

Rancho Palos Verdes Recreation and Parks Department

INDEPENDENT CONTRACT INSTRUCTOR HANDBOOK



CONTRACT INSTRUCTOR HANDBOOK

About Us

Thank you for your interest in teaching classes with the City of Rancho Palos Verdes Recreation and Parks Department! The Recreation and Parks Department is dedicated to providing a variety of recreational opportunities to the Palos Verdes Peninsula and is always seeking to offer new and exciting activities for all ages, interests, and abilities.

The City places a high value on building partnerships with members of our community, understanding their needs, and delivering the services they desire in the most effective manner possible. We look for independent contractors that will be professional, responsible, and committed to the services they are contracted to provide.

Please review this Contract Instructor Handbook for more information on how to offer classes through the Recreation and Parks Department.

For more information or to submit class proposals, please contact us:

Recreation and Parks Department
30940 Hawthorne Blvd.
Rancho Palos Verdes, CA 90275
Email: parks@rpvca.gov
Phone: 310-544-5260

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Becoming and Independent Contract Instructor

As an instructor with the City, you are considered an independent contractor with specific professional skills and expertise in the area in which you are providing instruction. As an independent contractor, you are in charge of organizing your curriculum and course instruction materials as you deem appropriate. The City will provide you with a facility to teach your class, coordinate enrollment of your students, and provide advertising and marketing. The City will not dictate or control the manner in which you organize or teach your course.

Before teaching classes, potential contract instructors must complete and submit a class proposal form for approval by the Department. The Department will review proposals and discuss appropriate and available dates, times, and facilities for the class. Submitting a proposal does not guarantee that the class or activity will be added to the Department's class offerings. Additionally, there are no guarantees the Department will offer a class or program on an on-going basis.

Upon approval of a class proposal, an Agreement for Class Instruction will be completed by the Department and the instructor and submitted to the City. In addition to the class proposal and agreement, instructors may need to submit the following:

- Completed W9 form
- Proof of insurance
- Live Scan fingerprints and related criminal background checks
- Copy of Instructor's valid and current City business tax certificate
- If needed, proof of current Instructor Certification
- If the instruction will be of minors, proof of successful completion of an adult and child CPR and First Aid class
- Proof of workers compensation insurance or a letter stating that the contractor has no employees

Submitting a Class Proposal

A Class Proposal Form must be completed and submitted for all new classes. The Department may not accept proposals for classes similar to those already offered or classes offered in the past that have not been successful. Considerations will be made for instructors who can demonstrate that significant interest exists for their proposed class.

The proposal form will include:

Class Description: Provide a thoughtful and concise class description to be included in the quarterly Recreation Activity Guide and listed online. The description should sell your class to the community and can include benefits of the activity, desired outcomes, an explanation of the specific discipline, required skills and equipment, and your qualifications as an instructor. Class descriptions should not exceed 50 words.

Example Class Description:

Beginning Yoga - Increase strength and flexibility, reduce stress, and improve your energy and well-being through the foundations of yoga. Class incorporates poses and movements

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appropriate for beginner to intermediate students. Led by an instructor with over 20 years of teaching experience. Bring a yoga mat!

Day, time, and location: Include a desired, day, time, and facility for your class. This information helps us determine where your class may best fit. Facility availability is subject to City and Department use. Class start and end dates may be determined by the Department to align with regular, seasonal offerings.

Fees: When proposing a fee for your class, consider the minimum dollar amount you as an instructor are willing to accept for your services, how many students you can accommodate, class materials and supplies, and time spent planning and preparing curriculum. Fees must include the cost of all class materials. No fees should be collected by the instructor directly from the students. The Department can assist you in determining an appropriate fee for your class and may suggest a minimum fee.

About our Contract

Prior to instructing classes, an Agreement for Class Instruction must be completed and executed. The agreement includes responsibilities of the instructor, responsibilities of the City, compensation, indemnity, insurance requirements, and City and Department rules and policies. Review the agreement carefully prior to submitting to the City for execution.

Fingerprinting and Background Checks

All instructors must submit proof of Live Scan fingerprinting and clearance of a Department of Justice background check. The Recreation and Parks Department will provide instructions for the completion of this step. The instructor is responsible for all fingerprinting and background check fees.

Insurance

The City does not insure independent contractors. Instructors are responsible for providing proof of insurance coverage that meets the minimum requirements stated in the Agreement for Class Instruction.

Instructors may purchase insurance coverage through the City's vendor at a rate determined by vendor based on estimated attendance and the nature of the class activities. The activity supervisor can provide more information on coverage and rates and assist in purchasing coverage.

Compensation

Class fees are determined by the instructor and approved by the City. All class fees are collected by the City. The standard payment to an instructor will 70% of the primary fees collected for the class. The City retains 30% of the fees collected and any non-resident fees.

Payments to instructors will be made following the completion of a class session, not more than once per month. Payments will be issued only after instructor submits an invoice to the activity supervisor that includes the class name, meeting dates, and the number of students registered. Payments will be issued in accordance with the Finance Department's payment schedule.

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Marketing

The Recreation and Parks Department will provide marketing for your class in our quarterly Recreation Activity Guide. At the instructor's request, The Recreation and Parks Department can design a flyer for each class and provide electronic and printed copies for distribution. Up to two 11" x 17" posters and 200 5.5" x 8" flyers will be provided to the instructor per class per session.

In addition to the quarterly activity guide and flyers, the Recreation and Parks Department periodically sends email notifications, issues press releases, and posts to Facebook and Next Door to announce new classes and programs.

All marketing materials produced by the instructor and used to promote classes must be approved by the Program Manager/Supervisor.

Before posting or distributing marketing materials, instructors should always receive permission from the property owner or manager.

Class Registration

All class participants will register using the City's Active Net registration software. The activity registration website is accessed through the Department's webpage or directly at apm.activecommunities.com/rpv. All classes will be listed on the registration website and open for enrollment quarterly according to the Department's activity season schedule.

Refunds and Transfers

Full refunds will be granted to customers if written request for activity withdrawal and refund is made at least five business days prior to the first meeting date or if an activity is cancelled due to low enrollment. No refunds will be issued after an activity begins or for non-attendance.

The Department may consider customer requests for full or partial refunds for extenuating circumstances such as illness or injury or if a customer is not satisfied with an activity.

Class Cancellations

The Recreation and Parks Department will make every effort to avoid cancelling classes. However, when the enrollment is not met, the class will be cancelled unless the Department and instructor mutually agree to run the class with fewer students.

If the class is cancelled due to low enrollment or by the City for any other reason, the Department will notify students of the cancellation and issue refunds. If a class session or meeting date is cancelled by the instructor, the instructor should notify the Department and students of cancellation and schedule a make-up meeting date.

Classes cancelled by the instructor may result in lowered or no payment to the instructor.

Class Evaluations

In order to provide a high level of customer service, the Recreation and Parks Department will distribute and collect class evaluations at the end of the class session.

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City Holidays

The City of Rancho Palos Verdes observes the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Recreation facilities will be closed and no classes will be held.

Class Facilities

The Recreation and Parks Department will work with instructors to determine a suitable location for classes. Instructors can propose a desired facility for their class when submitting a class proposal.

Recreation facilities are sometimes used for City meetings and functions and classes may be moved or rescheduled if scheduling conflicts occur.

Facility Equipment

The Recreational and Parks Department will provide tables and chairs, AV equipment, and other similar facility equipment as needed and available. Instructors provide all other necessary equipment and supplies for their class. All requests for equipment should be made when submitting a class proposal.

Equipment provided by instructor must be approved by the facility supervisor.

Class Setup

Recreation and Parks facility staff will set up tables, chairs, and other facility equipment prior to class. Instructors should submit a Facility Setup Request Diagram prior to the first class meeting.

Instructors will have access to the facility at least fifteen minutes and up to thirty minutes prior to and after class to set up and clean up. Instructors should leave the facility in the condition in which it was found prior to the class.

Storage

Storage at facilities is limited, so instructor's supplies and equipment may not be stored at the facility without the facility supervisor's approval. Instructors should discuss storage needs when submitting a class proposal.

Safety

It is imperative that instructors provide for the safety of their class participants. The City expects that instructors be well trained in their disciplines and take all possible measures to prevent accidents, injuries, and damage to property.

All maintenance issues and accidents, injuries, and damage to facility property must be reported to facility staff immediately.

Emergency Situations

In the event of an emergency, instructors should notify facility staff if possible and remove participants from the facility according to posted evacuation plans. Instructors should remain calm and be aware of announcements and instructions from facility staff.