

RARA Recreation



Contract Instructor Handbook & Class Proposal Form

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Rochester Avon Recreation Authority

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Contract Instructor Handbook & Class Proposal Form

Rochester Avon Recreation Authority (RARA)

Thank you for your interest in becoming an independent Contract Instructor with RARA. We are excited about the possibility of working together to serve our community.

WHY TEACH A COURSE FOR RARA?

RARA is dedicated to building strong families through the provision of educational, creative, and recreational opportunities. RARA utilizes independent Contract Instructors to provide recreational services to our community. Programs may be designed for preschoolers, school age children, teens, adults, families and mature adults.

What can RARA offer you as an Instructor? Here are just a few features that our Department can offer you:

- RARA has great facilities. Classroom facilities, auditoriums, gymnasiums and parks are available for Contract Instructor courses. These facilities are maintained to assure the comfort of instructors and participants.
- RARA will place your course description in our Recreation Magazine that is distributed to more than 55,000 households three (3) times a year.
- RARA uses a technologically advanced computer registration system. The “Recpro” system allows us to maintain facility booking for your course and to process registrations in an efficient manner. Instructors receive attendance reports and RARA staff provides instructors with contact information for all participants. We accept cash, checks, and all credit cards for payments. We offer registration through three (4) easy customer friendly ways including: online registration, mail, phone, or in person.



HOW TO GET STARTED

Instructors are hired on a contractual basis. In order to become a Contract Instructor for RARA a potential instructor must first do the following:

- Submit an Instructor Application.
- Submit a Contract Instructor Proposal: If your course is accepted, the Instructor Proposal Form will be used to book your room/space, provide you with an activity number, and place your course information into the Recreation Magazine.

Once you have submitted your Instructor Application and Instructor Proposal Form, a representative from RARA will contact you and serve as your primary point of contact for the processing of your proposal. This person will review your instructor application and notify you if RARA would like to proceed with the course. RARA decides to proceed with the course, the potential instructor will sign a RARA Contract to become a Contract Instructor.

Before RARA can enter into the Contract for Instructional Services, the following documents must be obtained from a potential instructor:

- **W9**
Applications are available at the RARA administrative office 500 E. 2nd Street, Rochester MI 48307.
- **Background Check**
RARA requires that all Contract Instructors, Instructor Assistants, and Subcontractors complete a background screening before entering the program. Contract Instructors must schedule an appointment with their Recreation Representative point of contact to complete their background screening. Be prepared to bring an I.D. card or Driver's License to the screening.
- **Reporting Income**
RARA does not withhold state or federal income tax, but will report the Contract Instructor's income via Form 1099. Instructors will receive a W-9 form to be completed.

- **Insurance**

RARA is a part of a self-insured insurance pool known as the Michigan Municipal League that will not defend or pay out any claims brought against an Independent Contractor. RARA requires that all Contract Instructors obtain general liability insurance of \$1 million dollars to protect themselves from any claims. Before teaching, Contract Instructors must provide a copy of their insurance certificate. RARA must be listed as the certificate holder and additionally insured with respects to General Liability. Insurance can also be purchased through RARA. Please work with your Recreation Representative for more information.

- **Worker's Compensation and Employer's Liability**

If you have employees you are required to provide proof of Workers' Compensation and Employers' Liability with limits of \$1,000,000 per accident as required and set forth by the Michigan Labor Code. If, you are an instructor without employees, you will sign a letter stating you are the sole proprietor.

GENERAL INFORMATION

Registration

Participants must pre-register for all courses. Registrations are processed on a first-come; first serve basis by RARA. No registrations may be taken at your program. There are three (3) quick and easy ways to register for courses:

1. On-line Registration: Participants may go to www.rararegistration.org to register online.
2. Mail: Participants may mail completed registration forms to:

RARA Recreation
480 - 500 E. 2nd Street
Rochester, MI 48307

3. In Person: Participants may register in person at any of the locations listed below:

*RARA Recreation Complex, 500 E. 2nd Street
8:00am – 5:00pm, Monday through Friday*

Recreation Magazine Sessions

January - April ~ Registration begins December 1, instructor info due November 1

May - August ~ Registration begins April 1, instructor info due March 1

September - December ~ Registration begins August 1, Instructor info due July 1

Course Rosters

A list of all course participants should be obtained from the Recreation Representative prior to the start of each course. Rosters are emailed to instructors 2 business days prior to the start of the class. It is important to have the most up-to-date participant information. If you do not receive a roster or want to request an updated roster, please email csr@RARArecreation.org or call (248) 656-8308.

Evaluations

Participant survey forms will be administered to participants via Survey Monkey through RARA. Feedback and results will be provided to the instructor once collected.

Available Facilities for Contract Classes

Rochester Community Schools

Avondale Community Schools

RARA Recreation Complex

City of Rochester Parks

City of Rochester Hills Parks

Holidays

RARA observes the following holidays, therefore classes will not be offered on these days:

New Year's Day

Martin Luther King, Jr. Birthday

President's Day

Good Friday

Easter Monday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day and Black Friday

Christmas Eve and Christmas Day

New Years Eve

Rochester Avon Recreation Authority
Contract Instructor Proposal Form
 (Submit multiple forms for each age group/type of class)

INSTRUCTOR INFORMATION

Last Name	First	M.I.	Date
Business Name			
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	Cell Phone		
Web Site	Email Address		
Title of Class			
Class Description (45 words maximum)			

AGE GROUP

Select one per type of class:

Preschool (Ages 2-5) <input type="checkbox"/>	Adults (Ages 18-54) <input type="checkbox"/>
Elementary (Ages 6-12) <input type="checkbox"/>	Mature Adults (Ages 55 & up) <input type="checkbox"/>
Teens (Ages 13-17) <input type="checkbox"/>	

SUBSECTION

Where would you like your class information listed in the activities guide?

Youth Recreation <input type="checkbox"/>	Adult Recreation <input type="checkbox"/>
Fitness <input type="checkbox"/>	Camps <input type="checkbox"/>

FACILITY PREFERENCE (NOT GUARANTEED)

1 st Preference	2 nd Preference
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CLASS REQUIREMENTS

Age Min.:	Age Max.:	Min. class enrollment:	Max. class enrollment:
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Supply/Material fee: \$	Items provided:
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Special Room requirements:

DAYS	START/END DATE(S)	NO CLASS DATES	START/END TIME(S)	# OF CLASSES PER SESSION	FEE

INSTRUCTOR APPLICATION

Phone: (248) 656 -8308

Fax: (248) 656-1502

csr@rararecreation.org

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Social Security Number (Required for payment)					
Proposed Class					
Have you taught this course before?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Location			Dates		
May we contact them as a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Phone: ()
Location			Dates		
May we contact them as a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Phone: ()
Location			Dates		
May we contact them as a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Phone: ()
EDUCATION					
High School			Address		
From		To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College			Address		
From		To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other		Address			
From		To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Degree					
REFERENCES					
<i>Please list two professional references.</i>					
Full Name				Relationship	
Company				Phone ()	
Address					

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? YES NO

Company	Phone ()
Address	Supervisor

Job Title

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES NO

NEED FOR PROGRAM

Please list all other providers of a similar program in this community:

Name: _____ Phone: _____

Summary of Service: _____

Name: _____ Phone: _____

Summary of Service: _____

DISCLAIMER AND SIGNATURE

Contract Instructors are contracted with RARA to provide instruction for specialty recreation activities, and are therefore not employees of RARA. Contract Instructors shall be dismissed at any time if RARA 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 a Contract Instructor. I certify that all statements in this application are true and complete. I agree and understand that any incorrect statements or omissions of material facts herein will cause forfeiture on my part of all rights to contracting with RARA. I release all individuals who provide information to RARA from all liability regarding the use of such information.

Signature	Date
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PROMOTING YOUR COURSE

All advertisement materials to promote your courses must be approved by a RARA Representative. All advertisement must include the RARA logo, contact number for registration (248) 656-8308 and registration website www.rararegistration.org.

- **Advertisements:** There are several weekly papers that offer low cost advertising for local businesses.
- **Press Release:** RARA will prepare press releases pertaining to courses twice during each year if requested by the Instructor.
- **Special Events:** RARA offers many special events. With prior approval, Instructors are welcome to participate or hand out fliers at RARA events. Contact your Recreation Representative 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.
- **Promotion by RARA:** RARA will place your description in our Recreation Magazine and any pictures of your classes that you have provided. Additionally, your course description will also be listed on our Online Registration page and promoted on our website.

ABSENCES, SUBSTITUTES, REFUNDS & COURSE CANCELLATIONS

- Absences:** If an instructor is ill or unable to meet with his/her class, the instructor must notify their Recreation Representative as soon as possible. It is the Instructor's responsibility to notify students of a course cancellation of this nature.
- Substitutes:** If an instructor has made arrangements for a substitute, the Department must be notified. Your Recreation Representative must approve all substitutes. Substitutes, who are not Contract Instructors with RARA, must submit an Instructor Application and enter into a Contract and meet all other requirements.
- Refunds/Withdrawals:** Students who withdraw for medical reasons from a course before it ends will be given a pro-rated refund. Refunds will be based on the day that the student notifies the City of their desire to withdraw. Instructors will be compensated based on the revenue after pro-ration. If a material fee is paid, the instructor will retain the entire material fee.
- Course Cancellations:** RARA reserves the right to cancel, combine or divide courses; to change the time, date or place of courses; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participants. If RARA cancels your course, the Department will notify students and issue any necessary refund. Contract Instructors are responsible for contacting the Recreation Representative immediately if they have reason to cancel a class. If a Contract Instructor cancels, they are responsible for informing students as well.

COURSE AND INSTRUCTOR POLICIES

Registration - All registration takes place through RARA or online at www.rararegistration.org. **Contract Instructors should never collect registration money, registration forms, or supply/material fees.**

Contract Instructor Payment

RARA policy provides for payment after receipt of services; therefore, advance payments are not possible. Instructors must submit a request for payment for classes that are complete. Once requested, the instructor will receive a check for class (es) taught approximately 30 days after services have been rendered. Payment will be based on the number of students enrolled at the end of the class.

RARA will not withhold money for social security or federal income tax. It is the contractor's responsibility to satisfy any taxes due by the contractor in an appropriate manner.

Supply/Material Fees

The Contract Instructor will determine student material fees and inform RARA of the need for these fees. Material fees will be assessed as part of the registration fee. Instructors may also opt to supply classroom materials, direct students to the appropriate source, or build the cost of supplies into the class fee.

Standard Revenue Split

- 75/25 + Rent at RARA Recreation Complex
- 75/25 + Rent at a RARA assigned facility
- 80/20 at a Contract Instructors own facility

Example: The cost of facility rental will be taken off the top of the revenue. Contract Instructors will then receive 75% of the monies received from class registration. The remaining 25% is retained by RARA to cover general operations. Contract Instructor proposals can also include camps and workshops as part of their proposals. Registration fees and compensation for short-term programming and contracts can be negotiated.

Representing RARA through Professional Conduct

It is imperative that Contract Instructors be helpful and courteous at all times. RARA does not condone inappropriate or offensive behavior by or towards Contract Instructors, participants, and RARA Staff. If a Contract Instructor, participant, or guest engages in an inappropriate or unsafe manner, he or she will be asked to leave the premises. Possession or use of drugs or alcohol while conducting or participating in a class is strictly prohibited.

Personal Business

Contract Instructors are not allowed to solicit personal services or items to participants, guests, or Staff. The Contract Instructor may not receive or make personal phone calls while performing services. Instructors who wish to bring their children to class for limited periods of time may do so if they can carry out their duties unimpeded and allow others to do the same.

Facility Access

Instructors may receive facility access by being issued a key or by supervisor access. Facility access is only allowed for instructing courses. Any other entrance into a facility is considered unauthorized and may result in the Contract Instructor's dismissal. Contract Instructors may not store any materials or equipment at facilities unless previously authorized.

Closing of Facilities

When leaving an activity site, the Contract Instructor must ensure that all doors are locked securely, alarms are set, and lights and A/C are turned off. Staff will be in charge of opening and locking classrooms for Contract Instructors at RARA assigned locations. Facility set up and take down for classes are the responsibility of the Instructor unless previously negotiated.

Releasing of Minors

At the end of the activity time, the Contract Instructor must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty. The Contract Instructor must stay until all participants have left the facility. The Contract Instructor should contact the parent or guardian if a child is not picked up. If you cannot reach a parent or guardian and more than 15 minutes go by, the Instructor should contact RARA or the Recreation Representative office at (248) 656-8308 during business hours and the Police Department after business hours. Instructor should stay with the child until RARA Staff, police officer or the parent/guardian arrives.

Safety of Participants

The Contract Instructor's primary responsibility is to ensure the safety of participants involved with the activity. If any aspect of the area appears unsafe, it is your responsibility to notify Staff and to take actions that will ensure participant safety.

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 RARA 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.

Discrimination and Harassment

RARA has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior

that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment.

ACCIDENTS/INCIDENT REPORTS

In the event that an Incident/Accident does occur during your program, an Incident/Accident Report must be completed and submitted to the Recreation Representative by Noon the next business day. It is the Contract Instructor's responsibility to know where the first aid kit is located for all facilities in which they provide services. For minor first aid (band-aids, etc.) the first aid kit will suffice. For serious accidents, **DO NOT MOVE** the injured participant, and call 9-1-1. If a child is involved, notify the parent/guardian immediately, and then contact the RARA office at (248) 656-8308. All accidents and incidents must be reported, no matter how minor they may appear.

SUBMITTING YOUR PROPOSAL

Please include additional application forms if you are proposing to teach more than one type of class. Completed proposals can be mailed to the address below or faxed to (248) 656-1502 or completed online at <http://www.rararecreation.org/info/program-proposal>

For more information contact:

RARA
Recreation Complex
480 - 500 E. 2nd Street
Rochester, MI 48307
(248) 656-8308
csr@rararecreation.org