

WELCOME

The Montpelier Recreation Department offers a variety of classes, workshops, and activities. We would like to thank you for your interest in contributing your knowledge and expertise to enrich the lives of others in our community. Your participation and involvement will compliment the diversity of our programs and contribute to the overall success of the programs.

The information in this manual is intended for current Contracted Instructors and those who are interested in becoming Contracted Instructors. The manual is a resource of information related to teaching a “fee” course for Montpelier Recreation Department.

Why Teach a Course for the Montpelier Recreation Department?

The Montpelier Recreation Department is committed to improving the quality of lives by providing recreation and leisure experiences in our community.

What can the Recreation Department offer you as an instructor? Here are just a few features that our department can offer you.

The Recreation Department has great choices of facilities. We have classroom facilities, gyms, auditoriums, and outdoor parks available for courses. The Recreation Department reserves the facilities and space for the instructors.

The Recreation Department will place your course description in our Recreation Brochure which is distributed to more than 6,000 households in Montpelier and surrounding areas three (3) times a year. We also advertise on our website, online newsletters, and fliers.

The Recreation Department uses a technologically advanced computer registration system. Our office staff handles all registrations for the classes through online registrations, mail or in person in a customer friendly environment. The system allows us to maintain and update all class rosters for instructors.

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SESSION DATES

Winter/Spring
November - March

Summer/Spring
March - September

Fall/Winter
September - November

HOW TO BECOME A CONTRACT INSTRUCTOR

Instructors are hired on a contractual basis. In order to become a Contracted instructor for the Montpelier Recreation Department, a potential instructor must first do the following:

- Submit an instructor Application
- Submit a Course Request Form: IF your course is accepted, the Course Request Form will be used to book your room/space, providing you with an activity number and place for your course information into the Recreation Department Brochure.

Once you have submitted your Instructor Application and Course Request Form, a representative from the Montpelier Recreation Department will contact you and serve as your primary point of contact for the process of your course proposal. This person will review your instructor application and notify you if the Department would like to proceed with the course. If the Department decides to proceed with the course, the potential instructor will sign a "Recreation Services Contract" to become a "Contracted Instructor".

Before the Montpelier Recreation Department can enter into the Recreation Services Contract the following documents must be obtained from a potential instructor:

- A copy of photo identification (Vermont Driver's License or I.D. Card)
- Background checks forms. These forms are obtained from the Montpelier Recreation Department. Background checks are completed at no cost to the potential instructor.
- Insurance: If insurance is required for your course the Recreation Department requires all certificates of insurance to be submitted on your insurance's company's letterhead.

The Montpelier Recreation Department holds their own liability insurance and Workers' Compensation insurance. This insurance covers the Recreation Department full time staff and program participants. The insurance will not defend or pay out on claims brought against a Contracted Instructor.

It is important to understand that your contract with the Recreation Department is as a Contracted Instructor of a class or activity. It does not in any way provide insurance or worker compensation insurance for you as a Contracted Instructor. Therefore, if any liability claim were brought against you and the Department, you would be responsible for defending yourself, and potentially paying a claim brought against you. This stands the same with Workers' Compensation, if you were injured as a result of instructing a class for the Recreation Department.

To protect yourself, obtain liability and workers' Compensation Insurance. Contact the Montpelier Recreation Department (802)-225-8699 for information on purchasing insurance. The Department has guidelines for those types of classes for which an instructor should be required to provide insurance. A

judgment is made based on the potential for exposure (a claim), based on a common-sense approach. The Department will work with you to let you know if you are required to carry insurance. Any Contractor not actually required to carry insurance should still evaluate his or her own circumstance before deciding whether or not to carry liability and / or Workers' Compensation Insurance.

COURSE FEES

The Contracted Instructor and the Montpelier Program Coordinator will determine a mutually agreed upon course fee. The Program Coordinator will provide assistance on current market conditions.

All registration fees are collected and deposited by the Montpelier Recreation Department. Your Recreation Services Contract will provide all course fee information and Instructor Payment rates. Required equipment fees can be paid directly to the instructor at the first course or included in the registration fee.

INSTRUCTOR PAYMENT

The Montpelier Recreation Department, provides payment after receipt of services, therefore, advance payments are not possible. Approximately, one to two weeks before the conclusion of the last class taught, the payment process will begin. The instructor will receive a check for class(es) taught from the Montpelier School District approximately 14 days after services have been rendered. Payment will be based on the numbers of students enrolled at the time the payment process started.

The Montpelier Recreation Department will not withhold money for social security, Vermont State income tax or federal income tax. Annual payments to the "Contracted Instructor" from the School District in excess of \$600 will be reported to the Internal Revenue Services. It is the contractor's responsibility to satisfy any taxes due by the contractor in an appropriate manner.

REGISTRATION

Participants must pre-register for all courses. Registrations are processed on a first-come, first serve basis by the Montpelier Recreation Department.

There are (3) three quick and easy ways to register for courses:

1. On-line Registration: Participants may go to www.montpelierrec.org to register online.
2. Mail: Participants may mail completed registration forms and payments to:
Montpelier Recreation Department
55 Barre Street
Montpelier, VT 05602
3. In Person: Participants may register in person at the following location:
Montpelier Recreation Department
55 Barre Street
Montpelier, VT 05602
Monday - Thursday 8:00 am - 4:30 pm
Friday 8:00 am - 4:00 pm

ABSENCES, SUBSTITUTES, REFUNDS & COURSE CANCELLATIONS

- A. Absences: If an instructor is ill or unable to meet with their class, the instructor must notify the Recreation Department as soon as possible. It is the Recreation Department's responsibility to contact participants via phone calls. Instructors may choose to call participants if they wish.

- B. Substitutes: If an instructor has made arrangements for a substitute, the Department must be notified. The Program Coordinator must approve all substitutes. Substitutes, who are not Contacted instructors with the Montpelier Recreation Department, must submit an Instructor Application, background checks, and enter into a Recreation Service Contract before instructing.
- C. Refund/withdrawals: Students who withdraw from a course before it ends will be given a pro-rate refund. Refunds will be based on the day the student notifies the Recreation Department and their desire to withdrawal. Instructors will be compensated based on their contract structure.
- D. Class Cancellations: The Montpelier Recreation Department reserves the right to cancel, combine or divide courses; to change the time, date or place of the courses; and to make other changes, which become necessary to ensure the quality experience for the participants. If the Department cancels your course, the Department will notify the students and issue any necessary refunds.

COURSE SCHEDULING

First time Instructors are responsible for submitting course schedules through the Course Request Form.

The Recreation Department observes the following Holidays; please keep them in mind when programming your courses as they may affect your schedule:

New Year's Eve	Veteran's Day	New Year's Day
Memorial Day	Thanksgiving Day	Day after Thanksgiving
Martin Luther King Day	Independence Day	Christmas Eve
Presidents' Day	Labor Day	Christmas Day

School Vacations and in-service days - For a copy of the schools schedule please inquire at the front office of the Recreation Department.

Any time the Montpelier School District cancels school, due to weather, all Montpelier Recreation Department programs and events are canceled. If school is canceled or let out early the Recreation Department will contact you, in advance to your class.

HOW TO SUBMIT A COURSE REQUEST FORM

All first time instructors must submit course Request Forms. Once the program is over the Program Coordinator reviews courses and discuss the possibility of repeating the course in the future. Submitting a Course Request Form does not guarantee that the course will automatically be added to the Recreation Department. There is no exclusivity to instructors of the course they teach.

A separate Course Request Form is required for each course you wish to teach. Course Request Forms are accepted year round. The following information is required on all Course Request Forms:

- Course Title: Course titles should be creative and non-descriptive. You want the reader to become curious about the course and continue reading.
- Course Description: Discuss what the course is about. Include topic of discussion and what the participant will learn. Descriptions should be informative, but not give away all the information covered in the course. Most important, the description should be short concise and to the point. Your written description will be used to sell your program to the public in our Recreation Department Brochure, fliers and website.
- Dates/Times: You must include the date and time of your proposed course (be specific). This information will be used to check facility availability

Courses for which the Department will not accept proposals for are as follows:

- Programs that are similar to programs we currently offer (please review our website and brochure) www.montpelierrec.org
- § Programs we have offered in the past that have been cancelled (unless you can show that you have the necessary number of participants who are interested).

COURSE TIMES

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

FACILITY USAGE

All Contracted Instructors using the City of Montpelier's Facilities are allowed to set-up their classrooms prior to the start of their course. Instructors must indicate the time they will need to set up the classroom. The room must always be left in the condition in which it was found. This means instructors must clean up all materials after the course ends.

CHECKING YOUR COURSE ENROLLMENT

You can inquire about your enrollment during working hours. The Recreation Department can be reached at (802) 225-8699.

Monday - Thursday 8:00 am - 4:30 pm

Friday 8:00 am - 4:40 pm

PROMOTING YOUR COURSE

All advertisement materials to promote your course must be approved by the Montpelier Recreation Department. All advertisements must include "Sponsored by the Montpelier Recreation Department" and our contact number for registration (802) 225-8699.

- Promotion by the Recreation Department: The Recreation Department will place your description in our Recreation Brochure. Additionally, your course will also be listed on our department On-Line Registration web page. We also send flyers home with school age children to promote programs.
- Advertisements: There are several excellent weekly papers, which offer low cost advertising for local businesses.
- Special Events: The Recreation Department offers many special events. With prior approval instructors are welcome to provide demonstrations, participate as artist, or handout flyers at Department events. Contact the Program Coordinator to arrange your attendance at an event.
- On the Internet: Develop your own Website. Contact your local Internet provider for information on how to create a site.

ACCIDENT/INCIDENT REPORTS

All accidents and incidents must be reported, no matter how minor they may appear.

Please follow the procedures listed below:

- Act calmly, promptly and effectively
- Prepare an incident report immediately while the patron is still under your care. All accidents on the grounds shall be reported, whether or not witnessed by the Contracted Instructor.
- Forward the completed Report to the Program Coordinator within 24 hours.

Incident Reports will be provided to instructors with their course packet.

EMERGENCIES

- Fire Alarm
- Clear the area in an orderly manner, use course roster to account for participants;
- DO NOT re-enter the building until appropriate personnel; give you permission to do so;
- In case of evacuation where participant are unable to return to the building, make sure participant under 18 years are kept in a safe area until a guardian can pick the minor up.

Medical Emergency

- Locate a phone and call 911
- Certified individuals should administer immediate first aide.

AMERICAN WITH DISABILITIES ACT (ADA)

The ADA is federal legislation, which give 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 Montpelier Recreation Department to fully comply with the provision of the ADA and 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. If not, alternative methods of providing the services must be offered. Public accommodation may not discriminate against an individual or entity because of the known disability or an individual with whom the public entity or its representatives is known to have a relationship or association.

HARRASSMENT 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 Montpelier Recreation Department 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 or race, color, religion, sex, age national origin, ancestry, citizenship, disability, veteran status, medical condition, martial status and sexual orientation is illegal.

Montpelier Recreation Department

55 Barre Street, Montpelier, VT

802-225-8699

APPLICANT INSTRUCTOR INFORMATION

First Name Middle Last Name DOB

Street Address Apt./Unit

City State ZIP

Phone Email

Purpose Class

Have you taught this class before?

Location Dates

May we contact them as a reference?

EDUCATION BACKGROUND

High School Address

From To Did you graduate?

College Address

From To Did you graduate?

Other Address

From To Did you graduate?

PROFESSIONAL REFERENCES - *Please list two*

Full Name Relationship

Company Phone

Address

PROFESSIONAL REFERENCES - *Continued*

Full Name Relationship

Company Phone

Address

RELATED EMPLOYMENT

Company Phone

Address

Job Title

Responsibilities

From To Reason for leaving

May we contact your previous supervisor for a reference?

Company Phone

Address

Job Title

Responsibilities

From To Reason for leaving

May we contact your previous supervisor for a reference?

Convictions: Conviction of a crime is not necessarily a barrier to provide contracted services for the Montpelier Recreation Department. Each case is considered separately based on the services provided and the severity of the conviction. All Contracted Instructors must undergo a background check.

Have you ever been convicted by a court of a misdemeanor?

Have you ever been convicted of a felony?

If "yes" to "1" or "2" state WHAT conviction, WHEN, WHERE and DISPOSITION of CASE:

Contracted Instructors are contracted with the Recreation Department to provide instruction for specialty recreation activities, and are therefore non-employees of the Montpelier Recreation Department. Contracted Instructors shall be dismissed at any time if the Department finds their instruction to be inadequate or their behavior, attitude, or appearance to be unacceptable. Please attach any additional information about yourself that would further explain your desire to be Contracted Instructor. I certify that all statements in this application are true and complete. I agree and understand that any incorrect statements or omission of material facts herein will cause forfeiture on my part of all rights to contract with the Montpelier Recreation Department. I authorize the Montpelier Recreation Department to investigate any of the information provided by me. I also authorize the previous employers, person and reference named or any other person named to give any and all information regarding employment, scholastic records, together with all other job related information that may or may not be on record.

I release all individuals who provided information to the Department from all liability regarding the use of such information.

Signature Field

Date

Montpelier Recreation Department

55 Barre Street, Montpelier, VT

802-225-8699

COURSE INFORMATION

Course Title Winter/Spring November-March Spring/Summer March - September Fall/Winter September -November

Participant Age Instructor Payment Material Fee

Course Length

Day(s) of the week Monday Tuesday Wednesday Thursday Friday Saturday Sunday

How many days per session

Course Dates

Start Time End Time

Location Requirements

Are there any dates your course will not be held?
If yes, when?

Detailed Course Description:
(This information will be used on all marketing material. Please included any information your participants must have knowledge of). Attachments are acceptable.

DISCLAIMER AND SIGNATURE

Returning instructors will not be able to automatically continue offering the activity or program without discussing arrangements with the Program Coordinator. Request Forms do not guarantee that the course or activity will automatically be added to the Montpelier Recreation Department's programs. There is no exclusivity to instructors or the courses they teach.

Participants must pre-register for all courses. Registrations are processed on a first-come, first serve basis by the Montpelier Recreation Department. The Department's policy provides for payment after receipt of service; therefore, advance payments are not possible. Approximately, two weeks before the conclusion of the last course taught, the payment process will begin. The instructor will receive a check for course(s) taught from the Montpelier School District approximately 14 days after services have been rendered. Payments will be based on the payment discussed with the program coordinator and outline in instructor agreement.

Signature Field

Date