



Town of Apple Valley

INDEPENDENT CONTRACT INSTRUCTOR PROPOSAL



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Introduction

The information in this packet is designed as a resource for individuals looking to become independent contract instructors through the Town of Apple Valley Parks and Recreation Department.

It is our hope that all Apple Valley community members will engage and participate in improving the health and well-being of all residents of the High Desert. As an independent instructor, you are at the forefront of that mission.

There are numerous benefits to partnering with our department; here are just a few of them:

- The Recreation Department has fantastic facilities throughout town: multi-purpose rooms of all sizes; stages both indoor and outdoor; classrooms and conference rooms; a full size gym and a mini gym; as well as a year-round aquatic center. We also have access to facilities owned and operated by the Apple Valley Unified School District and the Academy for Academic Excellence, giving us an even wider range of facilities. All of these facilities can be made available for your course.
- All facilities are maintained to the highest degree by our dedicated Facilities Division to ensure maximum comfort and the best experiences possible
- All course registrations for your classes will be processed in the Recreation Office by our front office staff. You will not be responsible for taking registrations; Instructors are not to collect registration forms or any money other than previously discussed materials fees.
- Advertisement! We will include your class in our “Better Way to Play” activity guide, as well as create flyers, posters, and various other promotional materials throughout the year. Our biggest form of advertisement is the activity guide; we publish the guide three times per year: Jan - May, June - August, September - December. The guide is sent to every residence in Town, roughly 30,000 addresses.

Required Instructor Documentation

Fingerprinting: Once a contract class proposal has been approved, the instructor must pass a background check via a Livescan at the Apple Valley Police Department. Appointments for these will be set up by the Recreation Coordinator in charge of the Instructor Class program.

CPR, AED, and First Aid Certification: All Contract Instructors must be certified in CPR, AED, and First Aid. These certifications must be through either the American Red Cross, or the American Heart Association. Copies of these certifications are not needed at the time of class proposal submittal, but they must be submitted after class approval and prior to the start of the class.

Tuberculosis (T.B.) Testing Results: The Town of Apple Valley requires that all independent contract instructors working with minors provide proof of current T.B. testing results. Results do not need to be turned in with class proposal, but must be submitted after class approval and prior to the start of the class.

Business License: All instructors must complete a business license application. Contract instructors own independent businesses that partner with the Town, and therefore do not fall under the Town's control. As a part of this partnership, the business license fee is covered by the Recreation Department. Be sure to include a copy of your Drivers License or State issued ID. This application can be found at the back of this packet.

W-9 Form: Every instructor must complete a W-9 form with their contract proposal. If the contract is accepted and the instructor is paid \$600.00 or more during the calendar year they will receive a 1099-M to use in preparing their taxes for that year. The 1099-M will be postmarked by the date required by IRS guidelines which is typically January 31st. Any instructor that was paid less than \$600.00 during that calendar year will not receive a 1099-M for the year but is still obligated by tax law to report their earnings to the IRS and the state and to pay any tax obligation created by the earnings.

Insurance: It is important to understand that this proposal is for a contract with the Town as an independent instructor of a class or program; this should not be confused with being an employee of the Town. It does not in any way provide insurance coverage or employee benefits. Therefore if a liability claim occurs against the instructor and/or the Town, the instructor will be responsible for their representation, and potentially for paying a claim or settlement.

If the course is classified as "high-risk", The Town of Apple Valley may require liability insurance in the amount of \$1,000,000.00 with an endorsement naming the Town of Apple Valley as additional insured.

Contract for Instructor Services: The final required document is the contract itself. If the proposed class has been approved, your fingerprints have cleared, we have received your T.B. test results, copies of your CPR/AED and First Aid certifications, and the completed business license and W-9 forms, the Recreation Coordinator will assemble your contract.

Class Fees

Class Fees: All contract instructors set their own fees. The Recreation Coordinator will assist with developing the best fee based on the local market and past experiences. The fee must ultimately be approved by the Recreation Coordinator.

Administration Fee: Once the class fee has been agreed upon, the Town will add an additional \$2.00 administration fee to help cover the direct costs associated with your class.

Materials Fees: Some classes have materials fees that the instructor chooses to collect on the first day of class. If you would like to collect such a fee it must be listed on your Contract Class Proposal form, along with a description for which it will be used. Under no circumstances shall you collect any fees not listed on your proposal.

Pro-ration of class fees: All class fees are based on a specific number of days or weeks. If in any event a class session is missed or scheduled to be off, a pro-rated fee will be charged if the number of class sessions fall below the minimum threshold. For example: A 4-week class meeting on Mondays, with a scheduled off day for Veterans Day, would be prorated based on having 3 of 4 class sessions (assuming November only had 4 Mondays that year). If there happened to be 5 Mondays in November that year, then no pro-rations would be given as the class would still be held the minimum of 4 times.

Class registration: All class registrations will be processed in the Recreation Office by our front office staff. Instructors will not be responsible for taking registrations; Instructors are not to collect registration forms or any money other than previously discussed materials fees. All class registrations include a release of liability signed by the registrant (if over 18) or their parent or guardian.

Compensation: As compensation, instructors will receive 60% of all registration revenues associated with the class; the 60% is calculated *after* the administration fee of \$2.00 has been deducted. Payments will be received no later than the 15th day of each month for ongoing classes, or within 15 days from the date of completion for periodic classes.

Some classes carry additional costs to the Town, these classes may be required to pay an additional admin or staffing fee; instructors of these classes will be notified of this at time of class proposal submittal.

Likewise, some classes carry significantly less costs to the Town; Instructors of these classes may be compensated with a higher percentage of the revenue, however the administration fee will still be charged.

Parks and Recreation Refund Policy: Refunds, Withdrawals, and Transfers will be handled based on the below policy:

- A. Full refunds or credits will be granted for courses cancelled by the Town or Instructor.
- B. If approved, participant requested withdrawals will be assessed a \$2.00 processing fee; refunds will be assessed an *additional* \$2.00 processing fee for a total of \$4.00.

- C. Refund/withdrawal requests must be received prior to the second class meeting; a pro-ration of the class fee will be charged for classes that have already begun. No requests will be granted after the second class date.
 - D. In the event of a one day class or special event: refund/withdrawal requests must be received five business days prior to class or event. No requests will be granted the day of, or after the class or event has been held.
 - E. In the event of a Town sponsored excursion: refund/withdrawal requests must be received ten days prior to registration deadline. Requests will only be granted if the Town is able to fill the spot.
 - F. For General Swim Lessons: refund/withdrawal requests must be received ten days prior to class start date. Requests will only be granted if the Town is able to fill the spot.
 - G. If a participant fails to attend a class, the participant is not entitled to a refund.
- Please allow 4 weeks for refund processing. Credit Card transactions will be refunded to original card used for payment; Cash, Check, and Debit transactions will be refunded by check. No refunds will be given in cash.**

Class Scheduling:

The Recreation Department sends out the “Better Way to Play” Activity Guide three times per year. The guides are dated January - May, June - August, and September - December. In order for inclusion in the Activity Guide, current and new instructors must have proposals turned in by the deadlines listed below:

- January - May: October 1st
- June - August: March 1st
- September - December: June 1st

Proposals turned in after the deadline may be excluded from the Activity Guide, **do not assume that your class will be included without a proposal.**

The Recreation Coordinator will attempt to accommodate approved instructors’ desired class dates and times. Please note that priority will be given to existing classes that regularly meet their minimum participation requirements. However, existing classes may be moved or cancelled if, in the opinion of the Recreation Coordinator, a proposed class has a chance of better serving more residents.

The Town is closed on the holidays listed below. Classes will not be held on these dates unless specified on your class proposal form. There will be no classes scheduled from Christmas Eve through New Years Day.

Martin Luther King Jr. Day
President’s Day

Columbus Day
Veterans Day

Memorial Day
Independence Day
Labor Day

Thanksgiving
Day after Thanksgiving
Christmas Eve through New Year's Day

Instructor Vacations: In order to minimize the impact on our customers, instructors are encouraged to plan vacation time with enough notice to be included in the Activity Guide.

Class Cancellations: Classes not meeting minimum enrollment will be cancelled or combined. If the class is cancelled by the Town, the Recreation Office will contact all participants regarding the cancellation, and any refunds, make-ups, or transfers. The Recreation Coordinator will notify the Instructor of the cancellation.

Instructors should make every effort possible to attend all scheduled class dates. However, if for any reason the Instructor needs to cancel class, the Instructor must notify the Recreation Coordinator as soon as possible; once the Recreation Coordinator has been notified, the instructor can begin notifying participants if desired. The Recreation Office will always contact all participants regarding the cancellation, and any refunds, make-ups, or transfers.

Under no circumstances shall the Instructor cancel the class without first informing the Recreation Coordinator.

Submitting a Proposal:

The first step in submitting an Instructor Class Proposal is to thoroughly review this packet. Once you have familiarized yourself with the contents, you will need to fill out the Contract Class Proposal form, located at the back of this packet. Do not leave any line blank, if it does not apply to you, write "N/A".

While the entire form needs to be completed, the following are of particular importance:

- 1. The Name of your proposed course:** This can be anything you would like, within reason. The course name is the first thing participants will learn about your course, so it should clearly identify the course subject and be creative enough to catch their attention.
- 2. Detailed description of course:** This is your opportunity to tell us all about the course you are proposing. This description will not be listed in the Activity Guide (that comes next). Be clear and provide as many details as possible to assist the Recreation Coordinator with deciding whether or not to approve your course. This description will also help with promotion and answering in depth questions about your course.
- 3. Course Description to be included in the "Better Way to Play" Activity Guide:** Here you will need to describe your course in up to eight sentences. The description listed here

will be the one used in the Activity Guide, so be as clear as possible while providing an exciting description!

- 4. Class Schedule:** This section will tell us about the formatting of your class schedule. Be especially sure to list the specific dates your class will be held.

Once the entire form has been completed turn it in to the Recreation Office, along with the completed business license application and W-9 form, for review by the Recreation Coordinator. Instructors will receive notification within 10 business days informing them of the approval or denial. If approved, the notification will request the Instructor set up a meeting with the Recreation Coordinator to further discuss the class along with a potential contract.

The Recreation Department may change the policies and procedures contained in this packet without notice. If you have any questions regarding this packet, the Contract Class Proposal form, or the Instructor Class Program, please contact:

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