



**VENDORS
&
INDEPENDENT CONTRACTORS
PACKET**

**TOWN OF SHARON
RECREATION DEPARTMENT**

Effective September 1, 2019





TOWN OF SHARON
Recreation Department
219 Massapoag Avenue
Sharon, MA 02067
www.townofsharon.net | sharonrec.com
(781)-784-1530

We appreciate your interest in becoming an Independent Contractor/Vendor with the Sharon Recreation Department. Contractors allow the Recreation Department to offer a variety of supplemental programs that we otherwise may not have the staff or the expertise to offer. We are excited about the possibility of working together to serve our community. Sharon Recreation is committed to enhancing our community through quality activities, events, and parks that provide worthwhile recreation experiences. We strive to offer something for all ages and abilities.

To run a program, the Recreation Department must receive the following:

- A completed Vendor Packet with signed Letter of Agreement
- A Completed Program Booking Sheet *(One Per Program/Roster Per Season)*
- Certificate Of Insurance (COI) *(most common)*
- Current Tax Year [IRS W-9 Form](#)

Submit to:
Frank Livera
Assistant Director
flivera@townofsharon.org

Town of Sharon
Recreation Department
219 Massapoag Avenue
Sharon, MA 02067
(781) 784-1530

OUR MISSION

To advance parks, recreation and leisure-time activities that enhance the quality of life in Sharon. The purpose of the Recreation Department is to meet the diverse recreational, cultural, athletic and leisure-time pursuits of the residents of Sharon with a broad based comprehensive program. Recreational programs are organized to encourage participation and enjoyment and should be held at safe and well-equipped facilities on a year-round basis.

Sharon Recreation Department | (781) 784-1530 | sharonrec.com



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LETTER OF AGREEMENT (Page 1 of 2)

Owner's Name/Business/Vendor:	
Federal ID or SSN or TIN #:	
Business Website/URL	
Business Address	
Business Phone	
Mobile Phone	
Primary Contact Email	
COI Expiration Date (if applicable)	

Sharon Recreation agrees to provide the following:

- Provide suitable space and facility that is appropriate for the program, where applicable
- Grant the vendor access to program space - issue keys, cards, combinations or codes as necessary.
- Provide furnishings, tables, chairs, power, internet, lighting, restrooms and temperature control, where applicable, if Recreation/Town provides facility.
- Conduct all registrations, process fees, refunds, cancellations, manage waitlists, discounts, financial aid and/or scholarships.
- Monitor enrollment to assess maximum and minimums presented by contractor;
- Generate rosters, and provide and/or grant online access to enrollment information to the vendor.
- Promote the program. Advertisements for the program are printed in the seasonal Sharon Recreation brochure for the appropriate season of the program. The Program Brochure is delivered by USPS to all residents. The size of the advertisement for each program will be determined by available space in the brochure, not by program content, size, or cost.
- Promote enrollment for the program via Sharon Recreation online media platforms.
- Develop and enforce policies for participants to follow regarding Recreation programs.
- Programs that do not meet the minimum enrollment are not the best use of our limited resources, and are not very fun for the participants; Programs with low enrollment will be cancelled one week prior to the scheduled start date, unless other accommodations have been made; and a full refund will be issued.
- Provide space for make-up sessions when/if a program is canceled as scheduled. All attempts will be made to reschedule classes that have been cancelled due to inclement weather, facility conflicts, instructor absence, or other unforeseen circumstances. Typical make-up sessions are scheduled at the usual program day, time, and location and extended one session beyond the scheduled end date.
- Post information about cancelled classes to sharonrec.com. No daytime classes are held when Sharon Public Schools are cancelled.
- The Recreation Department reserves the right to observe, reschedule, postpone, combine or change classes.
- Accept invoices for payment within 30 days of the completion of the program, process the invoice upon completion of services, and mail check to the address on the W9. If no invoice is submitted by the Vendor after 30 days of the final session, then Recreation will process payment to vendor less a \$25.00 processing fee.
- Recreation will assess a \$25.00 fee for every 15 minutes increment where vendors are late or absent resulting in Recreation Staff to cover or attend to a program.

Other items as negotiated:

(Continued on next page)



LETTER OF AGREEMENT (Page 2 of 2)

BUSINESS NAME/VENDOR/(D/B/A): _____ **agrees to the following:**

- Provide a IRS W-9 Form
- Provide an active Certificate of Insurance. All certificates must name the 'Town of Sharon' as additionally insured. Limits of liability coverage required shall be specified in where applicable.
- Provide evidence of certifications, licenses or registrations (if applicable)
- Disclose/submit MGL 20(b) form if staff/vendor are active Town of Sharon employees.
- Provide program Information Booking Sheet by date indicated for each program for each season
- Conduct CORI/SORI and background checks on all staff and volunteers who will have access to minors and minors information in accordance with MGL Chapter 385 of the Act of 2002 –Sec.172H
- Provide staff, volunteers or instructors at the appropriate ratios outlined on the program booking sheet at vendors expense.
- Contractors shall be responsible for all of their federal, state, and local taxes, worker's compensation and unemployment and compensation coverage.
- Contractors shall be responsible for all payments and benefits to its employees, agents or independent contractors, including all applicable federal, state, and local taxes.
- Contractors shall indemnify and defend the Town of Sharon from and against any and all liabilities, claims and damages or judgments including reasonable attorney's fees, incurred by, imposed or asserted against the Town of Sharon, by reason of or arising proximately from the acts or omissions of the Contractor or its employees, agents, or independent contractors.
- Contractor's services may be terminated at any time by the Town of Sharon in its sole discretion.
- Ensure that staff never leave a child unattended; ensure staff never are alone with a child.
- Provide any and all program equipment, including appropriate First/Aid kits at vendors expense.
- Contractors cannot store materials or equipment at facilities without prior written consent from the Town.
- Report any incident/accident/behavior management situation that results in the administration of first aid, professional medical attention, police, fire or emergency response or any third-party response; or results in the contact of a minors' parent to the Recreation Department by noon the following day.
- Report any roster discrepancies to the Recreation Department, take and retain accurate attendance records.
- Vendors/Contractors are **prohibited** from accepting payments, registrations, or conducting transaction.
- It is the contractor's responsibility to ensure the facility is secured and closed properly (doors locked, lights turned off, etc.) before leaving. This means cleaning up any materials and returning any furniture and/or equipment back in its original location after the class ends.
- Report any facility safety concerns, hazards, maintenance needs to the Recreation Department the same day.
- If provided, keys, cards, combinations or codes, vendor agrees to return items at the end of the session, and cannot be loaned or issued to anyone other than the authorized contractor. Facility access is only allowed for instructing courses. Any other entrance into a Town facility is considered unauthorized and may result in the Contractor's dismissal.
- Contractors may not use any town-owned property, including copy machines, fax machines, computers, materials, and/or equipment, without prior approval of the Town. Contractors should plan to provide all equipment, materials, and copies at their own expense. If Town equipment is issued to the contractor, it must be returned at the end of the contracted program, or the cost replacing the equipment will be deducted from payment of the invoice.
- Secure a roster of the program from the Recreation Department within 48 hours of program beginning.
- Contact the Recreation Department when inclement weather cancellation is expected for determination of the status of any program.
- Communicate cancellations and make-up sessions to all participants when/if a program is canceled as scheduled. Ensure contact with each participant.
- Provide a make-up session's when/if a program is canceled as scheduled. All attempts will be made to reschedule classes that have been cancelled due to inclement weather, facility conflicts, instructor absence, or other unforeseen circumstances. Typically sessions are made up at the regular program day, time, and location and extended one session beyond the scheduled end date.
- Provide and approve program information to promote the program by the brochure deadline.
- Submit invoices for payment within 30 days of the completion of the program, If no invoice is submitted by the Vendor after 30 days of the final session, Recreation will process payment to vendor and will assess a \$25.00 processing fee. Acceptance of final payment by Vendor shall constitute waiver of all claims by the Vendor arising under the agreement.
- Furnish a \$25.00 fee for every 15 minutes when instructors are late or absent resulting in Recreation Staff to cover or attend to a program.

Vendor Name/ Signature: _____

Date: _____

Town of Sharon Signature: _____

Date: _____

VENDOR PROGRAM BOOKING SHEET

Use one sheet per roster/program per each session (Page 1 of 2)

Owner/Vendor Contact: _____ Phone: (____) ____-____

Address: _____ City: _____ Zip: _____

Email: _____ Website: _____

On-Site Contact Person (if different): _____ Cell Phone: (____) ____-____

Address: _____ City: _____ Zip: _____

Email: _____

2022 Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Federal Holidays 2022

Jan 1 New Year's Day
Jan 17 Martin Luther King Day
Feb 21 Presidents' Day

May 30 Memorial Day
Jul 4 Independence Day
Sep 5 Labor Day

Oct 10 Columbus Day
Nov 11 Veterans Day
Nov 24 Thanksgiving Day

Dec 25 Christmas Day
Dec 26 Christmas Day (obs.)

PrintableTree.com

Fall Session: September-December. Proposal due no later than June 30th.

Winter Session: January-March. Proposal due no later than November 1st

Spring/Summer Sessions: Spring: March-June

Summer: June - August

Proposal due no later than December 23rd.

VENDOR PROGRAM BOOKING SHEET

Use one sheet per roster/program per each session (Page 2 of 2)

LIST PROGRAM AS YOU WOULD WANT IT PRINTED IN THE BROCHURE

PROGRAM INFO

(Examples of info we need)

PROGRAM PROPOSAL

CLASS TITLE

SOCCER FUN CLASS

SUBTITLE

For Beginners

VENDOR NAME

Fun Times Unlimited, LLC

Logo or Image

Link here or Send file to jlewitus@townofsharon.org

Description

A fun class for beginners wanting to learn to have more fun, or kids who want to practice being fun.

Class Prerequisites

*Must be potty-trained.
Must be over 18.
Must be a Lifeguard.
Adults Only*

AGES/GRADES

*Ages 3.5 years to 5.5 years
Grade 1 to Grade 3*

PROGRAM FEES *(See Fee Page)*

\$45 + 20% +5 = \$65.00

CLASS SIZE MIN/Max

Minimum 4/Maximum 12

LOCATION REQUEST

ART ROOM, TOWN BUILDING, FIELD, GYM

WHAT TO BRING/NOT TO BRING

Do not bring toys; Bring a Helmet, No Cleats

DESIRED START/END TIME**DAYS**

1st choice, 2nd choice....

DURATION OF A PROGRAM

1 HOUR

START DATE

Sept 1

END DATE

Oct 12

OF SESSIONS/ WEEKS

(refer to session calendar)

6 weeks

NO CLASS DATES (holidays)

No Class Mon Oct 8 Columbus Day

FEE STRUCTURE

As a vendor, you recognize the value of your services and know the market you are in better than anyone, so you establish the price of your services. To help calculate the fee for the program, start with the amount you wish to be paid per participant. Whatever fee that is, Sharon Recreation will add 20% to the cost per participant. The 20% that is added to your cost goes to support Recreation Department overhead costs like providing facilities, maintenance, printing and mailing the quarterly brochure to all Sharon residents, and conducting online transactions.

Submit A Proposal

Submission of this Vendor Packet holds no contractual service agreements until fully executed. Once applications are received, the Recreation Department will review your proposal and will contact you. A separate Booking Sheet must be submitted for every program that is scheduled.

Receiving Payment for a Program

At the end of the program, you will submit an invoice to Sharon Recreation for your fee per participant. Submit invoices for payment within 30 days of the completion of the program.

Invoice must include a date, a unique invoice number, the dates of the program, and total the number of participants on the Sharon Recreation Department roster. A sample invoice is on the next page.

You must submit an original invoice. We cannot

accept photocopies, faxes, or invoices with duplicate invoice numbers.

Payments take 10 business days to process. A check will be mailed to the address provided on the W9 form. .

If no invoice is submitted by the Vendor after 30 days of the final session, Recreation will process payment to vendor and will assess a \$25.00 processing fee.

Vendors will be assessed a \$25.00 fee for every 15 minute period when instructors are late or absent resulting in Recreation Staff to cover or attend to a program.

Recreation will not make any deductions for social security of federal, state or local income taxes.

$$\text{VENDOR FEE: } \underline{\hspace{2cm}} \times 1.20 = \underline{\hspace{2cm}} = \text{PROGRAM COST}$$

THE AMOUNT YOU INVOICE PLUS 20% = COST TO RECREATION PARTICIPANTS

Fee Examples:

You charge \$50 per person
Add Rec 20% of \$50 = \$10
The participant will be charged \$60

Add Rec 20% of \$130 = \$26
The participant will be charged \$156

You charge \$130 per person

Does your program:

- Require Additional Waivers
- Allow pro-rated Registration
- Allow Late Sign-Ups after First Session
- Accept Financial Aid, Price Reductions, or Discounts?

REGISTRATION

ONLINE (Preferred)

Go to www.sharonrec.com and click the RED REGISTER NOW button. New Users must register an email address to login. Please be sure to keep your email address updated as most of our communications for program notices and cancellations are sent via email.

CALL OR VISIT

You can register over the phone by calling the Recreation Office at (781) 784-1530. The Recreation Office is in the Sharon Community Center, 219 Massapoag Avenue, Sharon, MA 02067.

PAYMENTS

All major credit cards and cash are accepted. Checks made payable to "Town of Sharon". There will be an additional \$25 fee for returned checks.

RESIDENTS / NON RESIDENTS

Our programs are supported solely by user fees, and residents have priority registration periods. Registration is first-come first served; Wayland Residents have priority through advance enrollment periods. Unless otherwise noted programs are available for non-residents.

AGE POLICY

Children must meet the age requirement for a program by the FIRST DAY of a class. Children must be toilet trained to attend programs unaccompanied by an adult.

FINANCIAL AID

Some programs are able to offer financial assistance or scholarships to qualifying applicants, in many cases the most recent tax forms, and other supporting documentation is required. Contact us for more information.

PHOTO / VIDEO POLICY

The Recreation Department may make, have, use, publish and reproduce photographs and/or video of participants for its record, public relations purposes, recognition, and/or other projects related to the wholesome promotion of its program unless permission is denied in writing.

ABSENCES

Recreation and Vendors are not responsible for making up classes that are missed due to the participants' inability to attend.

MAKE-UP CLASSES

All attempts will be made to reschedule classes that have been cancelled due to inclement weather, instructor absence, or other unforeseen circumstance. Typically a program that meets weekly will extend another week at the same day and time, check with your instructor to confirm. Classes missed due to participant absence for scheduling conflicts or personal reasons cannot be made up.

WAITLISTS

Some popular programs will fill to capacity quickly. We will make every effort to expand the program when applicable or provide additional programs. If we are able to move a registrant off a waitlist, we will contact the waitlist in the order in which registrants enrolled. Once contacted, waitlisted registrants typically have a prescribed time frame to respond before offering to the next registrant. We do actively maintain waitlists; our goal is to serve as many participants as possible. You will be contacted when a spot becomes available.

TRIAL CLASSES

In most cases, trial classes are not permitted. It is recommended to visit and observe the current session if you are unsure if your child may be ready for the next session.

INCLEMENT WEATHER

No programs will be held when Sharon Public Schools are cancelled, unless otherwise noted. Every effort will be made to notify and reschedule cancellations as soon as possible. It is common for weekly programs to be extended an additional week on the same day and time, check with your instructor. If the full program session is cancelled you will receive a full refund.

LOW ENROLLMENT

Classes that do not meet the minimum enrollment are not the best use of our

limited resources, and are not very fun for the kids; Classes with low enrollment will be cancelled within 48 hours prior to the scheduled start date, unless other accommodations have been made; and a full refund will be issued. The Recreation Department reserves the right to reschedule, postpone, combine or change classes. You will be notified via email or phone call if your class is cancelled, otherwise plan on attending.



INSTRUCTOR EXPECTATIONS

Vendors should strive to provide high quality programs and excellent customer service. All are expected to conduct themselves in a professional manner at all times. It's important to keep in mind that the best advertisement a vendor can get for a program is through "word of mouth" or referrals from your participants.

Code of Conduct, Responsibilities and Expectations

- Sharon Recreation Department (781) 784-1530 www.sharonrec.com
- On-site instructors must be on time and prepared to conduct the program.
- Be available, by phone, email or in-person within 15 minutes of the program start.
- Make sure participants/parents know the instructors name.
- Prior to first class, please email all families welcoming them to program including any relevant information for class.
- On the first day, have a roster ready to take attendance and direct same-day registrations to the Rec Department/Website.
- Be familiar with the Rec Program Policies regarding make-ups, drop-offs, trial classes, weather, etc.
- Report any roster discrepancies to the Recreation Department, take and retain accurate attendance records.
- Vendors/Contractors are **prohibited** from accepting payments, registrations, or conducting transaction.
- It is the vendor's responsibility to ensure the facility is safe for use, and secured and closed properly (doors locked, lights turned off, etc.) before leaving. This means cleaning up any materials and returning any furniture and/or equipment back in its original location after the class ends. Do not store equipment on site without permission.
- Never transport a participant in a personal vehicle.
- Programs that do not meet the minimum enrollment are not the best use of our limited resources, and are not very fun for the participants; Programs with low enrollment will be cancelled within 5 business days prior to the scheduled start date, unless other accommodations have been made; and a full refund will be issued.

Contact with Class Participants

Participant contact information is provided to vendors in order to allow the contractor to provide good customer service and for safety reasons. This information is personal and should not be shared with anyone, including other participants, parents, other businesses, etc., rented, sold, or used for purposes not specific to the contracted class. For example, using the information to create a mailing list to advertise the contractor's other programs is not allowed.

Incidents / Accidents / Issues

- Report any incident/accident/behavior management situation that results in the administration of first aid, professional medical attention, police, fire or emergency response or any third-party response; or results in the contact of a minors' parent to the Recreation Department by noon the following day. In an emergency call 911.
- Report any facility safety concerns, hazards, maintenance needs to the Recreation Department the same day.
- Instructors should bring any Lost & Found items to the next session or return items to the Recreation Department Office.
- Do not transport an injured person(s) in a personal vehicle. Call 911.

Child Safety

- Maintain staff to child ratios. It is recommended to have two staff members at all times. Program ratios vary by type of activity, but typical minimum staff to participant ratio are 1 staff to 5 children under the age of 5 years and/or 1 staff to 10 for children over 6 years.
- Never be alone with a child.
- Never leave a child unattended.
- Bring a First Aid Kit

Weather, Program Cancellations & Make-ups

- For outdoor programs, please make sure that you are aware of your rain location. Contact the Recreation Office during inclement weather for a determination of status on any program. If it is to be cancelled the instructor is to make every effort to call the class list
- Reminder: If Sharon Public Schools are closed for the day, no Recreation programs will be held.
- Contact the Recreation Department (781) 784-1530 when inclement weather cancellation is expected for determination of the status of any program.
- Communicate cancellations and make-up sessions to all participants when/if a program is canceled as scheduled. Ensure contact with each participant.
- Provide a make-up session's when/if a program is canceled as scheduled. All attempts will be made to reschedule classes that have been cancelled due to inclement weather, facility conflicts, instructor absence, or other unforeseen circumstances. Typically sessions are made up at the regular program day, time, and location and extended one session beyond the scheduled end date.

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INCIDENT/ACCIDENT REPORT

*SUBMIT WITH 24 HOURS OF WHEN INCIDENT/ACCIDENT OCCURS
Fill as much information as possible and forward to Sharon Recreation Department*

Location: _____ Date: ___/___/___ Time: _____am/pm
(Exact location at Facility)

Program: _____ Instructor: _____

Name of Victim: _____ Age: _____

Address: _____

Best Phone Number: _____ Parent Name: _____

Description of Injury/Incident/Accident: _____

Cause of Accident: _____

What could have been done to prevent : _____

What type of First Aid Was Administered: _____

Who administered First Aid: _____

Was Further Treatment Recommended: _____

Where was Victim taken: _____

By whom was victim taken: _____

Accident witnessed by: _____ Phone: _____

VICTIM SIGNATURE (If a minor, signature of person parent/guardian)

(Print Name)

(Signature)

REPORT COMPLETED BY:

(Print Name)

(Signature)

OFFICE USE ONLY

Follow up by: _____ Date : _____ Time: _____

Spoke with: _____ Status: _____

(Print Name)

(Signature)