

Independent Contractor Agreement

1. Contract

The independent contractor will receive a contract for their services, a W-9 form (for new contractors), a direct deposit form, and an incident and accident form before the start of the program. The contract will need to be signed and returned to the Recreation and Parks Department within 5 business days, along with the W-9 Form and the direct deposit form.

2. Independent Contractor Schedules

Independent contractor schedules are based on program needs and are arranged with the Recreation and Parks Department before the start of a session. Once a schedule is agreed upon, the independent contractor assumes responsibility for running the class. Schedules are arranged on a session-to-session basis.

3. 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, being informed, and being skilled in the area of instruction. All independent contractors should use appropriate language and instruct a quality course throughout the class duration.

4. Class Supervision

It is the independent contractor's responsibility to maintain a safe and fun environment. Program participants must be supervised at all times. This includes making sure the program location is free of hazardous conditions and making sure students are exhibiting appropriate behaviors (i.e. language, no bullying, etc.). Independent contractors should wait with the students until they leave class with a parent/guardian. Children are only allowed to leave with a guardian or with a note from a guardian authorizing another adult for pick up.

5. Independent Contractor's Attendance

Independent contractors are required to attend all classes as scheduled. In the event of an extenuating circumstance (medical issue, family emergency) you will be required to contact the Recreation and Parks Department immediately to determine possible solutions. If you are late (or running late) to a class you must contact the Recreation and Parks Department immediately. You must also contact your class participants. Repeated tardiness will not be tolerated.

6. Reporting of Incidents

In the event that an incident occurs (i.e. bullying, argument, hitting, etc.) during a program, the Recreation and Parks Department needs to be contacted as soon as possible. All incidents must be documented on an Incident Report and submitted to the Recreation and Parks Department promptly.

7. Program Promotion

The promotion of programs is the responsibility of both the Recreation and Parks Department and the independent contractors. Each independent contractor should encourage participants to sign up for the next session and recommend similar programs they may be interested in trying out. Refer them to our website, seasonal brochures, flyers, and the Town of Avon Facebook Page. Be enthusiastic and informative!

8. Class Minimums and Maximums

If a class does not meet the minimum number of students required one week before the start date of the class, the Recreation and Parks Department has the right to cancel the class or offer the independent contractor the ability to receive pro-rated compensation.

9. Class Cancellation Reminders

In the event of unexpected class cancellations, the independent contractor will e-mail participants unless otherwise arranged. Each independent contractor should stay informed of their class schedules and inform all students of upcoming no-class dates or changes in class location.

10. Organization of Supplies/Class Materials

It is the independent contractor's responsibility to prepare and arrange materials for classes before the start of a program. The independent contractor is required to request necessary equipment from the Recreation and Parks Department with at least 2 weeks' notice to the start of a program. Money will not be collected by independent contractors.

11. ADA Compliance

The Recreation and Parks Department supports all participants according to the ADA guidelines. The Recreation and Parks Department will provide requested reasonable accommodations made by program participants. 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 participant.

12. Payment

Independent contractors are required to submit an invoice to the Recreation and Parks Department at the completion of a session or program. The invoice should reflect the program agreement made between the independent contractor and the Recreation and Parks Department. The invoice will then be approved by the Director of Recreation and Parks. 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. As an independent contractor, it is your responsibility to pay your staff. The Town of Avon will not pay any expenses incurred by your program. (i.e. staff, shirts, etc.).

13. Rosters/Attendance

All independent contractors are required to have an account at www.Avonrec.com. Once an account has been created the Recreation staff will link your classes to that account. Independent contractors will then be able to view class rosters 24/7 by logging into www.Avonrec.com. Independent contractors are required to have expanded rosters/attendance sheets with them at all times. Independent contractors should consult their account for any last-minute registrations and educate themselves on any class participant allergies or medical conditions. Only students on the roster may be admitted into class. Please make sure only registered participants are present. If there is a participant at the class that is not on the roster they cannot stay or participate in the class until they are registered.

14. Emailing Participants

Please make sure when emailing participants that you put the email addresses in the BCC box so that participants cannot see other participants' email addresses. All emails sent to participants must also be CC'd to the Recreation and Parks Department.

15. Accidents/First Aid

In the event of a serious injury please call 9-1-1, the emergency contact of the individual injured, and contact the Recreation and Parks Department when it is safe to do so. You will also be required to complete an Accident Report within 24 hours of the accident and provide a copy to the Recreation and Parks Department.

16. Insurance

The Recreation and Parks Department reserves the right to require insurance depending on the nature of the activity. If you have purchased an insurance policy please provide a copy of the Certificate of Insurance naming the Town of Avon and the Avon Board of Education as the additional insured to the Recreation and Parks Department.