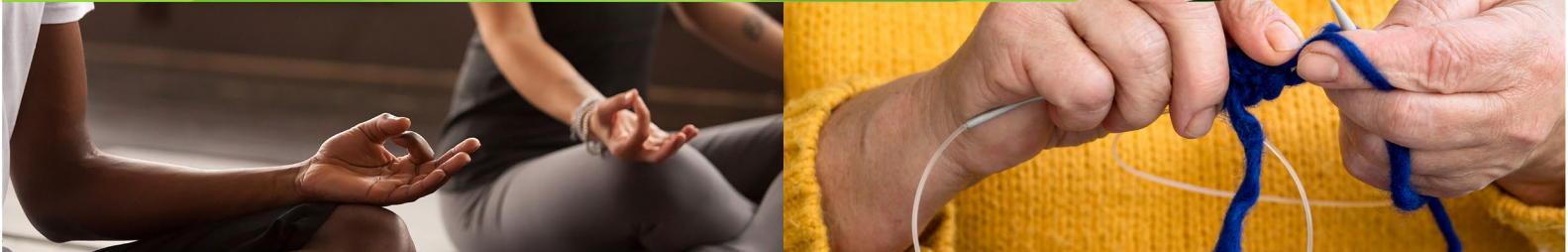
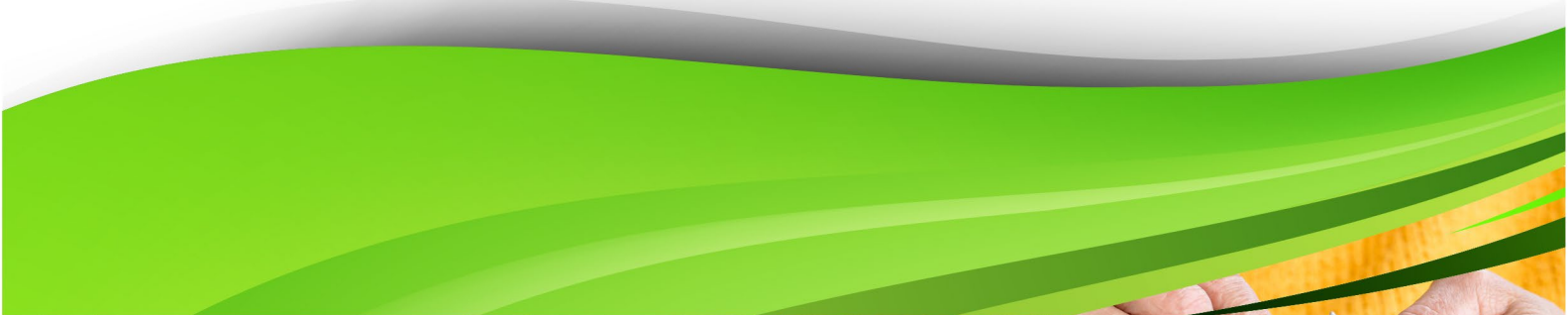




RICHLAND COUNTY
RECREATION
COMMISSION

**Independent Contracted
Instructor
Manual and Proposal**



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Introduction of Handbook

We appreciate your interest in becoming an Independent Contracted Instructor (Instructor) with the Richland County Recreation Commission (RCRC). We are excited about the possibility of working together to reach our goals and 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 lead the nation in providing evidence-based recreational programming, safe and accessible facilities, and customer service excellence.

Core Values:

Our Agency's Guiding Principles are:

- Honesty
- Trust
- Respect
- Caring
- Integrity

Why Teach a Class with RCRC

- RCRC has great facilities. Including multipurpose rooms, athletic fields, gymnasiums, banquet halls, technology centers and fitness rooms.
- RCRC will place your class description in our Game Plan program guide which is available on our website, as well as in our facilities.

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.
- Active certifications are recommended.

Independent Contractor Instructor Information

A. National Background Check

All Richland County Recreation Commission instructors and its employees are **required** to meet national background check standards. A national background check must be conducted **annually** on all contracted 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. Checks should be made payable to Richland County Recreation Commission.

B. W-9 Form/Income Tax Reporting

Independent Contracted Instructors are not considered RCRC employees, and therefore, are not eligible for County benefits. It is the Independent Contracted Instructor's responsibility to pay all income taxes, as RCRC does not withhold State or Federal Income Tax but does report earnings to the IRS through a 1099 form. All Independent Contracted Instructors will be required to complete a W-9 form.

C. Business License

Any time a person or business is (1) physically located in or (2) conducts business in the unincorporated areas of Richland County, i.e., outside a city limits, regardless of where the business is located, an annual business license is required. (Richland County Code Article 1 Section 16-1)

For questions and information regarding business licenses please contact the Richland County Business Services Department:

Address: 2020 Hampton St, Columbia, SC
29201 Phone: (803) 929-6000
Email: ombudsman@richlandcountysc.gov

D. Insurance

As an Independent Contractor for Richland County Recreation Commission, there are a few things you should know about liability and insurance.

RCRC is committed to providing safe programs and minimizing liability.

RCRC requires all Independent Contract Instructors offering any activity or program which requires physical involvement with the risk of liabilities due to injury (martial arts, exercise classes), provide commercial general liability insurance which shall not be less than \$1,000,000 per occurrence with Richland County Recreation Commission listed as additional insured. The cost for this coverage is the sole responsibility of the instructor. Instructors are free to shop around for the best coverage at the best price.

RCRC's Risk Manager has the final say in determining if an activity or program requires liability insurance.

Your contract with the department is as an instructor of a specific class or program. It does not in any way provide insurance coverage for you as an independent contractor. Therefore, if a liability claim occurs against you and the County or Commission, you will be responsible for defending yourself, and potentially for paying a claim brought against you.

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

E. 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 **Our 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 administration building located at 7473 Parklane Road Columbia, S.C. 29223. 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, what are the goals and overall outcomes from participating. The second is a written description to sell your program to the public in our seasonal Game Plan program guide.

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 for your class or program.

3. You must set the price for the class. RCRC may not accept proposals for classes or programs that are similar to programs we currently offer in similar locations. Please review the most recent seasonal Game Plan program guide 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 renewing and resubmitting the Independent Instructor Contractor Agreement and required documentation. There is no exclusivity to the Instructor or the classes they teach.

F. Independent Instructor Contractor Agreement

RCRC requires that all Independent Contracted Instructors enter into an Independent Contracted Instructor Agreement with RCRC. A copy of the agreement will be given back to the instructor once it has been signed by a witness (RCRC staff member) and Executive Director or designee. Returning Instructors will not be able to automatically continue offering the class or program without re-submitting and renewing the Independent Contracted Instructor Agreement and required documentation.

G. Proposal Deadlines

Proposals are accepted year round, but please be aware of deadlines. There are three "Game Plan" program guides printed each calendar year: Winter/Spring, Summer, and Fall/Winter. The Game Plan program guide issue dates vary each year but are approximately:

Winter/Spring: January through
April
Summer: May through August
Fall/Winter: September through
December

Below you will find specific deadlines to keep in mind in regards to proposal submittal.

Season	Proposal Submittal Deadline	Approval/Denial Deadline	Registration Opens	Classes Run
Winter/Spring	Oct. 15	Nov.15	Dec.1	Jan. - April
Summer	Feb.15	Mar.15	April 1	May-August
Fall	May 15	June 15	Aug.1	Sep. - Dec.

Class Information

A. Payment to Contracted Instructor

The Independent Contracted Instructors set their own class fees. Our Facility Manager may provide assistance on the current market conditions. RCRC shall pay Instructors with an active certification related to the program submitted seventy percent (70%) of gross revenue minus applicable expenses from participation fees for class(s) taught by Instructor or its employees. Any Instructor without an active certification in the program submitted shall receive sixty-five percent (65%) of gross revenue minus applicable expenses from participation fees for class(s) taught by Instructor or its employees. Payment are made monthly to Instructors upon completion of the classes or sessions. It is the Instructor's responsibility to submit all required documents at the end of each session to receive payment in a timely manner. Only monies received from registered and paid participants in your program will be paid to Instructors.

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.
- 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. There must be five registered and paid participants before the starting date of the class

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 schedule.

- | | |
|-----------------------|-----------------------------|
| New Year's Day | Martin Luther King, Jr. Day |
| 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 | |

F. Checking Your Class Enrollment

Once registration has started for a class you can inquire about your enrollment at any time by signing into your assigned account through the www.richlandcountyrecreation.com website. Confirmation of your class being held at the specified facility will be given prior to classes being held.

G. Attendance Sheets

The contracted-instructor will be held responsible in printing their attendance sign-in sheet which will be available through their instructor portal. Upon request facility staff can assist with any questions on obtaining and printing your attendance sheet. Be sure to print 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.**

RCRC employees, Board Members and their immediate families may participate in Recreation Commission sponsored activities and classes at no charge except for materials. Participation is based on space availability. (HR Manual Privileges and Discount Policy: No. 165).

H. Promoting Your Class

Contracted Instructor's will be help partially accountable for soliciting participants. This will benefit contracted instructors because if the class does not reach the minimum enrollment number (five), RCRC is not fiscally responsible to hold the class/program. The decision to hold a class with fewer than the set minimum number of participants will be made by

RCRC.

RCRC will place class descriptions in the Game Plan program guide. The Game Plan goes out three times a year during the Winter/Spring, Summer and Fall season.

I. Program Evaluations

Richland County Recreation Commission evaluates its programs/classes on a regular basis for feedback on the program content as well as how well the Instructors are doing. Following the last class or after a session is completed, program evaluations should be distributed to participants. This information is used to evaluate the Instructor, and the program on an annual basis. If the Instructor receives an overall below satisfactory rating or numerous complaints, their may not be renewed.

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 are held responsible for removing all their materials, equipment, and/or any additional items after their class ends. **RCRC will not be held liable or responsible for any personal items damage, missing, or inoperable from the facility.**

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.

Independent Contractor- Proposal Application

7473 Parklane Road Columbia, SC 29223 • (803) 741- 7272 • Fax (803) 741-2028

Applicant name: _____ Title: _____

Address: _____ Apartment/Unit#: _____

City: _____ State _____ Zip: _____

Phone: _____ Email: _____

Fax: _____ Cell: _____

Business name: _____

Business website: _____

Business License _____

REFERENCES

Please list three references (no relatives)

1. _____ Phone Number: _____

2. _____ Phone Number: _____

3. _____ Phone Number: _____

CLASS/PROGRAM INFORMATION

Subject interested in teaching: _____

Have you taught this class before? YES - Please complete information below No

1. Location: _____ Class/Program Title: _____

Duration of Class/Program: _____ Contact Name: _____

May we contact them as a reference? Yes No Phone: _____

2. Location: _____ Class/Program Title: _____

Duration of Class/Program: _____ Contact Name: _____

May we contact them as a reference? Yes No Phone: _____

Please describe your experience related to subject you wish to teach, paid or volunteer. _____

CONVICTIONS

Conviction will not necessarily disqualify an applicant from agreement. All interested parties will be required to be fingerprinted prior to start of agreement.

Have you ever been convicted by a court of a felony? YES NO

If yes, please explain what conviction, when, where and disposition of the case: _____

DISCLAIMER AND SIGNATURE

Independent contractors are contracted with Richland County Recreation Commission to provide instruction for recreational activities and are not employees of RCRC. Independent contractors shall be dismissed with a fourteen-day notice if RCRC finds their instruction to be inadequate or their behavior, attitude or appearance to be unacceptable.

I hereby certify that all statements made in this application are true, complete and without omission. I authorize investigation of all matters represented by this application. I agree and understand that any misstatements or omission of material fact on this application will cause forfeiture on my part of all rights of becoming an instructor with Richland County Recreation Commission no matter when said misstatements or omission is discovered or comes to light. I also authorize employers, schools, or persons from employers or past contacts where classes were once taught to give any information regarding my employment, qualifications and character. I hereby release said employers, schools or past contacts where classes were once taught and the Richland County Recreation Commission from any liability or damages for receiving using or releasing information.

Signature: _____ Date: _____

CLASS INFORMATION

Class/program title: _____

Class/program Outcomes: _____

Class/program description {2-3 sentences to be included in the "Game Plan" program guide): _____

Detailed class/program description, if applicable {to be included): _____

Game Plan Seasons Fall/ WinterSept- Dec Winter/Spring Jan-April Summer May-August

Class/program length {session): _____ Week(s) _____ Month(s) _____ Ongoing

Day(s) of the week: Sun Mon Tues Wed Thurs Fri Sat

How many classes per session? _____ Class/program date(s): _____

Skip dates: _____

Class/program start time: _____ Class/program end time: _____ Total class time: _____

Minimum enrollment needed to run class: _____ Maximum enrollment: _____

Class/program fee: \$ _____ Drop-infee: \$ _____

*Fee amounts are what the participant pays per class/program. Instructor will be paid out on agree upon split.
These fees should NOT include ADA, Admin Processing or Non-Residentfees.)*

Material fee: \$ _____ any supplies/uniforms participants will purchase from you.

List of materials participants will purchase from you: _____

Special Instructions for participant (what to bring, what to wear, etc.): _____

FACILITIES, FIELDS AND EQUIPMENT

Location: Facility

Other _____

In order to help us find a location that would best suit the needs for your particular class/program please denote facility and equipment needs that are critical for your class to take place, when appropriate please include quantity.

- | | | |
|--|--|---|
| <input type="checkbox"/> Adult Activity Center | <input type="checkbox"/> Eastover Park | <input type="checkbox"/> New Castle/Trenholm Acres Community Center |
| <input type="checkbox"/> Ballentine Community Center | <input type="checkbox"/> Meadowlake Park | <input type="checkbox"/> North Springs Park Community Center |
| <input type="checkbox"/> Bluff Road Park | <input type="checkbox"/> Gadsden Park Community Center | <input type="checkbox"/> North Springs Park |
| <input type="checkbox"/> Blythewood Park | <input type="checkbox"/> Garners Ferry AAC | <input type="checkbox"/> Perrin-Thomas Park Community Center |
| <input type="checkbox"/> Caughman Road Park | <input type="checkbox"/> Hopkins Park AAC | <input type="checkbox"/> Pine Grove Community Center |
| <input type="checkbox"/> Crane Creek Gym | <input type="checkbox"/> Hopkins Park | <input type="checkbox"/> Polo Road Park |
| <input type="checkbox"/> Crossroads Community Center | <input type="checkbox"/> Killian Park | <input type="checkbox"/> Denny Terrace Gym |
| <input type="checkbox"/> St. Andrews Park | <input type="checkbox"/> Trenholm Park | |

Richland County Recreation Commission does not set-up or prep facility or fields for Independent contractors. Please indicate the amount of prep and clean up time needed in the facility or on the field as well as a description of what is prepped and cleaned up.

Prep time: _____ Description: _____

Clean Up time: _____ Description: _____