

City of Hallandale Beach Parks and Recreation Department

Recreation Contract Instructor Manual

Updated October, 2016



*It Starts in Parks ... Achievement, Community, Conservation, Economic Development,
Health, Heritage, Nature and Florida's Future.*

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Come teach with us!

Become a Recreation Contract Instructor

The City of Hallandale Beach Parks and Recreation Department is currently seeking instructors to offer recreation programs in our community.

As a Recreation Contract Instructor you will enter into an Independent Contractor Agreement with the City of Hallandale Beach that is designed as a 70/30 split. As a Recreation Contract Instructor you will receive 70% of all course revenue and the City will retain 30% of the total monies collected from your course. The Recreation Contract Instructor and City will determine a mutually agreed upon course fee. All registration fees are collected and deposited by the City of Hallandale Beach.

What can the City of Hallandale Beach offer you as an Instructor?

- The City has great facilities. We have a gymnasium, auditorium, classrooms, meeting rooms, aquatic and athletic facilities as well as parks available for Recreation courses.
- The City uses a computer registration system that will allow us to maintain the facility booking for your class and to process registrations in an efficient manner. Instructors will receive attendance and waitlist reports and we will maintain the database to provide participant main contacts from all classes.
- We accept cash, checks, Visa and MasterCard for payments. We offer in person registration for all programs at the Cultural Community Center and will offer online registration in the near future.

Recreation Contract Instructor Manual

Please review the information within this Recreation Contract Instructor Manual to acquaint yourself with the program. The Recreation Contract Instructor Manual is your resource for information on our Recreation Contract Instructor program as well as for instructions on how to apply to become an Instructor with the City of Hallandale Beach Parks and Recreation Department. The Manual also includes:

Recreation Contract Instructor Application
Recreation Contract Instructor Course Request Form

You may also pick up an Application and Course Request form at our Administrative office located at 410 SE 3rd St, Hallandale Beach or at any of our Community Centers throughout the City.

You can request to have the information faxed, mailed, or emailed to you - please call (954)457-1452 for information or email us at HBParksRec@CoHB.org.



General Department Information

The information in this manual is intended for current Recreation Contract Instructors and those who are interested in becoming Recreation Contract Instructors. This manual is a resource of information related to teaching a “fee” class for the Hallandale Beach Parks and Recreation Department.

Mission & Vision

Our department’s mission is:

The Department of Parks and Recreation envisions the continued development and operation of a park and recreation system which enriches the quality of life for residents and visitors alike, and preserves it for future generations.

And our vision is:

Our staff is dedicated to enhancing the quality of life for our Community members and visitors by enhancing the beauty of the City and providing innovative recreational programs. We strive to make our City a more enjoyable place in which to live by providing the public with aesthetically pleasing parks, cultural and recreation programs.

City Goals

1. Improved environment and quality of life for our citizens.
2. Better response to community and Commission needs.
3. Continuation of programs to stabilize or improve City operations.
4. Emphasis on employee quality and working conditions.
5. Development of balanced revenue sources.

Teaching & Benefits

Why teach classes for the Parks and Recreation Department?

The Parks and Recreation Department is a progressive municipal agency committed to improving the quality of life for our residents and visitors by providing recreational and leisure experiences in our community.

What can the department offer you as an instructor?

The Parks and Recreation Department:

- has great facilities. We have a gymnasium, auditorium, classrooms, meeting rooms, aquatic and athletic facilities as well as parks available for Recreation courses.
- uses a computer registration system that will allow us to maintain the facility booking for your class and to process registrations in an efficient manner. Instructors will receive attendance and waitlist reports and we maintain the database to provide participant main contacts from all classes.
- accepts cash, checks, Visa and MasterCard for payments. We offer in person registration for all programs at the Cultural Community Center and will offer online registration in the near future.

Program Dates

There are three “Programs” each calendar year: Winter/Spring, Summer, and Fall/Winter.

The Program dates vary each year but are approximately:

Winter/Spring	January 1 through May 31
Summer	June 1 through August 31
Fall/Winter	September 1 through December 31

Each program has multiple sessions. Please see current calendar for session dates.

Recreation Contract Instructor Information

How to become a Recreation Contract Instructor

Instructors are hired on a contractual basis. In order to become a Recreation Contract Instructor for the Parks and Recreation Department, a potential Instructor must first submit a Recreation Contract Instructor Application and a Course Request Form for each course proposed.

For your convenience you can find an Instructor Application and Course Request Form online at www.cohb.org on the Parks and Recreation Page. (You can also find a copy at the end of this manual.) Please complete these forms and return to the Parks and Recreation Office at 410 SE 3rd St, Hallandale Beach. Instructor Applications and Course Requests are accepted year round. Partially completed Applications and/or Course Requests will not be considered.

Once you have submitted your Application and Course Request Form(s) the Program Coordinator will contact you and serve as your primary point of contact for the processing of your application. The Coordinator will review your paperwork and notify you if your application has been accepted. Once accepted, you must provide the required items listed below before being approved. Once approved, you will enter into an Independent Contractor Agreement with the City of Hallandale Beach. Once the agreement is executed, you will be able to offer the approved courses.

Items Required

Before the department can enter into an Independent Contractor Agreement the following documents must be obtained from a potential instructor:

1. A copy of **photo identification** (*Florida Driver's License or Government issued ID card*).
2. A copy of applicable **Business Tax Receipts**. *Any person engaging in, conducting, or managing any business in the City of Hallandale Beach is required to first obtain a Local Business Tax Receipt. A business tax receipt must be obtained from the municipality and County where your home or business is located.*

If you reside or operate a business in the City of Hallandale Beach, please contact:

City of Hallandale Beach
Development Services/ Occupational Licenses
400 S Federal Hwy
Hallandale Beach, FL 33009-6433
PH: (954) 457-1341 FAX: (954) 457-1335

In Hallandale Beach, if you are a home-based business, you will receive a 50% reduction in the Business Tax Receipt fee for the home-based business category.

Exemptions include certain persons, and persons 65 years or older, with not more than one employee or helper, and who use their own capital only not in excess of five hundred dollars.

If you reside in Broward County, please contact:

Broward County Local Business Tax Receipt Department
115 S. Andrews Avenue
Fort Lauderdale
PH: (954) 765-4697
www.broward.org/revenue

Any person doing business in Broward County, even a one-person company or home-based business owner, needs a Broward County Local Business Tax Receipt, unless you qualify for an exemption.

Exemptions include nonprofits and certain persons 65 years or older who are a resident of Broward County, have proof of age, have no more than one employee or helper, who use their own capital with no more than

\$1,000 invested in starting the business (affidavit required), and who complete the Local Business Tax Receipt Application Form

3. **Proof of your Corporation and or Fictitious Name status** if applicable. *While corporations must register with the Secretary of State, if you engage in business using any name other than your own, it must be registered under the Fictitious Name Act. It protects both business and the public. The Fictitious Name must be advertised one time in a newspaper in the county where the applicant's principal place of business will be located and proof of publication need not be submitted.*

You may obtain forms for registering your fictitious name from a local newspaper or Fictitious Name Department at (850) 245-6058, or visit www.sunbiz.org. Corporation information is also available at www.sunbiz.org.

4. **Proof of Worker's Compensation and Employer's Liability**, if you have employees. If you are an instructor without employees we will need a **letter stating you are the sole proprietor**.
5. Pay (current cost \$54.25) for and complete a city of **Hallandale Beach Background Screening**. No Contract Instructor may teach a class until they have notified by the Program Coordinator that they have cleared this process. This must be redone if there is a break in service of more than 30 days.
6. A **Certificate of Insurance** on a standard ACORD form with the City of Hallandale Beach listed as the certificate holder as well as an additional insured with respects to general liability if required (see **Insurance** section). An endorsement naming the City of Hallandale Beach, its officers, officials, employees, and volunteers must accompany the certificate of insurance. This endorsement is often referred to as page CG 2011.

Independent Contractor Agreement

The Parks and Recreation Department requires that all Independent Contractors who perform a service in/on a City facility enter into an Independent Contractor Agreement with the City. The Independent Contractor Agreement form is standard and cannot be altered or changed. Instructors are required to sign three original contracts. One of those originals will be mailed back to the instructor once it has been approved and signed by the department.

How to submit a Course Request Form

A separate Course Request Form is required for each course you wish to teach. Course Request Forms are accepted year round. Incomplete Course Request forms will not be accepted. Submitting a Course Request Form does not guarantee that the course will automatically be approved.

The forms will be reviewed by the Program Coordinator. Once approved, the terms of the course offering cannot be changed.

Please note, that the Course Request Form will be used to book your room/activity area, provide you with an activity number, and place your course information in our program offerings. Therefore, please be as detailed as possible.

There is no exclusivity to instructors or the courses they teach.

Insurance

As an Independent Contractor for the Parks and Recreation Department, there are a few things you should know about liability and insurance.

The City is self insured and therefore is committed to providing safe programs and minimizing liability.

The City requires all Recreation Contract Instructors, offering any activity or program which requires physical involvement with the risk of liabilities due to injury and/or property damage, provide commercial general liability insurance which shall not be less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate. The cost

for this coverage is the sole responsibility of the instructor. You are free to shop around for the best coverage at the best price.

The City Risk Manager has the final say in determining if an activity or program requires liability insurance.

Your contract with the department is as an instructor of a specific class or program. It does not in any way provide insurance coverage for you as an independent contractor. Therefore, if a liability claim occurs against you and the City (and/or the department), you will be responsible for defending yourself, and potentially for paying a claim brought against you.

Class Fees

All Recreation Contract Instructors set their class fees. The Program Coordinator will provide assistance on current market conditions. The instructor and the department will determine a mutually agreed upon course fee. The department reserves the right to approve all class fees.

Supply Fees

Any supplies needed for a class will be the responsibility of the instructor and must be pre-approved by the Program Coordinator. If supplies are to be obtained by the student, it will be the responsibility of the instructor to provide a supply list with the Course Request form. If a supply fee is required for each student, the instructor must provide this information on the Course Request form so they may be approved and published with the program. The supply fees are to be paid at the first class meeting and directly to the instructor. Supply fees that are not published in the program guide may not be collected. The City of Hallandale Beach will not collect supply fees on behalf of the instructor. Supply fees are not subject to the revenue split.

Refunds

The Parks and Recreation Department's refund policy reads as follows:

Program fee refund requests must be received seven (7) days prior to the first day of the program, except for illness or family emergencies, in which case, proof must be provided, and the written refund request must be received within seven (7) days following absence.

Refund requests cannot be processed for one-time programs, trips, ticket sales, or special events. Program fees are not refunded/ prorated for participants who miss portions of programs. Daily refunds are not available.

Refunds for supplies paid directly to a contract instructor will be the responsibility of the instructor.

The Department reserves the right to cancel, postpone, or combine programs, or change instructors to best provide service. In the event the Department cancels any program, a full refund will be issued.

Notification of the refund request and/or reservation cancellation must be in writing and submitted to the Parks and Recreation administrative office.

The City will not withhold money for social security or federal income tax. Annual payments to a Recreation Contract Instructor from the City in excess of \$600 will be reported to the Internal Revenue Service. It is the instructor's responsibility to satisfy any taxes due in an appropriate manner.

Instructor Evaluation

The City of Hallandale Beach periodically offers our participants the opportunity to provide their opinions on our programs, instructors, and facilities. The Program Coordinator also audits programs and provides feedback to our instructors.

Course Information

Registration

The Parks and Recreation Department shall be responsible for and have complete control over the registration of participants. Under no circumstances is an instructor to accept payments, except for pre-approved supply fees.

Registrations are processed on a first come first serve, City Residency priority basis by the department. No registrations may be taken by an instructor. All participants must pre-register with the department before being allowed into any class/program. It is the instructor's responsibility to ensure all participants are registered and fully paid prior to attending class.

Course Scheduling

Instructors are responsible for submitting class schedules through the Course Request form. Parks and Recreation staff will attempt to accommodate Instructor's schedule requests.

The City of Hallandale Beach observes the following holidays. Please keep in mind that these holidays may affect your class schedules.

New Year's Day	Labor Day
Dr. Martin Luther King Jr. Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

Absences, Substitutes, Cancellations

If an instructor is ill or unable to meet with their class, the instructor must notify the facility where the course is scheduled as soon as possible but no later than one hour prior to the start of class. It is the instructor's responsibility to notify students of a course cancellation of this nature.

If an instructor has made arrangements for a substitute the department must be notified no later than one hour prior to the start of class. All substitutes must have an approved application on file, must provide proof of insurance coverage, and must have paid, completed, and passed a background screen before performing services at any Hallandale Beach Parks and Recreation facility.

The department reserves the right to cancel, combine, or divide courses; to change the time, date, or place of courses; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participants. Classes without minimum enrollment will be cancelled or combined. If the activity or class is cancelled by the department, the department will issue a refund and inform the instructor and students of the cancellation.

Course Times

Instructors are responsible for providing instruction for the specified number of hours agreed upon and advertised.

Course Enrollment

Once we have started registration for a new session, you can inquire about your enrollment at any time by calling the Cultural Center.

Attendance Sheets

The attendance sheets and evaluation forms will be in the instructor's box at the facility in which your class will be held. We can fax and/or email your attendance sheets to you if you make the request to 954-457-1452. Be sure to pick up your attendance sheet and evaluation forms before you go to your class.

Taking Attendance

It is the instructor's responsibility to take attendance at each class. This is especially important for large classes where participants may have shown up to class without paying. Please inform individuals who have not paid to go to the Cultural Center to register. Participants must either be on your sheet or have a Parks and Recreation issued receipt before you admit them to your class.

No Shows

Instructors should give all participants a courtesy call prior to the start of class. This is a good time to introduce yourself, remind participants of any supply, etc. requirements, and of the date and time of the classes. If a participant does not show up for the first class, please give the participant a call to remind them of the next class (if you have multiple classes). It is the participant's responsibility to remember the classes they have signed up for, but it's good customer service to call your participants (phone numbers are printed on the attendance sheet).

Facility Usage

Classes are held in various locations throughout the City.

All Recreation Contract Instructors using Parks and Recreation facilities will be allowed to set up their rooms/activity area 15 minutes prior to the beginning of class/program activities. The instructor must always leave the room/activity area in the condition in which it was found. This means cleaning up any materials (art supplies, paper, etc.) and replacing any furniture and/or equipment back in its original location after the class/program ends. All facilities have Parks and Recreation staff assigned to open and close the facility.

If staff is not present to open or close, the instructor should contact the facility's supervisor (their name and number will be provided on your attendance sheets).

Instructors may not use any City owned property including copy machines, fax machines, computers, materials, and/or equipment without prior written approval of the Program Coordinator. Plan to have all equipment, materials, and copies provided at your expense.

Accident and Incident Reports

All accidents and incidents, no matter how minor they appear, should be reported. If an accident occurs in your class, please act calmly, promptly, and efficiently and take care of the situation.

Notify a Parks and Recreation staff member on duty immediately. They will be responsible for preparing the incident report.

Emergencies

Hallandale Beach Police 911 (dial 9+911 if in a City facility)

Fire Alarm/Bomb Threat

- Clear the area in an orderly manner, use course roster to account for all participants.
- Do not re-enter the building until appropriate personnel give you permission to do so.
- In case of evacuation where participants are unable to return to the building, make sure participants under 18 years of age are held in a safe area until a parent/guardian can pick them up.

Medical Emergency

- Locate a phone and dial 9+911.
- Certified individuals should administer immediate First Aid.

Americans with Disabilities Act (ADA)

The ADA is federal legislation, which gives civil rights protection to individuals with disabilities similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications.

It is the policy of the City of Hallandale Beach and the Parks and Recreation Department to fully comply with the provisions of the ADA and to make reasonable accommodations to individuals with vision, or hearing impairments or other disabilities so that they can have an equal opportunity to participate or benefit.

Harassment in the Workplace

The City of Hallandale strives to maintain a quality working environment for all employees and has a policy against sexual, ethnic, racial, or religious harassment. It is the policy of the City to take affirmative action to prevent undesirable conduct, inasmuch as possible, and to deal with infractions in a fair, impartial and speedy manner. All violations will be addressed on a case-by-case basis. In those instances where a violation has been proven, swift administrative action will result.

Child Abuse

All contractors are legally required to report questionable bruises or marks that are repetitious and obvious to them. Likewise, should a child indicate to a contractor that abuse, either physical or sexual, is happening to them, it is their obligation to report the discussion to the Parks and Recreation Staff.

Marketing Your Course

Promoting your classes

All advertisement materials utilized to promote your classes must be approved by the Program Coordinator.

Advertisement

There are several excellent, weekly periodicals, which offer low cost advertising for local businesses.

Press Release

The Parks and Recreation Department will do press releases pertaining to all of their classes twice during each session. Normally the press release highlights on a couple classes.

Special Events

The Parks and Recreation Department offers many special events throughout the year. Instructors can do demonstrations, participate as artists, or pass out flyers to participants at the event(s). The Program Coordinator will coordinate the arrangements to promote your program in these events.

Promotion by the Parks and Recreation Department

The City of Hallandale Beach will place your flyers, and/or course information in facilities. The description will also be listed on our internet registration site (future).

Stay Connected

A lot happens throughout the year so stay connected to the Parks and Recreation Department by ensuring we have your current email address and phone number.

For more information on the City of Hallandale Beach
Parks and Recreation Department please call
(954) 457-1452, email us at HBParksRec@CoHB.org
or visit us at www.CoHB.org/Parks.





City of Hallandale Beach Parks and Recreation Department Recreation Contract Instructor Application

410 SE 3rd St • Hallandale Beach, FL 33009 • (954) 457-1452 • Fax: (954) 457-1467 • HBParksRec@CoHB.org

Date: _____

Applicant Information

Last Name:	First Name:	M.I.:
Street Address:		
City:	State:	Zip Code:
Email Address:		
Home Phone #:	Cell Phone #:	
Are there any medical conditions that we should be aware of or that may prohibit you from performing your duties as a Recreation Contract Instructor? Do you require any ADA accommodations to perform your duties as a Recreation Contract Instructor?		

Emergency Contact

Name:	Relationship:
Home Phone #:	Cell Phone #:

Class Information

Proposed Classes:	
Have you taught this class before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please fill out information below.	
Business/Organization:	Dates:
May we contact them as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:
Business/Organization:	Dates:
May we contact them as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:
Business/Organization:	Dates:
May we contact them as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:

Education

High School		Address	
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
College		Address	
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
Other		Address	
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree

References (please list three professional references)

Full Name		Relationship
Company		Phone #:
Address		
Full Name		Relationship
Company		Phone #:
Address		
Full Name		Relationship
Company		Phone #:
Address		

Related Employment

Name of Company		Supervisor
Address		Phone #:
From	To	May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Responsibilities		
Job Title		Reason for Leaving
Name of Company		Supervisor
Address		Phone #
From	To	May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Responsibilities		
Job Title		Reason for Leaving

List below all offenses against the law (to include traffic offenses) where you were found guilty, where charges are pending adjudication, where you pled guilty or nolo contendere, where adjudication was withheld, or where you were placed on probation or a supervised program. You do not have to list charges that were dropped or of which you were found innocent. Criminal convictions are not an automatic bar to provide contract services and will only be considered in relation to the services for which you are applying. However, omissions or deceptive statements may disqualify you from providing services for the City of Hallandale Beach Parks and Recreation Department.

Date	Charge	City/County/State	Disposition

YOU MUST PASS A BACKGROUND INVESTIGATION TO BE ACCEPTED AS A RECREATION CONTRACT INSTRUCTOR.

Recreation Contract Instructors are contracted with the Hallandale Beach Parks and Recreation Department to provide instruction for specialty recreation activities, and are therefore not employees of the City of Hallandale Beach. Recreation Contract Instructors shall be dismissed at any time if the department finds their instruction to be inadequate or their behavior, attitude, or appearance to be unacceptable. Please attach any additional information about yourself that would further explain your desire to be a Recreation Contract Instructor.

I certify that, to the best of my knowledge and belief, all statements made herein or attached hereto are true, complete, and accurate. I understand and agree that any incorrect statements or omissions of material facts herein may cause forfeiture on my part of all rights to contracting with the Hallandale Beach Parks and Recreation Department. I authorize the City of Hallandale Beach to investigate any of the information provided by me. I also authorize the previous employers, persons, and references named or any other person named to give any and all information regarding employment, scholastic records, together with all other job related information that may or may not be on record. I release all individuals who provide information to the City from all liability regarding the use of such information.

Applicant Signature

Date

***Applications are the property of the City of Hallandale Beach
and are subject to the Public Records Law.***

Office Use Only

Received Date: _____

Application Approved: Yes No Date: _____

Background Passed: Yes No Date: _____

Course Request Form Attached: Yes No



City of Hallandale Beach Parks and Recreation Department

Course Request for Instructors

A separate Course Request Form is required for each course you wish to teach. Course Request Forms are accepted year round. Incomplete Course Request forms will not be accepted. Submitting a Course Request Form does not guarantee that the course will automatically be approved and/or added to the Program Guide. There is no exclusivity to instructors or the courses they teach.

Please print and complete entire form.

Instructor's Name:	
Business/Organization:	
Address:	
Phone Number:	Cell Phone Number:
Email Address:	
Web Address:	
Checks should be made payable to: <input type="checkbox"/> Instructor <input type="checkbox"/> Business/Organization	

Please select the Session Dates you are interested in teaching this course:

Year around Jan. 1 – Dec. 31 <input type="checkbox"/>	Winter/Spring Program Jan. 1 – May 31 <input type="checkbox"/>	Summer Program June 1 – Aug. 31 <input type="checkbox"/>	Fall/Winter Program Sept. 1 – Dec. 31 <input type="checkbox"/>
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Course Title:
Detailed Course Description (weekly course outline, lesson plan, pre-requisites, dress requirements):
Course Objectives:
Learning Outcomes (What will the participant learn? What are the benefits of taking this class?):

Please give us a five sentence description of your program that will appear in the Program Guide (be creative):

Participant Target Age Group: _____

Class Session Length: 1 Day 2 Days 4 Weeks 5 Weeks
 6 Weeks 8 Weeks Other: _____

Class will be held: Once a week Twice a week 3 times a week Other: _____

Course Fee \$ _____

Is there a Supplies Fee? Yes No (should **not** be included in the course fee)

If yes, what is the Supplies Fee \$ _____. What supplies are included in the fee? _____

If no, what supplies are participants required to have? _____

Is there any additional cost to the participants? Yes No If yes, describe in detail.

Minimum # of participants per class: _____ Maximum # of participants per class: _____

Type of Facility Needed: _____

Desired Location(s): _____

Registration will be managed by the Hallandale Beach Parks and Recreation Department and all fees will be paid to the department for all approved courses. Submitting a Course Request Form does not guarantee a course will be added to the program or location of choice. Courses should be submitted at least 4 weeks prior to course start date. There is not exclusivity to instructors or the courses they teach. The Hallandale Beach Parks and Recreation Department provides for payment after receipt of services and advance payments are not allowed. Instructor will receive payment based on the number of participants enrolled at the time of payment process has begun minus the number of refunds provided. No courses will be offered without approval through the Hallandale Beach Parks and Recreation Department and locations are not guaranteed. Please review the entire Recreation Contractor Instructor Manual for all rules and guidelines.

Instructor's Name (please print): _____ Phone #: _____

Company Name (if applicable): _____

Instructor's Signature

Date