

## **Avon Recreation and Parks Independent Contractor Agreement**

The Avon Recreation and Parks Department is committed to providing opportunities to participate in recreational programs and have access to parks so that people of all ages and abilities can stay active and enjoy the benefits of a healthier life. As an Independent Contractor for Avon Recreation and Parks, it is important to understand our mission and policies to ensure a successful partnership. Please read the following agreement and share any applicable information with your staff. Thank you.

### **Program Confirmation**

Once a proposal is received and agreed upon, Independent Contractors will receive a “program confirmation email” outlining program details (i.e., dates, times, pay rate, etc.). Please be sure that the details are correct at this stage.

### **Contract**

Once registration is complete, the Independent Contractor will receive a contract for their services, confirming the final sum of pay and program details, which will need to be signed and returned to the Recreation and Parks Department within 5 business days.

### **Payment**

Independent Contractors need to submit an invoice to the Recreation and Parks Department at the completion of the program. The invoice should reflect the contract signed. Please allow up to two weeks for processing through the Town’s Finance Department. The money will be directly deposited into your account, or a check will be mailed.

### **Background Checks**

Anyone above the age of 16 working or volunteering at a program needs to be background checked. If you do not background check your staff, Avon Recreation and Parks Department can perform background checks for \$20.00 per person.

### **Insurance**

All Independent Contractors are required to have insurance. Independent Contractors will need to submit a certificate of insurance with “The Town of Avon and Avon Board of Education” listed as additional insured.

### **Class Minimums and Maximums**

If a class does not meet the minimum number of students one week before the start date of the class, Independent Contractors can choose to cancel the class or run the class under the minimum for pro-rated compensation.

### **Emailing Participants**

Independent Contractors are encouraged to send out a welcome email before the start of the program with reminders of class details, what to bring, and what to expect. Please be sure to “cc” [sroccapriore@avonct.gov](mailto:sroccapriore@avonct.gov), [shenry@avonct.gov](mailto:shenry@avonct.gov), and [usrivel@avonct.gov](mailto:usrivel@avonct.gov) on general/cancelation emails so that we can keep information consistent if we receive questions in the office. *When sending class emails, it is important that participants’ emails are kept private by placing emails in the blind CC (“BCC”).*

### **Class Cancellations**

If a class needs to be canceled, please contact the Recreation and Parks Department as soon as possible. If a class needs to be canceled last minute, the Independent Contractor is responsible for notifying participants by email. Please contact the Recreation and Parks Department to schedule make-up dates for any missed classes.

**Rosters/Attendance**

All Independent Contractors will have an account at [www.avonrec.com](http://www.avonrec.com) and will be able to view and download class rosters 24/7. Independent Contractors should consult their accounts for any last-minute registrations and educate themselves on any class participant allergies or medical conditions. *Instructors must always have a printed roster with emergency contacts and attendance sheets with them at programs. Only students on the roster may be admitted into class.* If someone arrives that is not on the roster, they cannot stay or participate in the class until they are registered.

**Class Supervision**

Program participants must be supervised at all times. Please make sure the program location is free of hazardous conditions and that participants are exhibiting appropriate behaviors (i.e., language, bullying, etc.). Instructors must wait with the students until they leave class with a parent/guardian. Children are only allowed to leave with a parent/guardian or with a note from a guardian authorizing another adult for pick up.

**Reporting of Incidents/Accidents**

If an incident (i.e., bullying, fight, etc.) or accident (i.e., injury, illness, etc.) occurs during a program, the parents of the participants must be notified immediately. All incidents and accidents must be documented on an Incident/Accident Report and submitted to the Recreation and Parks Department within 24 hours.

**Professionalism**

Though not an employee of the town, Independent Contractors are a visual representation of the Avon Recreation and Parks Department and the Town of Avon. As a result, Independent Contractors must maintain a professional image with class participants and the public. Professional behaviors include an enthusiastic personality, politeness, punctuality, and being prepared for classes.

**Supplies/Equipment**

As an Independent Contractor, it is expected that you provide your own supplies and equipment for programs. Any special supplies or equipment needed from the Recreation and Parks Department should be requested on the proposal form and confirmed in the program confirmation email. Otherwise, the use of department materials is not guaranteed.

**ADA Compliance/Inclusion**

The Recreation and Parks Department welcomes people of all abilities in our programs. When requested by participants or parents, the Recreation and Parks Department will provide reasonable accommodations needed to participate in a program. Independent Contractors will be notified if there is a participant requiring accommodations in their program and a plan will be made that works for both the Independent Contractor and the participant. Unless notified by the parents, the recreation and parks department cannot guarantee the knowledge of different abilities in programs. Independent Contractors should be prepared to support common behaviors and different cognitive levels and design programs with inclusion in mind. All participants must be treated equally and fairly.

**Program Promotion/Solicitation**

Solicitation of programs offered outside of Avon Recreation and Parks is prohibited during our programs and at our facilities. Independent Contractors may not use program email lists to send out advertisements.