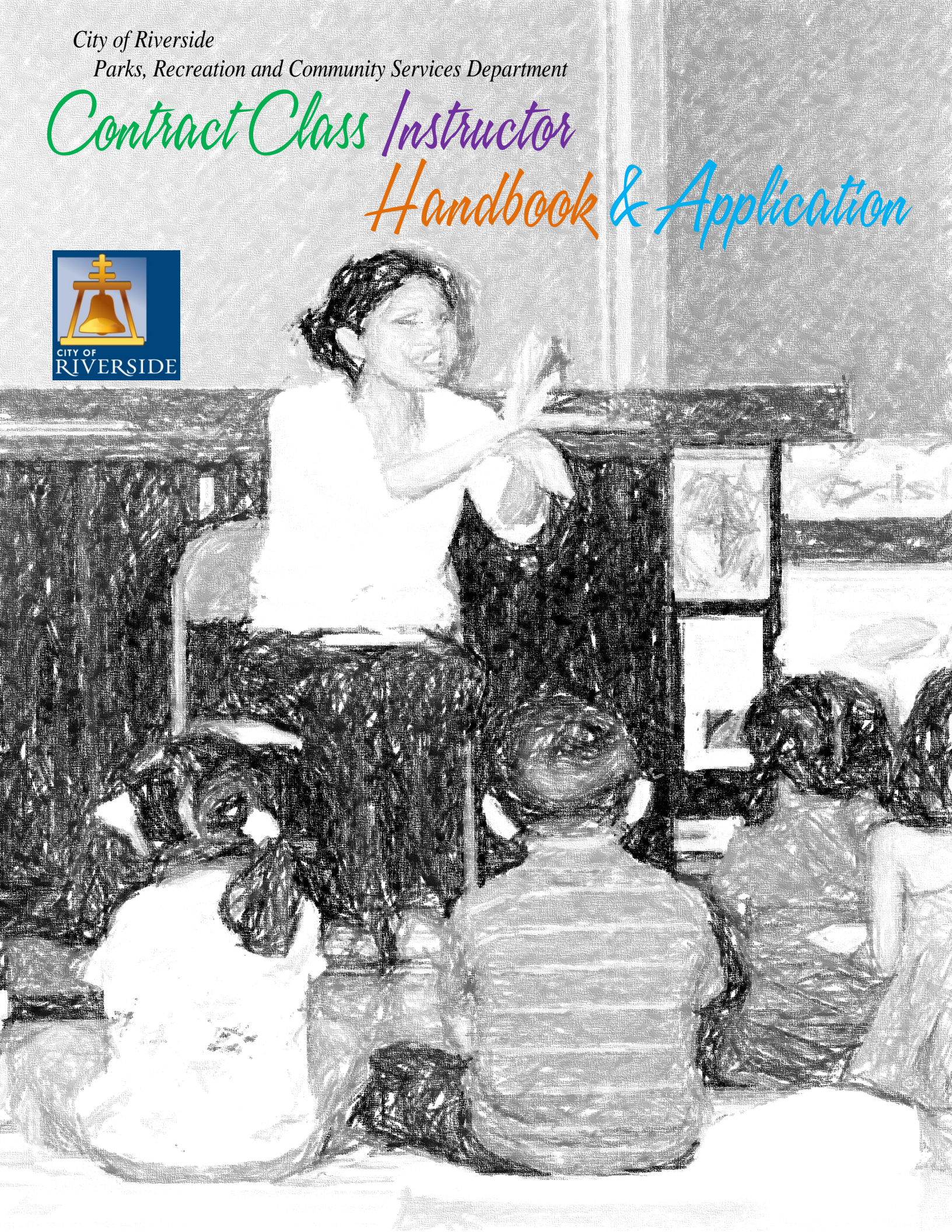


City of Riverside

Parks, Recreation and Community Services Department

# Contract Class Instructor Handbook & Application





# Welcome...

Dear Potential Instructor,

Thank you for your interest in the Parks, Recreation and Community Services Department (PRCSD) Contract Class Program. The City of Riverside is dedicated to building strong communities through recreational and enrichment opportunities. The PRCSD utilizes independent contract instructors to provide recreational services to our community that are designed for preschoolers, school age children, teens, adults, seniors and families.

Please review the handbook for details on the Contract Class Program and/or to complete a Class Proposal Application.

If the class proposal is approved, potential instructors will be contacted for an interview otherwise the application will remain on file for one year. Upon approval, all instructors are required to be fingerprinted at the cost of the applicant, provide a Certificate of Liability Insurance and Endorsement page naming the City of Riverside as additionally insured, workers compensation insurance or waiver letter, as well as a City of Riverside Business License. Do not submit this information until requested to do so during the process.

Again, thank you for your interest in the Contract Class Program. After review of the handbook, you have any further questions feel free to contact me at 951.826.2221 or at [SGallegos@riversideca.gov](mailto:SGallegos@riversideca.gov).

Sincerely,

*Stephanie Gallegos*

Stephanie Gallegos  
Recreation Services Coordinator

# How it works...

- Potential instructor submits a Contract Class Proposal application (included in handbook) or online at RivReg.org to City staff. Contract class proposals will be reviewed and considered for inclusion as a City-offered program if the course meets the criteria stated in this handbook.
- If the proposal meets the criteria, City staff will contact the potential instructor for an interview. At the conclusion of the interview, if approved, City staff and potential instructor will determine the specific design of the proposed course/activity in regards to facility suitability, facility availability, fee structure, course time frames, participant minimums & maximums, age ranges, and course descriptions, etc.
- After references are contacted, City staff will request instructor to be fingerprinted, a Special Instructor Services Agreement be compiled and signed by instructor and acquire required insurance and documents for execution.
- After agreement execution, instructor is established to begin instruction of approved courses.

# Parks, Recreation and Community Services Department responsibilities...

- **CLASS PROPOSAL APPLICATION CRITERIA:** The PRCSO will ensure the following criteria is met when reviewing Class Proposal Applications;
  - ✓ Is not a duplication of an existing class or program that sufficiently meets demand;
  - ✓ Does not pose an unreasonable safety risk to participants;
  - ✓ Title or subject matter is interpreted as an appropriate City Service consistent with the City's adopted policies, mission, goals and strategic plans;
  - ✓ Registration revenues based on projected class attendance are anticipated to be sufficient to recover costs borne by City;
  - ✓ Does not subject participants to investment advice, ventures that may pose financial risks or solicitation, and/or sale of products or services; and
  - ✓ Does not offer, imply and/or infer religious instruction, practices or rituals; is not a religious based program or service and;
  - ✓ Does not promote alcohol, illegal drugs or drug paraphernalia; firearms or weapons; tobacco products; gambling; adult-oriented or sexually-explicit materials.
- **FACILITIES:** The PRCSO will ensure all facilities are clean and ready for general use. Although, the specific set-up of tables and chairs is the responsibility of individual instructors, in most cases staff will be able to assist. The PRCSO will provide staff to open and close facilities, unless approved arrangements have been made. Instructors must leave facilities in the same or better conditions than they found them. Any maintenance issues should be reported to City staff immediately.
- **PUBLICITY:** The PRCSO will be responsible for publishing course information. The Parks, Recreation and Community Services Department Activity Guide is mailed directly to over 115,000 Riverside residents and is available on the City Web-Page and social media platforms. If instructors would like to create and distribute flyers publicizing courses, the flyer **must** be submitted to the Parks, Recreation and Community Services Department 1 month prior to the course start date for approval. Additionally, if an instructor would like to promote their courses on PRCSO social media pages, a photo and narrative must be submitted to PRCSO at 1 month before the course begins. No publication/post will be authorized for distribution without prior approval.
- **REGISTRATION:** The PRCSO will be responsible for taking **ALL** course registration via walk and mail—in or online. The department collects program registration and payment, issues refunds, and handles other related administrative responsibilities. Instructors are responsible for obtaining course rosters via the instructor portal of the online registration software. If participants arrive to course and do not appear on the course roster, they may not participate in the course until they are registered and placed on an active roster. ***Instructors may not collect registration for courses.***
- **SUPERVISORY STAFF:** The PRCSO has assigned specific staff to oversee the Contract Classes Program. They are responsible for communicating with instructors, reviewing contracts, supervising facilities, publicity, and registration procedures. Staff contact information is located in this brochure.

## Instructor's responsibilities...

- **INCOME:** PRCSO contract instructors are not considered employees; therefore are not eligible for City benefits. Instructor responsibility is to fulfill the obligations outlined in the agreement. This includes developing and implementing curriculum and course content, instruction of the course, and the entire learning process as it relates to proposed courses. It is the instructor's responsibility to pay income taxes, as the City will report earnings to the IRS through a W-9 form. At the completion of each year as an instructor 1099 form will be issued.

## *Instructor's responsibilities continued...*

- **ACCIDENTS:** The City does not provide medical liability insurance naming the City, its agents, employees, and officers as additionally insured. In the event of an accident, instructors must complete an Incident/Accident Form and submit to City of Riverside PRCSD within 24 hours.
- **CANCELLATION OF CLASS:** If an emergency occurs and courses must be canceled, contact the Parks, Recreation and Community Services Department office at least 48 hours prior to the start of course. The instructor is responsible for notifying all participants of the cancellation. The department will also process refunds as approved by City staff.
- **CHANGE OF INSTRUCTOR INFORMATION:** Instructors must notify the PRCSD **immediately** of any change of personal information appearing in the Agreement for Special Instructor Services. This will prevent any delays in the Parks, Recreation and Community Services Department submitting information, payment, etc. to the instructor.
- **CLASS ATTENDANCE:** It is required that each instructor take attendance at each course meeting and verify participants are represented on the roster. Instructors are responsible for obtaining course rosters and attendance sheets via the instructor portal of the online registration software. All attendance must be completed in the instructor portal of the online registration software and attendance must be verified before submittal. Contract class staff will conduct audits of attendance sheets by verifying sign in and out sheets (for youth 12 and under) to ensure proper attendance has been submitted. If participants arrive to a course and do not appear on the course roster, they may not participate in the course until they are registered and placed on an active roster. Instructors may not collect registration for courses. Attendance sheets must be submitted by scheduled due dates.
- **INSTRUCTOR PAYMENT:** The City shall pay instructors a percentage of all enrollment fees collected per session of the class. Instructor compensation is calculated based on the total registered participants after the first class meeting date. Instructors are paid for enrolled participants, not attendance totals.
- **CLASS DISMISSAL:** Never leave course area or participants unattended. Minor participants may only be released to a parent or legal guardian. However, said parent or legal guardian may designate other individuals to whom the minor participant may be released during the registration process. Those individuals indicated will print on the class roster. Instructor is responsible to review a valid California driver's license or identification card confirming the individual's identity with the individual named on the roster. Instructors of minors who are under 12 years of age, will be required to keep a sign in and out sheet when releasing a child from a course.
- **CLASS ENROLLMENT:** If a class does not meet its minimum enrollment, which is set by the City of Riverside Parks, Recreation and Community Services Department and instructor, it will be canceled one week prior to the start date. Participants will be encouraged to transfer to the next session of course. City sites have various minimum enrollment requirements based on popularity and volume of site.
- **CLASS PUBLICITY:**
  - **Parks, Recreation and Community Services Department Guide:** Instructor is responsible for submitting course information to the PRCSD. Course narratives published in the Activity Guide and on the registration software online portal, must be original work by the instructor and not plagiarized from other businesses/organizations. The instructor will have an opportunity to correct the initial Activity Guide draft. If the instructor does not submit course information by the deadline, the courses will not be included in the Activity Guide.
  - **Flyers:** While the creation and distribution of course flyers are encouraged, they are the responsibility of the instructor. Flyers must be submitted 1 month prior to courses and approved by the PRCSD prior to distribution.
  - **Social Media:** The City will include courses on our social media platforms Facebook, Instagram and Twitter. Instructors can request a post 1 month prior to courses with submittal of a photo and narrative.

- **CLASS ROSTERS:** It shall be the responsibility of the Instructor to download course rosters and attendance sheets prior to the first course meeting. All rosters and attendance sheets can be accessed via the City's online registration software. Once approved as an instructor, City staff will create an online account. It will be the responsibility of PRCSD to send out a reminder email to Instructors when attendance sheets are due for payment.
- **FACILITY USAGE:** City staff will open/close facilities and set-up tables/chairs for the instructors.
  - All instructors are responsible for:
    - Leaving the facility clean
    - Properly returning tables and chairs to their original area
    - Securing all doors and windows
    - Turning off lights/air conditioner/heater
    - Monitoring smoking (prohibited in all City facilities)
    - Ensuring that no food/drink are consumed on carpet or computer area (Water ok)
    - Reporting any maintenance issues or concerns to City staff before leaving the facility
  - Storage of personal equipment/supplies in any City facility is prohibited.
- **FINGERPRINTING/LIVESCAN:** Instructors, their assistants, and substitutes must participate in fingerprinting and a background check per the Department of Justice in accordance with Education Code Section 10911.5.
- **HOLIDAYS:** Generally, courses held in City of Riverside facilities will not be scheduled on national and public school holidays. A list of holidays is included in this hand book. If courses are held in a non-City of Riverside facility and courses will be held on national and public school holidays, the instructor must notify the Parks, Recreation and Community Services Department at the time the Class Proposal Application is submitted.
- **INSURANCE:** Instructors are required to furnish and keep current general liability insurance naming the City of Riverside its officers, agents, and employees as "additional insured" in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. Furthermore, an **Additional Insured Endorsement page** naming the City of Riverside, its officers, agents and employees as additionally insured must be submitted. Worker's compensation insurance is also required if instructor employs their own staff. If the instructor does employ staff a certified letter stating this information is required.
- **INSTRUCTOR ABSENCE:** In the event an instructor will not be able to teach a course due to illness, etc., the following procedure must be adhered to:
  - The Parks, Recreation and Community Services Department will be notified within 24 hours of course.
  - Instructor will find a substitute instructor, equally or better qualified to teach course at the prescribed time and place. The substitute must have the requirements outlined in item numbers 1, 10, and 12.
  - Instructor shall notify the Parks, Recreation and Community Services Department of the person's name, qualifications, address, and telephone number.
  - Any payment for the substitute shall be arranged between the substitute and the primary instructor.
  - If a substitute cannot be found on short notice, course will be canceled and a makeup course will be added to the end of the session. The instructor will be responsible for notifying the Parks, Recreation and Community Services Department of the cancellation and the date when the course will be rescheduled. It is the responsibility of the instructor to call all students if a cancellation is needed.
  - In the event an instructor will be late to course due to an emergency, they must notify the Parks, Recreation and Community Services Department immediately.
- **INSTRUCTOR COURTESY:** Arrive at least fifteen (15) minutes prior to start of course for set-up. End course on time as other courses/activities may be scheduled immediately following your course. If your classroom is being used by another group prior to your course, please be courteous and wait until that course is over before you/your participants enter the room. As a contract class instructor you are an extension of the City and supporting the City and its efforts is required when speaking/interacting with customers, participants and the community.

- **PREPARATION:** The participants under the instructor's direction come attend the course to learn or secure a new skill. To fulfill their goals, it is important and mandatory that each instructor is thoroughly prepared to teach the participants who look to him/her for guidance. Course curriculums must be submitted to contract class staff and be the instructor's original work and not plagiarized from other businesses or organizations.
- **SUPPLIES:** Any supplies needed for a course will be the responsibility of the instructor. If supplies are to be obtained by the student or a material fee will be charged, it will be the responsibility of the instructor to provide the Parks, Recreation and Community Services Department with a supply list and costs at time of course submittal and before agreements are executed. The material fees are to be paid at the first course meeting and directly to the instructor. Instructors cannot make a profit from the sale of these materials.
- **EMERGENCY PROCEDURES AND PHONE NUMBERS:** If an emergency occurs while instructing during normal business hours, contact staff on duty and notify the Contract Class Recreation Services Coordinator immediately. If an emergency occurs after normal business hours, call 911 for a life or property threatening situation. For nonemergency situations, call (951) 787-7911. If your classes are held outside and you require emergency assistance (e.g. dogs fighting, etc.) call 911 immediately or (951) 787-7911.
- **AMERICANS WITH DISABILITIES ACT:** Instructor agrees, assures and certifies that, except as permitted by law, no person shall, on their grounds of race, religious creed, color national origin, ancestry, age, physical disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition thereto, marital status, sex or sexual orientation, be excluded from participation in or be denied the benefits of the services provided.

## Activity Guide Seasons and Due Dates...

*Winter/ Spring Session • February-May*

Class information due early-mid August

*Summer Session • June-August*

Class information due early-mid January

*Fall Session • September-January*

Class information due early-mid April

## Parks, Recreation and Community Services Information

City of Riverside Parks, Recreation and Community Services Department  
6927 Magnolia Ave.  
Riverside, CA 92506  
951.826.2000 Fax 951.826.2005

Business Hours: 8:00 a.m.—5:00 p.m.

Stephanie Gallegos  
Recreation Services Coordinator  
E-mail – [SGallegos@riversideca.gov](mailto:SGallegos@riversideca.gov)  
951.826.2221

Jacqui Contreras  
Recreation Leader  
E-mail – [JContreras@riversideca.gov](mailto:JContreras@riversideca.gov)

# Community Centers

Dales Senior Center (White Park)  
951.826.5303  
3936 Chestnut St.

César Chávez (Bobby Bonds Park)  
951.826.5746  
2060 University Ave.

Stratton (Bordwell Park)  
951.826.5355  
2008 Martin Luther King Blvd.

Arlanza (Bryant Park)  
951.351.6135  
7950 Philbin Ave.

Renck (Hunt Park)  
951.351.6132  
4015 Jackson St.

La Sierra (La Sierra Park)  
951.351.6131  
5215 La Sierra Ave.

La Sierra Senior Center  
951.351.6435  
5215-B La Sierra Ave.

Joyce Jackson (Nichols Park)  
951.351.6130  
5505 Dewey St.

Orange Terrace Community Center  
951.826.5858  
20010 Orange Terrace Pkwy.

Ruth Lewis (Reid Park)  
951.826.5654  
701 N. Orange St.

Reid Clubhouse  
951.826.5654  
1011 N. Orange St.

Ysmael Villegas (Villegas Park)  
951.351.6142  
3091 Esperanza St.

## *City of Riverside PRCS D observes the following holidays:*

New Year's Day - January 1

Martin Luther King Day - 3rd Monday in January

President's Day - 3rd Monday in February

Memorial Day - Last Monday in May

Independence Day - July 4

Labor Day - 1st Monday in September

Columbus Day - 2nd Monday in October

Veteran's Day – November 11

Thanksgiving Day - 4th Thursday in November and following Friday

*Christmas Eve – December 24 (facilities close at 6 p.m.)*

Christmas Day - December 25

*New Year's Eve – December 31 (facilities close at 6 p.m.)*

If holiday falls on a weekend, the closest business day is observed.

# Contract Class Proposal Application

*Instructor Information:* Please attach resumé

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Name: \_\_\_\_\_ Website: \_\_\_\_\_

Current Riverside Business License?  Yes Tax ID No: \_\_\_\_\_  No

## *Business Status:*

- Sole proprietor Name: \_\_\_\_\_
- California Corporation Name: \_\_\_\_\_
- Partnership/Limited Liability Company Name: \_\_\_\_\_

Relevant Experience:

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Please List 3 References:

Professional reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Professional reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Customer reference: \_\_\_\_\_ Phone: \_\_\_\_\_

## *Program/ Course Focus:* Please select all that apply

- Fostering Human Development ~ Dance, Art, Preschool, Drama, Cultural, Continued Learning, Skill Building, Nature Appreciation, etc.
- Connecting People to Others ~ Social, Neighbors Helping Neighbors, Friendships, etc.
- Strengthening Families ~ Participating Together, Appreciation, Parenting Skills, etc.
- Increasing Safety ~ Safe Habits, Prevention, Life Saving Skills, Crime Reduction, etc.
- Improving Health & Wellness ~ Fitness, Healthy Habits, Aerobics, Strengthening, Endurance, Stretching, etc.



# Contract Class Proposal Application

Course/ Activity Name: \_\_\_\_\_

Have you taught this course before? \_\_\_\_\_

Course Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Goals and Benefits to Participants:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Age Range: \_\_\_\_\_ Class Min: \_\_\_\_\_ Class Max: \_\_\_\_\_

Proposed Activity Day: \_\_\_\_\_ Proposed Activity Time: \_\_\_\_\_

Proposed Activity Fee: \_\_\_\_\_ Material Fee (Paid to Instructor) if any: \_\_\_\_\_

Supplies included in material fee: \_\_\_\_\_

Equipment Required: \_\_\_\_\_

Facility/Space Desired: \_\_\_\_\_

Additional Information/Notes: \_\_\_\_\_  
\_\_\_\_\_

*Participant Petition:* Please list at least 3 individuals who have agreed to participate in this course/activity

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please return this form to Stephanie Gallegos at 6927 Magnolia Ave. 2<sup>nd</sup> floor, Riverside, CA 92506.

Attach any additional information, certifications, samples of work, and resume to this form.

Please call 951.826.2221 with any questions.