



ANTIOCH RECREATION DEPARTMENT

# CONTRACT INSTRUCTOR MANUAL

[WWW.CI.ANTIOCH.CA.US/RECREATION](http://WWW.CI.ANTIOCH.CA.US/RECREATION)



# WELCOME

The City of Antioch Recreation Department offers a variety of classes, workshops, seminars and activities. We would like to thank you for your interest in contributing your knowledge and expertise to enrich the lives of others in our community. Your participation and involvement will compliment the diversity of our programming and contribute to the overall success of the programs.



The information in this manual is intended for current Recreation Contract Instructors and those who are interested in becoming Recreation Contract Instructors.

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## Teaching & Benefits

*Why teach classes for the Recreation Department?*

The Recreation Department is a progressive municipal agency committed to improving the quality of life for our residents and visitors by providing recreational and leisure experiences in our community.

*What can the department offer you as an Instructor?*

- We have great facilities. We have gymnasiums, classrooms, meeting rooms, aquatic and athletic facilities with state of the art equipment and more.
  - The City has an advanced computer registration system. The Active Net system allows us to maintain facility booking for your course and to process registrations in an efficient manner. Recreation staff provides instructors with contact information for all participants. We accept cash, checks, Visa, MasterCard, American Express and Discover for payments. We offer registration through five (5) easy customer friendly ways including: online registration, mail, drop-box (after hours), or in person.
  - Instructors will receive attendance reports, wait list reports and we will maintain the database to provide participant main contacts from all classes. Participants will be able to register through the internet for classes and programs.
  - The City of Antioch will place your course description in our Recreation Activities Guide that is distributed to more than 38,000 households (3) times a year.
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## Recreation Contract Instructor Information

### How to become a Recreation Contract Instructor

Instructors are hired on a contractual basis. In order to become a Contract Instructor for the Recreation Department, a potential instructor must first submit a Contract Instructor Proposal Form online at [www.ci.antioch.ca.us/recreation](http://www.ci.antioch.ca.us/recreation) for each course you would like to teach.

Instructor proposals are accepted year round. Partially completed Proposals will not be considered. Once you have submitted your proposal online the Recreation Representative will contact you and serve as your primary point of contact. The representative will review your paperwork and notify you if your class/activity is of interest. A meeting is then scheduled to further discuss your activity. Once accepted, you must provide the required items listed below before being approved.

## Contractor Requirements

Before the department can enter into an Independent Contractor Agreement the following documents must be obtained from a potential instructor:

1. **Photo identification** (California Driver's License or Government issued ID card).
2. **Business License.** All businesses operating within the City of Antioch are required to obtain a License. Applications and information available at [www.ci.antioch.ca.us/Finance/BusLicApp70](http://www.ci.antioch.ca.us/Finance/BusLicApp70)
3. **Proof of Worker's Compensation** and Employer's Liability, if you have employees. If you are an instructor without employees we will need a letter stating you are the sole proprietor.
4. **TB Test** California State regulations require any person employed in connection with a park, playground or recreational center to produce a valid Tuberculosis (TB) test certificate prior to employment. If you already completed the test and have a certificate from the last 2 years, please submit a copy. As a reminder, Tuberculosis (TB) test will be at the contractors own expense. TB certificate must reflect an examination within the past two (2) years.
5. **Reporting Income**  
The City of Antioch does not withhold state or federal income tax, but will report the Contract Instructor's income via Form 1099. Instructors will receive a W-9 form to be completed.
6. **Fingerprinting.** California Public Resources Code 5164 is in effect regarding the fingerprinting of employees and volunteers involved in public recreation programs who are working with minors. Instructors are required to submit prints one month prior to the first day of class to the Department of Justice to obtain a criminal record summary. Fingerprinting forms can be obtained from the Recreation Representative. Contract Instructors are unable to teach classes until they have been notified by the Recreation Representative that they have cleared this process.
7. **General Liability Insurance.** As an Independent Contractor for the City of Antioch you will be required to provide us with a copy of Commercial General Liability Insurance which shall not be less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate as well as naming the City of Antioch as additionally insured on your policy.

## Independent Contractor Agreement

The Recreation Department requires that all Contractors who perform a service in/on a City facility enter into a Contractor Agreement with the City. The Contractor Agreement form is standard and cannot be altered or changed. Instructors are required to sign the original contract. A copy of the original contract will be mailed back to the instructor once it has been approved and signed by the department. Under the Independent Contractor Agreement, Instructors act as independent contractors, and not as agents or employees of the City of Antioch. Instructors do not receive rights to retirement benefits nor other benefits provided to City employees. Although instructors are not employees of the City of Antioch, Instructors do represent the City and must therefore conduct themselves in a professional manner. Instructors must also support all City policies and decisions, including those set forth in this document as it may be amended from time to time.

## **Personal Business**

Contract Instructors are not allowed to solicit personal services or items to participants, guests, or staff. The Contract Instructor may not receive or make personal phone calls while performing services. We do ask instructors to please not bring their children to class.

## **Professional Conduct**

It is imperative that Contract Instructors be helpful and courteous at all times. The City of Antioch does not condone inappropriate or offensive behavior by or towards Contract Instructors, participants, and City Staff. If a Contract Instructor, participant, or guest engages in an inappropriate or unsafe manner, he or she will be asked to leave the premises. Possession or use of drugs or alcohol while conducting or participating in a class is strictly prohibited and may result in termination of the contract.

## **Participant Safety**

The Contract Instructor's primary responsibility is to ensure the safety of participants involved with the activity. If any aspect of the area appears unsafe, it is your responsibility to notify Staff and to take actions that will ensure participant safety.

## **Class Fees**

All Contract Instructors set their class fees. The Instructor and the Department will determine a mutually agreed upon course fee. The Department reserves the right to approve all class fees.

## **Supply Fees**

Any supplies needed for a class will be the responsibility of the Contractor and must be pre-approved by the Recreation Representative. If supplies are to be obtained by the student, it will be the responsibility of the Instructor to provide a supply list. If a supply fee is required for each student, the Instructor must provide this information on the Proposal Form so they may be approved and published in the recreation guide. The supply fees are to be paid at the first class meeting and directly to the Instructor. Supply fees that are not published in the program guide may not be collected.

## **Equipment & Labor**

Instructors are required to furnish all tools, equipment, apparatus, supplies, and materials necessary for their classes unless otherwise agreed to by the City. Instructors assume all risk of loss, damage, or harm to such equipment or materials arising in connection with their services. Instructors are not allowed to distribute and/or sell personal items or equipment, without prior approval from the Recreation Representative.

## **Absences, Substitutes, Cancellations**

If an Instructor is ill or unable to meet with their class, the Instructor must notify the facility where the course is scheduled as soon as possible but no later than two hours prior to the start of class. It is the Instructor's responsibility to notify students of a class cancellation of this nature. If an Instructor has made arrangements for a substitute the department must be notified no later than two hours prior to the start of class. All substitutes must be approved by Recreation Representative and have an approved proposal on file, must provide proof of insurance coverage, and must have paid, completed, and passed a background screen before performing services at any City of Antioch Recreation Facility.



## **Refunds**

Students who withdraw for medical reasons from a course before it ends will be given a credit for the remaining classes. Refunds will be based on the day that the student notifies the City of their desire to withdraw. Instructors will be compensated based on the revenue after prorated refund. If a material fee is paid, the Instructor will retain the entire material fee.

## **Course Cancellations**

The City of Antioch reserves the right to cancel, combine or divide courses; to change the time, date or place of courses; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participants. If the Recreation Department cancels your course, the Department will notify students and issue any necessary refund. Contract Instructors are responsible for contacting the Recreation Representative immediately if they have reason to cancel a class. If a Contract Instructor cancels, they are responsible for informing students.

## **Instructor Compensation**

Instructors are compensated a percentage of registration fees paid by class participants. Instructors may not impose additional fees or material costs on participants registered through the City unless such fees or costs have been approved in advance by the Recreation Representative. Participants will pay material fees to Instructor by the second class meeting.

All registration fees are collected and deposited by the Department. We will not pay out on participants who received a refund. It is the City's policy to provide payment after receipt of services. Therefore, advance payments are not possible. Contract Instructors will receive payment within 30 days of the Recreation Department receiving a signed class attendance sheet. It is the instructor's responsibility to submit all required documents at the end of each class session to the Recreation Representative in order receive a timely payment.

Instructors will be provided with an IRS 1099 form for tax purposes. Instructors are personally liable for any federal, state, or local taxes incurred and the City will not withhold any deductions from these earnings. It is the sole responsibility of the Instructor to maintain complete and accurate records with respect to all services provided to the City.

## **Enrollment, Registration and Rosters**

Class registration forms are mandatory and must be completed for all students in each session. In the case of drop-in, sign-in forms are mandatory. All registrations and payments must be processed through the Antioch Recreation office before participant is allowed to attend their first class. This policy applies to new and returning participants.

Instructors must take daily attendance to ensure proper enrollment and payments. Instructors will not be paid for students that are not on the roster. Please inform individuals who have not paid to go to the Facility Front Desk Staff to register. Participants must either be on your roster or have a Recreation issued receipt before you admit them to your class.

Under no circumstances is an instructor to accept payments, except for pre-approved supply fees. Registrations are processed on a first come first serve basis. No registrations may be taken by an

instructor. All participants must pre-register with the department before being allowed into any class/program. It is the Instructor's responsibility to ensure all participants are registered and fully paid prior to attending class. Please notify our front desk or your Recreation Representative if you have a participant who is not listed on your roster

Instructors must call the Department of Recreation office at least one week PRIOR to the first scheduled class to verify enrollment. Instructors may pick up class rosters from the office or request one via e-mail and must take attendance every class meeting.

## **Confidentiality**

All data, documents, discussion, or other information developed or received by Instructors while providing services to the City must be kept confidential and not disclosed without the City's prior authorization unless disclosure is otherwise required by law. Information that identifies or relates to our students should be safeguarded as confidential. Class rosters contain the names and telephone numbers of students enrolled. Such information is not to be distributed without prior City approval and is for the use of the Instructor only as it relates to the class or program.



## **Discrimination and Harassment**

The City of Antioch has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment .

## **Americans with Disability Act (ADA)**

Under the Americans with Disability Act (ADA), 1990, Leisure Service Agencies and their Instructors are required to accommodate individuals with special needs. Instructors must be willing to work with the City of Antioch Recreation Department and accommodate those who request assistance.

## **Releasing of Minors**

Parents are required to sign their children in & out of class. You will receive an attendance sign in & out sheet with your rosters. At the end of the activity time, the Contract Instructor must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. *Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty.*

The Contract Instructor must stay until all participants have left the facility. The Contract Instructor should contact the parent or guardian if a child is not picked up. If you cannot reach a parent or guardian and more than 15 minutes go by, the Instructor should notify the front desk staff. If you cannot stay with the child please release the child to the front desk staff along with the child's contact information and who you have contacted so far.

The Antioch Police Department at 925-778-2441 will need to be contacted for minors who are not picked up after 1 hour. Instructor should stay with the child until a Recreation Department Staff, police officer or the parent/guardian arrives.

## Child Abuse

All Instructors are legally required to report questionable bruises or marks that are repetitious and obvious to them. Likewise, should a child indicate to an Instructor that abuse, either physical or sexual, is happening to them, it is their obligation to report the discussion to the Recreation Representative.

## No Shows

Instructors should give all participants a courtesy call prior to the start of class. This is a good time to introduce yourself, remind participants of any supply, etc. requirements and of the date and time of the classes. If a participant does not show up for the first class, please give the participant a call to remind them of the next class (if you have multiple classes). It is the participant's responsibility to remember the classes they have signed up for, but its good customer service to call your participants (phone numbers are printed on the roster).

## Facility Usage

All Contract Instructors using Recreation facilities will be allowed to set up their rooms/activity area 15 minutes prior to the beginning of class/program activities. The Instructor must always leave the room/activity area in the condition in which it was found. This means cleaning up any materials (art supplies, paper, etc.) and replacing any furniture and/or equipment back in its original location after the class/program ends. Instructors may not use any City owned property including copy machines, fax machines, computers, materials, and/or equipment without prior written approval of the Recreation Representative. Plan to have all equipment, materials, and copies provided at your expense.

## Accidents/Incident Reports

In the event that an Incident/Accident does occur during your program, an Incident/Accident Report must be completed and submitted to the Recreation Representative by noon the next business day. Forms are located at the front desk. It is the Contract Instructor's responsibility to know where the first aid kit is located for all facilities in which they provide services. Typically kits are found at the front desk and the classrooms. For minor first aid (*only band-aids, ice packs are permitted*) the first aid kit will suffice. For serious accidents, **DO NOT MOVE** the injured participant, and call 9-1-1. If a child is involved, notify the parent/guardian immediately, and then contact the Recreation Department office at (925) 776-3050. *All accidents and incidents must be reported, no matter how minor they may appear.*

## Promoting your Course

All advertisement materials to promote your courses must be approved by your City of Antioch Recreation Representative. All advertisement materials must include the City of Antioch logo, contact number for registration (925) 776-3050 Ext. 0, registration website [www.ci.antioch.ca.us/recreation](http://www.ci.antioch.ca.us/recreation), the course 4-digit Activity number.

- **Advertisements:** There are several weekly papers that offer low cost advertising for local businesses.



- **Special Events:** The Recreation Department offers many special events. With prior approval, Instructors are welcome to participate or hand out flyers at Department events. Contact your Recreation Representative to arrange your attendance at an event.
- **On the Internet:** Develop your own Website. Contact your local Internet provider for information on how to create a site.
- **Promotion by Recreation Department:** The City of Antioch will place your description in our Recreation Activities Guide and any pictures of your classes that you have provided. Additionally, your course description will also be listed on our Online Registration page and weekly e-mail blasts.

### Certification

Instructors must certify that they have read and understood and agree to abide by the policies and guidelines set forth in this manual by signing and returning this form to the City of Antioch Recreation Department prior to providing any services to the City. The City reserves the right to amend these policies and guidelines from time to time. The City will notify Instructors of any such changes within 30 days and Instructors will complete and return to the City an additional certification.

I have read the above and fully understand and agree to these policies.

\_\_\_\_\_  
Instructor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

For more information on the City of Antioch's Recreation Department please call **(925) 776-3050/Fax (925) 776-3079** or visit us at [www.ci.antioch.ca.us/recreation](http://www.ci.antioch.ca.us/recreation)