

Oak Brook Park District

A National Gold Medal Agency



Independent Contractor Guide & Proposal Forms



Oak Brook Park District

1450 Forest Gate Road, Oak Brook, Illinois 60523

www.obparks.org

HAPPY | FIT | ACTIVE

WELCOME!

The Oak Brook Park District is a municipal agency committed to providing the very best in park and recreational opportunities, facilities, and open lands for our community.

As such, we are always seeking new and exciting recreation programs to offer to our community. In order to achieve this goal, at times the District may use services contracted through an independent contractor.

This guide was created to explain the process of becoming an Independent Contractor for the Oak Brook Park District, while also serving as a guide for current Oak Brook Park District contractors.

Why Become an Independent Contractor for the Oak Brook Park District?

Facilities

The Oak Brook Park District owns and maintains five parks in Oak Brook, totaling 139.4 acres. Central Park, located on Jorie Boulevard and Forest Gate Road, is home to the District's Tennis Center, Family Recreation Center, Fitness Center, indoor Family Aquatic Center, Central Park West, Performing Arts Pavilion, Gazebo, Administration Office, and several outdoor athletic fields. Additional parks are located throughout Oak Brook's residential areas: three in the Saddle Brook subdivision, one in the Yorkshire Woods subdivision (Chillem Park) and one in the Forest Glen subdivision.

Exposure

All Park District programs are advertised in our seasonal program guides that are produced three times per year. These program guides are delivered directly to the resident's homes. In addition to these guides, programs are advertised throughout the year via our Camp and Aquatic guide, e-newsletters, various social media accounts, in-house collateral, and the park district website.

Registration and Data Management

The Park District currently uses ActiveNet as its registration software. This software allows for efficient program registration via fax, in-person, or online. The software also features detailed reports for program statistics, up to date rosters, and attendance information.

The Park District accepts registrations from both residents and non-residents. This allows anyone to participate as long as they meet the age requirement for a program.

Affiliation

The Oak Brook Park District has over 50 years of positively serving the residents of Oak Brook. Independent Contractors will benefit from being affiliated with a well-respected organization in the community.

Become an Independent Contractor for the Oak Brook Park District

To become an Independent Contractor for the Oak Brook Park District, follow the steps outlined below.

- Step 1: Complete and submit a Program Proposal Form (included in this guide) to the Administration Office at 1450 Forest Gate Road, Oak Brook, Illinois 60523
- Step 2: Program Supervisor will review the Program Proposal Form. If the Supervisor feels the program is feasible, not competing with existing programs, serves a need in the community, and aligns with the Oak Brook Park District's mission, then the Supervisor will contact the Independent Contractor to set-up a time to meet.
- Step 3: Meet with Program Supervisor regarding feasibility and operations of the program. Program Supervisor will discuss facility availability.
- Step 4: After a program is accepted, Independent Contractors are required to provide the following items to become approved as an Independent Contractor for the Oak Brook Park District:
- IRS W-9 Form
 - A certificate of insurance with the Oak Brook Park District as the certificate holder as well as an additional insured with respect to general liability. An endorsement naming the Oak Brook Park District, its officers, officials, employees and volunteers must accompany the certificate of insurance. If the contractor has employees, proof of worker's compensation and employer's liability is required.
 - Proof that the contractor and contractor's staff, volunteers, substitutes, and sub-contractors that may be involved in providing services on behalf of the contractor have completed and satisfactorily passed a background check through the state of Illinois (at a minimum) and have been cross-referenced with the state of Illinois and federal sexual offender registry within the past two years.

PROGRAM INFORMATION

Activity Registration

The Oak Brook Park District will be responsible for the registration of participants unless the Park District grants permission to the contractor to also accept registrations. If the Park District allows the contractor to accept registration, then the Park District will receive a percentage of those participants signed up through the contractor. The percentage will be agreed upon in the Independent Contractor contract. All participants must be registered in order to participate in a class. If a participant is not on the instructor's list, then the instructor needs to notify the Park District to do a roster check to see if the participant is signed up. The participant cannot participate until they are signed up for the program.

Program Scheduling

To schedule a program, a Program Proposal form must be filled out by the contractor and turned in to the Program Supervisor. The Oak Brook Park District has three seasonal guides meaning a program proposal form should be filled out at least three times per year. Programs coincide with the mailing and production of our seasonal guides. Contractors need to make sure they adhere to the following general schedule:

Program Season	Program Information Due	Program Dates
Winter/Spring	August	January-May
Camp & Aquatics Guide	December	May-August
Summer	February	June-August
Fall	April	September-December

All Independent Contractor agreements must be signed and Program Proposal Forms filled out prior to a program being placed into the seasonal guide.

Make-Up Classes

If a class is canceled for any reason, the Park District will work with the contractor to schedule a make-up class. If a make-up class cannot be arranged or a participant cannot attend the make-up class, a pro-rated refund will be issued to this participant. This amount will be deducted from the contractor's final payment. If a class is canceled due to the contractor, the contractor is responsible for contacting all participants to let them know when the make-up class will be.

Supplies

All supplies needed for a program or class are the sole responsibility of the contractor. If supplies are needed to be brought by participants, it needs to be noted in the description provided by the contractor. The Park District is not responsible for reimbursing an instructor or contractor for any supplies purchased for a program.

Marketing

The Oak Brook Park District will provide the class description in the seasonal guide. This guide is mailed to all households in Oak Brook as well as readily available on the Oak Brook Park District website. Any flyers, handouts, newspaper advertisements, etc. needs to be approved by the Park District before being sent out. Any flyers or other marketing material is the responsibility of the contractor. Depending on space, the Park District might have room to hang flyers up throughout the facilities. The Park District might choose to advertise certain contracted programs depending on enrollment and availability; however this is not to be expected. It's important to remember the best kind of advertisement for programs is "word of mouth".

FINANCIAL INFORMATION

Class Fees

Independent contractors are able to set their own prices and the Program Supervisor will approve the price. Payment can come in an hourly rate, a flat rate per participant or a percentage of revenue received for the class. The percentage will be determined based on the facility use, supplies needed from the Park District, the amount of support needed from the Park District for the class to run and the current market conditions. This final rate will be agreed upon and established in the Independent Contractor Agreement. The Park District requires compensation from contractors to be at least 25% of the registration fees. The Park District charges a non-resident fee to participants not residing in Oak Brook. These fees are not considered part of the base class fee and contractors will not receive an additional portion of this fee.

Changes to Classes and Refunds

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 if needed to ensure the participants receive a memorable and enjoyable experience. Classes may be canceled or combined due to low enrollment. If a class is canceled, the Park District will issue the participants a full refund and will notify the participants and Contractor. The Park District will not reimburse a contractor for any expenses incurred due to a canceled class.

The Park District's refund policy applies to contracted classes. No refunds will be given after the second week of class. Prorated refunds may be issued if accompanied by a signed note from a physician. The refund is determined once the note is received. The ultimate decision whether or not to refund a participant is up to the Program Supervisor or higher level management at the Park District. The contractor will not be paid for a participant if they are given a full refund or if they transfer to a program not offered by the contractor. If a participant received a pro-rated fee or a partial refund, then the contractor will be given a pro-rated amount.

Payment for Services

Independent Contractors are paid at the conclusion of a session after all of the services have been offered. Contractors submit an invoice to the Program Supervisor at the conclusion of a session. The Program Supervisor will review it for accuracy and then submit payment within 30 days of receipt of the invoice. Participants who are refunded or transferred out of the program will not be included in the final payment.

Status with the Park District

Contractors are not employees of the Park District and must not present themselves as such. Contractors are not entitled to any benefits or protection afforded to Park District employees. Since contractors are not employees, they have control over the methods of performing the services listed in the Independent Contractor Agreement. The contractor is solely responsible for the handling of their employees and volunteers. Contractors are not protected as an employee under provisions of general liability insurance of the Park District. Any injury or property damage on the job is the sole responsibility of the contractor, not the Park District. The Park District will in no way defend the Contractor in matters of liability.

Taxes

Since the contractor is not an employee, the Park District does not withhold state or federal income tax, Social Security, or other deductions. The Park District is required to report payments made to the Independent Contractors each year to the IRS for certain threshold amounts. The Contractor is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and worker's compensation insurance on behalf of the Contractor and those employees, if any, employed by him/her.

CONTRACTOR'S EXPECTATIONS

Professional Conduct

Although the contractor is not an employee of the Oak Brook Park District, Independent Contractors do represent the Park District. The contractor should act in a professional and courteous manner at all times including their dress and speech. The contractor should also uphold the mission and values of the Oak Brook Park District. If designated Park District personnel notify the Contractor that any individual consistently exhibits rudeness to the public or unprofessional behavior of any kind, the Contractor shall remove such individual upon such notice.

Staffing

The contractor is responsible for staffing the program. The instructors should be well trained on the activity they are required to teach. If a contractor is ill or unable to meet with their class, the contractor must notify their Park District Program Supervisor no less than four hours prior to the start of the class. The contractor can have a substitute only if that substitute has completed a background check. The substitute must be covered under the contractor's insurance. If the substitute has their own insurance, it must be provided and approved by the Park District in advance. Payment will only be made to the contractor and it's the responsibility of the contractor to pay the substitute.

Program Roster and Attendance

The contractor is able to see an updated program roster once registration begins. This program roster includes the name of the participant, emergency contact name and phone number, the participant's phone number, the participants email (if they have one on file) and the fee paid. To receive an updated roster, the contractor must contact their Program Supervisor. The Program Supervisor will send a roster to the contractor at least five days before the start of a program if there are enough participants enrolled to run the class. If the contractor has not heard from the Program Supervisor during this time frame, the contractor should contact the Program Supervisor directly.

The program roster includes the participant's contact information to allow for the contractor to provide good customer service and in case of emergency. This information should not be shared with anyone including other participants, parents, businesses, etc. The contractor should not be using this information for marketing purposes.

In addition to the program roster, the Program Supervisor will provide the contractor with attendance sheets prior to the start of class. It is the contractor's responsibility to take attendance each class. If a participant is not on the roster and does not have a valid receipt, participants must register online or in-person at the Park District. Completed attendance sheets must be turned in along with the final invoice at the conclusion of the class.

Facility and Equipment Usage

Classes are held throughout the Oak Brook Park District. In most cases, contractors can begin setting up their activity at least 15 minutes prior to the start of class. The contractor must leave their activity area with all materials picked up and furniture/equipment returned to its original location. In some circumstances, the contractor may be given a key. This key is for the sole purpose of the class and should not be used for anything but the class.

Contractors should provide all equipment, materials and copies at their own expense. Contractors cannot use Park District property including fax machines, copy machines, computers and equipment unless the Program Supervisor approves it. If a key is issued, the key must be returned at the end of the program or the cost for re-keying the facility will be deducted from the program invoice.

Participant and Instructor Safety

One of the instructor's main responsibilities is to ensure the safety of all participants involved. The facility and equipment should be visually inspected by the contractor prior to the start of class. The contractor should be familiar and aware of the location of all first aid kits, AED machines, and emergency exits. The instructor should stay on site until all participants have left after the conclusion of each class. If a participant has not been picked up after 5 minutes, the instructor should call the contact phone number using the program roster.

All accidents and incidents should be reported. If an accident happens during class, please act calmly and efficiently to address the situation. If a Park District staff is on duty at the facility, the instructor should request assistance in first-aid and filling out an Accident/Incident Report. If no employees are on duty, the instructor should do their best to address the situation and call Park District staff, an ambulance or police if necessary. Once the incident is addressed, the contractor needs to report it to the Program Supervisor and submit the report within 24 hours. Depending on the activity, instructors may be required to hold a special certification such as CPR to prove they are trained to safely lead the activity.

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, contractor, and vendor of the District as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, pregnancy, or any other legally protected characteristic will not be tolerated.



Independent Contractor Program Proposal

Business Details

Business Name: _____

Main Representative Name: _____

Business Owner Name: _____

Address: _____ City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

Website: _____

Program Details

Program Title: _____

Age Range: _____ Facility Needed: _____

Program Length: _____

Number of classes per session: _____ Number of days per week: _____

Number of hours per class: _____ Suggested day/time of program: _____

Minimum participants needed: _____ Maximum number of participants: _____

Requested rate of pay for the contractor: _____

(May be negotiated based on the facilities, equipment, supplies and support that the Park District must provide for the class to run properly).

Program Description

Please give a description of the program to be used for marketing material:

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

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

Please provide a lesson plan that gives specific details for the program including activities/drills as well as the skills that are targeted in each activity/drill.

Equipment & 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 Oak Brook 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? In the case of special program materials, how much does each item cost? *(include required clothing, program materials, lunch, water, etc.)*

Safety & Emergency Factors

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

If this class is held outside, what is your inclement weather plan?

Instructor Qualifications

Independent contractors are responsible for ensuring that all instructors have and maintain the appropriate qualifications and certifications for program success and safety. Please list qualifications, certifications and experience that makes the instructor qualified to lead this program (*please include if they are certified in CPR/AED/First Aid*).

References

Please give references of organizations where you have offered this program (or similar programs if this is a new program) in the past two years.

Organization: _____

Contact person & title: _____

Phone: _____ Email: _____

Month & year program was last offered: _____

Organization: _____

Contact person & title: _____

Phone: _____ Email: _____

Month & year program was last offered: _____

Organization: _____

Contact person & title: _____

Phone: _____ Email: _____

Month & year program was last offered: _____

Verification of Information Statement

I agree that the statements and information provided in this document are true and correct. I will notify the Oak Brook 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:

- Illinois State and/or FBI criminal background checks
- Reference checks
- Insurable driving record checks
- Current Illinois State Driver's License/Endorsement check

Signature

Date