parks, Recreation & Human Services has adopted a mission statement:

"We are committed to providing exceptional experiences, services and facilities that enhance personal growth, recreational enjoyment and community involvement"

The following is the Vision statement for the Department of Parks, Recreation & Human Services:

The Town of Malta Parks and Recreation Department strives to:

- *Provide innovative and creative facilities, programs and services.*
- *Provide a balance of outdoor recreation.*
- *Offer programs and services that meet the public's need and are of excellent quality and value.*

By contributing to the personal, social, economic and environmental well-being of everyone in the Town of Malta, the Department of Parks, Recreation & Human Services helps to make Malta a wonderful place to live, work and play.

Town of Malta
Department of Parks, Recreation & Human Services

Instructor Proposal

SESSION DATES:

Winter 2018-2019

Submissions Due: September 1, 2018
Brochure covers December – February 2019
Registration begins November 1, 2018

Spring 2019

Submissions Due: December 1st, 2018
Brochure covers March – April 2019
Registration begins February 15, 2019

Summer 2019

Submissions Due: March 2, 2019
Brochure covers May – August 2019
Registration begins April 15, 2019

Fall 2019

Submissions Due: June 1st, 2019
Brochure covers September - December
Registration begins August 15, 2019



SUBMIT PROPOSALS TO:

Department Office:
Malta Community Center
1 Bayberry Drive
Malta, NY 12020
(518) 899-4411
Attn: Programming

Why teach a class for the Town of Malta Department of Parks, Recreation & Human Services?

“People talk about ‘finding’ their lives. In reality, your life is not something you find – it is something you create.” -David Phillips

The Town of Malta Department of Parks, Recreation & Human Services is a progressive municipal agency committed to providing recreational and leisure pursuits throughout the new millennium. What can the Department offer you as an instructor? Here are a few features that our department can offer you.

- The Town of Malta has beautiful facilities.

The **David R. Meager Malta Community Center** located at 1 Bayberry Drive in Malta is available all year for classes and workshops. The facility has rooms with sinks, kitchens, and classrooms from small to large multi-functional rooms which are available for classes, programs and events. In addition the facility has a gymnasium, branch library and fitness room. This facility is open 8:00am - 8:00pm Monday - Friday and Saturday 9:00am - 12:00pm.

Malta Community Park (located on Plains Road) & **Shenantaha Creek Park** (located off of Eastline Road) are both Town of Malta parks. Both park facilities boast new playgrounds, sand volleyball courts, tennis courts, basketball courts, trails, fields, restroom facilities and pavilions.

The Town of Malta **Ecological Park** has interpretive trails and many opportunities for natural education and outdoor recreational pursuits.

These facilities are maintained to insure the comfort of instructors and participants and are open 7:30am to dusk.

- The Department uses a computer registration system. The "MyRec" system allows us to maintain facility booking for your class and to process registration in an efficient manner. Instructors can run their own reports and receive attendance and waiting list reports. We can email participant main contacts in all classes. Participants can register through via <http://www.MaltaParksRec.com> for classes and programs.
- We accept Visa, MasterCard and Discover Card for payments. Participants can register by mail or online through the MyRec registration site, by fax or in person.
- We provide publicity of the program through our Parks and Recreation brochure, *The Guide*, which is published 4 times a year and is received by over 12,000 people.

HOW TO SUBMIT A PROPOSAL

Thank you for your interest in becoming a community education instructor. This booklet is designed to provide you with some basic information about being an independent contract instructor with the Town of Malta. If you have not picked up the most recent copy of our recreation brochure, *The Guide*, we strongly encourage you to do so to find out what classes we currently offer.

Proposal & Criteria

Proposals that fit into one of our areas and meet the following criteria will be considered:

1. Is the program going to enhance the recreational, social and educational needs for our residents?
2. Is the program cost beneficial to all parties involved?
3. "Hands-on" programs are more successful than straight lecture.
4. Basic recreation and leisure classes have a high priority with our department although we are always looking for new and creative ideas. The Town of Malta Department of Parks, Recreation & Human Services currently accepts proposals in the following program areas:

Adult Activities	Adult Sports	Arts & Crafts	Cooking
Senior Activities	Dance (Children/Adult)	Fitness/Exercise	Nature Activities
Teen/Young Adult	Health	Performing Arts	Special Recreation
Infant – Preschool	Tennis	Safety Awareness	Computer
Youth Activities	Youth Camps	Youth Sports	Youth Sports Camps

The process is simple. Included in this booklet are proposal forms found on pages 12-15 for you to provide information about your program. Please fill out these pages and return them to the Department. Keep the booklet for future reference.

- Two descriptions are needed. The first one describes your program in detail. The Department wants to know what goes on in your class. The second is a written description to sell your program to the public in our Recreation Brochure, *The Guide*.
- You must include the dates of your class and be specific. Do not leave them blank. All facility information is now computerized. This means a date needs to be entered so conflicts can be avoided.
- For those proposing an **exercise class**: The Town of Malta will contract with all new exercise instructors for no more than \$30 per class.
- **All other Instructors/Programs**: List your minimum fee to provide the class. Prices for programs are to be set by department staff under the authority of the Director of Malta Parks, Recreation & Human Services.

- Use this form if you would like to use a town park for a class or camp. For classes, list your minimum fee as above. For Camps, a minimum administration fee of \$12 is assessed for each participant.

Classes for which the Department will not accept proposals are as follows:

- Retirement seminars, health screening, legal aid, long term care seminars, and insurance as the town has a partnership through Saratoga County to offer these free social services to our residents.
- The Department does not rent rooms to operate recreation classes.
- Classes or seminars that promote a business.
- Programs we have offered in the past that were cancelled (unless you can show that you have the necessary number of participants who are interested).
- Submitting a proposal does not guarantee that the class or activity will be accepted or added to the Town of Malta's public recreation offerings. If added, no guarantees are made that the town will automatically continue offering the activity or program.

POLICIES PERTAINING TO INSTRUCTORS

Insurance

As an Independent Contractor for the Town of Malta Department of Parks, Recreation & Human Services, there are a few things you should know about liability and insurance.

It is important that you understand that your contract with the Town of Malta as an instructor of a class or program does not in any way provide for insurance coverage for you as an independent contractor. Therefore, if a liability claim occurs against you, you will be responsible for defending yourself. The town's insurance will not defend or pay out on claims brought against a contractor of the town. Liability insurance is highly recommended.

The Town Board of the Town of Malta has provided guidelines for which types of classes an instructor is required to provide insurance. A decision is made on the potential for exposure (a claim) based on a common sense approach. Therefore, some sports that have a higher potential for injury such as gymnastics, aerobics and martial arts, will be riskier than an arts class or seminar. We will work with you to let you know if you are required by the town to carry insurance. If you are not actually required to carry insurance, you should evaluate your own circumstances to decide whether or not you want to carry liability insurance.

*** All those offering sports or fitness classes are required to provide a certificate of insurance in the minimum amount of \$1,000,000 liability naming the Town of Malta additional insured.**

Refunds and Customer Service

The department policy regarding refunds is stated in the quarterly Recreation Brochure. Full refunds are granted up to one week before the start of the class minus a \$10 service charge for processing. Customers can accept credit on their account for the full amount. Amounts greater than \$10 will be refundable, but any refund under \$10 will be applied to the customer account.

Background Checks

All contract instructors who instruct classes for minors or seniors will be required to comply with a background check. Please include your social security number and date of birth on the instructor acknowledgement part of the proposal so a background check can be completed prior to the start of your class.

Termination Policy

The town reserves the right to terminate this agreement at any time by either verbal or written notice and thereafter the rights and obligations of the parties hereto shall cease, provided however that the instructor shall be entitled to payment from registration fees for services actually rendered up to the effective date of termination.

Class/Program Pricing

The Town of Malta establishes program pricing. However, do not forget to list material fees if there are any. Fee based classes will have a Malta Resident Fee, a Non-Resident Fee and a Senior Resident Fee.

Minimum/Maximum Numbers

It is important that you list the minimum and maximum numbers of participants that you will teach. This is critical information for registration. Should the minimum number not be reached by the time of the class, a staff member will notify you. The Town of Malta reserves the option to continue the course below the minimum number if a fair and equitable agreement is reached regarding fees.

Classroom Set-ups

All Independent Contractors using town facilities must submit a diagram of how they would like the room or area set up. The Independent Contractor must always leave the room in the condition in which it was found. This means you must clean up any materials (art supplies, papers, etc.) after the class ends. Please see the Facility Use/Room Set-up form as an example of what you need and turn it in with your application.

Equipment available for your class at the Community Center:

Upon request the following equipment may be provided for your class:

- | | | |
|--------------------|----------------------|------------|
| Easels | Microphone & stand | TV/VCR/DVD |
| Full-length podium | Projector Screen | CD Players |
| Dry erase markers | Portable Chalk Board | |

Facility Rules

There is no smoking allowed in the any Town of Malta buildings or outside the entrances, nor are alcoholic beverages allowed on any town facility.

The possession or use of a weapon is prohibited on Town of Malta grounds and in town facilities. All pets on town grounds must be leashed and all animal waste must be removed by the owner from the grounds. Pets are not allowed in Town of Malta parks.

Americans with Disabilities Act (ADA)

The ADA is federal legislation which gives civil rights protection to individuals with disabilities similar to those rights provided to individuals based on race, sex, national origin and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations,

transportation, local and state government services and telecommunications.

It is the policy of the Town of Malta to fully comply with the provisions of the ADA and to make reasonable accommodations to individuals with disabilities so they can have an equal opportunity to participate or benefit, unless an undue burden would result.

Harassment in the Workplace

Harassment can be defined as any behavior that is disrespectful and causes discomfort to another person. Harassment, whether physical or verbal, destroys morale and impairs teamwork and workplace efficiency.

The Town of Malta has a strong policy against any form or type of harassment to any person.

It is important for all persons to recognize that harassment based on any of the protected characteristics of race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status and sexual orientation will not be tolerated.

Holidays

The Town of Malta observes the following Holidays:

New Years Day

Martin Luther King Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving and the Day after Thanksgiving

Christmas Day

(All offices will be closed on these days)

AFTER YOUR PROPOSAL HAS BEEN SELECTED

Department Contact

After your proposal has been reviewed a department staff member will contact you to tell you if your class has been selected and to confirm your dates, fees, etc.

Receiving Your Contract for Each Session

Each session you will receive a new contract for that specific quarter. Please take the time to read your contract and sign the last page. Return the contract intact. A fully executed and signed copy will be sent to you.

Checking Your Course Enrollment

Once we have started registration for a new session you can inquire about your enrollment at any time by calling the department staff at 518-899-4411. A staff member will call you one week prior to the first day of your class to confirm that the class will be held. You can also use the log in at www.MaltaParksRec.com to view your schedules, check enrollment and run reports.

How and When to Pick up Your Attendance Sheet

On the first day of class you must visit the department office to pick up an attendance sheet for your class. We will fax or e-mail your attendance sheet to you if you make the request to the department staff by calling 518-899-4411. Be sure to pick up your attendance sheet before you go to your class.

Taking Attendance

You must take attendance in your class every week. This is especially important for large classes because participants have shown up to class without paying. Please inform individuals who have not paid to go to the front desk of the Center to pay for the class. Participants should either be on your attendance sheet or have receipts before they are admitted to your class.

Classroom Clean-up

All instructors should remember to clean up their rooms after use. Many rooms have multiple uses during the day and janitorial service is not always available immediately after your program. If you have not submitted a classroom set up, you must do so a month before your class starts.

Absences

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 if you have multiple classes. It is the participants' responsibility to remember the classes that they have signed up for but it is good customer service to call your participants (phone numbers for participants are printed on the roster sheet).

Class Cancellations

It is the instructor's responsibility to give a minimum of 24 hours notice for any cancelled classes. If the occasion arises that the facility must be used for government purposes or because of inclement weather, sickness, etc., you will be expected to hold the cancelled class at an agreed upon date and time. We require that concurrent sessions have a skip week in case a make-up date is needed. If excessive cancellations occur, The Town of Malta may substitute a certified instructor, and will deduct the cost of the class from your payment. The office staff will notify you if the center is closed due to inclement weather and will contact participants to notify them of the cancellations. All paperwork must be properly completed and submitted in order for a check to be processed.

Accidents and Accident Reports

If an accident occurs in your class please follow the procedures listed below:

1. An Accident Reporting Form should be filled out as completely and thoroughly as possible. This often will be the only written record of accidents and will be most helpful for future reference.
2. After you complete the forms forward them to the Recreation Office within 24 hours.
3. Accident forms are available at the Community Center.
4. If you have not taken a First Aid or CPR class the Department encourages you to sign up for one in the future. Classes are offered through the Town of Malta Ambulance Corp throughout the year.

After Hours Classes

The Malta Community Center is open from 8:00am to 8:00pm Monday through Friday and from 9:00am to 12:00pm on Saturday. The facility is available before and after these hours for classes and rentals that are scheduled and approved by the Department of Parks, Recreation & Human Services. For safety and security reasons, the building is locked at the end of the business day at the hours listed above.

If your class or program should run outside of the open times you will be responsible for your participants within the building and any family members that maybe waiting for or picking up participants. All doors in the Center are equipped with exit devices allowing the public to exit the building even when access into the building is locked. Access to the building is locked at closing hours since staff is not available to monitor the facility and the individuals that may enter.

Class Reports and Requirements for Payment

As an independent contractor you are responsible for direct payment of all New York State and Federal taxes including Social Security and Medicare taxes. Please fill out and return a W-9 form. At the end of your program you will be reimbursed the agreed upon amount noted on the contract which will represent full payment of your services rendered.

When your class has finished you will need to sign a copy of the Voucher form and submit it to department staff for payment. Please sign and return it with your completed attendance sheet. Verify that the payment balance and payee information is correct. Please turn in your forms on the last day that your class meets. The town processes payment vouchers twice a month.

Program Promotion

It has been said that an average person must be exposed to an advertisement at least three times before taking notice of it. We encourage you to do promotion of your programs. There are many resources from flyers, e-mail, websites, paid advertisement and free listings. A variety of different media helps to capture customers.

We want to know what kind of promotion you will be doing for your class or program and ask that you submit that to the Department with your proposal.

Final Note -Yes, publicity is a lot of work. The question you have to ask yourself is "How successful do I want my program to be?" Instructors who continue with the Department session after session are the people who work diligently at all these suggestions. If your class is dropped after one session, consider how much effort you took in making it a success!

Promotion by the Department of Parks, Recreation & Human Services

The Department of Parks, Recreation & Human Services will place your class description in *The Guide*. The description will also be listed on www.MaltaParksRec.com. *The Guide* is also available in a PDF format on the Town of Malta website. There are times when the Department will do special promotion of classes either through e-mails, flyers, mailings or Public Service Announcements. Not all classes can or will get a special promotion. It is part of the marketing plan based on the demand and what is felt is needed at that time.

Evaluations

On a quarterly basis the Department of Parks, Recreation & Human Services will conduct class evaluations through the use of forms. Upon request, customer comments can be provided to instructors. This can be very helpful and useful information in conducting and creating classes.

Emergency Procedures

Please follow these emergency evacuation procedures. The need for an emergency evacuation can be for many reasons. These may include fire alarm, earthquake, weather or other hazardous conditions. During an evacuation you are responsible for the participants in your program. These procedures shall be followed when conditions are created which require building evacuation:

1. Follow the prescribed evacuation route through the nearest door, unless the emergency prevents you from going that way. If so, evacuate the alternate path noted. Note: There are evacuation plans noted in all town facilities. You are responsible to know the evacuation routes in the building.
2. Be sure all persons in the area are evacuated and help those who need assistance.
3. Report to the assigned location on the evacuation map.
4. Be sure you and your class are accounted for and wait for instructions from a staff member, Fire Official or Police Officer.
5. Take roll of your participants and make sure that everyone who was in attendance at your program is present and evacuated.
6. After an evacuation instructors will stay with participants under the age of 18 until they have been released to a parent or guardian.
7. In the event that a parent or guardian does not pick up their participant under the age of 18 after the scheduled class end time, you must stay with the participant or release the participant(s) to department staff or a Police Officer.
8. If you are injured or need to leave immediately you must release participant(s) under the age of 18 to department staff or a Police Officer before leaving.
9. Follow all directions of the safety personnel and staff.

Evacuation of the Elderly, Disabled Persons and Children:

As the average age of the population increases, the size of elderly clientele is also increasing. While many of these people may have no impairments, many will be limited by the natural and normal restrictions associated with the aging process. These limitations include, but are not limited to, mobility impairment, hearing and visual difficulties, speech problems, and reduced mental capabilities. It is essential that you are aware of the capability of persons in your program and provide any assistance to evacuate the building.

Children pose different problems in an emergency evacuation. They are normally provided close supervision by parents or other responsible adults who provide explicit direction for their daily activities. During a situation that requires emergency evacuation, children cannot be expected to understand or comply with directions designed for adults. If they have become separated from their caregivers their link to appropriate action has been severed and they require special assistance. As an instructor you are expected to provide this special assistance as outlined above.



Course Proposal for Instructors

Please complete Entire Form.

Instructor's Name: _____

Business/Organization: _____

Address: _____
Street City Zip

Day Time Phone _____ Evening phone _____

To Whom Should Checks be made payable? Instructor _____ Business _____

E-mail Address _____ Website Address _____

Brochure Edition (please circle) Winter Spring Summer Fall

Course Title: _____

Detailed Course Description.

For additional space, please continue on the back or on a separate piece of paper

Course Objectives: _____

Please list a four-sentence description of your program that will appear in the Recreation Brochure.
(Descriptions are subject to revision by the Department of Parks, Recreation & Human Services staff):

Participant's Age: _____

Day(s) Circle: Mon. Tues. Wed. Thurs. Fri. Sat.

Class start time: _____ Class end time: _____ Instructor arrival time: _____

Session I: Month _____ Day _____ to Month _____ Day _____

of Classes _____ Skip days if applicable: _____

Session II: Month _____ Day _____ to Month _____ Day _____

of Classes _____ Skip days if applicable: _____

Instructor Fee for Proposed Course: _____

Additional materials fee (if applicable): _____

Class size (# of Students) Minimum: _____ Maximum: _____

Select a Facility to teach in: Community Center / Shenantaha Creek Park / Malta Community Park
Malta Ecological Park

Please list your facility setup requirements for classes held in the Center. Be specific as to the number of tables and chairs that are required and where you would like them placed. Also list other requirements such as a projection screen, easels, etc. Attach a floor plan if necessary. Use the form on page 22.

Supplies or materials students need to bring or wear to class _____

For office use only:

Class fee to participant – Resident: _____ Room Assignment _____

Non Resident: _____

Senior Resident: _____

Any experience or prerequisites required of students before taking the class?

Supply list: Yes _____ (please attach) No: _____

Please submit a copy of literature, handbooks or forms that you will pass out in class if applicable as part of this proposal.

Previous Instructor Experience - Please list your three most recent experiences, if any.

Please attach a copy of your resume as it pertains to your class or program, including applicable certifications.

Instructor Acknowledgement

Dates	Contact Person	Phone Number	Agency	Reason for Leaving

I acknowledge that I have read, accept and understand the information and conditions that involve me or my company contracting as an Independent Contractor with the Town of Malta.

As an independent contractor for the Town of Malta, I agree to abide to the terms and conditions contained in the Independent Contractor Instructor Handbook, the attached proposal and the contract. I agree to indemnify and hold harmless the Town of Malta, its officers, employees, agents and volunteers from any and all liabilities for injuries to person (including wrongful death) or property which may arise as a result of the acts or omissions of the Contractor, its officers, employees, agents or volunteers, while engaged in the fulfilling the terms of this contract or otherwise managing, running, conducting, presenting or participating in a Town of Malta event, including, but not limited to, any damages the town is required to pay over to any person or entity, and the costs of reasonable attorneys' fees incurred in defending against any claim, suit or action.

I hereby authorize and give my consent to the Town of Malta to perform an appropriate background check which may include requesting information on my educational background, professional credentials, criminal record or other information requested in connection with my contract as an independent contractor for the town. I understand that the information gathered in this effort may result in my contract being declined. I hereby acknowledge my consent to the town to conduct a background check as it relates to my application as an instructor for the Town of Malta.

Signed _____ Date _____

Printed Name _____

- Please turn in the following items as part of your proposal:*
- ___ Course Proposal Form ___ Facility Use/Room Set-up Form
 - ___ Certificate of Insurance ___ W-9 Form



DEPARTMENT OF PARKS,
RECREATION & HUMAN SERVICES

Facility Use/Room Set Up

Class Activity _____

Instructor _____ **Phone Number** _____

Day of Class _____ **Dates** _____ **Time** _____

Room _____

Equipment Needed

Number of Tables _____ **Number of Chairs** _____

Room Set-up/Lay Out

Please let us know how you want the room set up by drawing a picture of the lay out.