

# League City Parks & Recreation

## Department

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### *Contractor Reference Guide*

## **League City Overview**

League City is a waterfront community nestled along the shores of Clear Lake, 30 miles south of downtown Houston, with proximity to Galveston Bay and the Gulf of Mexico. The city regularly ranks among the safest, most affordable, and best places to live and raise a family in the state of Texas and in the U.S. With a population over 110,000, League City residents represent a diversity of backgrounds and lifestyles. Professionals across the country are drawn to League City for its low unemployment rates and a ripe job market for positions in the medical, energy, aerospace, marine, and petrochemical industries.

## **City of League City Parks and Recreation**

This department operates and maintains paths, parks, courts, ponds, gazebos, etc. Additionally, the Parks and Recreation Department also provides a wide variety of programs, camps, lessons, activities, and training for members of the public. These can range from summer camps to tai chi lessons or fencing and guitar classes. There's always something available for everyone!

**Parks and Recreation Department Mission:** *Provide a diverse menu of quality recreation programs that address citizen needs, encourage community health and wellness, and promote a lifelong recreational lifestyle.*

## **League City EEO Policy**

The City of League City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other category protected by federal, state, and local laws. The City prohibits discrimination and harassment based on these categories. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, and transfer, leaves of absence, compensation, and training. Any incident of discrimination should be reported to the employee's supervisor, department head, director, or Human Resources.

## **Anti-Harassment Policy**

The City is committed to providing an atmosphere which is free from harassment, and will not tolerate the harassment of any employee or non-employee by any other employee or non-employee. Violators of this policy are subject to immediate disciplinary action up to and including termination. Non-employee violators of this policy are subject to expulsion from City facilities and/or discontinuation of services.

## How to Submit a Proposal

Interested parties can fill out the electronic program proposal form located on the city's website. Once completed, the completed application will be forwarded to the appropriate program contact for review and follow up.

When completing the program proposal forms, please keep a few things in mind:

- Be specific on requests made in the proposal. If anything is left blank, the proposal cannot be processed.
- Please provide an estimated price for the program. Please review the revenue splits to help determine price. The Independent Contractor will be paid out on the total enrollment fees collected. Contractors are paid at 70/30 split.
- League City will not accept proposals for classes which have been discontinued. Special consideration will be given to those who can provide detailed evidence that there are an appropriate number of interested participants.
- Submitting a proposal does not guarantee that the class or activity will be added to the list of offered programs. There is no guarantee that approved programs will be automatically continued from session to session.
- League City may postpone the start dates of any new programs to coincide with the publication of the seasonal brochure.

## Questions to Ask:

- Who is the audience for the program? Who will it serve?
- How will the participant benefit? Include this information in your description.
- Is the program area something new, such as the newest dance moves, or something being offered for years and years?
- Is the course description interesting? Is the title catchy?

Proposals will be evaluated by the programmer. The city will only accept proposals that are in the best interest of the city.

## Frequently Asked Questions

*Q: What are the expectations of an Independent Contractor?*

A. Before any classes/instruction can begin, all Independent Contractors are required to complete necessary W-9 paperwork, sign a Standard Agreement, and an EFT Form. The Independent Contractor is expected to enforce a drug free environment and to complete a background check.

*Q: What are the Program and Participant Ratio Guidelines?*

A. Instructor to participant ratios are crucial to the success of any program. The consideration of actual activities performed, as well as the ages of participants, will affect this ratio. Independent Contractor must provide a safe program setting by providing appropriate supervision and instruction.

*Q: Does League City provide Insurance for Independent Contractors?*

A. League City doesn't provide insurance for Independent Contractors. Independent Contractors should determine, in their best interest, how to address the issues of insurance, worker's compensation, etc.

*Q: How do participant refunds and transfers work?*

A. Participant refunds will be provided as follows:

<b>Course Registration Canceled by</b>	<b>Reason</b>	<b>Program Refund Request Form Received By</b>	<b>Action Taken</b>
The Customer	Any	5 business days or more prior to first day of class	10% handling fee
The Customer	Any	4 business days or less prior to first day of class	No refund
The Customer	Medical- Must submit a Doc's note	Any	Approved on a case-by-case basis.

Participants will receive a full refund if the class is canceled by the Recreation department or instructor. Refunds will be issued in the original form of payment. Cash payments will be issued as check refunds

*Q: Does League City Parks and Recreation offer participant discounts?*

A. Independent Contractors determine the program's basic fees. At their discretion, Independent Contractors can include sibling or other discounts and decide whether to allow participants to register for a partial session at a pro-rated cost.

*Q: What is included in the facility set up?*

A. League City Parks and Recreation department will set up any needed tables and chairs for the class and any equipment that is owed by the department.

*Q: How does League City Parks and Recreation handle Independent Contractor percentages?*

- A. The Independent Contractor will be paid out on the total enrollment fees collected. The fees are split 70% to the Independent Contractor and 30% to the City.

*Q: How are classes priced?*

- A. All Independent Contractors set the price for their activities. League City Parks and Recreation department may provide recommendations to ensure cost recovery goals are being met.

*Q: What facilities, marketing and participant payment options can League City Parks and Recreation department offer a contracted instructor?*

1. League City has many great facilities and resources available for use as an Independent Contractor. Basketball gyms, multi-purpose rooms, classrooms, parks, fields, and pools are maintained for the comfort and convenience of Independent Contractors, participants, and the public. Some facilities are only available during certain seasons.
2. League City produces a seasonal brochure that lists all offered activities, programs, and opportunities, three times a year. The brochure is distributed on the City's website, posts on the City's and the Parks and Recreation Department's social media, and available in print copy as well.
3. League City utilizes a computer registration system called RecTrac. RecTrac allows community members to register for activities online at their own convenience. Registration can also be done in person at Hometown Heroes Park or the Community Center.
4. League City accepts payment in the form of all major credit cards, cash, and checks. Patrons can register for programs in person or online. American Express is not accepted.

*Q: Is League City Parks and Recreation ADA compliant?*

- A. Yes. League City fully complies with the provisions of the Americans with Disabilities Act. League City Parks and Recreation strives to be inclusive in all its activities/programs and is willing to make reasonable accommodations for individuals with disabilities. The ADA provides civil rights protection to individuals with disabilities. It guarantees equal opportunity for individuals with disabilities in public accommodations and local government services. In accordance with the Independent Contractor Agreement, all programs must be compliant with the ADA.

## **After a Proposal Has Been Approved**

### **Receiving your Independent Contractor Agreement**

An Independent Contractor Agreement will be signed and will remain in effect for the duration of the selected program. If League City Parks and Recreation department wishes to continue contracted services, a new Agreement will be signed annually. Please take the time to read the Agreement and sign in all required areas. Do not remove any pages; a fully executed and signed copy of the Agreement must be returned to the program coordinator.

### **Background Checks**

All instructors must pass a background check prior to his or her class starting. The background check link will be emailed to the instructor to complete.

### **Meeting the Minimum**

A class will be canceled if the required minimum number of registered participants has not been met within 3 business days of the first day of class. If a class is held that does not meet the minimum number of registered participants, the Parks and Recreation Department may move the class to another room or location to meet facility demands.

### **How to Obtain Rosters**

The program coordinator will email rosters to the instructor either prior to the class starting or will have print outs at the front desk for the instructor.

### **Taking Attendance**

Taking attendance in classes is highly encouraged and is important for large classes where participants may show up without having prepaid. All participants must be registered. Participants should either be on the attendance sheet or have a paid receipt before being admitted to a program. The city will not pay an Independent Contractor for money not collected from a participant.

### **Participant Supervision**

Independent Contractors are responsible for all participants during class times. Classrooms with youth participants (minors) must not be left unattended under any circumstances. In the event of an emergency, Independent Contractors may request temporary assistance from Recreation Center staff. Upon conclusion of the program, the Independent Contractor is required to remain with all students until they have been picked up by a parent/guardian.

### **Classroom Set-up & Clean-up**

Recreation staff will provide set up and clean up for all classes. Please make sure to throw all trash away in the trash cans and notify staff of any issues.

## **Cancellation of Classes**

If an Independent Contractor must cancel class during a session, it is the Independent Contractor's responsibility to contact all participants and notify League City Parks and Recreation department of the cancellation as soon as possible. Additionally, if an Independent Contractor is running late, and it is during business hours, Independent Contractors may call the recreation center and ask the Recreation Center Coordinator to help notify participants. However, if it is after business hours (including weekends), it is the sole responsibility of the Independent Contractor to contact all participants.

## **Customer Service Standards**

All our Independent Contractors are a valuable part of providing awesome park and recreation programs for participants to enjoy. An Independent Contractor's attitude, enthusiasm, professionalism, timeliness, and organization directly affect the quality of the participant's experience. For any questions on how to handle a difficult situation or concern, please contact your assigned Program Coordinator.

## **Reporting and Handling Accidents and Incidents**

In case of an emergency, Independent Contractors should immediately call 911 and inform the staff at the recreation center.

In a non-emergency, Independent Contractors should notify the staff at the recreation center. All accidents/injuries are to be immediately reported to League City Parks and Recreation department. A complete Accident/Incident Report must be turned in to the League City Parks and Recreation department within 24 hours of any accident/incident.

Accident/Incident Reports are available at each League City Recreation Center. All Accident/Incident Reports must be filled out completely and thoroughly. This often will be the only written record of an accident or incident and will be the most helpful reference during future investigations or inspections.

## **Receiving Payment**

Independent Contractors are not employees. The Agreement and federal law require Independent Contractors to fill out a W-9 in order to receive a 1099 at the end of the year. The 1099 will be sent to the address on the Agreement.

Independent Contractors will a percentage of program registration course revenue. Registration fees are collected and deposited by League City Parks and Recreation department and percentages are paid to Independent Contractors. The Independent Contractors are responsible for providing the program coordinator with an invoice so payment may be processed.

### **Class Surveys and Monitoring**

League City Parks and Recreation department may obtain participant feedback about offered courses, instructors, facilities, and staff using participant surveys, emails, phone calls and regular monitoring of the programs. League City Parks and Recreation department strives to continually improve offered programs and participant feedback is an essential part of the process.

### **Termination of Agreement**

League City Parks and Recreation department may terminate or decide not to renew an Agreement as a result of the following, including but not limited to:

- Participant complaints
- Insufficient enrollment
- Facility availability
- Compromised safety or security of participants
- Independent Contractor not performing the services of the Agreement to the satisfaction of the League City Parks and Recreation department.

### **Program Promotion**

The League City Parks and Recreation department markets programs/classes for all Independent Contractors in various ways and is always open to brainstorming new opportunities. However, Independent Contractors are encouraged to market classes/programs on their own to ensure successful enrollment numbers. The more the program/class is marketed, the better the opportunity for Independent Contractors to increase their earning potential.

### **Typical Promotion by League City Parks and Recreation Department**

- Description of your program or service in the seasonal brochure. The brochure is available in PDF form on the City's website ([www.leaguecitytx.gov/parks](http://www.leaguecitytx.gov/parks)).
- Highlight stories on the Parks and Recreation website
- Various forms of social media, which includes the Parks and Recreation Department Facebook and City page.