



Independent Contractor Application Guide



INTRODUCTION

WELCOME

The Centerville-Washington Park District is committed to becoming the outdoor recreation destination of choice for the community we serve. Our mission is to deliver fun, healthy and outstanding park experiences that connect the community with the outdoors. As such we are always on the lookout for exciting new recreation programs to offer to area residents. As our mission indicates, we always look forward to the possibility of working with others to reach our common goals and serve the district.

This guide was created in order to allow potential instructors to acquaint themselves with the Park District and the process of becoming an Independent Contractor for the Centerville-Washington Park District. Please read this document thoroughly and reach out to us with any questions. Our Contracted Instructor Proposal Form can be found at the end of this document.

WHAT CAN THE PARK DISTRICT OFFER CONTRACTORS?

Teaching a class at the Centerville-Washington Park District has many benefits:

- Affiliation with an organization with over 60 years of rich history and a positive reputation in the Centerville and Washington Township community.
- Access to 51 great nature, community and neighborhood parks and indoor facilities, as well as many athletic fields and courts.
- Advertisement of classes in our newsletter, *Centerville-Washington Park District News and Events*, which is mailed out to all Centerville and Washington Township residents four times per year.
- All class information is available 24 hours a day on our website.
- Class information and updates may be posted on social media.
- Our registration system allows us to maintain facility bookings for all programs and allows for processing of all registrations.
- Up-to-date rosters, attendance sheets, and waitlist information can be available to the instructor through our registration system.
- Participants are able to register for programs in the way that is most convenient for them including online for classes at any time of day or night, by phone, in person, or by mail or fax.
- We accept cash, checks, and major credit card payments.
- Registrations are accepted from both residents and non-residents, giving everyone the opportunity to participate in our classes and offering contractors the opportunity to attract participants outside of the district. Residents receive a one-week priority registration period after which registration is opened to non-residents.

QUESTIONS ABOUT THIS GUIDE

If you have any questions about the information included in this guide, feel free to contact the Park District at

Centerville-Washington Park District
221 N. Main Street
Centerville, Ohio 45459

(937) 433-5155
www.cwpd.org
mail@cwpd.org



BECOMING AN INDEPENDENT CONTRACTOR

HOW TO BECOME AN INDEPENDENT CONTRACTOR

In order to become an Independent Contractor for the Centerville-Washington Park District, you may be contacted by the park district or submit a Program Proposal Form (included in this guide) for each program they would like considered. Proposals should be returned to the Park District through our website, via email at mail@cwpd.org, or printed and mailed/dropped off at 221 N. Main Street, Centerville, Ohio 45459. Program Proposal Forms are accepted year round. Incomplete or illegible proposals will not be considered.

Once a Program Proposal Form has been submitted, a Program Supervisor will review the document and notify the potential Independent Contractor if they would like to meet to discuss in more detail. The Program Supervisor can offer advice regarding what types of programs, dates, and times have been popular at the Park District as well as answer questions regarding facility availability, contractor policies, etc.

If a program is accepted, Independent Contractors are required to provide the following items in order to move forward. Once approved, you will enter into an Independent Contractor Agreement with the Park District.

Items Required for Approval as an Independent Contractor

- IRS W-9 Form
- OPERS Form PEDACKN
 - Required only if your company employs less than 5 people
- Background Screening Consent/Release
- A certificate of insurance with the Centerville-Washington Park District listed as an additionally insured certificate holder with respect to general liability
- Proof of worker's compensation
 - If coverage is required by law
- Signed Program Contract/Independent Contractor Agreement
 - Sent after program is approved and details finalized

PROGRAM INFORMATION

PROGRAM SCHEDULING

Independent Contractors are responsible for submitting initial class proposals and schedules through the Program Proposal Form with enough time to adequately discuss and plan the program within the schedule listed below. Once accepted and established, Contracted Instructors will work with their Program Supervisor for future seasons and will not need to submit new Program Proposal Forms for repeat classes. 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 normally scheduled to coincide with the printing and mailing of our quarterly *News and Events Program Guide*. Contractors should make sure that their programs adhere to the following general schedules:

Program Season:	Program Information Due: (end of month)	Programs Take Place:
Winter	July	December-February
Spring (includes summer camps)	October	March-May
Summer	January	June-August
Fall	April	September-November

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.


The Centerville-Washington Park District observes most federal holidays. The Park District also tries to avoid starting or ending programs on holidays of any major religion out of the impact that it could have on participants’ ability to fully enjoy the program that they have registered for. Please keep in mind that these holidays may affect program schedules; please check with a Program Supervisor for additional details on scheduling around holidays.

CLASS DESCRIPTIONS

Contracted Instructors are expected to provide as many details as possible in the Program Proposal Form to allow the Program Supervisor to efficiently evaluate the proposed program. Please provide a sample title and a sample program description that would showcase the key aspects of the program activities and any unique aspects. Contracted instructors are expected to also provide scheduling requests to the Program Supervisor on the form so that facilities can be considered prior to your initial meeting. You are expected to have considered benefits of the program for participants and methods that the class can be adapted or modified for persons with disabilities. Please read through the Program Details section of the form and ensure it is thoroughly completed.

REGISTRATION

The Centerville-Washington Park District shall be responsible for registration of the participants. Under no circumstances is a contractor to accept payments, except for pre-approved supply fees. 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 and fully paid (by checking participation against the roster) prior to attending the class.

The Centerville-Washington Park District does not allow for free "try-it classes" as a part of paid programs. It is also not permitted for participants to attend a program, and then sign up at a later time. We do not allow for coupons or exclusive discounts for programs created by Contracted Instructors; any reduction in fees will need to be applied to the whole class through the Park District's software.

Contractors that work with the Park District on a repeated basis will be granted access to view rosters and attendance sheets directly on the RecDesk website through an Instructor Login. It is an expectation of the contractor to take attendance at each class. This is especially important for large classes where participants may show up to class without paying. Participants must either be on the roster or have a Park District issued receipt before being admitted to class. Completed attendance sheets will be required to be submitted with the final invoice at the conclusion of the class in order to process a timely payment.

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, a refund will be issued to the participants and notification of cancellation will be sent to participants. Contractors will not be reimbursed for any expenses that they may have incurred for the cancelled program.

FACILITY REQUESTS

The Centerville-Washington Park District will make every effort to match Contracted Instructors with their preferred spaces. However, current scheduled programs, facility maintenance and updates, or proposed program requirements may impact what spaces are compatible with the requested program.

In most circumstances, contractors will be allowed to set up their activity areas 15 minutes prior to the beginning of class activities. The contractor will be expected to always leave the activity area in the condition in which it was found. In some cases, contractors may be assigned a key or lockbox code to access a facility, in which case it is the contractor's responsibility to ensure that the facility is secured and closed properly (doors and windows locked, lights turned off, etc.) before leaving. Contractors will not be permitted to use any Park District owned property including copy machines, fax machines, computers, materials, and/or equipment without prior approval of the Park District. Contractors should plan to provide all equipment, materials, and copies at their own expense.

Available facilities to request in your Program Proposal Form include:

Indoor Facilities	
Activity Center Park, Community Room	221 N. Main St.
Bill Yeck Park, Smith House	2230 E. Centerville Station Rd.
Grant Park, Kennard Nature Nook	6588 McEwen Rd.
Park Shelters	
Activity Center Park Shelter (1/2 of shelter)	221 N. Main St.
Forest Field Park Shelter	2100 E. Centerville Station Rd.
Iron Horse Park Shelter	6161 Millshire Dr.
Oak Creek South Park Shelter	790 Miamisburg-Centerville Rd.
Oak Grove Park – CUSA Shelter	1790 E. Social Row Rd.
Oak Grove Park – Feldman Pond Shelter	1790 E. Social Row Rd.
Oak Grove Park – Gebhart Shelter	1790 E. Social Row Rd.
Oak Grove Park – Noon Optimist Shelter	1790 E. Social Row Rd.
Oak Grove Park – Rotary Shelter	1790 E. Social Row Rd.
Robert F. Mays Park Shelter	10553 Paragon Rd.
Schoolhouse Park Shelter	1875 Nutt Rd.
Yankee Park Shelter	7500 Yankee St.
Courts	
Activity Center Park Pickleball Courts (6 courts)	221 N. Main St.
Forest Field Park Tennis Courts (3 courts)	2100 E. Centerville Station Rd.
Oak Grove Park Tennis Courts (3 courts)	1790 E. Social Row Rd.
Schoolhouse Park Basketball Courts (3 courts)	1875 Nutt Rd.
Schoolhouse Park Tennis Courts (3 courts)	1875 Nutt Rd.
Yankee Park Sand Volleyball Courts (2 courts)	7500 Yankee St.
Yankee Park Tennis Courts (3 courts)	7500 Yankee St.
Special Amenities	
Activity Center Park Sprayground	221 N. Main St.
Bill Yeck Park Fire Circle	2230 E. Centerville Station Rd.
Grant Park Cabins Fire Circle	501 Normandy Ridge Rd.
Grant Park Chimneys Fire Circle	501 Normandy Ridge Rd.
Oak Creek South Skatepark	790 Miamisburg-Centerville Rd.
Oak Grove Park – Archery Range	1790 E. Social Row Rd.
Oak Grove Park – Dog Park	1790 E. Social Row Rd.
Oak Grove Park – Feldman Pond + Shelter	1790 E. Social Row Rd.
Oak Grove Park – Outdoor Exercise Equipment	1790 E. Social Row Rd.
Rosewood Park Fishing Pond	475 Roselake Dr. (street parking only)

Additional neighborhood parks and amenities can be found on our website: <https://www.cwpd.org/parks/find-a-park/>

If interested in a Centerville-Washington Park space not listed above, please indicate in the “other” section on the Program Proposal Form.



WEATHER CANCELLATIONS / LOCATION CHANGES

If your Program Proposal Form is accepted, you will be expected in your meeting with the Program Supervisor to discuss your plans for weather cancellations or location changes due to inclement weather, if applicable. In addition, you should discuss if the Program Supervisor will be making the cancellation for inclement weather, or if you would like arrangements made to determine and communicate weather-based cancellations to program participants yourself. Your Program Supervisor can help you determine which method is best and will advise on who will initiate.

Requests for alternate locations indicated on the Program Proposal Form are not guaranteed. If a location change will be needed for inclement weather, you are expected to include that information within the Program Details section of your Program Proposal Form, so that an appropriate indoor facility can be evaluated for the program activities and the site availability.

PARTICIPANT INCLUSION

The Centerville-Washington Park District makes every effort to make programs, including those led by Contracted Instructors, as inclusive as possible. You will be expected as a Contracted Instructor to make reasonable accommodations or modifications for programs to ensure inclusion for individuals with disabilities as the needs arise. These requests are gathered in the registration process. We have a few expectations, as detailed below, that are easy adjustments to make that greatly assist with program experience for all.

- Check the roster you are provided with for any allergies, medical conditions, or participant requests
- Face the audience and avoid turning your back to the group while speaking
- Use a microphone if provided
- Turn on captions for any videos. If a video doesn't have captions, seek an alternate option
- For power points or print outs:
 - Limit total typeface types, sans serif preferred
 - Use 16-point type size, 1.5 spacing or double
 - You should be able to read what's printed in black and white for appropriate visual contrast
- Provide a list of any food ingredients for parents or participants to check, even if they are not eating the items
 - IE: playdough, birdseed, herbs, etc.

COMMUNITY NEED

The Centerville-Washington Park District evaluates proposed programs based on the relevancy to our mission as well as the community need for the program. It is expected of potential Contractors to be aware of similar programs/services within Centerville and/or Washington Township or disclose other locations within the community that they also provide this program/service. Similar programs or classes taught by the instructor in the community do not disqualify any Program Proposal Form; however, they are considered in determining the need of the program and saturation of the program/activity within the community, and if the Park District is the best entity to fill that need.



CONTRACTOR EXPECTATIONS

PROFESSIONAL CONDUCT

Independent Contractors represent the Park District. For some participants, the Independent Contractor is the only Park District representative with 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 Centerville-Washington Park District also expects that all contractors will uphold the mission and values.

Mission Statement - Deliver fun, healthy, and outstanding park experiences that connect the community with the outdoors.

Vision - To become the outdoor recreation destination of choice for the community we serve.

Values (we believe in ...)

Creating positive memories.

Integrity.

Public service.

Fiscal responsibility.

Environmental responsibility.

STATUS WITH THE PARK DISTRICT

Contractors must not present themselves as employees of the Park District and are not entitled to any benefits or protections afforded to Park District employees including, but not limited to, unemployment insurance, worker's compensation or membership in OPERS. Contractor will 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 Centerville-Washington 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.

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 reasons. 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 services is not allowed.



PARTICIPANT & INSTRUCTOR SAFETY

Regardless of the activity, one of an instructor's primary responsibilities is to ensure the safety of participants. Instructors will be expected to 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, contracted instructors are expected to stay on site until all participants have left unless the facility has a Park District representative present that is able to accept the responsibility. Special care should be taken with minors who should only be released to parents, guardians, or other responsible parties designated by a guardian. 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.

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. You may be asked to provide proof of any certifications, licensures, or trainings listed under their Instructor Qualifications of the Program Proposal Form.

The Centerville-Washington Park District has a 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. Contractors are responsible for their (and their employees', volunteers', and sub-contractors') own actions/conduct, and must never engage in discrimination and harassment.


PROGRAM PROMOTION

The Centerville-Washington Park District will place program descriptions in our *quarterly News and Events Program Guide* if the Program Proposal Form is submitted early enough to be included in the newsletter publication schedule. The descriptions will also be listed on the Park District website. Occasionally the Park District will also select programs to feature on social media, press releases, flyers, etc. A contractor's assigned Program Supervisor can offer suggestions for other ways to market a contractor's programs in the community if needed. Any advertising or marketing developed by the contractor (flyers to be hung or distributed, newspaper advertisements, etc.) must be approved in advance by the Centerville-Washington Park District. Until your proposed program has been approved and confirmed, you should not advertise any programs as being at the Centerville-Washington Park District.

FINANCIAL DETAILS

CLASS FEES

Program Supervisors will provide assistance and can negotiate a final rate based on the instructor's worth of service, 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 discussed and if possible determined in your meeting with the Program Supervisor and then clearly indicated in the Independent Contractor Agreement. The Park District typically imposes a non-resident fee to individuals who do not reside in Centerville or Washington Township.



These fees are not considered part of the base class fee and contractors will not receive any portion of this non-resident fee.

It is the contracted instructor's responsibility to submit a worth of service amount that clearly outlines the minimum that they need to receive at the end of the program to justify their time and efforts. This may be a flat rate amount, per program hour rate, or per participant rate. Unless a flat rate is selected for the program, contracted instructors will receive a percentage of the resident rate revenue for the class that will reflect the agreed upon worth of service cost for the pricing of the program.

SUPPLY FEES

Any supplies needed for a 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

If a program is canceled by the Park District or by the contracted instructor, participants will receive a full refund. For registration cancelations by participants, please review our refund policy: <https://www.cwpd.org/programs-events/program-registration/> Extenuating circumstances after the start of a program (i.e., an injury, emergency, poor program experience, etc.) can be refunded at the only discretion of the Program Supervisor. As a Contracted Instructor it is expected that you refer participants to the CWPD main office or Program Supervisor if they have refund questions.

Contractors are not paid for participants who are granted refunds or household credits (but may be paid a pro-rated amount for those given a partial refund), or who transfer 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. You will be expected to submit an invoice and an attendance sheet(s) for all completed programs.

TAXES & DEDUCTIONS

Under the United States Internal Revenue Code, the Centerville-Washington 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 matter. If required for your business type, a 1099 form will be sent to Contracted Instructors by the current IRS deadlines.

Thank you for your interest in becoming a contractor with the Centerville-Washington Park District. If you have any questions about this guide, please give us a call at 937-433-5155.

Program Proposal Form

Contact Information

Business Name: _____ Date of request: _____

Main Contact: _____

Business Owner: _____

Street Address: _____

City, State, Zip: _____

Cell Phone: _____ Secondary Phone: _____

Email: _____ Website: _____

Program Details

Program Title: _____

Program Description: _____

Age of Participants:

- Preschool (Ages 3-5)
- Youth (Ages 5-11)
- Pre-Teen (Ages 11-13)
- Teen (Ages 12-18)
- Adult (Ages 18 & up)
- Seniors (Ages 60 & up)
- All Ages
- Other (specify): _____

Facility Requested:

- Nature Nook
- Smith House
- Shelter (please specify)
- HQ Community Room
- Park/Field (please specify)
- Pickleball Court
- Tennis Court (please specify)
- Fire Circle (please specify)
- Other/Specify: _____

Program Length:

Class sessions _____ # Days/Week _____ # Hours/Class(es) _____

Suggested day(s) and time the program should meet: _____

Second choice of day(s) and time: _____

Recommended minimum number of participants: _____ Maximum number of participants: _____

Program Details *(continued)*

Please list the benefits that this program will provide to its participants.

- 1) _____
- 2) _____
- 3) _____

Please provide an outline or lesson plan that gives specific details for the program including activities planned and skills needed *(if more space is needed, attach additional pages)*.

What can be done to adapt this program to persons with disabilities:

Worth of Service

Please indicate the total amount that the instructor/company needs to receive at the end of the program in order to justify the contracted instructor's time *(You may list either a flat rate amount, per program hour rate, or a per participant rate)*.

Equipment and Supplies

What equipment and/or supplies will be provided by the contractor? *(The contractor is responsible for ensuring that all non-park district equipment and supplies used for the program meets current safety and industry standards/guidelines and is in proper working condition.)*

What equipment and/or supplies will the Centerville-Washington Park District need to provide for this program (including tables, chairs, audio-visual equipment, screens, hoops, goals, etc.)?

What will the participants be required to bring? And in the case of special program materials, how much does each item cost? (Include required clothing, program materials, lunch, water, etc.)

Safety and Emergency Factors

List any safety, health, and risk factors for this program and how this information will be presented to participants.

List any prior knowledge or required skills for this program that participants will need to know/have to safely participate and how this information will be presented to participants.

Instructor Qualifications

Please list qualifications, certifications, and experience that makes the instructor qualified to lead this program.

Is the instructor certified in any of the following?

First Aid CPR AED

Please give references of organizations where you have offered this program (or similar programs if this is a new program). *We reserve the right to contact these organizations for additional information on the program if needed.*

Organization/Business: _____

Program Title: _____

Contact Person & Title: _____

Phone: _____ Month & Year Program Was Last Offered: _____

Organization/Business: _____

Program Title: _____

Contact Person & Title: _____

Phone: _____ Month & Year Program Was Last Offered: _____

Organization/Business: _____

Program Title: _____

Contact Person & Title: _____

Phone: _____ Month & Year Program Was Last Offered: _____

Community Need for Program

Please list other organizations/providers of this/similar programs or other locations where you instruct this program within Centerville/Washington Township.

Organization Name: _____ Phone: _____

Summary of Same/Similar Program: _____

Organization Name: _____ Phone: _____

Summary of Same/Similar Program: _____

Organization Name: _____ Phone: _____

Summary of Same/Similar Program: _____

Verification of Information Statement

All Contracted Instructors must follow all CWPD park rules and regulations. Rules and regulations can be found and reviewed at <https://www.cwpd.org/parks/rules/>

I agree that the statements and information provided in this document are true and correct. I will notify the Centerville- Washington Park District in writing of any changes to information in this document. I understand that I may need to provide verification of information/certifications mentioned in this document.

I also understand that in certain situations, contractors may be subject to one or more of the following background checks:

- State of Ohio and/or FBI criminal background checks
- Reference checks
- Insurable driving record checks

Signature: _____ Date: _____