



FERNDALE

INDEPENDENT CONTRACT INSTRUCTOR HANDBOOK

Dedicated to improve quality of life by providing a wide-variety of activities that encourage health, fitness, cultural enrichment and community involvement.

Fitness

Arts & Crafts

Music

Education

Health

Technology

Enrichment

Community

FERNDALE
RECREATION

1201 Livernois
Ferndale, MI 48220

www.ferndalemi.gov

248-544-6767

Welcome to Ferndale Recreation!

The information in this handbook is intended for individuals interested in sharing their skills and areas of expertise with the community. This handbook outlines pertinent information regarding joining the Ferndale Recreation team as independent contract instructor.

Vision Statement:

Creating Our Community through People, Parks and Programs

Mission Statement:

Ferndale Recreation is dedicated to improving quality of life by providing a wide-variety of activities that encourage health, fitness, cultural enrichment and community involvement

Why teach a class at Ferndale Recreation?

What can the department offer you as an instructor?

- The Kulick Center has a variety of rooms of all shapes and sizes to meet your class needs
- The Recreation Department uses a technologically advanced registration system. The Active Network allows us to maintain facility bookings, process registrations online and in-person. Instructors have the ability to login and view class rosters, schedules, complete attendance, etc.
- Class promotion via flyer distribution, email newsletter, senior newsletter, social media, etc.

Instructor Expectations

As a Ferndale Recreation independent contract instructor, you are part of a department that cannot function without each integral part working together as a team. As an independent contract instructor of the City of Ferndale, it is your responsibility to conduct yourself in a professional manner at all times. Professionalism is determined by a variety of factors including:

- ATTITUDE
- ENTHUSIASM
- RESPECT
- CONSIDERATION OF OTHERS
- ACCEPTANCE OF RESPONSIBILITY
- SELF-CONFIDENCE

Please bear in mind that you represent the City of Ferndale, and how you conduct yourself and carry out your responsibilities reflects on the City.

Attendance

1. Instructors are to be at class and ready for the day no later than 10 minutes prior to their start time.
3. In cases of illness or emergency absence from class, you must notify the Recreation Office as soon as possible.
4. Should instructors cancel class for any reason, you must notify the Recreation office to re-schedule class times as soon as possible.
5. Unexplained absences and/or no-shows will result in re-evaluation of class offering.

Contract Instructor Requirements

- 1. Completed Class Proposal**

Information form that includes class dates, times, fees, equipment, set-up, description, etc. (See attached sample)

- 2. Completed Contract**

Once class has been approved you'll receive a contract that will need to be completed and returned before classes are advertised and entered into system.

- 3. Background Check**

- 4. W-9 Form**

You'll receive a W-9 form with your contract to be completed and returned.

- 5. Insurance**

All independent contract instructors are required to obtain general liability insurance of \$1 million dollars, with an additional insured endorsement reading, "City of Ferndale, its officers, officials, employees, and volunteers."

Registration Information

Class Fees

All contract instructors set their own class fees. Recreation staff is available to provide current market conditions if needed. Class fees will not be pro-rated at any point during registration for latecomers. Instructors are not to collect class fees from participants. All payments must be processed online or in the front office.

Refund Policy

Refunds will be issued with a \$10 cancellation fee up until the second week of class. No refunds will be issued after the second week of class unless student provides a doctor's note stating that due to medical conditions the student is no longer able to safely participate.

Class Cancellations

Classes without the minimum enrollment will be canceled or combined. If the activity or class is canceled by the City, the City will issue a refund and will inform the instructor of the cancellation.

Registration Deadline

The registration deadline will be set 1-5 days before your class is scheduled to begin. Pre-registration is required for all classes, drop-in or prorated fees are not allowed.

Class Information

Class sizes

Class minimums and maximums are determined by Ferndale Recreation Staff and the Contractor to provide a quality, learning environment. Class minimums are set to ensure that program costs are recovered. On occasion, the first time a class is offered, there may be leniency regarding minimums. However, this should not exceed one less the class minimum. Requests to conduct a class outside of this policy must be submitted to the Director for approval. Ferndale Recreation will offer a class only twice with one less minimal enrollment.

Class Rosters

Each instructor will be provided a paper copy of their class roster and attendance sheet on the first day of class. Instructors are also encouraged to view roster and attendance sheets online.

Class Attendance

It is the responsibility of the instructor to take attendance at each class. This is especially important for larger classes where participants have shown up to class without paying. Instructors should inform individuals who have not paid to visit our website to register online or contact the Recreation office at 248-544-6767. Participants should either be in your attendance sheet or have receipts before they are admitted to your class.



CONTRACT INSTRUCTOR HANDBOOK

Instructor Payment

Instructors will receive payment within 30 days of the Recreation Department receiving class attendance sheets. It is the instructor's responsibility to submit the attendance sheets at the end of each session to ensure timely payment.

How to Submit a Proposal

Scheduled Classes	Proposal Due
<i>July-September</i>	<i>January-March</i>
<i>October-December</i>	<i>April-June</i>
<i>January-March</i>	<i>July-September</i>
<i>April-June</i>	<i>October-December</i>

1. Complete the Class Proposal Form (see attached). Form is available in the back of this handbook, online or at the Recreation Office. Please be very specific while completing the form so that we are better able to determine availability. On the form you'll fill in class particulars including: fees, dates, minimum/maximum numbers, classroom needs, equipment, etc. In addition, we'll need two class descriptions. The first one describes your class in detail so that Recreation staff has a clear understanding of your class. The second is a written description to sell your program to the public, this description will be used online, flyers, etc.
2. Return completed form to Recreation Office or email sdistelrath@ferndalemi.gov
3. Schedule a meeting with Recreation Staff
4. Once class is approved, instructors will receive a contract, W-9 form via email. Once forms are complete and background checks come back clear, classes will be entered into the system.

Please Note:

Submitting a proposal does not guarantee that the class or activity will automatically be added to the City of Ferndale Recreation's course list. Returning instructors will need to renew proposals annually.

For more information or questions, please contact the Recreation Office:

Kulick Community Center
1201 Livernois
Ferndale, MI
248-544-6767
ferndalerecreation@ferndalemi.gov



INSTRUCTOR APPLICATION & CLASS INFORMATION

NAME: _____
(PLEASE PRINT) (LAST) (FIRST) (MIDDLE)

ADDRESS: _____
(PLEASE PRINT) (ADDRESS) (CITY) (ZIP)

DRIVERS LICENSE # _____

SOC SEC # DO NOT PROVIDE UNLESS ASKED

PHONE: (H) _____

PHONE: (W) _____

PHONE: (C) _____

SHIRT SIZE: _____

EMAIL _____

DATE OF BIRTH: _____

List two references (neighbors or adult acquaintances) that know you. Do not include relatives:

	NAME	PHONE #	HOW DO THEY KNOW YOU
1.	_____	_____	_____
2.	_____	_____	_____

Class Title: _____

Class Description: _____

Min. Class Size: _____ Max. Class Size: _____ Class Fee: _____

Proposed Class Days: _____ Proposed Start Date: _____ # of Weeks: _____

Class Begin Time: _____ Class End Time: _____

Class Needs- room size, set-up, special needs, etc: _____

I authorize the City of Ferndale to investigate my background as determined necessary for the particular activity for which I am volunteering. I hereby release and discharge the City of Ferndale, the Oakland County Sheriff's Department, and/or the Michigan State Police and their agents from liability for any damage of whatever kind or nature, except for willful or intentional acts, that may result from release of this information to the City of Ferndale.

These items are required to enable the City of Ferndale to conduct accurate background checks for all volunteers and will be used only for that purpose. The City of Ferndale fully supports and complies with the laws which are enacted to protect and safeguard the rights and opportunities of all people, without being subjected or exposed to harassment or discrimination of any kind, including age, national origin, sex, race, religious affiliation, Color, height, weight, or marital **status**.

Signature _____ Date _____ Print Name _____



INSTRUCTOR APPLICATION & CLASS INFORMATION

Confirmed Class Information- Staff Use Only

Location _____ Day: _____ Time: _____

Class Schedule: _____

Class Fee: _____ Instructor Rate of Pay: _____ Flat Rate: _____ Split: _____

Office Use Only:

Background Check Cleared on _____
Application Approved on _____



FERNDALE



GERRY KULICK COMMUNITY CENTER INSTRUCTOR AGREEMENT

This agreement for Instructional Classes entered into this __26__ day of __April__, 2016 by and between the City of Ferndale through its Department of Recreation ("Ferndale Recreation"), and Resolution Business Opps, hereinafter known as the "Contractor".

Whereas, Ferndale Recreation desires to obtain the services of qualified individuals to perform instruction services;

It is therefore agreed:

1. Contractor to be paid __70__% of gross income, amount plus supply expenses is not to exceed total revenue.
2. Ferndale Recreation agrees to furnish to Contractor a place to perform instruction and may provide equipment to perform services. Contractor shall have access to all supplies for the duration of the program, and shall replace any lost or damaged equipment not returned to the Ferndale Recreation Department. To the extent Ferndale Recreation does not make available such equipment, Contractor shall supply equipment as necessary.
3. Contractor shall hire, supervise, train, and pays any and all persons who Contractor has assist in services.
4. All registration shall be handled through the Ferndale Recreation office and website. Access to the program shall be governed by the rules and regulations of Ferndale Recreation and applicable state and federal laws.
5. Ferndale Recreation shall advertise the program in the departmental e-newsletter, City of Ferndale website, work with local media outlets to promote the program, and distribute program information to the targeted population in an amount and with such frequency as determined by Ferndale Recreation in its sole discretion.
6. Contractor shall be responsible for his or her own social security payments as well as filing his or her own estimated income taxes and final federal and state income tax returns and if applicable, those payments and filing of income taxes of any contractor's assistant(s).
7. Ferndale Recreation shall provide the Contractor with an IRS approved 1099-MISC in accordance with the guidelines established by that agency.
8. This agreement may be terminated by either party without cause upon notice in writing to the other party, within thirty (30) days prior to the termination date. Payment due at the time of termination will be pro-rated for the amount of services actually provided.
9. Ferndale Recreation reserves the right to immediately terminate this agreement, without notice, for Contractor's conduct that is deemed detrimental to Ferndale Recreation, its employees, or service area citizens. Activity that is "deemed detrimental" shall be determined by Ferndale Recreation in its sole discretion.
10. The Contractor shall obtain, and maintain continuously for the term is this contract, at its own expense, Commercial General Liability Insurance to indemnify for the activities and services of this contract, with a carrier subject to the approval of the City. Minimum limit of coverage shall be \$1,000,000 per occurrence and shall list the City of Ferndale as additionally insured.
11. The Contractor shall provide workers compensation coverage as required by law.
12. The Contractor understands that there is no exclusivity regarding any class or program that may be proposed within Ferndale Recreation programming and there is no right to participation in Recreation programming but that programming will be determined and selected by the Ferndale Recreation Department in its sole discretion.

