



PARKS & RECREATION

Contracted Instructor Handbook

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[www.wycokck.org/wyco parks](http://www.wycokck.org/wyco_parks)

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We appreciate your interest in becoming a contracted instructor with the Unified Government Parks and Recreation Department. Contracted instructors allow the department to offer a variety of programs as we rely on you as the activity expert. We are excited about the possibility of working together to serve our community.

MISSION

Enriching the quality of life for our community through safe, well-maintained parks and facilities that promote diverse recreation activities, health, wellness, learning, and fun.

VISION

To provide excellent services that create a happy and healthy community where all residents can play, learn, work, and live.

CORE VALUES

1. Customer Service
2. Teamwork
3. Integrity
4. Innovation
5. Health & Wellness
6. Safety
7. Social Equity

WHAT IS A CONTRACTED INSTRUCTOR? HOW DOES IT WORK?

DEFINITION OF A CONTRACTED INSTRUCTOR

Contracted instructors conduct a variety of classes in our parks and recreation centers. From dance to art and tennis to fitness, our contracted instructors allow Unified Government Parks and Recreation Department (UGPRD) to enhance the quality and variety of programs we offer to the community.

Contracted instructors are:

- Independent contractors and not employed by the Unified Government
- Under contract and paid a percentage of their program's gross revenue, or pay rental fees for the space being used.
- Classes/programs that have no charge or grant funded are subject to rental fees but still required to adhere to the standard of a contracted instructor
- Expected and encouraged to set the class tone and develop the curriculum

HOW DOES IT WORKS

- * The process begins by submitting a class proposal describing your program or class. The class proposal form can be submitted to any of the Recreation Specialist of the community centers or to the Activities Program Coordinator. Our staff will review the proposal and may contact you for additional information.
- * We encourage you to submit the class proposal in advance because the majority of our programs are planned six months or more before they actually begin. Submitting a class proposal or meeting with a staff member does not guarantee selection as a contracted instructor.
- * The proposal is reviewed by all Recreation Specialists to see if the program/class would be a good fit for their community center schedule. We will try to give preference to your desired site but depending on seasonal schedules and staff coverage, it may not be possible, but another center may have your needed availability.
- * UGPRD at this time will not accept proposals for programs that are similar to programs currently offered, or programs offered in the past that have been cancelled, unless you can show a current enrollment. Please review the program guide posted on our website.

DOCUMENTS NEEDED

Before the UGPRD can enter a Recreation Service Contract, the following documents must be obtained from a potential instructor:

- * A copy of photo identification: Kansas/Missouri driver's license or I.D. card
- * Criminal Background Check: Contractors and their employees/volunteers shall submit to criminal conviction review at the UGPRD expense. Contractors and all of their assistances/volunteers which will have supervisory or disciplinary authority over minors, or will have direct contact with minors, are required to be checked for certain types of criminal convictions before providing services for the Unified Government Parks and Recreation Department. It is the UGPRD policy to also check recreation instructors and assistances/volunteers for criminal convictions if they will have direct contact with older adults or the disabled.
- * Insurance: Depending on nature of program/class, instructors may be required to obtain a liability insurance policy that co-names the Unified Government as an additional insured for \$500,000 per incident. If insurance is required for your class, the UGPRD requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. The Unified Government Parks and Recreation Department must be listed as the certificate holder as well as an additional insured with respects to General Liability.

CLASS FEES

The contracted instructor and Program Coordinator/Activities will determine a mutually agreed upon class fee. The Program Coordinator will aid on current market conditions.

All registration fees will be collected and deposited by Unified Government Parks and Recreation Department. Your Recreation Services Contract is designed as a 75/25 split. As a contracted instructor, you will receive 75% of all class revenue and the UGPRD will retain 25% of the total fees collected from your class (including registration fees and/or late fees). Any equipment or material fees should be discussed with the Program Coordinator, review will be made to determine if instructor can provide to participants.

Programs/classes that have no charge, or identify as a club/group, rental fees may be accessed. Decisions for rentals are based on availability of the center, seasonal activities, and purpose of group. Program proposals will need to be submitted as well, and reviewed by Activities Program Coordinator, additional information may be needed. It is left at the discretion of UGPRD to allow non-for-profit space in the community center. All clubs/groups must align with the mission and values of UGPRD.

If you have a group/club needing meeting space, please contact your local community center for availability.

INSTRUCTOR PAYMENTS

UGPRD policy provides for payment after receipt of services; therefore, advance payments are not allowed. After the completion of each class period, the Program Coordinator/Activities will send you a copy of your final enrollment roster. Within seven (7) days from this date, instructor will be responsible to review and make any disputes of revenue collected. If you have no disputes, then you may contact the Program Coordinator without the seven (7) day waiting period and request to have the Recreation Services Contract paid. A request will be submitted and paid accordingly with the supplier pay date schedule. The Program Coordinator will send the submission date and pay date of the contract fees back to instructor within 48 hours.

The Unified Government will not withhold money for social security or federal income tax. Annual payments to contracted instructor from the UG more than \$600 will be reported to the Internal Revenue Service. It is the contractor's responsibility to satisfy any taxes due by the contractor in an appropriate manner.

REGISTRATION

Participants must pre-register for all classes. Registrations are processed on a first-come, first-served basis by the UGPRD. No registrations may be taken by the instructor. There are (3) three quick and easy ways to register for class:

1. On-line registration: Participants may go to www.wycokck.org/wycoparks.com to register online.
2. Mail: Participants may mail completed registration forms to:

UG Parks and Recreation
Attn: Program Coordinator/Activities
5033 State Ave.
Kansas City, KS 66102

3. In Person: Participants may register in person at the Administration Office location:
Parks and Recreation Admin Office 5033 State Ave, Kansas City, KS 66102 Mon-Fri 8am-5pm

ABSENCES, SUBSTITUTES, REFUNDS & CLASS CANCELLATIONS

- A. Absences: If an instructor is ill or unable to meet with his/her class, the instructor must notify the facility where the class is scheduled. If the class is scheduled in a park or at an unstaffed facility, the instructor must notify the Program Coordinator. It is the instructor's responsibility to notify students of a class cancellation of this nature.
- B. Substitutes: If an instructor has planned for a substitute, the Program Coordinator must be notified. All substitutes must be approved. Substitutes who are not contracted instructors with the UGPRD, must submit an instructor application and receive background clearance prior to instructing.
- C. Refunds/Withdrawals: A request for refund or transfer will not be accepted after an activity has started, except in the case of the participant's illness, supported by written documentation from a physician. Funds will be refunded within 21 business days less a \$5 processing fee per person, per activity.
- D. Class Cancellations: The UGPRD reserves the right to cancel, combine or divide classes; to change time, date, or place of classes; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participants. If the UGPRD cancels your class, the UGPRD will notify students, and issue any necessary refunds.

MARKETING

Instructors are responsible for submitting class/program schedules and for request to have class listed in UGPRD program guides.

Program guides are distributed twice a year, Spring and Summer & Fall and Winter. Year-round activities should always have a listing in the program guide unless they are no longer excepting students.

Spring and Summer

Cover activities/sports March to August

Deadline for proposals is January 15. (6 weeks prior to release)

Fall and Winter

Covers activities/sports September to February

Deadline for proposals is July 15. (6 weeks prior to release)

The Unified Government observes the following holidays, make sure to account for dates offices are closed in class schedule.

New Year's Day

Martin Luther King Day

President's Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

GENERAL EXPECTATIONS

PROFESSIONAL CONDUCT

Though not employees of the Unified Government, contracted Instructors do REPRESENT UGRPD. To some participants, the instructor is the only representative of the UG they will have contact with. You should strive to always conduct yourself in a professional manner including dressing, acting, and speaking professionally and supporting both UGPRD policies and individual community center rules and regulations.

RELEASING OF MINORS

At the end of the activity time, the contracted instructor must not release children to anyone other than the authorized parent, guardian or to an individual authorized by the parent. The contracted instructor must stay until all participants have left the facility.

DISCRIMINATION AND HARASSMENT

The Unified Government does not tolerate 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. Contracted instructors are responsible for their own actions/conduct and must never engage in discrimination or harassment.

ACCIDENTS/INCIDENT REPORTS

All accidents and incidents must be reported, no matter how minor they may appear. If you are in a UGPRD facility, it is the staff's responsibility to report and prepare an incident/accident report. Make sure to get all pertinent information about the participant to give to staff for the report. You can have staff interview the involved person, so that you can continue with class.

UNIFIED GOVERNMENT COMMUNITY CENTERS

-	
Armourdale Community Center 730 Osage Ave.	913-551-0408
Earl Watson Community Center 1120 Central Ave.	913-551-0400
Eisenhower Community Center 2901 N 72nd St.	913-596-7050
Joe Amayo/Argentine Community Center 2810 Metropolitan Ave.	913-261-4382
Beatrice Lee Community Center 1210 N 10th St.	913-551-0438
Kensington Gym 2900 State Ave.	913-551-0407

SAMPLE PROPOSAL

UNIFIED GOVERNMENT PARKS AND RECREATION

CONTRACTED INSTRUCTOR CLASS PROPOSAL

Personal Information:

- Full Name:
- Contact Information (Phone, Email):
- Address:
- Facebook Profile (Optional)

Professional Background:

- Education:
- Relevant Certifications or Training:
- Teaching Experience:
- Industry Experience (if applicable):

Proposed Course Information:

- Course Title:
- Course Description:
- Target Audience:
- Learning Objectives:
- Proposed Course Outline:

- References:

Name	Business/Title	Phone
1		
2		
3		

Additional Information:

- Any additional information you would like to provide:

Class Day/Times Preferred:

- Days:
- Times:
- Community Centers:
- Fees:

Declaration: I, _____, certify that I have made no misrepresentation in this proposal and I have not withheld information in my statements and answers to questions. I hereby authorize the Unified Government to investigate and verify any representations made by me, either orally or in writing. I hereby release the UG, and any individual who provides or obtains information pursuant to this authorization, from all liability for damages of any kind which may result to me on account of compliance, or attempts to comply, with this authorization. I understand that this proposal is the property of the Unified Government Parks and Recreation.

Signature: _____ **Date:** _____

SAMPLE INSTRUCTOR LIABILITY WAIVER

Participant Information:

Full Name: _____ Date of Birth: _____

Address: _____

Phone Number: _____ Email: _____

Activity Details:

Activity Name: _____

Date(s) of Participation: _____

Location: _____

Waiver Agreement:

I, _____, hereby acknowledge and agree to the following terms and conditions:

Assumption of Risk There are risks and dangers associated with participating in UGPR activities, including but not limited to those of bodily injury, partial and or total disability, paralysis, and death.

Fully understand that:

There may be other risks not known to us or are not reasonably foreseeable at this time. Accept such risks and responsibility for the losses or damages following such injury, paralysis, or death.

Regularly thereafter that he or she should inspect the facilities and equipment to be used and if he/she believes anything is unsafe, the participant should advise the instructor/supervisor of such condition and refuse to participate.

HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE UGPR or other participants, coaches, instructors, lifeguards, officials, sponsors, advertisers, owners and leases of the premises used to conduct the event and each of them, their officers, directors, agents & employees, all for the purposes herein after referred to as "Releases" from all losses or damages on account of any injury, including but not limited to death or damage to property, caused or alleged to be caused in whole or part by the negligence of the "Releases" or otherwise.

It is agreed that this Waiver and Release Agreement covers each activity sponsored by UGPR and fully understand that the "Releases" are released as to each and every activity. THE UNDERSIGNED HAVE READ THE ABOVE WAIVER AND RELEASE UNDERSTAND THAT THEY HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT VOLUNTARILY WITHOUT INDUCEMENT.

Indemnification: I agree to indemnify, defend, and hold harmless the Released Parties from and against all claims, demands, liabilities, damages, expenses, and losses, including attorney's fees, arising out of or in any way connected with my participation in the activity.

Medical Treatment Authorization: In the event of an emergency, I authorize the Released Parties to obtain medical treatment for me if necessary. I understand that the Released Parties are not responsible for any costs incurred for such medical treatment.

Photo/Video Release: I grant permission to the UGPRD to use photographs, videos, or other media of me taken during the activity for promotional purposes without compensation.

Acknowledgment:

I have read this entire agreement, fully understand its terms, and acknowledge that I am voluntarily giving up substantial legal rights, including the right to sue. I agree that this agreement should be binding upon me, my heirs, next of kin, executors, administrators, and assigners.

Participant's Signature: _____ Date: _____

Parent/Guardian Signature (if participant is under 18 years old) _____

SAMPLE ATTENDANCE LOG

	First Name	Last Name	Phone
1			
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