

TOWN OF FOUNTAIN HILLS

Independent Contractor Instructor Handbook

Fountain Hills Parks & Recreation Department



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Welcome

Thank you for your interest in becoming an Independent Contractor Instructor for the Fountain Hills Parks & Recreation Department. The Recreation Division of the Fountain Hills Community Services Department offers a variety of recreation programs, classes, services and community events on-site at the Community Center and parks as well as many off-site facilities. We would like to thank you for your interest in contributing your knowledge and expertise to enrich the lives of others in this community.

Your participation and involvement will complement the diversity of our programming and contribute to the overall success of the programs. Please know that the Fountain Hills Parks & Recreation designated staff will be responsible for selecting or considering your programs. Understand that not all submitted programs are selected.

The intent of this handbook is to provide you with important, useful information. It is important to Fountain Hills and our participants that you understand and are knowledgeable regarding such concerns as policies and procedures, what to do in the case of an emergency, class cancellations, etc.

Fountain Hills Community Services

Mission Statement

To enrich and provide an active quality of life for all residents and visitors through proactive community engagement, resolute stewardship of amenities and open spaces, and the enhancement of the overall health and well-being of our town.

Our Commitment

- Provide recreation that inspires personal growth, healthy lifestyles, and a sense of community
- Expand and strengthen outdoor experiences and opportunities to contribute to the region's attractiveness as a place to live, work, and play
- Optimize safe utilization of facilities, amenities, and open space
- Actively seek progressive, future-oriented options for funding, operations, and programs
- Embrace a collaborative spirit and support teamwork within the department and the community.

Facilities Information

Community Center - 13001 N La Montana Drive Fountain Hills, AZ 85268

Hours: Monday-Friday 8:00 AM- 8:00 PM

Fountain Park - 12925 N Saguaro Blvd, Fountain Hills, AZ 85268

Desert Vista Park - 11800 Desert Vista, Fountain Hills, AZ 85268

Four Peaks Park - 14827 N Del Cambre Ave, Fountain Hills, AZ 85268

Golden Eagle Park-15900 E Golden Eagle Blvd, Fountain Hills, AZ 85268

Community Services Main Office (Town Hall)

16705 E Avenue of the Fountains- 480-816-5100

Monday-Thursday 7:00 AM-6:00 PM

Websites: www.fh.az.gov or www.fh.az.gov/recreation

Recreation Staff

Skylar Thomas (Recreation Coordinator) Classes and Community Events

Kade Nelson (Recreation Coordinator) Youth & Adult Sports, Mayor's Youth Council

Linda Ayres (Recreation Manager) Events

Steps to Becoming an Independent Contractor Approval Process

Complete the Independent Contractor Program Proposal Request Form. The request form can be found <https://fs27.formsite.com/fountainhillsaz/8djinmtw6ng/index.html>.

1. Prior to entering into an *Independent Contractor Contract* and authorizing the commencement of work, all instructors must submit a W-9.
2. Once the Program Proposal Form and W-9 is completed, the Contractor and Coordinator will work together to establish the specific design of the program(s) in regards to availability, fee structure, time frames, participation requirements, age ranges, descriptions, etc. Once this is completed the programs will be entered into the online registration software, ActiveNet, for the corresponding session. Submitting a proposal does not guarantee that the class or activity will be added to Fountain Hills recreation offerings. Additionally, once added no guarantees are made Fountain Hills will automatically continue offering the activity or program.
3. Once the agreed upon program dates and fees are agreed upon, the Contractor will complete the Contract for Individual Services.

Independent Contractor Requirements

- All Contractors will need to consent to a background screening.
- Fountain Hills does report Contractor income via form 1099.
- Independent Contractors must represent Fountain Hills in a manner according to Fountain Hills policies and procedures.

Compensation

In most cases Contractors are paid a percentage of the registration collected for their class. This percentage is outlined in your contract. Generally, for example, if the classes are conducted in a Fountain Hills Facility the Contractor would receive 70% of the registration fees collected for their class and Fountain Hills will retain 30% for the use of its facilities, advertising the classes and maintaining all registrations. Payment is made after the completion of each course.

Course, Program or Activity Policies

Sessions

Our programs are designed to take place in three sessions: Fall, Winter/Spring, and Summer. The sessions are typically 6-8 weeks long (some sessions vary). Breaks and length of sessions coincide with Fountain Hills School District schedule.

Schedule Proposals

The Recreation Coordinator overseeing Independent Contractors will send a schedule proposal via email with instructions on deadlines and other communication regarding the upcoming session. What you need to know...

- If schedule proposals are not received by the given deadline, there is no guarantee the classes or programs will be offered into the In the Loop publication. They may be listed on the online registration site only.
- Once submitted there is a deadline for changes or additions, again there is no guarantee additions will be included in the In the Loop publication after the deadline.
- Not all classes or programs submitted will be entered. Classes or programs are accepted based on needs of the community and space availability.
- If your classes have been offered in several sessions and have been cancelled due to low enrollment, the Recreation Coordinator may choose to not offer it again or may offer it at another time. If this is the case the Recreation Coordinator will communicate this to the Independent Contractor.
- Once schedule proposals have been received and reviewed, the Recreation Coordinator begins entering the classes into the In the Loop publication. The printed In the Loop is available at Town Hall and the Community Center. In the Loop is also available online.

When in a Town of Fountain Hills Facility

- Obtain your class roster through our registration system or email.
- Check in with the Recreation Program Coordinator at the front desk when arriving at the facility to confirm room location.
- Follow all facility rules pertaining to classes/programs.

Registration

- All registrations are administered through the Town of Fountain Hills Parks & Recreation Department.
- Independent Contractors are not authorized to collect registration forms/fees. In some cases Contractors require a supply fee, which may be collected by the Instructor on the first day of class.
- Participants can register via on-line at www.fh.az.gov/recreation.
- Participants must be registered for the class before participating. This is very important as each parent/participant is required to sign a waiver upon registering.
- Parent/Tot or Parent/Child classes require all children to be registered for the class. The adult(s) participating with the child does not need to register.
- To check the enrollment in a class, go to www.fh.az.gov/recreation and search for the class. The number of spaces left in the class will be shown. Each Independent Contractor sets the minimum and maximum number of participants for each class, and therefore is able to figure out the number of participants enrolled. Instructors can be set up to receive email notifications when a person registers. Speak to the Recreation Program Coordinator if you would like to receive these notifications.

Class Rosters & Attendance Sheets

- The Recreation Coordinator overseeing the Independent Contractors will send the class rosters via email before the class/program begins.
- If participants are not on the roster or attendance sheet, please contact the Recreation Program Coordinator. Participants may NOT attend the class if they are not on the roster.
- The staff at the Community Center are not a resource for questions and concerns. Be sure to connect with the Recreation Program Coordinator.
- It is required to take attendance at each meeting.
- If a participant is on the roster and did not show for the first class it is a good practice to call and remind them of the next class.
- Once the session is completed all attendance sheets need to be forwarded to the Recreation Coordinator overseeing Independent Contractors.
- All information contained on the rosters and attendance sheets are confidential and are not to be used for advertising purposes. This information is provided for communication regarding Town of Fountain Hills programs only.
- If information on the rosters or attendance sheets is incorrect, please ask the participants to update their account online.

Refunds & Cancellation Policies

There is a deadline date for each session for full refunds or credits for all classes and programs. The deadline date is posted in the In the Loop and is printed on all registration receipts.

- The Town has the right to cancel any program due to insufficient enrollment.
- Early registration is encouraged to help prevent course cancellation.
- If a class or program is cancelled, participants will be notified at least three days prior to class start date (unless unforeseen circumstances arise) and offered an alternative choice, if available.
- If no alternative is available, a full refund or credit will be issued.

Emergency Protocols in a Town of Fountain Hills Facility

All incidents and emergencies taking place in a Town of Fountain Hills facility should be reported immediately to “on site” facility staff. An incident or injury report will then be filled out and turned into the Recreation Coordinator.

Notify “on site” staff in the event emergency assistance is required in respect to the following:

- If there is an immediate threat to the safety of any person.
- In the event of a personal injury and/or accident involving a staff member or participant.
- If there is damage to the facility or property and/or there exists the threat of further damage.
- In the event of theft of Town of Fountain Hills or personal property.

Supplies & Storage

Independent Contractors should be self-contained providing their own clerical and material needs. Any supplies necessary for the class are the responsibility of the Independent Contractor. Storage space is not available at any of the facilities. All materials and supplies must be brought in and out with each class.

Participant & Classroom Policies and Procedures

Student Confidentiality

Information that identifies or relates to our participants should be safeguarded as confidential. Class rosters contain names and phone numbers of students in your class. Such information is not to be distributed without prior approval and is for the instructor only as it relates to the class. Please do not allow anyone to look at the class rosters and do not discuss student's performance with anyone who does not need to know without written authorization from the student or the student's parent.

Room Policy

- Only registered participants, instructors and Town of Fountain Hills staff are allowed in the classroom during class time. Parents are not allowed in the classroom unless it is a parent/tot class. Exceptions are made for participants with special needs who require assistance.
- Instructor's children, family members and friends are not allowed in the classroom. Children should not be brought to work and left in the lobby unless they are the designated age to be in the facility without adult supervision.

Behavior Policy

- Children who are harmful to others or extremely disruptive to the class will be withdrawn from the class by the Recreation Coordinator. A refund will be issued.

Classes with Low Attendance

- If only one participant arrives for class, the instructor and parent/guardian can discuss if class will be held. If the decision is made not to have class, a make-up class will not be scheduled. Parent/Guardian should be made aware of this at the time of discussion.
- Parent/Guardian is required to stay in the classroom for one-on-one occurrences.

Refund/Credit Policy

- A refund/credit deadline will be printed in each In the Loop. Typically it is 1 week prior to the first Monday of the session.

Parent/Tot Classes

- Only one parent/adult per child is allowed in a parent/tot class.
- The parent or adult attending a parent/tot class does not have to be the same person each week.
- Only the child needs to be registered for a parent/tot class.
- Only one parent/adult is required to attend classes with siblings unless otherwise specified in the class description.
- Children/siblings who are not registered for the class are not allowed in the classroom. This includes infants.

Restroom Needs

- A 10-minute restroom/drink break must be incorporated into preschool classes which are one hour or more for children 5 years old and younger. Instructors must accompany the entire class to the restrooms and drinking fountains. Parent/tot classes are omitted from this guideline.
- Preschool and youth classes which are less than one hour in length should not be taking a restroom break. Students participating in highly active classes should be encouraged to bring a water bottle with a lid to class.
- Participants are not required to be potty trained. Parents of children in diapers/pull-ups should remain in the facility while the class is in session.
 - ❖ If a diaper/pull up needs to be changed during the class, the parent will be asked to take the child to the restroom.
 - ❖ Parents of children who are potty trained should be reminded to take their children to the restroom before class.

Guidelines to Prevent Solicitation

- Business solicitation in class is prohibited. Independent Contractors are not to mention any business names, products or services with which he/she is associated and from which he/she may financially benefit. Offering private consultations or coupons of any kind is not permitted.
- Materials used to conduct class such as handouts, transparencies and Power Point presentations should not include business information or logos.
- Business cards should not be distributed during class but may be available for participants to pick-up, if they choose to, before leaving the classroom.
- Class roster should not be used for business solicitation of any kind.

Town of Fountain Hills Policies and Procedures

Allergies

If food will be eaten or offered during a class, please make every effort to be aware of participant allergies or dietary restrictions. Parents must be notified before any food is given to a child. If a class is not suitable for participants with allergies, this must be communicated in the initial description of the class. (i.e. Not recommended for children with food allergies.)

Smoking

Smoking is prohibited inside any Town of Fountain Hills facility and parks. It is also prohibited 20 feet from all facilities.

Weapons

Weapons (guns, knives, martial arts weapons, etc.) are not allowed in Town of Fountain Hills facilities.

Promotional Materials

All promotional materials (flyers, banners, etc.) must be approved by the Coordinator before they can be displayed or distributed. Only Town of Fountain Hills classes or programs can be displayed or distributed.

Guests

Only registered participants, instructors and Town staff are allowed to be in the classroom during the program.