



Independent Contractor Procedure Manual



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Independent Contractor Policy & Procedures

District Mission

The Mission of the South Whidbey Parks & Recreation District is to provide all residents and visitors in the district a variety of recreational activities and facilities. This should be fun and safe and be well integrated into our island community and environment. It should also be educational and healthful, providing opportunities for individuals and our community to play well together. It is our mission to best achieve this through community participation.

Policies

The following policies have been developed to delineate between the duties of the Independent Contractor and the duties of SWPRD personnel. Each Independent Contractor is required, as a condition of agreement, to follow these established policies and procedures.

All contract instructors shall be hired as independent contractors with respect to services provided. Neither the instructor nor any employee of the instructor shall be entitled to any benefits accorded District employees by virtue of the services provided. The District will not withhold or otherwise deduct federal income tax or social security or contribute to the State Industrial Insurance Program, or otherwise assume the duties of an employer with respect to the instructor, or any employee of the instructor. However, the District does report the contract instructor's income if it exceeds \$600 via form 1099.

District Responsibility

The administrative responsibility for the Independent Contractor rests with the Program Coordinator of SWPRD. The Program Coordinator shall monitor Independent Contractor practices and direct changes and/or modifications as needed. The management of these services shall include, but not be limited to:

- Orienting each new contractor and reviewing the contents of this manual.
- Review and approval of course content, fees, charges, compensation, duplicating of materials and program proposals.
- On-site visitations to programs when possible.
- Enforcement of policies of the contract and this manual.

SWPRD Contact Information

South Whidbey Parks & Recreation District Office (Program Coordinator, Office Manager & Director)

Address: 5475 Maxwellton Road

Phone: (360)221-5484

Fax: (360)221-7323

Email: programs@whidbey.com (Program Coordinator)
swparks@whidbey.com (Office)

Requirements for Independent Contractors

Business License Independent Contractors may be required to obtain a Business License. You may contact the Washington State Department of Licensing at 360-664-1400 or go online to <http://www.dol.wa.gov/business/file.html> . Business Licensing Service: www.bls.dor.wa.gov or 1-800-451-7985.

Liability Insurance The Contractor is liable for damages including negligence in the performance of this contract. Contractor further agrees to indemnify and hold SWPRD free and harmless from any and all claims arising from any such negligent act or omission.

If it is deemed necessary by the District, the instructor shall procure and maintain throughout the duration of an instructor contract comprehensive general liability insurance with a minimum coverage of \$500,000 per occurrence/aggregate for personal injury and property damage. Such policy shall name the South Whidbey Parks & Recreation District as an additional named insured and shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the District. Cancellation of the required insurance shall automatically result in termination of this Agreement. You may already have, or be able to get a simple extension to your homeowner's policy. It is called a Personal Liability Umbrella Policy and may be available to you. Please check with your insurance agent.

Food Handler's Permit Where the preparation or distribution of food will be a part of the program, a Food Handler's Permit will be required. You may contact Island County at 360-240-5554 x 28 or go online to <http://www.islandcounty.net/health/envh/fhsch.htm> for more information. These typically cost around \$10.

Background Check All Independent Contractors working with children or vulnerable adults must submit to and successfully pass a thorough background check. Instructors shall submit the background check form through Southeastern Securities Consultants, Inc., if providing services to children, developmentally disabled persons, or vulnerable adults, as defined in Revised Code of Washington (RCW) 43.43.830. Likewise, all contractors are responsible for screening their own employees/contractors who will be working directly with children or vulnerable adults.

Program Development

When first proposing a recreational service program, all potential Independent Contractors must complete a program proposal for each new program. These program proposals must be returned promptly within the given time period in order to ensure inclusion in the "Activity Guide", which is published 3 times a year. The proposal will be evaluated by SWPRD staff on the basis of proposed program quality, cost effectiveness and acceptability/appropriateness of the program for recreational users. Once the proposal is accepted, the program will be subject to the following procedure:

- Scheduling of program in facilities at a mutually agreed upon time
- The review and approval of program content, material charges and Instruction sequence. The Independent Contractor is responsible for providing these materials to SWPRD.
- Reference & background checks.
- Orientation of each Independent Contractor to include review of this manual and signing of contract.

Programs can be set up on a monthly, weekly, session or workshop basis. Class fees are determined by the Independent Contractor and SWPRD. Details are discussed below in *Program Fees and Charges*.

Independent Contractor Responsibilities

Contractual service instructors have basic responsibilities when actually instructing the participants in their programs in order to maintain a high level of customer service and quality of programs. Responsibilities are defined below:

- **Services may not be rendered without payment and registration.**
- Arrive at least ten minutes prior to class to allow time for contact with parents/students. Any preparation and set-up must be done prior to the beginning of the program but do not disturb any class currently in session. Please end your program on time.
- It is the Independent Contractor's responsibility to pick up all trash, clean up all spills, remove any decorations or equipment that you bring into the facility, and put away tables and chairs if applicable. Independent Contractors are responsible for leaving the facility in the same condition as it was found, or better.
- As an Independent Contractor, you are a factor in the safety of the facility in which you teach. Please notify SWPRD Staff of any unsafe conditions in the building or properties. Please use the Maintenance Request form found in the Appendix.
- Place all equipment used in proper storage area. Keep all doorways and fire exits unobstructed.
- All personal equipment used for classes and stored at the Recreation Center should be removed after class. If you've been given permission to store it at the Recreation Center, it must be marked for identification and properly stored.
- Independent Contractors requesting additional equipment (TV/VCR, projector, screen, sound system, etc.) need to do so at least two weeks in advance.
- All Independent Contractors of youth classes shall have emergency contact information on site for each child during each class. This information is provided by SWPRD upon request. Independent Contractors are responsible for having this information complete and available during class.
- Notify SWPRD Staff in writing prior to making any changes in a program, to include scheduling, cancellation of a class or any variance in the service mutually agreed upon in the contract. These changes must have the approval of SWPRD.
- Independent Contractors are required to show up and teach the first class meeting, regardless of enrollment. This is due to the fact that we cannot guarantee pre-registration. Some participants show up to register at the first class meeting rather than pre-registering. The exception is if we have not reached minimum enrollment by a registration deadline.
- Independent Contractors are responsible for all communications with participants, to include class schedule changes, cancellations, etc. Please notify SWPRD first!
- Independent Contractors shall not solicit the sale of any merchandise on SWPRD property that is not necessary to participation in class, unless you have received prior approval from SWPRD.
- If an instructor cancels a class (due to illness etc.), it is their responsibility to make up that class. In the event a participant is absent or ill from a pre-scheduled class time, a make-up class may be scheduled at the instructor's discretion.

Services for Independent Contractors

In order to facilitate the development of contractual recreation activities, SWPRD will offer the following services to contract instructors in addition to those already listed.

- SWPRD does not automatically provide press releases and flyers, however the Independent Contractor must request these services at least three weeks in advance.
- Limited designing of materials if submitted at least two weeks in advance.
- Duplication of B/W flyers up to 200 per year. Flyers must be reviewed and submitted for duplication at least one week in advance.
- Limited use of some SWPRD equipment to include fax machine, computers, copier, PA systems, etc. Contact SWPRD for more information.

Facilities

The District may provide you the use of one of our facilities for your program. It is your responsibility to leave the facility in the same manner in which it was found, or better. If there are any maintenance issues, please contact the SWPRD Office during normal business hours and submit the maintenance request form. Please be mindful of the rules associated with facility use and follow the procedures below when leaving the facility:

- Remove all items left from your class
- Please ensure all windows are closed and locked;
- Verify that the heater is turned off;
- Turn off lights.
- Make sure that all doors are locked and pulled shut securely.

Annual Maintenance Due to annual maintenance of the Community Center, use of these facilities may not be allowed for a one to two week period through Christmas and the New Year holidays. The buildings may be closed for cleaning, maintenance, and painting. The dates will be determined by the SWPRD Director, Coordinator and Maintenance Supervisor.

Holidays

Contractors should be aware that the SWPRD offices and buildings will be closed in observance of holidays and many of the District's services or facilities may be unavailable. These holidays include:

New Year's Day
 Martin Luther King, Jr Day
 Presidents' Day
 Memorial Day
 Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving
 The Day After Thanksgiving
 Christmas

Compensation

Independent Contractors typically receive a percentage of registration fees, excluding any surcharges collected. The Contract Instructor's percentage is based on "resident fees" only and will not include additional fees collected for non-resident participation. Payment is made after the completion of each course. Larger participation levels will yield a larger income for the Contract Instructor. The negotiated per student rate will be indicated on your contract and is based on what fee you, as the Independent Contractor, require from each participant.

The revenue split between instructors & SWPRD (usually 80/20%) is negotiated by looking at the following factors:

- Does SWPRD handle registration intake and/or pay invoices on behalf of this program?
- Does SWPRD provide indoor facilities and/or storage for the program?
- Will SWPRD provide equipment or materials that will eventually need to be replaced and/or maintained by SWPRD to keep the program going?
- Does a SWPRD staff person need to be present for all or part of the program?
- Is the goal of the program a fundraiser to benefit a non-profit or charitable organization?
- Is the Contractor forgoing his/her own wages in order to provide this program?
- Does SWPRD provide additional advertising for this program?
- Does SWPRD provide outdoor facilities?
- Does SWPRD provide transportation for this program?

Program Fees

Calculating Program Fees The actual fee charged to each participant is calculated as follows:
Contractor Fee Per Student + SWPRD Fee = Student Fee (plus any applicable taxes)

Example: A contractor (who receives 80% of registration fees) wants to receive \$50 per student. This is how we would calculate the registration fee:

$80\% \times \text{FEE} = \50 or $\$50 \text{ divided by } .80 = \62.50 fee needs to be charged, plus any sales tax.

If there are additional expenses, such as materials fees, renting another facility, background checks, or advertising costs, the instructor's percentage may be calculated after deducting those expenses from the total revenue, as indicated in the contract.

Note: If a materials fee is charged, the contractor may be required to submit a financial statement for costs incurred.

Taxes Sales tax will now be added to certain programs, such as athletic leagues and special events. Taxes are not charged for instructional programs. Do not invoice us for any part of the taxes.

Pro-Rating

We do not typically provide pro-rating. Operating costs are not reduced if an individual misses a class, as the staff, utility and maintenance costs for operating a facility are still incurred. Additionally, the cost of tracking each individual registrant's schedule and adjusting fees is extremely time consuming and expensive and increases likelihood of errors in invoicing. Finally, pro-rating based on late enrollment promotes late enrollment.

In rare occasions pro-rating is a service provided registrants, usually in the form of a pro-rated refund for injuries or illness, and by instructor and SWPRD permission only, based on the percentage of class meetings remaining in the month or session. The pro-rating policy for class registration is as follows:

- Contractor must notify us if they wish to allow late registration and pro-ration and it must be available to all participants.
- Pro-rating of fees shall be allowed in the event of SWPRD cancelled class periods.
- In the event of justifiable customer dissatisfaction in which customer did not receive advertised services, pro-rating may be allowed.
- SWPRD will not pro-rate to reflect the participant's personal schedule, as this results in a reserved space without income to offset operating costs.

Registration & Handling of Money

All Contractors are responsible for ensuring that all class participants are properly registered prior to participating in class. It is preferred that all registration for programs be completed at SWPRD prior to the start of class. However, Contractors may accept registration at class if it falls outside of our regular office hours, and if it is indicated in the contract. Registration forms and fees must be kept safe and confidential and brought promptly to the Park office. Checks should be made payable to SWPRD.

The following procedures are used in the area of fees and registration receipt:

- Services shall not be rendered without payment of fees and a release of liability signed.
- Registration will be accepted on a first received, first handled basis. Participation in classes is allowed by full payment only.
- Waitlists: In the event that a class becomes full (as indicated by agreed upon maximums) a waitlist will be started. If allowable class size is increased, participants will be added to the class in the order they signed up on the waitlist.
- Registration shall be completed through the SWPRD office or online at www.swparks.org
- Walk-in registration at SWPRD is accepted during regular operating hours of 8:30am – 5:00pm, Monday through Thursday, and 8:30am – 4:30pm, Fridays.
- Mail-in registration must include the completed registration form with payment, brought to the Park office or mailed to SWPRD, 5475 Maxwellton Road, Langley, WA 98260.
- Any drop-in payments for services are due no later than the last day of the month, or before the next class meeting, whichever comes first, in order to be processed according to schedule.
- Instructors may pick up their class rosters during the regular office hours. Class rosters may also be emailed upon request. It is the instructor's responsibility to request the roster. To receive the roster you may contact the Program Coordinator or the Office Manager at (360) 221-5484.

Refunds

Refunds are given to program registrants under the following specific guidelines. This procedure applies to all programs offered by the District including contractual programs, unless those contractual programs have their own specific refund policies in place prior to advertising the class and indicated clearly in the contract.

- Full refunds will be given for all classes cancelled by SWPRD.
- Refunds requested and submitted in writing using the Refund Request Form before the early fee deadline date (or at least 5 business days before start of program if no early fee deadline) will be subject to an 10% service fee, with a minimum service fee of \$10.
- SWPRD account credits requested and submitted in writing using the Refund Request Form before the early fee deadline date (or at least 5 business days before start of program if no early fee deadline) will be good for one calendar year from issue date, for the full fee paid and will not be subject to service fee.
- Refunds or credits will not be issued if cancelled after deadline date or within 5 business days of program start.
- To request a refund, a Refund Request Form must be submitted to the SWPRD office in writing. Verbal requests will not be honored. Forms are available at the SWPRD office or online. Please be aware that refund requests may take up to 45 days to process.
- Refunds will not be issued from an account credit.
- Refunds will not be issued for programs costing \$10 or less (unless cancelled by SWPRD).
- One day classes, trips, or special events are not covered under this policy (no refunds or credits available).
- Certain contract programs, indicated with this symbol: \$, have their own refund policies. Contact the contractor directly to inquire about their specific policy.

If a contracted program has a refund policy other than the one above, they must provide SWPRD with the details of the refund policy in writing before promoting program.

Invoices & Payment

Independent Contractors must submit an invoice in order to receive payment. Invoices must be clear, accurate, and include a mailing address and to whom the check should be made payable. Unless indicated otherwise on the invoice, checks will be mailed to the address on the invoice.

- "Contractor" is a separate identity. Payment of taxes and social security amounts are the responsibility of the individual contract instructor.
- Invoices should be brought to the SWPRD office, or mailed to SWPRD, 5475 Maxwellton Road, Langley, WA 98260. Invoices may also be submitted via email, but they must be sent to both the office manager (swparks@whidbey.com) and the program coordinator (programs@whidbey.com). Invoices may also be faxed to (360)221-7323. You must call to confirm receipt of invoice if submitted via mail, email or fax.
- Contractors may only invoice for the amount of the program completed, typically at the completion of the program.

- Instructors may be paid monthly for ongoing classes. Instructors teaching sessions for 4 or more weeks will be paid according to the below schedule for classes completed at that time.
- The timeline for Independent Contractors receiving their pay are as follows. Checks will be mailed on the issue day. If you would prefer to pick your check up, you should indicate this clearly on your invoice.
 - Tuesday at 9am prior to the last business day of the month.
The check will then be issued on the 15th.
 - Tuesday at 9am prior to the 15th of the month.
The check will then be issued on the last day of the month.
 - Checks are available after 2pm on listed dates and may be picked up at the SWPRD office. Checks will be mailed unless office staff is otherwise directed.
 - Due to holidays and timing of SWPRD board meetings, occasionally you will need to submit invoices earlier than the times listed above.
- All Independent Contractor “Contracts for Services” will cover the period from January 1 – December 31, annually. Should an instructor begin after January 1, their contract will still end on December 31 of that year.
- Contractors must invoice for payment in a timely manner and before the year end for completed programs.

Cancellation Policy

Classes may be cancelled if minimum enrollments (agreed upon when proposing a program) are not met. In this instance the participants must be contacted 2 business days before the program is scheduled to begin, and refunds will be issued. If you must cancel a class for any reason, you must notify the Parks and Recreation Department as early as possible. You will be responsible for contacting each participant and notifying them of any changes. Please arrange for signs cancelling the class to be posted at the facility for any participant who was not able to be contacted by phone.

Waitlists

In the event that a program fills up, SWPRD can start a waitlist. It is essential that contractors never promise space to a potential registrant ahead of other people on the waitlist once the program is full. This is very unfair to the public. If the program is full you may direct them to sign up on the waitlist.

Inclement Weather & Power Outages

In the case of inclement weather or power outages there may be a need to cancel programs. If South Whidbey schools have officially closed, then typically programs using those facilities will also be canceled for that day. The South Whidbey Parks & Recreation District office will, if closed, leave a message on the voice messaging system. Call (360) 221-5484 to reach that message. Reasonable attempts should be made to re-schedule canceled programs. If you need to cancel your program please notify the Park District immediately and contact your program participants.

Publicity / Promotion

All promotional materials must be approved by SWPRD prior to distribution and should include the SWPRD logo and contact information. In order to make the most efficient use of media in the South Whidbey area and utilize the expertise of the SWPRD Staff, the following policies will guide the promotion of contractual services:

- SWPRD will include program descriptions in the “Activity Guide”. Independent Contractors will receive an email with a timeline and due date, requesting updated program information and any applicable program changes. Please return the requested information with changes by the specified due date. The Activity Guide is published and distributed three times a year.
- SWPRD may publicize the program through local news sources at the request of the Independent Contractor. Independent Contractors are encouraged to submit news releases promoting their class(es) to local news sources. SWPRD staff will assist with news release wording. At least two weeks lead time must be given for press releases and flyer requests.
- If paid advertising is purchased (by mutual agreement) the cost of the advertising will be deducted from the invoice before either party receives their percentage.
- Additionally, SWPRD may promote the program through their e-newsletter and website. There are other means of promotion available to Contractors , and a marketing plan should be completed together, with shared responsibilities. See below for a detailed list of promotional opportunities:
 - SWPRD Activity Guide
 - SWPRD Website
 - E-Newsletter
 - Press Release: Newspapers
 - Press Release: Radio
 - Social Media
 - Classes on Whidbey (~\$15, 50 words, South Whidbey Record)
 - Drew’s List (~\$10-15 per listing)
 - Pacific Northwest Calendar
 - Local Chambers of Commerce
 - Community Readerboards
 - SWPRD Readerboards
 - Announcements at some schools
 - Take Home Tuesday flyer distribution to South End grades K-5
 - Posters & flyers around town

Program Write Ups

Program Title – It’s important to catch your audience’s attention with an informative title. Short and catchy titles are easy to identify and remember.

Age Group and Limits – Determine the age group for your program. Be clear and specific. If there is a special reason for setting limits, make a note of this and pass along to all people involved in taking registration. They will be the ones who may be questioned or asked to “bend” the rules.

Number and Length of Lessons/Sessions – Spell out the number of lessons and indicate the length of each session in minutes unless it over 60 minutes, such as 45 minute lesson, 1 ½ hour lesson. The word “lesson” should be used for consistency. If the program is not instructional, use the word “session.”

Fee – The fee should have a dollar sign (\$) and the appropriate amount, example \$3, not \$3.00.

Program Description – These need to be as thorough as possible. List the benefits of the program, including the intangible ones (convenience, builds stamina, instills confidence) and tangible ones (quality instructors, brand name equipment). End copy with an urge to act – “Sign up now!, all you’ve done to this point is inform. Have someone completely new to the program evaluate the description for weaknesses. Use active verbs, avoid past tense. If you are using a description from a previous guide, be sure to update the information.

Instructors – It’s a good idea to list instructors if they have a positive following or if they have special certification that will attract attention.

Minimum and Maximum – The minimum and maximum number of participants should be listed for each program unless it is of no consequence. Most minimum class size numbers are based on a break even point with expenses incurred if the program is conducted.

Location, Dates, Times – The location of the program should be clearly identified with an address if necessary. Dates are listed with the three letter abbreviation for day of week, followed by the three letter abbreviation for the month. Times should be listed consistently as 10am, not 10:00 a.m. A start and end time should be listed.

Editing – After you’ve written all your program descriptions, take a break. Do something else for a while, and then go back to them. Read them again thoroughly to see if it’s clear, concise and easy to follow. It’s also a good idea to let someone else read it and provide input.

Example – A properly formatted program write up may look something like this:

Model Rockets

Have you ever dreamed of traveling to the stars? Well, this is your opportunity to take one step closer to that dream. Participants will design, build and launch an electric ignition rocket with recovery parachute and then be able to take it home. (*\$5.00 supply fee must be paid to instructor on first day of class.)

| | |
|-------------|---------------------------------|
| Date: | Session #1 Tue-Thu, Jun 27 – 29 |
| Date: | Session #2 Tue-Thu, Jul 11 – 13 |
| Time: | 10-11:30am |
| Ages: | 9 years & up |
| Skill: | Beginners and up |
| Location: | SWPRD Room 111 |
| Instructor: | Leonard Good |
| Fee: | \$30 per child* |
| Min/Max: | 8/12 |

Program Evaluation

A program evaluation must be offered at the end of your program. This can be done online through an email inquiry, or the instructor may give the form found in the appendix directly to the participants. The online evaluation is quick, customizable, and seems to get good results. Contact the Program Coordinator if you would like to customize the online survey.

After School Pick-Up

In some cases it will be beneficial for the contractor to meet kids at the Elementary School and walk them to nearby programs. A few notes to make this go smoothly:

- Participants must request walk-over service at registration, giving the child's teacher's name.
- Parents/guardians must provide the school office with a permission note.
- Contractor must make verbal contact with each parent/guardian in the event that the program is cancelled, in order to ensure that all children are accounted for.
- Plan ahead for early releases - if your after school program will go at its usual time, make sure parents understand that you will not be meeting their child after school. Or, have your class earlier.
- Contractor must follow up with any child who is scheduled for walk-over service, who does show up. Check with the school office or teacher, check their regular bus, call parents. Make sure to get adult confirmation of their location (other school kids often get it wrong).

Substitutes

Independent Contractors may use a substitute in case of illness, unexpected circumstances, or as an assistant. SWPRD contracts services with one individual to provide a specified class but will acknowledge "substitutes(s)" after they have become registered volunteer(s) of SWPRD. A volunteer must fill out a Volunteer Application form which is subject to a background check requirement prior to performing any service(s) as a substitute.

Once accepted, the volunteer is given an orientation to SWPRD policies and procedures by a SWPRD Staff member. Payment to a volunteer for substitute instruction must be handled by the Independent Contractor and the volunteer.

Emergencies

In the event of an emergency, stay as calm as possible. You are the leader of the group and have the responsibility to take all measures possible to ensure the safety of the participants. As soon as you become aware of an emergency, act quickly to:

- Evacuate ALL students from danger, bringing your class roster;
- Call 911, if appropriate;
- Stay with participants until help arrives — NEVER leave children alone without a parent present;
- Take attendance of class and notify authorities if anyone is missing;
- Contact the Parks & Recreation Director or Program Coordinator to advise of situation.
- All emergencies must be reported, in writing, to the Parks and Recreation Department within 24 hours.

Emergency Contact Information After Hours

Program Coordinator: _____ (206) 910-1343
 Maintenance Supervisor: _____ (360) 914-6043
 SWPRD Director: _____ (360) 914-0383

Drugs, Narcotics & Alcohol

SWPRD is committed to providing a safe, healthy and efficient work environment for all instructors, co-workers, and the public. To achieve this goal, everyone employed by and or contracted by the District is prohibited from the use, sale, dispensing, distribution, possession, and manufacture of illegal drugs and narcotics or alcoholic beverages on District premises or work sites. In addition, they are prohibited from the off-premises use of alcohol and possession, use, or sale of illegal drugs when such activities adversely affect job performance, or job safety.

Policies Pertaining to the Care of Minors

Instructors who are entrusted with the care of children are obligated to certain practices. It is considered good practices to treat children in the following ways.

- Praise, reward, and encourage children.
- Reason with and set expectations and limits for children.
- Model appropriate behavior.
- Modify the environment to prevent problems before they occur.
- Listen to children.
- Provide alternatives for inappropriate behavior to children.
- Provide children with natural and logical consequences of their behavior.
- Treat children as people and respect their needs, desires, and feelings.
- Explain things to children on their level.
- Use short supervised periods of "time out".
- Try to stay consistent in our behavior management program.

Conversely, we do not permit any of the following behaviors in our programs:

- Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish children.
- Make fun of, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse children.
- Do not shame or punish children when bathroom accidents occur.
- Deny food or rest as punishment.
- Leave children alone, unattended or without supervision.
- Criticize, make fun of, or otherwise belittle children's families or ethnic groups.

Reporting of Suspected Child Abuse

Children are a major segment of the community served by SWPRD programs. As such, all Independent Contractors with SWPRD are considered to be mandated reporters of suspected child abuse. This requires each Independent Contractor to report any known or reasonably suspected child abuse to the Police Department and/or Child Protective Services. If known, it is best to report to the authorities of the area in which the crime may have occurred. Note that failure to report suspected child abuse will result in immediate suspension pending any criminal investigations by law enforcement agencies. Civil and criminal actions can be taken against any mandated reporter failing to report suspected child abuse. Contact SWPRD for proper procedures and forms if you suspect child abuse, but do not wait to report the suspected abuse if unable to reach SWPRD staff.

Reports

Independent Contractors are responsible for keeping the SWPRD staff informed of any accidents, injuries, incidents, or facility problems. In order to accomplish this, Independent Contractors are required to use the forms listed below. Examples of these forms are attached to this manual. Additional forms are available at the SWPRD office. Contractors should have copies of these forms with them during class time.

Maintenance Request Form If an instructor notices a facility or piece of equipment damaged, or dangerous, a Maintenance Request Form should be completed and turned in to the SWPRD office. Even small problems such as burned out lights should be reported. Items requiring immediate attention should be brought to the Maintenance Supervisor's awareness right away.

Incident Report Form If an incident happens during or around the time of class, an Incident Report Form should be completed and turned in to the SWPRD office. In case of an emergency always contact emergency services or dial 9-1-1. Know your physical address.

Accident / Injury Report Form In the event that a participant, Staff, or Contractor is injured during the course of a class or around the time of the class, an Injury Report Form should be completed and turned in to the SWPRD office. In case of an emergency always contact emergency services or dial 9-1-1. Know your physical address.

Invoices Invoices for payment of instructors must be submitted to the SWPRD office, according to the schedule listed earlier in the manual. A sample invoice has been attached to this document, but it is not required that you use this form.

Appendix

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Southeastern Security Consultants, Inc.



Background Consent/Release Form

Organization Name: _____

Applicant's Name (printed)

Social Security Number _____ Date of Birth _____

Applicant's Address

City _____ State _____ Zip _____

I, _____, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Addresses

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my volunteer application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Print Name:

_____ Date: _____

Signature:



Accident/Injury Report

Name of person involved: _____ Age: _____ Sex: _____

Address: _____ Phone:(H) _____ (W) _____

Date and time of accident: _____

Place accident occurred: _____

Injury? Yes _____ No _____ Was injured person moved from scene? Yes _____ No _____

Was first aid given? Yes _____ No _____ Were emergency medical services called? Yes _____ No _____

Property Damage? Yes _____ No _____ Was accident investigated by authorities? Yes _____ No _____

Describe what happened; clearly and concisely mention activity, circumstances, weather conditions; name all parties involved and the extent of their involvement. Explain if victim disregarded any rules or regulations of the park or work environment? Use back of sheet if needed.

Follow-up Action Taken:

Name and telephone of family contact: _____

List of Witnesses Use back of sheet if needed.

1. Name: _____ Age: _____ Sex: _____

Address: _____ Phone:(H) _____ (W) _____

2. Name: _____ Age: _____ Sex: _____

Address: _____ Phone:(H) _____ (W) _____

Persons contacted (Parents, Park District, etc.) _____

Name of person(s) in charge (program supervisor, counselor, chaperone etc.) _____

_____ Phone:(H) _____ (W) _____

Reported by: _____ Signature: _____ Date: _____

Invoice

From:

Date:

Your Business

Your Name

Mailing Address

City, State

Zip

Email Address

Bill to:

South Whidbey Parks & Recreation District

5475 Maxwelton Road

Langley, WA 98260

(360)221-5484

swparks@whidbey.com

Payment Terms Net 45

Please make checks payable to "_____ " and mail to above address.

| Description & Session Dates | # of Participants | Fee | Line Total |
|--|-------------------|------|------------|
| Your Program, January 1-January 13, 2015 | | \$ - | \$ - |
| | | | |
| | | | \$ - |
| | | | |
| | | | \$ - |
| | | | |
| | | | \$ - |
| Total Registration Revenue | | | \$ - |
| Contractor Percentage | | | 80% |
| Total Due Contractor | | | \$ - |

Thank you for your business!



Maintenance Request Form

Location of item needing attention _____

Describe details of request/problem _____

Check one: ☐ Safety Issue ☐ Routine Maintenance ☐ Time Sensitive

Date of Request _____ Person Requesting _____

_____To Be Completed by Maintenance Department_____

Date Project Started _____ Date Project Completed _____

Comments _____

Project Completed By _____ Date _____

File Completed Form.

Incident Report



TIME AND PLACE

Place incident occurred _____

Date and time of incident _____

NAME AND ADDRESSES OF PEOPLE INVOLVED

1. Name: _____ Age: _____ Sex: _____

Address: _____ Phone:(H) _____ (W) _____

2. Name: _____ Age: _____ Sex: _____

Address: _____ Phone:(H) _____ (W) _____

3. Name: _____ Age: _____ Sex: _____

Address: _____ Phone:(H) _____ (W) _____

DESCRIPTION

State fully what happened; clearly and concisely mention circumstances; name all parties involved and the extent of their involvement (Use back of sheet if needed).

Were photographs taken? _____ If so, who has them? _____ Phone: _____

WITNESSES

1. Name: _____ Age: _____ Sex: _____

Address: _____ Phone:(H) _____ (W) _____

2. Name: _____ Age: _____ Sex: _____

Address: _____ Phone:(H) _____ (W) _____

What corrective action or assistance did Park and Recreation District take? _____

Persons contacted (Parents, Park District, etc.) _____

Name of person(s) in charge (program supervisor, counselor, chaperone etc.) _____

_____ Phone: _____

Signature of person in charge _____ Date: _____

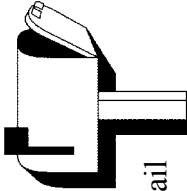
Reported by: _____ Date: _____

Performance Evaluation

Please Rate the Following...

| | Excellent | Good | Poor |
|--|-----------|------|------|
| <u>Registration & Administration</u> | | | |
| Registration Process & Efficiency | 3 | 2 | 1 |
| Communication | 3 | 2 | 1 |
| Program Fees | 3 | 2 | 1 |
| Information & Publicity is Clear | 3 | 2 | 1 |
| Professional & Courteous Staff | 3 | 2 | 1 |
| <u>Program Quality</u> | | | |
| Program Content | 3 | 2 | 1 |
| Growth/Progress of Participant | 3 | 2 | 1 |
| Punctual Start & Finish | 3 | 2 | 1 |
| Safety Considerations | 3 | 2 | 1 |
| <u>Instructor(s)</u> | | | |
| Knowledge of Subject | 3 | 2 | 1 |
| Prep & Presentation of Subject | 3 | 2 | 1 |
| Professional Attitude/Appearance | 3 | 2 | 1 |
| Communication w/ Participants | 3 | 2 | 1 |
| Positive & Caring | 3 | 2 | 1 |
| <u>Facility, Location & Schedule</u> | | | |
| Overall Condition | 3 | 2 | 1 |
| Condition of Equipment | 3 | 2 | 1 |
| Convenience of Location | 3 | 2 | 1 |
| Accessibility of Location | 3 | 2 | 1 |

Comments



To Return this Evaluation:

- ☒ Return to your instructor
- ☒ Return to the Park Office
- ☒ Tape shut, affix stamp and mail

Return Address

South Whidbey Parks & Recreation District
P.O.Box 136
Langley, WA 98260

Place
Stamp
Here



Program Evaluation

Program Name

Instructor

Day/Time of Program

South Whidbey Parks & Recreation District
Park Office - 5495 Maxwellton Road, Langley, WA 98260
Mailing Address - P.O.Box 136, Langley, WA 98260
Phone - 360.221.5484 Fax - 360.221.7323
E-Mail - swparks@whidbey.com

Your Comments Are Important to Us!

Thank you for participating in a South Whidbey Parks & Recreation District program. We are working hard to continuously improve our programs so that we may better serve you and your family. We would appreciate it if you would take the time to fill out this evaluation form, providing us with your thoughts and suggestions so that we may continue to improve the quality of our programs. Thank you for your input!

What did you/your child like best about the program? _____

Please provide feedback for the following questions:

Did you/your child have fun? ☐ Yes ☐ No

Were the program goals achieved? ☐ Yes ☐ No

Did the program maintain you/your child's interest? ☐ Yes ☐ No

Would you participate in this program again? ☐ Yes ☐ No

Have you previously participated in South Whidbey Parks & Rec Programs? ☐ Yes ☐ No

How did you find out about this program?

☐ SW Record ☐ Activity Guide ☐ Word of Mouth

☐ Marketplace ☐ School Flyer ☐ Website

☐ E-Newsletter ☐ Other _____

Please provide feedback to the following questions:

Agree Neutral Disagree

Because of this program, I am in better shape. ☐ ☐ ☐

Because of this program, I made new friends. ☐ ☐ ☐

Because of this program, I have learned a new skill. ☐ ☐ ☐

What did you/your child have to say about our program? “ _____

_____”

Please contact me about my program evaluation. Name _____ Phone _____

How May We Better Serve You?

Please tell us about any ideas or suggestions that you have in the following areas...

New program ideas?

Different meeting times or days?

Registration process?

Session length/structure?

Areas that could be improved?

Other comments/suggestions:

Thank you for your suggestions!



SIGNS AND SYMPTOMS

These signs and symptoms may indicate that a concussion has occurred.

| SIGNS OBSERVED BY COACHING STAFF | SYMPTOMS REPORTED BY ATHLETE |
|--|--|
| Appears dazed or stunned | Headache or "pressure" in head |
| Is confused about assignment or position | Nausea or vomiting |
| Forgets sports plays | Balance problems or dizziness |
| Is unsure of game, score, or opponent | Double or blurry vision |
| Moves clumsily | Sensitivity to light |
| Answers questions slowly | Sensitivity to noise |
| Loses consciousness (even briefly) | Feeling sluggish, hazy, foggy, or groggy |
| Shows behavior or personality changes | Concentration or memory problems |
| Can't recall events prior to hit or fall | Confusion |
| Can't recall events after hit or fall | Does not "feel right" |

ACTION PLAN

If you suspect that a player has a concussion, you should take the following steps:

1. Remove athlete from play.
2. Ensure athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion.
4. Allow athlete to return to play **only** with permission from an appropriate health care professional.

IMPORTANT PHONE NUMBERS

FILL IN THE NAME AND NUMBER OF YOUR LOCAL HOSPITAL(S) BELOW:

Hospital Name: _____
 Hospital Phone: _____
 Hospital Name: _____
 Hospital Phone: _____

For immediate attention, CALL 911

If you think your athlete has sustained a concussion... take him/her out of play, and seek the advice of a health care professional experienced in evaluating for concussion.

For more information and to order additional materials **free-of-charge**, visit:
www.cdc.gov/ConcussionInYouthSports

July 2007

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
 CENTERS FOR DISEASE CONTROL AND PREVENTION



The Zackery Lystedt Law, HB 1824, became effective on July 26, 2009 and addresses concussions and head injuries. SWPRD signed a Compliance Statement with the South Whidbey School District indicating that we will follow their policies when using their facilities. We will also follow this policy for all of our recreation/sports programs, regardless of the location. Please familiarize yourself with the signs & symptoms of concussions and how to respond to head injuries. Thank you for your attention to this issue and compliance with the policy.

Phone (360)221-5484

Fax (360)221-7323

Email swparks@whidbey.com

Website www.swparks.org

Address 5475 Maxwellton Road, Langley, WA 98260