

I. INTRODUCTION

The Metamora Park District (MPD) utilizes Independent Presenters to provide recreational services to our community. Programs may be designed for people of all ages. Thank you for your interest in becoming an independent presenter. We look forward to working together to reach common goals and to serve our community.

The information in this handbook is intended for current instructors and those who may be interested in becoming instructors.

Our Mission Statement: The reason for our being is to partner with the village board and its citizens to preserve the integrity of our natural areas, while offering activities to the community in a financially responsible manner.

Overview of Approval Process:

1. You (the presenter) will meet with the Recreation Coordinator to determine the specific design and delivery of the course or activity in regards to facility suitability and availability, fee structure, time frames, minimum and maximum participant levels, age ranges, course descriptions, etc.

II. INDEPENDENT PRESENTER REQUIREMENTS

A. **Background Check** MPD reserves the right to run a background check on All Presenters. MPD agrees to cover background check fees.

B. **Income Tax Reporting** The MPD does not withhold State or Federal Income Tax, but does report income paid to instructors via IRS Form 1099 through Woodford county.

III. POLICIES AND PROCEDURES

A. **PROFESSIONAL CONDUCT** Although they are not District employees, Presenters represent the District and as such must conduct themselves in a professional manner; this includes dressing and speaking professionally, and supporting the MPDs' policies, procedures, and decisions.

Presenters are to maintain a professional relationship with participants and parents of minor participants at all times.

B. **SCHEDULING and ADVERTISING** All program offerings are listed in our tri-annual Program Guide, The guide also is available online (metamoraparks.org), in the MPD office, and at numerous other locations in Metamora. Information also will be on facebook.

Program sessions will be timed to coincide with publication of the Program Guide. Independent Presenter forms must be completed by the deadlines specified below in order to allow time for layout, editing, and printing. If forms are not received in the timeframe specified by the MPD

staff the class may not be listed in the next upcoming issue and will only be promoted through facebook and our website.

Winter/Spring: For programs occurring January through May

Printed Mid-December

Presenter agreements must be completed by December 1st

Summer: For programs occurring May through September

Printed Mid-April

Presenter agreements must be completed by April 1st

Fall: For programs occurring September through December

Printed Mid-August

Presenter agreements must be completed by August 1st

C. REGISTRATION PROCESS All registrations will take place at or through the MPD office; online registration is available for classes that have one simple fee. If participants have not paid or signed the required registration/waiver form, they are not allowed to participate. Instructors can accept checks and take payment for drop in participants. Please note that there may be some registration forms that need to be signed at the start of your program. Staff will provide blank registration forms for these individuals and email participant names. It is the presenter's responsibility to ensure every participant is registered for their class as well as signed a registration form prior to participation. Presenters may leave the forms on the desk in the office.

D. CLASS ROSTERS and PARTICIPATION It is the sole responsibility of the Presenters to obtain a class roster on or prior to the first day of each class session. Rosters can be obtained from MPD staff by requesting thru email.

It is the Presenter's responsibility to review the roster every day of each class. If a person is not on the class roster, they may not participate in the class, regardless of what type of class/program is being offered. The Presenter must inform the individual that he/she must sign MPD waivers and pay for the class before participating. This policy applies to new as well as returning participants. It is a good idea to remind class participants towards the end of a session of their responsibility to properly enroll in the next session. If a registered participant is on the roster and has not shown to class within the first two classes, it is the Presenter's responsibility to notify MPD. The District will NOT pay any presenter for a participant that has not participated in his or her course.

E. TOOLS AND SUPPLIES: The Presenter shall provide and store his/her personal tools and supplies at his/her own cost unless previous arrangements are made with the DISTRICT.

F. ATTENDANCE Please use the class roster to record and track attendance for each class. MPD staff may need you to verify attendance of participants.

G. EVALUATION OF COURSE Presenters are encouraged to distribute Class/Program Evaluation forms to participants and return them to the MPD office. Evaluation forms are available in the MPD office and one is included in this handbook for your use. MPD also reserves the right to audit any course offered through the District from time to time.

H. CLASS CANCELLATION In the event a class needs to be canceled, the Presenter must immediately contact MPD three business days prior to the start of the program. It is the responsibility of the Presenter to contact class participants regarding any cancellations or rescheduling. If the cancellation is initiated by MPD, the District will, after informing the Instructor, contact program participants. If a class is cancelled and not rescheduled, due to the Presenter's request, a \$2 fee will be assessed for processing each participant's refund. Due to refund fees MPD also requests that classes not be prorated but rather rescheduled.

I. PAYMENT POLICY Presenters will receive payment once the class has been completed and the presenter has submitted a w-9 and Independent Presenter form to MPD for his or her said services. The standard agreement between the Independent Presenter and the District is a 70%/30% split of program fees. The Presenter receives 70% of in district program fees and the Park district retains 30% of program fees as well as all out of district fees, and late fees, unless otherwise negotiated. Should the percentage need to be re-negotiated by either party, adjustment to this basic percentage split will be made accordingly.

J. SAFETY As a Presenter, it is your primary responsibility to ensure the safety of participants involved with your activity. You are advised to visually inspect your program site and promptly report any hazards or unsafe conditions to MPD.

It is the responsibility of Independent Presenter to have a First Aid kit on hand at all times. Kits are available at the office. If you need one to take to class please let the Recreation Coordinator know. In the event an accident or injury occurs during one of your programs, you must complete the Report of Accidental Injury to Public on District Property form located in this handbook and submit it to MPD office within 24 hours of the event.

If a minor participant has not been picked up from any class or program at its conclusion, it is the responsibility of the Instructor to call any phone numbers listed on the class roster to attempt to reach a responsible adult for pick-up. If, after 20 minutes, no parent/guardian has arrived and you have not been able to reach anybody by telephone, you are to call the Metamora Police Department for assistance: (367-4115). After contacting the Metamora Police Department., then notify your program contact with MPD. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty.

Closing/securing facilities: When leaving, the Presenter must ensure that all doors are locked securely, and all lights and air conditioning are turned off. If other Presenters are present, please notify them of your departure. If you do not have a key and have made arrangements with park staff we will take care of these items for you.

K. COMMUNICATION WITH PARK STAFF It is important to maintain a clear line of communication between the District and the Presenter. As an Independent Presenter, if you have any questions, concerns, or issues regarding your program, your first point of contact is the Coordinator.

L. AMERICANS WITH DISABILITIES ACT (ADA) The ADA is federal legislation that 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 MPD to fully comply with the provisions of the ADA, and make reasonable accommodations to individuals with vision or hearing impairments or other disabilities so they have equal opportunity to participate or benefit, unless an undue burden would result. Public accommodations may not discriminate against an individual or entity because of the known disability of an individual with whom the public entity or its representatives is known to have a relationship or association.

M. DISCRIMINATION AND HARASSMENT 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. Presenters are responsible for their own actions and conduct, and must never engage in discrimination or harassment.

The Metamora Park District strives to provide the best service to our customers, and we welcome comments that will help us achieve this goal and improve our services. Please assist us in evaluating and improving our program(s) and/or facilities by answering the questions below. Thank you for taking the time to complete this survey. Please return the completed form to MPD at the above address.

Class/Program Name: _____ Instructor's Name: _____

Facility/Location: _____

1. Have you ever participated in any of our programs before this? Yes No

2. Are you a Metamora resident? Yes No If no, in which City do you reside? _____

3. How did you learn about the program(s)? Please choose one:

Social Network Flyer Email Blast Department Brochure/Activity Guide

Word-of-Mouth Website Other: _____

4. Which most influenced your decision to participate in the program(s)? Choose all that apply:

Convenient Time Instructor Reputation of Classes Not Offered Elsewhere

Quality of Facility Good Value Other: _____

5. How did we do? Please rate each of the following (circle one on each line):

1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent N/A = Not Applicable

Customer Service 1 2 3 4 5 N/A

Facility 2 3 4 5 N/A

Equipment 1 2 3 4 5 N/A

Instruction 1 2 3 4 5 N/A

PARKS Staff 1 2 3 4 5 N/A

Overall Experience 1 2 3 4 5 N/A

6. Based on your experience, would you re-register for this program? Yes No

7. What did you like best about the program(s)? _____

8. What changes would you like to see made? Please be specific. _____

9. What other program(s) would you like to see offered? _____

10. Do you have any other information relevant to the District that you would like to share? _____