



Doylestown Township Parks and Recreation Department

425 Wells Road • Doylestown, PA 18901 • (215) 348-9915

INSTRUCTOR POLICY

The Doylestown Township Parks and Recreation Department (DTP&R) hires qualified and professional instructors (independent agreementors) to lead and supervise classes and activities offered to the public.

Instructor/Agreementor Responsibilities

- Submit class proposals (updated seasonally) to DTP&R which include:
 - Class name and detailed description (100 word maximum)
 - Times, dates, days of the week
 - Proposed rate of pay for services. All instructor/agreementor payments are based upon a 70% instructor / 30% DTP&R split of the advertised resident rate unless otherwise agreed upon.
 - Minimum and maximum number of participants
 - Participant requirements (age, gender, grade, skill level, etc.)
 - Space/facility requirements
- Monitor enrollment and retrieve class rosters via www.doylestownrec.com
- Provide services and instruction according to agreement
- Provide supplies and equipment required unless other arrangements have been made with DTP&R
- Be set up and prepared to begin on time
- Provide proper supervision and take necessary safety precautions
- Take attendance and submit reports as necessary (*unregistered individuals may not participate*)
- Report all accidents and incidents to DTP&R
- Assume responsibility for equipment, supplies and facility
- Return facility to its original condition following class
- Market classes beyond what is provided by DTP&R
- Initiate communication with DTP&R Staff to request information or support
- Promptly correct all misconduct, profanity, property damage or other acts of misbehavior
- Refer appropriate questions to DTP&R
- Submit invoices for payment to DTP&R (**as of January 1, 2012 no payments will be processed until an invoice is received from the instructor/agreementor**)
- To avoid delays in processing, timely submission of invoices is encouraged

Parks and Recreation Department Responsibilities

- Handle all registrations and process all fees
- Handle inquiries and communicate with instructor/agreementor as necessary
- Enforce agreed upon minimum/maximum participation, ages, skills, or other criteria
- Assist with facility scheduling
- Set program fees to the public
- Cancel classes due to low enrollment
- Provide rosters/attendance sheets and necessary forms upon request

- Market programs to the public through seasonal program guides, www.doyletownrec.com, press releases, community bulletin board posting and Government Access TV Channel (when possible)
- Coordinate facility access with the instructor/agreementor
- Ensure program facilities are ready on time
- Process instructor/agreementor payments upon receipt of invoices and evaluations

Mutual Responsibilities

- Open line of communication with each other and with participants
- Negotiate changes to submissions and agreements
- Communicate with program participants regarding changes and cancellations as agreed upon
- Provide service to all people in accordance with the Township's EEOC policies
- Make reasonable accommodations for those with special needs
- Program evaluation and recommendations for future service delivery
- Instructors/agreementors are free to hire others qualified to help provide instruction for classes. Instructors/agreementors are solely responsible for any payment due to any assistant.
- All instructors/agreementors are responsible for submission of a Criminal History Background check prior to providing services. The Township can run this check at a fee of \$30 payable by the instructor.
- Instructors/agreementors are issued 1099 forms for tax purposes and no tax is withheld from payments.
- Instructors/agreementors and/or assistants are not employees of Doylestown Township and therefore not entitled to worker's compensation or any other employee benefit.

General Conduct

Since instructors/agreementors represent DTP&R please keep in mind that excellent customer service is always paramount.

The following activities are prohibited

- Smoking (all township facilities and grounds are smoke-free)
- Being under the influence of alcohol or narcotic substances
- Exhibiting abusive behavior or language



INSTRUCTOR/AGREEMENTOR FREQUENTLY ASKED QUESTIONS (FAQ's)

How do I get paid?

- Instructors/agreementors are required (beginning January 1, 2012) to submit invoices to DTP&R to request payment.
- The invoice should clearly detail the program(s), instructor name and contact information, number of participants, rate of pay and total due.
- All invoices are verified and approved by DTP&R before being forwarded to the Finance Department for processing.
- Signature by the Board of Supervisors is required on all Township checks. The finance department will release checks once signed.
- Invoices are usually paid within 30 days; every effort will be made to expedite the process to allow for timely distribution of payments.
- DTP&R does not guarantee that payments will be issued by any particular date.
- All checks will be delivered by US mail unless a request to pick-up the check at the township building is specified on the invoice.

I'm offering a new class, what do I set the minimum number of participants at?

Set the minimum number as low as you possibly can to ensure that the program has the best chance of running. If the minimum number is not met before the class starts, DTP&R will cancel it. For the first time offering a class, Instructors/agreementors might want to consider a minimum lower than you normally would in order to get the program "off the ground." Instructors will be able to raise the minimum number in future seasons after it gets rolling.

What do I do if I have to cancel a class if I'm sick or can't be there?

Instructors/agreementors who cancel classes for personal reasons are required to contact all participants to notify them of the change and coordinate a make-up date. DTP&R will mutually determine if a class can be made up and schedule the date/time. Instructors/agreementors will not be paid for canceled classes that are not made up.

Substituting and/or changing an instructor at any point during a program is not permitted without first discussing the circumstances with DTP&R. Leadership changes mid-stream can give participants the impression that the program is disorganized and/or that their participation is not of value.

What happens if someone asks me to allow "just one more person" into my class?

Discuss the inquiry with DTP&R. If mutually agreed upon, additional participants will be added so long as a supervision or safety hazard is not created.

The minimum age for a program is 4, but someone asked me if I would allow a child who turns 4 in a week to attend. Can I let him in?

Participants must meet the age range on the starting date of the program. Discuss the inquiry with DTP&R. If mutually agreed upon additional participants will be added so long as a supervision or safety hazard is not created.

I receive a request for a refund or pro-rated discount?

Instructors/agreementors are not permitted to make financial arrangements or offer refunds for any program. DTP&R does not generally issue refunds after the start of a program (without medical documentation) or pro-rate for late entry/absence. Discuss the inquiry with DTP&R and a mutually agreeable determination will be reached.

Can I hire someone else to help me teach the class?

Yes, provided the name and required information about the person are submitted in advance to DTP&R. If the Township requests to run a Criminal History Background check, the cost is the responsibility of the instructor/agreementor. You are solely responsible to pay your assistants.