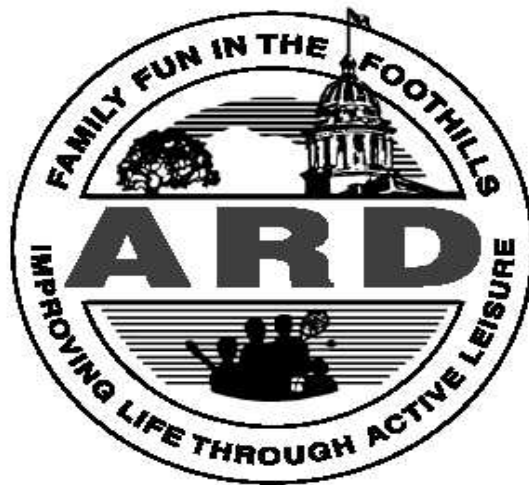


# Auburn Area Recreation and Park District

## Independent Contractor Handbook & Program Proposal

The information in this booklet is intended for interested independent contractors and current independent contractors. The booklet is a resource for information related to teaching a "fee" class for the Auburn Recreation District.



## Auburn Recreation District Mission Statement

*"The mission of the Auburn Recreation and Parks District is to provide an excellent system of parks, recreation facilities, programs and services that enrich the lives of our citizens".*

# Auburn Area Recreation and Park District Independent Contractor Proposal

## **Fall**

Information due June 1  
(Activity Guide September-December)

## **Winter/Spring**

Information due October 1  
(Activity Guide January-April)

## **Summer**

Information due February 1  
(Activity Guide May-August)

**STAFF CONTACT: Sheryl Petersen (530) 885-8461 Ext. 15**

## **Submitting a Proposal**

Thank you for your interest in becoming an Auburn Recreation District independent contractor. This booklet is designed to provide you with some basic information about being an independent contractor with the Auburn Recreation District. If you have not picked up the most recent copy of our activity guide, we strongly encourage you to do so to find out what classes we currently offer.

## **Proposal and 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 as it relates to leisure time?
2. Is the program being requested by the citizens of Auburn and is this need documented?
3. Will the program provide an adequate financial return if it is offered?
4. Is the program currently being provided by the Auburn Recreation District or other entity in Auburn, which would create an unnecessary duplication of service or compete directly with programs that the Auburn Recreation District currently operates?
5. "Hands-on" programs are more successful than straight lecture.

## **Why teach a class for the Auburn Recreation District?**

### ***Here are a few benefits to the independent contractor:***

1. The Auburn Recreation District has beautiful facilities. Canyon View Community Center, the Lakeside Room, and Recreation Park are available all year for classes and workshops. These facilities are maintained to assure the comfort of independent contractors and participants. Two gymnasiums are also available with basketball and volleyball courts. Multiple sports fields are available in six of our parks.
2. The Auburn Recreation District uses a technologically advanced computer registration system. The "Rec Trac" system allows us to maintain facility booking for your class and to process registration in an efficient manner.
3. We accept Visa and MasterCard for payments, and participants can register by mail, on-line, by fax, or in person.
4. The Auburn Recreation District mails an activity guide to more than 26,000 homes in the greater Auburn area, keeps current a website of all programs, and can provide direct links to your website.

## **How to Submit a Proposal**

The process is simple. Proposal forms are on the following pages. Please fill out this form and return it to the Recreation Services Manager. Keep the booklet for future reference.

1. Two descriptions are needed. The first one describes your program in detail. The Auburn Recreation District wants to know what goes on in your class. The second is a written description to sell your program to the public in our activity guide and/or on our website.
2. You must include the days and dates of your class and times of your class.
3. You must compute your own price. IRS rules regarding contracting for classes prohibit the Auburn Recreation District from setting your price (although you can receive some guidance from our Recreation Services Manager).
4. Classes for which the Auburn Recreation District will not accept proposals for are as follows: a) Programs that are similar to programs we currently offer (Please review the most recent copy of our activity guide available online at [www.auburnrec.com](http://www.auburnrec.com).), b) 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), c) Programs that do not meet the standard of the Auburn Recreation District's Mission and Vision Statement.

5. Submitting a Proposal does not guarantee that the class or activity will automatically be added to the Auburn Recreation District's public recreation offering. There are any number of reasons the Auburn Recreation District may decide to discontinue a class, including but not limited to: cancellations due to low enrollment, instructor no show, lack of interest, insufficient revenue, or independent contractor cancelling classes.

### **Independent Contractor's Information**

#### **Contract**

All independent contractors will sign a contract with the Auburn Recreation District. The terms of the contract will vary. This contract must be signed and in place before an independent contractor can begin classes with the Auburn Recreation District.

#### **Insurance**

As an independent contractor for the Auburn Recreation District, there are a few things you should know about liability and insurance.

1. CAPRI, the Auburn Recreation District's risk management company covers the Auburn Recreation District and not the people or businesses with whom we contract. The Auburn Recreation District's insurance will not defend or pay out on claims brought against an independent contractor of the Auburn Recreation District. CAPRI has given us guidelines for which types of classes an independent contractor should be required to provide insurance.
2. Independent contractors are not employees of the Auburn Recreation District and are not entitled to employee benefits or payments. Independent contractors are responsible for reporting their income to the IRS and for paying any applicable taxes or fees. The Auburn Recreation District may require independent contractors to carry additional liability insurance based on a case by case review. Independent contractors are responsible for providing workers' compensation insurance if they employ helpers or assistants in the course of providing their independent contractor duties.

### **Refunds, Transfers and Customer Service**

The Auburn Recreation District policy regarding refunds is stated in the activity guide. Full refunds will be issued only if the Auburn Recreation District cancels a class or activity. Full credit on account (good towards another Auburn Recreation District class, program or activity) will be given on customer cancellations received 72 hours prior to the first class. Failure to attend a class or "no shows" will not be granted a credit. This is **not** a fixed policy. Occasionally the Auburn Recreation District grants refunds or credits on account because of medical problems, work schedule changes, moving out of

the area or when customers are dissatisfied. Credits on account can be used for any Auburn Recreation District class or offering.

The Auburn Recreation District's view on customer satisfaction is that if they can articulate specific concerns and examples of how and why they are dissatisfied with a class, they will get a refund. It is better to retain a customer than to get into an argument over who is right and who is wrong. As an instructor, if one of these situations occurs during your class, refunds for students could result.

### **Fingerprinting of Independent Contractors**

California State Law enacted through Public Resource Code Section 5164 (PRC 5164) states in part: Special Districts shall not hire a person for employment or hire a volunteer to perform services at a park, playground, recreational center, or beach used for recreational purposes, in a position of having supervisory or disciplinary authority over any minor, if that person has been convicted of certain crimes. To comply with this law, the Auburn Recreation District requires all independent contractors to be fingerprinted and submit to a background check with the Department of Justice (DOJ).

When your proposal is accepted you need to take the Live Scan form issued by the Auburn Recreation District with you to be fingerprinted. Fingerprinting can be done at locations such as the Placer County Sheriff's Department, Auburn Police Department, Sierra College, and Mailboxes and More. The Live Scan form will then be submitted to the DOJ for a background check. Independent contractors may not start working in any capacity until the Auburn Recreation District receives clearance from the DOJ. This process can take anywhere from 1- 90 + days.

There is a fee associated with getting your fingerprints done. This fee varies by location. The DOJ also charges a fee. This fee is currently \$32. Both the fingerprint fee and the DOJ fee will be paid by the independent contractor. The DOJ fee will be taken out of one of the independent contractor payment checks.

### **Discounts**

Full-time employees with the Auburn Recreation District must pay 50% or the independent contractor's portion of the class, whichever is more, and part-time employees receive a 25% discount (or the independent contractor's %) on all classes and programs offered by the Auburn Recreation District. Discounts do not lower the independent contractor's compensation.

### **Non-resident Fees**

The Auburn Recreation District imposes a non-resident fee to individuals who do not reside in the District. The non-resident fee is generally an additional \$5 added to the

resident fee. Independent contractors will not receive the non-resident fee portion collected.

### **Percentages for Independent Contractors**

The Auburn Recreation District contracts with independent contractors and negotiates the percentage with the Recreation Services Manager and individual independent contractors.

### **Class Pricing**

All independent contractors set their prices. The Recreation Services Manager will provide assistance on current market conditions, if requested.

### **Classroom Set-ups**

All independent contractors using the Auburn Recreation District's facilities must do their own room set up unless arrangements have been made with the Recreation Services Manager. The independent contractor 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.

***Please note the use of glitter, bubbles, flower petals, rice or birdseed is prohibited in the Facilities!***

### **Accidents and Accident Reports**

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

1. An Accident 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 please deliver them to the Recreation Services Manager within 24 hours or the next business day. Instructors will be provided with accident forms..
3. If you have not taken a First Aid or CPR class, the Auburn Recreation District encourages you to sign up for one in the future.

### **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 Auburn Recreation District to fully comply with the provisions of the ADA, and to make reasonable accommodations to individuals with vision or hearing impairments or other disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result. Physical barriers must be removed if removal is readily achievable (i.e. easily accomplished and able to be carried out with out much difficulty or expense). If not, alternative methods of providing the services must be offered. Public accommodations may not discriminate against an individual or entity because of the known disability of an individual with whom the public entity or its representatives is known to have a relationship or association.

### **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 Auburn Recreation District 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 is illegal.

### **Holidays**

The Auburn Recreation District observes the following Holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving and the day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

(All facilities and offices will be closed on these days)

### **After Your Proposal Has Been Selected-Receiving Your Contract**

Each calendar year you will receive a new contract and a W-9 form. Please take the time to read your contract and sign the last page. Return the contract intact along with your W-9. Do not remove any pages! A fully executed and signed copy will be sent to you. A sample copy of a contract is part of this booklet.

## **Checking Your Course Enrollment**

Once we have started registration for a new session you can inquire about your enrollment by calling the Customer Service staff at 885-8461 during business hours. You must call the Customer Service Office two days prior to the first day of your class to confirm that the class will be held. In the case of insufficient enrollment the independent contractor can cancel the class at this time or opt to run the class with a lower enrollment. If the class is cancelled because of low enrollment, the Customer Service staff will call the registrants.

## **How and When to Pick Up Your Class Roster**

The day before the first class, you will receive a class roster. There are three ways to get your roster from Customer Service: 1) Pick it up at the office during business hours, 2) Request the office to email you the roster, or 3) Request the office to fax it to you. Be sure you have your attendance sheet before you go to your class!

## **Taking Attendance**

You must take attendance in your class each week. This is especially important for large classes where participants have shown up to class without paying. Please inform individuals who have not paid to go to the Customer Service Office to sign up and pay. If the office is not open at the time of your class, you may accept a check, a completed registration form from the individual, and drop it in the mailbox located on the front door of the Customer Service Office or bring it into the office yourself the next day. Participants should either be on your roster or have receipts before they are admitted to your class. It is important that all participants have signed waivers on file. It is your responsibility to make sure participants have paid. The Auburn Recreation District will not pay you for monies we do not collect. It is also your responsibility to collect the correct amount of money (class fee plus applicable out of District fees). Shortages will be the responsibility of the independent contractor.

## **No Shows**

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 participant's 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 rosters).

## **Class Reports and How to Be Paid**

When your class has finished, you will need to submit a signed and dated copy of your class roster to the Recreation Services Manager for payment. Please turn in your class



reports on the last day that your class meets. Checks are processed within 30 days. Independent contractors can assure timely payment submitting these rosters promptly.

### **Materials Fee**

If your class requires a materials fee, you are responsible for collection.

### **Program Promotion**

#### **Advertisements**

The Auburn Recreation District prints and distributes 26,000 activity guides in the greater Auburn area three times a year. Additionally, the Auburn Recreation District maintains an updated website that includes more detailed information about all of our programs. We encourage you to promote your program by placing ads in local publications and distributing flyers. An inexpensive option to help you stand out is to purchase an ad in the Auburn Recreation District's activity guide and/or hang your business banner in our gym. All advertisements for the Auburn Recreation District's programs must be approved by the Recreation Services Manager.

#### **Press Release**

Unless you are offering a free class, newspapers will not likely print your press releases

#### **Special Events**

The Auburn Recreation District offers special events each season. Check the front pages of the activities guide for the events operating that season. Instructors can do demonstrations, participate as artists, or pass out flyers to participants at events. Please refer to the activity guide for dates and contact the Recreation Services Manager to participate.

#### **Become a Speaker**

Contact a local Lions Club, Rotary Club or Soroptomist Club and volunteer your talents as a speaker on a subject related to your class. Do not forget to plug your class in the speech.

#### **Post Cards**

A less expensive method for contacting individuals is via direct mail, especially e-mail. Make sure you maintain good mailing lists.

### **On the Internet**

Do you have a website? Make sure the Auburn Recreation District is one of your links. This is a sure fire way to send potential students right to their registration form.

### **Final Note**

Yes, publicity is a lot of work. The questions you have to ask yourself are "How successful do I want to be?" In addition, "How much money do I really want to make?" independent contractors who continue with the Auburn Recreation District session after session are the people who work diligently at all these suggestions.