



Enriching Lives &
Connecting Communities

Independent Contract Instructor Manual and Proposal

Come teach with us!

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Introduction of Handbook

We appreciate your interest in becoming an Independent Contract Instructor (Instructor) with the Richland County Recreation Commission (RCRC). We are excited about the possibility of working together to reach our common goals and to serve the community. RCRC offers a variety of leisure and fitness programs for all ages.

This handbook is designed to acquaint qualified individuals interested in teaching a class with the Richland County Recreation Commission. We hope that most of your questions are addressed in this manual.

Mission Statement:

Dedicated to enriching lives and connecting communities through diverse recreational opportunities.

Vision Statement:

To be recognized as a leader in park management and the delivery of quality recreation programs in order to better promote health and improve the quality of life in Richland County.

Core Values:

Our Agency's Guiding Principles are:

- Honesty
- Trust
- Respect
- Caring
- Integrity

Why Teach a Class with RCRC

- RCRC has great facilities. We have classrooms, athletic fields, gymnasiums, meeting rooms, technology centers and fitness rooms.
- RCRC will place your class description in our Game Plan which is available on our website, in our facilities and in The State Newspaper three times a year.

Instructor 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 for some classes.

Independent Contractor Instructor Information

A. National Background Check

As a condition of usage of a Richland County Recreation Commission facility, the Instructor and its employees are **required** to meet national background check standards. A national background check must be conducted **annually** on the Contract Instructor and its employees.

The national background check will consist of social security verification, address trace, state or county criminal records check, national criminal history data base search and sex offender registry. The instructor is required to pay for all background checks. The cost for the national background check is \$18.50 per individual. Checks should be made payable to Richland County Recreation Commission.

The Instructor and its employees are required to complete, sign and submit a National Background Check Authorization Form authorizing RCRC to order an individual criminal background check. It is the intent of RCRC to deny any person from usage of our facilities who does not meet the requirements set forth in the National Background Check Authorization Form.

B. W-9 Form

Instructors are required to sign and submit a W-9 form to RCRC. Under the United States Internal Revenue Code, RCRC is required to report the payment(s) we make to you each year.

C. Insurance

The Richland County Recreation Commission is committed to providing safe programs and minimizing liability. RCRC recommends that all Independent Contract Instructors provide general liability insurance which should not be less than \$1,000,000. All policies should include sexual and physical abuse liability coverage. The cost for this coverage is the sole responsibility of the Contractor.

It is important that you understand that your contract with RCRC is as an Instructor of a class or program. It **does not** in any way provide insurance coverage for you as an Independent Contract Instructor.

RCRC bears no responsibility for providing liability insurance, Workers' Compensation Insurance or Unemployment Insurance for an Independent Contract Instructor.

D. How to Submit a Proposal

The process is simple. For your convenience you can find a class proposal form online at www.richlandcountyrecreation.com under **Programs Become an Instructor** or you can find a copy in the back of this manual. Please remove these pages,

complete them, and return them to the RCRC Facility Manager. Proposals are accepted year round. Keep this manual for future reference.

1. Two descriptions are needed. The first one describes your program in detail. RCRC wants to know what goes on in your class. The second is a written description to sell your program to the public in our seasonal Game Plan in The State Newspaper.
2. You must include the dates of your class (be specific). Do not leave them blank because we will not be able to determine facility availability to house your class or program.
3. You must set the price for the class. The Facility Manager may assist you with this. RCRC will not accept proposals for classes or programs that are similar to programs we currently offer. Please review the most recent Seasonal Game Plan available online at www.richlandcountyrecreation.com.
4. Submitting a proposal does not guarantee that RCRC will automatically accept the class or program. Returning Instructors will not be able to automatically continue offering the class or program without re-submitting a proposal to the Facility Manager and renewing the Independent Instructor Contractor Agreement. There is no exclusivity to the Instructor or the classes they teach.

E. Independent Instructor Contractor Agreement

RCRC requires that all Independent Contract Instructors enter into an Independent Instructor Contractor Agreement with RCRC. A copy of the Agreement will be given back to the Instructor once it has been signed by the Facility Manager, District Supervisor and Director. Returning Instructors will not be able to automatically continue offering the class or program without re-submitting a class proposal to the Facility Manager and renewing the Independent Instructor Contractor Agreement.

Class Information

A. Payment to Contract Instructor

The Independent Contract Instructors set their class fees. Our Facility Manager may provide assistance on the current market conditions. RCRC shall pay the Instructor seventy-five percent (75%) of gross revenue minus applicable expenses from participation fees for class(es) taught by Instructor or its employees. Payment will be payable to the Instructor upon completion of the class session. It is the Instructor's responsibility to submit all required documents at the end of each session to receive payment in a timely manner.

B. Participant Refund Policy

- All refund requests must be submitted in writing.
- Requests must be received three days prior to the start of the program.
- If the refund is approved, the participant will be assessed a 10% processing fee.

- Once a program has started, no refunds will be issued without a written request accompanied by a valid (physician order) medical excuse.
- FULL REFUND is given if the program is cancelled by RCRC. A full refund will be issued within 30 days.

C. Class Cancellations

In the event that a class needs to be cancelled, the Instructor must contact the Facility Manager immediately. Facility staff will contact the participants regarding all cancellations, rescheduling, or refunds.

D. Registration

The Richland County Recreation Commission will be responsible for the registration of participants. Registrations for classes are first come first serve. No registrations may be taken by the Instructor. All participants must register with the facility before participating in a class. It is the Instructor’s responsibility to ensure that all class participants are registered.

E. Class Scheduling

Instructors are responsible for submitting class schedules through the class proposal form. Facility staff will attempt to accommodate Instructor’s schedule request.

Holidays (All offices will be closed on these days)

The Richland County Recreation Commission observes the Holidays listed below. When programming your classes, keep in mind that these holidays may affect your class schedules.

New Year's Day	Martin Luther King, Jr. Day*
George Washington's Birthday/President's Day*	Confederate Memorial Day*
National Memorial Day	Independence Day
Labor Day	Veteran's Day*
Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day
Day after Christmas	

***Parks are open on these dates**

F. Checking Your Class Enrollment

Once registration has started for a class you can inquire about your enrollment at any time by calling the facility where your class is taking place. A staff member will call you five days prior to the first day of your class to confirm that the class will be held.

G. Attendance Sheets

The attendance sign-in sheet will be at the front desk of the facility where your class is taking place. Facility staff will fax your attendance sheet to you if you make the request. Be sure to pick up your attendance sheet before you go to your class.

It's the Instructor's responsibility to ensure that participants are signing the attendance sign-in sheet at each class. Please inform individuals who have not paid to go to a facility staff person to register. Participants should either be on your attendance sheet or have receipts before they are admitted to your class. Any unpaid registrations or outstanding balances will hold up your payment, and **RCRC will not pay you for monies we did not collect.**

H. Promoting Your Class

RCRC will place class descriptions in The Game Plan. The Game Plan goes out three times a year in The State Newspaper. The class description will also be listed on the agency's website under the **Facility** tab.

Facility Usage

Classes are housed in the Richland County Recreation Commission Parks, Adult Activity Centers and Community Centers. Instructors need to specify what his/her class needs are in their class proposal to have the proper facility booked.

A. Facility or Classroom Set-ups

All Instructors using RCRC facilities will be allowed to set up their classrooms 15 minutes prior to the class activities beginning. The Instructor 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 class ends.

Instructors may not use the copy machines, fax machines or computers at any of the facilities. Plan to have copies printed at your expense.

B. Accident and Incident Reports

All accidents and incidents should be reported, no matter how minor they may appear. If an accident occurs in your class, please act calmly, promptly, and efficiently and take care of the situation. Please notify facility staff immediately. They will be responsible for preparing the accident and incident report.

C. Emergency Evacuation

A wide variety of emergencies both manmade 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.

D. Americans With Disability Act (ADA)

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, Richland County Recreation Commission does not discriminate against qualified individuals with disabilities on the basis of disability in Parks and Recreation's services, programs, or activities.

Please give us a five sentence description of your program that will appear in RCRC's Game Plan (be creative):

Participant's Ages: _____

Class will be held: Once a week on: Twice a week on:
 M T W TH F Sat. Sun.

Times: _____ AM/PM to _____ AM/PM

Number of Sessions: _____

Course Fee \$ _____

Maximum Number of Participants per Class _____

Minimum Number of Participants per Class _____

Lab Fee or Supplies Fee: _____ (*This fee is not included in the class fee.*)

Is there any additional cost to the participants? Yes No

If yes, what? _____

Please attach a copy of your résumé if it pertains to your class or program.

Please compile below a list of names, addresses and telephone numbers of at least three references.

1. Name: _____ Phone Number: _____

Address: _____

2. Name: _____ Phone Number: _____

Address: _____

3. Name: _____ Phone Number: _____

Address: _____