Richland County Recreation COMMISSION

Enriching Lives & Connecting Communities

Contracting with Independent Instructors

RCRC Facilities
Policy No. 14015

Revision Date: December 16, 2013

Policy Statement

The Richland County Recreation Commission sets out general rules for contracting with instructors for classes and activities.

Guidance

1. RCRC facility Program Instructors are independent contractors responsible to the Facility Manager.

2. The Facility Manager is responsible for recruiting, interviewing, and recommending instructors to The District Supervisor or The Director of Parks or The Director of Facilities and in coordination with the Division Head of Facility Operations as necessary.

3. The Facility Manager is responsible for screening and evaluating instructors at his or her own center.

4. All instructors must complete a W9 Form, Program Proposal and Independent Instructor Contractor Agreement. All instructors must pass a National Background Check which must be paid for in advance by the instructor. Payment for background checks must be made to the Facility Manager or Finance Department before the check can be run. If paid at the facility, a copy of the receipt should be attached to the background check form before submitting it for processing. The instructor must not be allowed to work until cleared.

5. Instructor contracting compensation terms should be based on a percentage of fees paid by the participants in the class/program. RCRC should receive no less than 25% of the fees collected in order to cover indirect costs. The Facility Manager should submit the proposed instructor contracting agreement to the District Supervisor for review and to the Director of Parks or the Director of Programs for approval and coordinate with the Division Head of Facility Operations depending on the class/program being offered.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
                         (Date Approved)

APPROVED: _____
          J. Marie Green, Chair

For more information about this policy, contact the Executive Department.