



Contract Instructor Manual

City of Mountain Home Parks & Recreation Department



Play Often, Live Better!

Come teach with us!

Become a Recreation Contract Instructor

The City of Mountain Home Parks and Recreation Department is always seeking instructors to offer recreation programs in our wonderful community.

As a recreation contract instructor, you will enter into an independent contractor agreement with the City of Mountain Home that is designed as a 75/25 split fee in 2021. As a recreation contract instructor, you will receive 75% of all course revenue and the City will retain 25% of the total monies collected from your course. The recreation contract instructor and City will determine a mutually agreed upon course fee. All registration fees are collected and deposited by the City of Mountain Home.

Please review the information within this Recreation Contract Instructor Manual to acquaint yourself with the program. The Recreation Contract Instructor Manual is your resource for information on our Recreation Contract Instructor program as well as for instructions on how to apply to become an Instructor with the City of Mountain Home Parks and Recreation Department. The Manual also includes:

Recreation Contract Instructor/Class Proposal Application
Incident/Accident Report Form

You may also pick up an Application and Course Request form at our Administration office located at 795 South 5th W., Mountain Home, ID 83647 or online at <https://www.mountain-home.us/departments/parks-rec/>.

You can request to have the information faxed, mailed, or emailed to you – please call (208) 587-2112 for information or email us at MHRec@mountain-home.us.

WHY TEACH CLASSES FOR THE PARKS & RECREATION DEPARTMENT?

The Parks and Recreation Department is dedicated to building strong families through the provisions of educational, creative, and recreational opportunities. City of Mountain Home Recreation department utilizes independent contract instructors to provide recreational services to our community. Programs may be designed for preschoolers, school age children, teens, adults, families, and mature adults.

WHAT CAN THE CITY OF MOUNTAIN HOME OFFER YOU AS AN INSTRUCTOR?

- ❖ The City can offer many venues to instructor some of our great facilities, include multi-purpose rooms, gymnasium, classrooms, meeting rooms, aquatic and athletic facilities as well as parks available for Recreation courses.
- ❖ The City of Mountain Home will include your course description in our Recreation Activities Guide that is distributed to more than 11,000 households three(3)times a year, as well as on the City website, social media pages and online registration site.
- ❖ The City uses a computer registration system. The Sportsites registration software system allows us to maintain facility booking for your course and to process registration in an efficient manner. Instructors receive attendance reports recreation staff provides instructors with contact information for all participants. We offer registration through three (3) easy customer friendly ways including: online registration, mail, or in person.
- ❖ Instructors will receive attendance and waitlist reports, prior to the first-class date.
- ❖ We Accept cash, checks, Visa and MasterCard for payments. We offer in person registration for all programs at the City of Mountain Home Parks & Recreation Department as well as online registration.

PROGRAM DATES

There are three "Activity Guides" each calendar year: Winter/Spring, Summer, and Fall.

The Activity Guide dates vary each year but are approximately:

Winter/Spring	January 1 through April 30th
Summer	May 1 through August 31st
Fall/Winter	September 1 through December 31st

Recreation Contract Instructor Information

How to become a Recreation Contract Instructor

Instructors are hired on a contractual basis. In order to become a Recreation Contract Instructor for the Parks and Recreation Department, a potential Instructor must first submit a Contract Class Proposal Form for each course proposed.

For your convenience, you can find the Contract Class Proposal Form online at <https://www.mountain-home.us> on the Parks and Recreation Page. (You can also find a copy at the end of this manual.) Please complete this form and return it to the Parks and Recreation Office at 795 South 5th W., Mountain Home, ID 83647. Contract Class Proposal Forms are accepted year round.

Once you have submitted your Proposal Form the Program Supervisor will contact you and serve as your primary point of contact for the processing of your application. The Supervisor will review your paperwork and notify you if your Proposal Form has been accepted. Once accepted, you must provide the required items listed below before being approved. Once approved you will enter into an Independent Contractor Agreement with the City of Mountain Home. Once the agreement is executed, you will be able to offer the approved courses.

How to submit a Contract Class Proposal Form

A separate Contract Class Proposal Form is required for each course you wish to teach. Contract Class Proposal Form are accepted year-round. Submitting a Contract Class Proposal Form does not guarantee that the course will automatically be approved.

There is no exclusivity to Instructors or the courses they teach.

Items Required

Before the department can enter into an Independent Contractor Agreement the following documents must be obtained from a potential Instructor:

1. Criminal Background Check (provided by Sterling Volunteers)
2. W-9 IRS Form Request for Taxpayer Identification

Criminal Background check

The Consultant acknowledges that any employees of the Consultant, and the Consultant themselves, working with any participants registered through the City of Mountain Home Parks and Recreation Department, will need to be screened and cleared by the City. The Consultant will be issued a screening invitation through Sterling Volunteers via email. The Consultant/Consultant Employees will not proceed with instruction until Criminal Background check is cleared through both Sterling Volunteer and the City of Mountain Home. There is no fee for this service.

Items Recommended

1. **Proof of Worker's Compensation and Employer's Liability** if you have employees.
2. The Department recommends all Recreation Contract Instructors provide commercial general liability insurance which shall not be less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate. The cost for this coverage is the sole responsibility of the Instructor.
3. A **Certificate of Insurance** listing the City of Mountain Home listed as an additional insured with respects to general liability and shall not be less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate is recommended.

Class Fees

All Recreation Contract Instructors set their class fees. The Program Supervisor will provide assistance on current market conditions. The Instructor and the Department will determine a mutually agreed upon course fee. The Department reserves the right to approve all class fees.

Refunds

The Parks and Recreation Department 's refund policy reads as follows:

Credits/Refunds are gladly made if requested at least (3) working days prior to the first date of class/program. In the case of special trips, excursions, adult sports leagues, and one-time events, credits/refunds will be issued only if notification is received by the noted deadline. All credit/refunds or transfers, except those resulting from a Department cancellation, are subject to a \$5 Administrative fee per class/program per participant.

If you are not satisfied with your class/program, you must contact us within 24 hours after your first class/program meeting. Credits/transfers may not be given if doing so drops class enrollment below minimum required. Credits will not be given after the second-class meeting or for services already rendered.

Classes/programs that fail to meet the minimum enrollment may be cancelled. If a class/program is cancelled due to low enrollment, your registration fee will be credited to your account unless specified otherwise. City of Mountain Home Parks & Recreation Department will make every effort to give 48 hours advance notice of low enrollment cancellations.

Instructor Payment

As a Recreation Contract Instructor, you will receive a percentage of course revenue and the department will retain a percentage as follows:

75% Instructor/ 25% City Split

All registration fees are collected and deposited by the Department. Percentages are paid to Instructors at the completion of class/program. We will not pay out on participants who were not offered services or received a refund.

It is the City's policy to provide payment after receipt of services. Therefore, advance payments are not possible. Recreation Contract Instructors will receive payment within 30 days of the Parks and Recreation Department receiving class attendance sheet and all class evaluation forms. It is the Instructor's responsibility to submit all required documents at the end of each class session to receive a timely payment.

Course Information

Registration

The Parks and Recreation Department shall be responsible for and have complete control over the registration of participants. Under no circumstances is an Instructor to accept payments, except for pre-approved supply fees.

No registrations may be taken by an Instructor. All participants must pre-register with the Department before being allowed into any class/program. It is the Instructor's responsibility to ensure all participants are registered and fully paid prior to attending class.

Course Scheduling

Instructors are responsible for submitting class schedules through the Contract Class Proposal Form. Parks and Recreation staff will attempt to accommodate Instructor's schedule requests.

The City of Mountain Home observes the following holidays. Please keep in mind that these holidays may affect your class schedules.

New Year's Day	Labor Day
Dr. Martin Luther King Jr. Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

Absences, Substitutes, Cancellations

If an Instructor is ill or unable to meet with their class, the Instructor must notify the Recreation Supervisor as soon as possible but no later than one hour prior to the start of class. It is the **Instructor's** responsibility to notify students of a course cancellation of this nature.

If an Instructor has made arrangements for a substitute the department must be notified no later than one hour prior to the start of class. All substitutes must have an **approved application** on file, must provide proof of insurance coverage, and must have paid, completed, and passed a background screen before performing services at any City of Mountain Home.

Classes without minimum enrollment will be cancelled or combined. If the activity or class is cancelled by the department, the department will issue a refund and inform the Instructor and students of the cancellation.

Course Times

Instructors are responsible for providing instruction for the specified number of hours agreed upon and advertised.

Course Enrollment

Once we have started registration for a new session, you can inquire about your enrollment at any time by calling the Program Supervisor.

Attendance Sheets

Be sure to pick up your attendance sheets/program roster before your program begins.

Taking Attendance

It is the Instructor's responsibility to take attendance at each class. This is especially important for large classes where participants may have shown up to class without paying. Please inform individuals who have not paid to go to Parks and Recreation office to register. Participants must either be on your sheet or have a Parks and Recreation issued receipt before you admit them to your class.

No Shows

If a participant does not show up for the first class, please give the participant a call to remind them of the next class (if you have multiple classes). It is the participant's responsibility to remember the classes they have signed up for, but its good customer service to call your participants (phone numbers are printed on the waivers).

Facility Usage

All Recreation Contract Instructors using Parks and Recreation facilities will be allowed to set up their rooms/ activity area 15 minutes prior to the beginning of class/program activities. The Instructor must always leave the room/ activity area in the condition in which it was found. This means cleaning up any materials (art supplies, paper, etc.) and replacing any furniture and/or equipment back in its original location after the class/program ends. Be sure to fill out the Facility Contract and pick up facility keys and instruction if you are using a Recreation facility.

Accident and Incident Reports

All accidents and incidents, no matter how minor they appear, should be reported to the Recreation Supervisor. If an accident occurs in your class, please act calmly, promptly, efficiently, and take care of the situation. Please fill out the Incident/Accident Report Form and provide to the Supervisor.

Child Abuse

All contractors are legally required to report questionable bruises or marks that are repetitious and obvious to them. Likewise, should a child indicate to a contractor that abuse, either physical or sexual, is happening to them, it is their obligation to report the discussion to the Parks and Recreation Staff.

Marketing Your Course

Social Media

The Parks & Recreation Department will promote your classes on our Facebook page and our Instagram page a few weeks before the registration deadline.

Website

The Parks and Recreation Department will promote your classes on our City website. There will be a link for registration following your classes' description.

Activity Guide

The Parks and Recreation Department publishes three Activity Guides that are distributed at each of our locations as well as on our City website. Your classes will be published in the Activity Guides that coincide with your class dates.

School Flyers

If your class runs during the Spring Break, Summer Break or Winter Break, the Parks and Recreation Department will include your class on combined flyers that go to elementary schools and middle school students in the City of Mountain Home area. You will not be able to distribute your own flyers to the schools.

Stay Connected

A lot happens throughout the year so stay connected to the Parks and Recreation Department by ensuring we have your current email address and phone numbers.

For more information on the City of Mountain Home Parks and Recreation Department, please call (208) 587-2112, or visit us at <https://www.mountain-home.us/departments/parks-rec/>



Contract Instructor/Class Proposal Form

Contract Instructor PERSONAL INFORMATION		
Name		
Street Address		
City, State, Zip Code		
Day Phone		
E-Mail <i>*Must provide</i>		
Experience/ Qualifications:		
CLASS PROPOSAL INFORMATION		
Class Title		
Class Description for Activity Guide <i>*Not to exceed 30 words</i>		
Ages:	Monthly/Ongoing Class? Yes No	Session Dates: Omit Dates:
Days of the Week:	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	
Start Time:	End Time:	Location:
Minimum # of Students:	Maximum # of Students:	
Proposed Fee to Students:		
Proposed Class Location/Building:		
ACTIVITY GUIDE INFORMATION		
Activity Guide	Program Dates included in Activity Guide	Info Needed By
Winter/Spring	January 1 st – April 30 th	November 1 st
Summer	May 1 st – August 30 th	March 1 st
Fall	September 1 st – December 31 st	July 1 st

Signature

Date



Incident/Accident Report Form

Date of Incident:		
Participant's Name		
Street Address		
City, State, Zip Code		
Phone #		
Name of Parent/Guardian (if Minor)		
Description of Incident		
Names/Address/Phone of Witnesses: 1. 2. 3.		
Type of Incident:	Behavioral Accident Epidemic Illness Other: _____	
Describe Event and details of injured person:		
Where did the incident occur? Be specific and use locations and names of witnesses.		
Was injured participating in activity at time of injury?	No	Yes (explain activity)
Was any equipment involved in the accident?	Yes (name equipment)	No
What could the injured have done to prevent injury?		
Describe Emergency procedures followed at the time of the incident:		
Form Submission Information		
Who was in charge during incident?	Name:	Position:
Form Submitted by	Name:	Position:
Form Received by Recreation Staff	Name:	Date:

Submit completed information to:

City of Mountain Home Parks & Recreation
P.O. Box 10, Mountain Home, ID 83647
Email: MHrec@mountain-home.us
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