

The Mokena Community Park District is committed to improving the lives of our residents by providing quality parks and recreation experiences for our community. As such we are always on the lookout for exciting new recreation programs to offer to the community. We always look forward to the possibility of working with others to reach our common goals and serve the community.

This guide was created to allow potential instructors to acquaint themselves with the Park District and the process of becoming an Independent Contractor for the Mokena Community Park District. It can also be used as a resource for current Independent Contractors, on the Park District's expectations for its instructors.

WHAT CAN THE PARK DISTRICT OFFER CONTRACTORS?

Teaching a class at the Mokena Community Park District has many Benefits:

- The Park District has access to great facilities including gymnasiums, classrooms, meeting rooms, fitness center, as well as many athletic fields and courts.
- The Park District advertises classes in our Program Brochure, which is mailed to all Park District residents three times a year. All class information is also available 24 hours a day on our website, with a direct link so that contractors can market their programs from their own website as well. Often our classes are also featured in other marketing avenues such as monthly newsletters, press releases to local newspapers, social media, and flyers posted to the students of the Mokena Public Schools virtual backpacks.
- The Park District uses an advanced registration system that allows us to maintain facility bookings for all programs and allows for efficient processing of all registrations. Up-to-date rosters, attendance sheets, and waitlist information can easily be sent to instructors. Instructors also have the ability to check registration numbers of their programs using the Park District website 24 hours a day.
- Participants are able to register for programs in the way most convenient for them, including online at any time of day or night, in person, by mail, or fax. We accept cash, checks, Visa, Master Card, and Discover payments.
- The Park District accepts registrations from both residents and non-residents, giving everyone the opportunity to participate in our classes, and offering contractors the opportunity to attract participants from outside of the Mokena Park District as well.
- Independent Contractors for the Mokena Community Park District benefit by being affiliated with a long-standing, respected organization with a rich history and a positive reputation in the Mokena-area community.

Becoming an Independent Contractor

HOW TO BECOME AN INDEPENDENT CONTRACTOR

In order to become an Independent Contractor for the Mokena Community Park District, a potential contractor must first submit a Program Proposal (included in this guide) for each proposed course. Proposals should be returned to the Mokena Community Park District at 10925 La Porte Road, Mokena, IL 60448 and are accepted year round. Incomplete or illegible proposals will not be considered.

Once a proposal has been submitted, a Program Supervisor in the Recreation or Health and Wellness Department will review the document and notify the potential Independent Contractor if they would like to

meet and discuss the program in more detail. The Program Supervisor can also offer advice regarding what types of programs, dates, and times have been popular at the Park District as well as answer any questions regarding facility availability, contractor policies, etc.

Not all programs, even quality ones, will be accepted. For example, the Park District may not accept proposals that are not in line with the Park District's mission, or are very similar to programs the Park District is currently offering. Also, programs that have been offered in the past and cancelled due to low enrollment may not be accepted unless the instructor can demonstrate that they have the necessary number of participants interested. There is no exclusivity to Independent Contractors or the classes they teach, and you should be aware that returning Independent Contractors will not automatically continue offering the activity without an updated proposal and signed amendment to the original Independent Contractor Agreement.

If the program is accepted, Independent Contractors are required to provide the following items in order to be approved as an Independent Contractor for the Mokena Community Park District. Once approved, you will enter into an Independent Contractor agreement with the Park District.

Items Required for Approval as an Independent Contractor

- A Certificate of Insurance with the Mokena Community Park District listed as the **Certificate Holder as well as Additional Insured** with respect to general liability, minimum coverage of \$1,000,000. Please note the Park District has guidelines to determine which types of contractors are required to provide insurance (based on the class activities). New contractors should assume that they will be required to provide insurance until they are told otherwise.
- If the contractor has employees, proof of worker's compensation and employer's liability is required. If the contractor has no employees, a letter stating that the contractor is the sole proprietor is required.
- Proof that the contractor and contractor's staff, volunteers, substitutes, and sub-contractors that may be involved in providing services on behalf of the contractor have completed and satisfactorily passed a background check through the State of Illinois (at a minimum) and have been cross-referenced with the State of Illinois and federal sexual offender registry within the past three years. This can be done through the Mokena Community Park District for a nominal fee or contractors can provide an affidavit stating they have completed the background checks on their own. If an Independent Contractor chooses to have the Park District complete the background checks, the fee that the Park District incurs for completing this service will be subtracted from the Independent Contractor's invoice.

Activity Information

REGISTRATION

The Mokena Community Park District will be responsible for and have complete control over the registration of the participants. Under no circumstances is a contractor to accept payments, except for pre-approved supply fees. All registrations are processed on a first-come, first-served basis. All participants must be registered with the Park District before being allowed into any class. It is the instructor's responsibility to ensure that all participants are registered (by checking participant against the roster) prior to attending any class.

PROGRAM SCHEDULING

Independent Contractors are responsible for submitting class proposals and schedules through the Park District. At a minimum this should be done three times a year. Typically the Park District does not sign Independent Contractor Agreements for programs for more than one year at a time. Park District Program Supervisors will attempt to accommodate instructor's schedule requests. Programs are scheduled to coincide with the printing and mailing of our program guide three times per year. In order to maximize this important marketing tool, contractors should make sure that their programs adhere to the following general schedule:

Program Season	Program Info Due	Programs Take Place
Winter/Spring	September 15	January – May
Summer	January 15	May – September
Fall	May 15	September – January

Please note that Independent Contractor agreements must be signed and all necessary paperwork must be completed before a program will be placed in the program guide. Contractors should allow ample time for this entire process.

The Mokena Community Park District observes the following holidays: New Year's Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day, and New Year's Eve. The Park District tries to avoid starting or ending programs on holidays out of the impact that it could have on the participants' ability to fully participate in the program they have registered for. Please keep in mind that these holidays (as well as other holidays or institute days for those programs taking place in a public school) may affect class schedules.

CHANGES TO CLASSES

Although the Park District strives to give contract instructors as much control over their programs as possible, the Park District reserves the right to cancel, combine, or divide classes; to change the time, date, or location of classes, and to make other changes as necessary to ensure a quality experience for the participants. Classes not meeting the minimum enrollment may be cancelled or combined. If the class is cancelled by the Park District, the Park District will issue a full refund to the participants and inform the participants and instructor of the cancellation. Contractors are not reimbursed for any expenses that they may have incurred for the cancelled program.

Contractor Expectations

PROFESSIONAL CONDUCT

Though not employees of the Park District, Independent Contractors do represent the Park District. For some participants, the Independent Contractor is the only Park District representative whom they will come into contact with. Independent Contractors must conduct themselves in a professional manner including dress and speech, and should support the information outlined in this guide and in the Independent Contractor Agreement. The Mokena Community Park District also expects that all contractors will uphold the mission and values of the Park District.

CLASS TIMES

Contractors are responsible for providing instruction for the specified number of hours agreed upon and advertised. If a class is cancelled for any reason, the Program Supervisor will work with the contractor to schedule a make-up class. If a make-up class cannot be arranged, or if a participant cannot attend the make-up class, the participant will be issued a pro-rated refund for the missed class, which will be factored into the determination of the final payment owed to the instructor.

COURSE ENROLLMENT

Once registration has begun for a class, contractors can check the enrollment numbers at any time on the Park District website. The Program Supervisor assigned to a program will contact the contractor at least 5 days prior to the start of the class to confirm that the class will run, and to send class rosters and attendance worksheets. If a contractor has not heard from a Program Supervisor within this time frame, the contractor should contact the Program Supervisor directly.

CONTACT WITH CLASS PARTICIPANTS

Participant contact information is provided to contractors in order to allow the contractor to provide good customer service and for safety reason. This information is personal and should not be shared with anyone, including other participants, parents, other businesses etc., rented, sold, or used for purposes not specific to the contracted class. For example, using the information to create a mailing list to advertise the contractor's other programs is not allowed.

TAKING ATTENDANCE

It is the contractor's responsibility to take attendance at each class. This is especially important for large classes where participants may show up to a class without registering or paying. Please inform individuals who have not registered or paid to visit the Park District website or office to register. Participants must either be on the roster or have a Park District issued receipt before being admitted to a class. Completed attendance sheets must be turned in with final invoice at the conclusion of the class in order to process a timely payment.

If a participant does not show up for the first class, please give the participant a courtesy call to remind them of the next class (assuming it is a multiple session class). It is the participant's responsibility to remember the classes they have signed up for, but it is good customer service to contact these participants, and could lead to more loyalty and higher participation in the future.

FACILITY AND EQUIPMENT USAGE

Classes are held in various locations throughout Mokena, and occasionally outside of Mokena. In most circumstances, contractors will be allowed to set up their activity area 15 minutes prior to the beginning of class. The contractor must always leave the class area in the condition in which it was found. This means cleaning up any materials and replacing any furniture and/or equipment back in its original location after the class ends. In some cases, contractors may be assigned a key to a facility, in which case it is the contractor's responsibility to ensure the facility is secured and closed properly (doors and windows locked, lights turned off, etc.) before leaving.

Contractors may not use any Park District owned property including copy machines, fax machines, computers, materials, and/or equipment without prior written approval from the Park District. Contractors should plan to provide all equipment, materials, and copies at their own expense. If a key or other Park District equipment is issued to a contractor, it must be returned at the end of the contracted program, or the cost of rekeying the facility or replacing the equipment will be deducted from the payment of the final invoice. (Unless the contractor has a signed contract indicating that the program requiring the key or equipment will be offered again in the following season.

INSTRUCTOR ABSCENCES, SUBSTITUTES, OR CANCELLATIONS

If a contractor is ill, or otherwise unable to meet with their class, the contractor must notify their assigned Program Supervisor as soon as possible, but no later than one hour prior to the start of class. Contractors may make arrangements for a substitute. Substitutes must be covered under the contractor's insurance policy and have satisfactorily completed a background check before being allowed to instruct the class. If the substitute has their own insurance coverage, it must meet the same requirements as that of the contractor's insurance and must be provided to and approved by the Park District in advance of the substitution. Contractors may wish to submit their substitute's insurance information in advance in order to eliminate any problems due to an unforeseen need for a substitute. As the Independent Contractor Agreement is made with the contractor, the Park District cannot issue any form of payment to the substitute – it is the contractor's responsibility to work out any payment due to the substitute.

PARTICIPANT AND INSTRUCTOR SAFETY

Regardless of the activity, one of the instructor's primary responsibilities is to ensure the safety of the participants involved. Instructors should visually inspect the facilities they are working in and equipment they are working with before the start of each activity. Instructors should make themselves familiar with the location and operation of emergency exits, restrooms, first aid kits, and AED machines. If any aspect appears unsafe, the contractor should notify their Program Supervisor and take actions that will ensure participant safety.

Once the activity has ended, the instructor shall stay on site until all participants have left. Special care should be taken with minors who should only be released to parents, guardians, or other responsible parties designated by guardians. Contact numbers are given to all contractors. If there is ever a question as to whether or not a child should be allowed to leave on their own or if someone unfamiliar arrives to pick up a child, the instructor should contact the parent to confirm.

All accidents and incidents, no matter how minor they appear, should be addressed and reported. If an accident occurs in a class, please act calmly, promptly, and efficiently to take care of the situation. If a Park District staff member is on duty at the facility, instructors should request their assistance in providing First Aid (if needed) and completing an Accident/Incident Report. If no employees are present, instructors should do the best within their abilities and training to respond, calling for help from employees, ambulance, or police if necessary. After the incident is addressed, the instructor is responsible for reporting it to the Park District on an Accident/Incident Report and submitting it within 24 hours to the Program Supervisor. Depending on the activity, some instructors may be required to hold special certifications such as CPR/First Aid or to show that

they have been trained in teaching an activity such as fitness or a sport. This is done to make sure that the instructors are able to safely lead the activity they are being contracted to provide.

The Mokena Community Park District has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment are described as any behavior that is disrespectful and causes discomfort to another person, be it physical, visual, verbal, or sexual. Contractors are responsible for their (and their employees', volunteers', and sub-contractors') own actions/conduct, and must never engage in discrimination or harassment.

PROMOTING YOUR CLASSES

Independent Contractors are essentially business owners contracting services to the Mokena Community Park District. As such, contractors should strive to provide high quality programs and conduct themselves in a professional manner at all times. It's important to keep in mind that the best advertisement a contractor can get for their programs is through "word of mouth" or referrals of past participants.

The Mokena Community Park District will place program descriptions in our Program Brochure, published three times per year. The descriptions will also be listed on the Park District website. The Park District is able to provide a registration link directly to a contractor's program that the contractor can use on their own website. Occasionally the Park District will select programs to feature in monthly e-newsletters, press releases, flyers, student virtual backpacks, marquees at Main Park and the Oaks Recreation & Fitness Center, etc. Any advertising or marketing developed by the contractor (flyers to be hung or distributed, newspaper advertisements, etc.) must be approved in advance by the Park District.

Financial Details

CLASS FEES

Independent Contractors may be paid an hourly rate, a flat rate per participant, or a percentage of revenue received for the class. Program Supervisors can provide assistance on current market conditions, and will negotiate a final rate based on specific facilities, equipment, supplies, and support that the Park District must provide the contractor for the class to run properly. This final rate will be indicated in the Independent Contractor Agreement. The Park District imposes a non-resident fee to individuals who do not reside within the boundaries of the Mokena Community Park District. These fees are not considered part of the base class fee, and contractors will not receive any portion of this non-resident fee in their payment. The Park District may also impose a late fee on individuals who register after the registration deadline. Contractor will not receive any portion of this fee in their payment, either.

SUPPLY FEES

Any supplies needed for the program are the responsibility of the contractor. If supplies are to be obtained by the participants, it will be the responsibility of the contractor to ensure that this is noted in the contract and program description, and that a supply list is provided to the Program Supervisor. If the supplies are to be purchased directly from the instructor, this transaction should take place at the first class meeting. The Park

District is not responsible for reimbursing an instructor for any supply fees not paid by a participant. Supply fees not listed in the program description and contract cannot be collected.

PARTICIPANT REFUNDS AND TRANSFERS

The Park District's refund policies apply to all programs offered through the Park District, including those offered by a contractor. Unless otherwise noted, refunds must be requested by the registration deadline. Unless otherwise indicated registration deadline is 7 days prior to the beginning of class. Some trips and specialty programs specify no refunds. After the deadline, refunds are usually granted only if the vacant spot can be filled by a wait-listed participant. If a participant is unsatisfied with a program, the Park District will attempt to work with the participant to find a suitable alternative. In certain cases, if no alternative is available or the participant is unable to finish the class due to a medical issue, a pro-rated refund may be granted. The ultimate decision on whether or not to refund a participant is up to the discretion of the Superintendent of Recreation or higher level management. Contractors are not paid for participants who are granted refunds (but may be paid a pro-rated amount for those given partial refunds), or who are transferred to a different program not offered by the contractor.

PAYMENT FOR SERVICES

Independent Contractors are paid at the conclusion of the session after all services have been rendered, unless other arrangements have been specified in the contract (or on a regular calendar set by the Program Supervisor for those contractors who are scheduled on a week to week basis such as sports officials). Checks are generally mailed within 30 days of receipt of an invoice and attendance sheets. Participants who are refunded or transferred out of the program according to the policies listed above will not be included in the final payment.

STATUS WITH THE PARK DISTRICT

Contractors must not present themselves as employees of the Park District. As contractors are not employees of the Park District, it is important for them to understand that they are not entitled to any benefits or protections afforded to Park District employees, including but not limited to unemployment insurance and worker's compensation. However, because they are not employees, they are not bound by any obligations of employees of the Park District. For example, they have sole control over the manner, means, and methods of performing the services listed in the Independent Contractor Agreement according to their own judgment. They are able to engage in other business activities outside of the Park District, and can also provide similar contracted services to other organizations, provided that those services do not directly compete with the Mokena Community Park District. They are also solely responsible for the direction of their own employees and agents. Because of this distinction, it should be understood that contractors are not protected as an employee under the provisions of the general liability insurance of the Park District and therefore will be solely responsible for their own actions. Any injury or property damage on the job will be the contractor's sole responsibility and not the Park District's. The Park District will in no way defend contractors in matters of liability.

TAXES AND DEDUCTIONS

Because a contractor is not an employee, the Mokena Community Park District does not withhold state or federal income tax, Social Security, or other deductions. Under the United States Internal Revenue Code, the Mokena Community Park District is required to report the payments made to Independent Contractors each

year to the IRS for certain threshold amounts. It is the contractor's responsibility to satisfy any taxes, withholdings, or contributions due on behalf of the contractor (and the contractor's employees, if any) in an appropriate manner.