

# Redding Recreation Contract Instructor Handbook



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**INTRODUCTION**

Thank you for your interest in becoming an independent contract instructor with Redding Recreation. Redding Recreation is able to offer a wide variety of classes, sports, fitness programs, and workshops because of contractors like you, bringing a specific expertise or talent in offering everything from dance, swimming, martial arts to computer programming and more. We look forward to working with you, as you will provide important opportunities that enhance the lives of others.

The Contract Instructor Handbook is designed to keep contractors informed of policies and procedures as well as highlight certain dates and deadlines that must be observed. Please make sure that you take the time to read it and keep it handy as an easy reference guide to commonly asked questions.

**WHY TEACH FOR REDDING RECREATION?**

Redding Recreation, a division of the Community Services Department within the City of Redding, provides a year round program with opportunities for people of all ages.

## About Us

Redding Recreation is dedicated to building strong families through the provision of recreational opportunities. We believe that the benefits of participating in recreational programs, classes and events are more important than the activity itself.

## Who We Reach

- Redding Recreation has a wide user base with 44,000 admissions/participants per year
- 35,000 Activity Guides are printed and distributed quarterly (fall, winter, spring, summer) to areas that include Palo Cedro/Shingletown, West Redding, Enterprise, North Redding, Mountain Gate, Shasta Lake and Anderson
- Diverse demographic and geographic outreach
- Classes can be advertised through the weekly Recreation Column in the Record Searchlight
- Redding Recreation promotes classes through our website that reaches up to 19,000 visitors per month
- Classes are advertised in our monthly newsletter, through Redding Connects (which is distributed to all REU customers), and through monthly press releases.
- Redding Recreation updates its Facebook page daily

## How We Can Help You

- Redding Recreation handles all participant registrations, transfers, or refunds leaving instructors free to focus on teaching what they love without worrying about the clerical headaches
- The Redding Recreation office is open Monday-Friday 8:00am-5:00pm and friendly staff are standing by to register participants and answer questions
- Classes can be taught in Redding Recreation buildings that are suitable for a variety of activities

- Instructors are only required to have liability insurance if teaching in non-city operated buildings or if directed by the City of Redding's Risk Management Department
- We accept cash, checks, Visa and MasterCard for payments. We offer in person, by phone, or mail registration for all programs at the Redding Recreation Office and will offer online registration in the near future, allowing participants to register 24 hours per day.

## HOW TO BECOME A CONTRACT INSTRUCTOR

The process begins with the independent contract instructor "proposing" a course or activity. There is an Instructor Proposal form enclosed in this handbook that you will be instructed to complete when proposing a new course, or it can be downloaded on Redding Recreation's website [www.reddingrecreation.org](http://www.reddingrecreation.org). The proposal is then submitted to the Redding Recreation office. Programs may be designed for preschoolers, school age children, teens, adults, seniors, or even families. Once you submit your proposal you can expect the following:

1. A Recreation Supervisor will review the proposal, assess the "content" of the course/activity to determine potential in meeting the Department's vision and goals, and then contact you for a more detailed discussion.
2. Together, the Recreation Supervisor works with you to determine the specific design of a course/activity in to facility suitability, facility availability, fee structure, course time frames, participant minimums & maximums, age ranges, and course descriptions, etc.
3. Once Redding Recreation accepts your proposal, a formal written contract will be produced which specifically outlines the agreement.

4. In our contractual program, instructors are contracted quarterly on a 60/40 basis. This means that instructors receive 60% of the base fees collected from class registrations for their services. The city receives 40% of the base fee.

The pay structure for individual instructors or companies may vary depending on actual programs costs & costs to the City, this can be discussed this with your Recreation Supervisor and your contract will reflect this agreement. Contracts should be reviewed and signed prior to the start of the contracted class.

### How to Submit a Proposal

The process is simple. For your convenience you can find a class proposal form online at [www.reddingrecreation.org](http://www.reddingrecreation.org) or a copy can be picked up at the Redding Recreation office. Completed proposal forms should be delivered or mailed to 1250 Parkview Ave. Redding CA 96003.

1. A class description is needed. The written description should describe your program how you would want it to read to the public in our Activity Guide.

#### Example: Manners Made Fun

Improve your child's manners through laughter and learning. Participants will learn basic manners and table etiquette. Children will role play and watch and discuss video clips. This is a fast pace class that will capture your child's attention and improve their manners, guaranteed! Fee includes one child and one adult.

2. You must include the dates of your class (be specific). Do not leave them blank because we will not be able to determine facility availability to house your class or program.

3. You must calculate your own price for your class

4. Classes for which the Department will not accept proposals for are as follows:

a. Programs that are similar to programs we currently offer (please review the most recent Activity Guide available online at [www.reddingrecreation.org](http://www.reddingrecreation.org))

b. Programs we have offered in the past that have been cancelled (unless you can show that you have the necessary number of participants who are interested).

5. Submitting a Proposal does not guarantee that the class or activity will automatically be added to the Redding Recreation Activity Guide. Returning instructors will not be able to automatically continue offering the activity or program without our department receiving a proposal. There is no exclusivity to instructors or the classes they teach.

### Class Proposal Deadlines

Proposals are accepted year round; however there are deadlines to ensure your class is in the Redding Recreation Activity Guide. Please be prompt in submitting your content. If class content is not submitted in a timely manner, it may be impossible to put in the guide, which is a primary marketing tool. Please see the following quarterly deadlines:

#### Winter Deadline

- Class Content Due- **October 1**
- Activity Guide Out- **November 1**

#### Spring Deadline

- Class Content Due- **December 1**
- Activity Guide Out- **February 1**

#### Summer Deadline

- Content Due- **April 1**
- Activity Guide Out- **May 1**

#### Fall Deadline

- Class Content Due- **July 1**
- Activity Guide Out- **August 1**

## Class Fees

All Contract Instructors set their class prices. The Recreation Supervisor will provide assistance on current market conditions. Contract Instructor and the Recreation Supervisor can negotiate on final fee.

## Technology Fee

Redding Recreation has a 5% technology fee that is deducted from each class registration. This fee goes towards the implementation and maintenance of the Recreation Management System which will permit registration in Redding Recreation classes 24 hours per day.

## CONTRACT INSTRUCTOR REQUIREMENTS

### Fingerprinting of Contract Instructors

The City of Redding requires that all contract instructors and individuals who assist in the supervision of minors be required to comply with the law. Once your class or program has been approved, a finger print form and Request for Live Scan is available at the Redding Recreation office which outlines when and where fingerprinting can be done. The Redding Police Department will fingerprint you free of charge. Please take your Request for Live Scan Service form with you to your appointment or you will not be processed.

### W-9 Form

Under the United States Internal Revenue Code, the City of Redding is required to report the payment(s) we make to you each year.

### Liability Insurance

As an Independent Contract Instructor for Redding Recreation, there are a few things you should know about liability and insurance. The City of Redding requires all Contractor Instructors that are planning on teaching in non-city operated buildings to obtain

general liability insurance of, with an additional insured endorsement reading, "City of Redding, its officers, officials, employees, and volunteers." The cost for this coverage is the sole responsibility of the Contractor. You are free to shop around for the best coverage at the best price. A Certificate of Liability Insurance must be on file with the City of Redding Risk Management Department

## AVAILABLE FACILITIES

Redding Recreation has several facilities that are available for use by contract instructors. Several factors are used to evaluate which space is best for each class type.

### Caldwell Recreation Center

The Caldwell Recreation Center (CRC) is located in Caldwell Park and consists of two rooms that can be used for contracted classes. The CRC Main Room is a large room with high ceilings, a concrete floor, large mirror, exercise mats, tables and chairs and two white boards. This is the largest classroom space that Redding Recreation has available. The Main Room is best suited for dance or exercise classes or classes that need a large space to accommodate a high number of students. The second room available at the Caldwell Recreation Center is the Caldwell Side Room. The CRC Side Room is a smaller space that is always set up to be a classroom that can accommodate 15-20 students. This room is carpeted and has a kitchenette, tables, chairs, and a white board and TV/DVD player. This room is best for instructional classes such as art or language classes.

### Teen Center

The Teen Center is located in Caldwell Park and consists of one main room. The Teen Center has flooring that is carpet on side of the room and linoleum on the other. The Teen Center is the second largest classroom space that Redding Recreation has available. It also has a kitchenette, mirrors, and a TV/DVD player. The Teen Center is

a good location for dance, fitness, arts or personal enrichment classes.

### Enterprise Community Room

The Enterprise Community Room is located in Enterprise Park. The building has one main room and has laminate flooring. This building also houses the ABC123 Preschool Program. This building is best for personal enrichment classes; however fitness classes such as yoga that do not need a large space can be accommodated in this room.

### Redding Aquatic Center

The Redding Aquatic Center is one of the jewels that Redding Residents can be proud of. The RAC has a 50m competition pool that has a 1 meter and 3 meter diving boards. The RAC also has an Activity Pool that includes a play structure, 2-story slide and 6 lane lap pool.

### Martin Luther King Jr. Multi-Cultural Center

The Martin Luther King Jr. Center is located in the Martin Luther King Jr. Park. The MLK Center is the site for several neighborhood-focused programs including after school programs and group recreation programming. This facility has laminate flooring, tables, chairs, high ceilings, and is best suited for fitness or personal enrichment courses.

### Redding Recreation/Joint Use Ball Fields & Gymnasiums

Redding Recreation uses a combination of city ball fields and joint-use facilities to meet the sports program needs of our community. City Sites are facilities owned and programmed by Redding Recreation and include:

- Tiger Field
- K1, K2, K3 Fields
- Softball Park
- MLK Field

- Caldwell Park Soccer Field
- Enterprise Park Soccer Field
- Grasshopper Sports Zone

Joint-Use Sites are school sites where Redding Recreation has a joint-use agreement in place. Joint-Use sites include:

- Mountain View Middle School
- Parson School
- Buckeye School
- Sequoia Middle School
- Juniper Academy
- Alta Mesa School
- U-Prep
- Rocky Point Charter School

## CONTRACT INSTRUCTOR RESPONSIBILITIES

### Customer Service

Our mission is to deliver the highest quality inclusive recreation programs possible to our community in a balance and equitable manner. As a contract instructor your job centers on meeting human development needs by fostering a sense of place and purpose in your classes. It is important to build relationship with you community and give students an opportunity to dialogue about concerns they may have during a program. Try to remedy any concerns that they may have. A happy participant is often a returning participant.

### Class Enrollment & Class Cancellations

One week prior to the start of a class, Redding Recreation will contact instructors to give information on the current sign ups in the class. Classes that have zero enrollments will usually be cancelled. Classes that meet minimum enrollment will be confirmed as a go. For classes that do not meet an instructor's set minimum enrollment, it will be up to the instructor to decide if they would like to

proceed with the class or cancel it. If a class is cancelled, students will then be transferred into later class or refunded.

Once classes begin, the instructor will be responsible for contacting participants regarding and all changes and/or cancellations made or caused by the instructor. The instructor must also notify the Redding Recreation office regarding any changes as soon as possible.

### Class Rosters

It is best to call the Redding Recreation Office 1-2 days prior to the start of the class to request a roster. The roster will include all of the contact information for the class participants. Class rosters can also be emailed upon request. Instructors can call participants to confirm the class date, time and location and give students any information that they may need before class begins.

It is recommended that instructors also call the Redding Recreation Office the day of the class to update their enrollment roster. Students who register after rosters are printed will not appear on the roster. Students can show receipts to verify enrollment in the class.

### Materials Fees

Any supplies needed for a class will be the responsibility of the instructor. Please include a materials list with your class description so the amount can be published in the Activity Guide and so that list can be given to students at the time of enrollment. Materials fees should be paid on the first day of class directly to the contracted instructor. Supply fees that are not published can not be collected.

### Facility Set-Up/Clean Up

Instructors are encouraged to visit their class space prior to the start of class to plan how the class will be organized. It is the instructor's responsibility to arrive in plenty of time to set up prior to the start of

a program. Redding Recreation will ensure that all facilities are clean and ready for general use. Specific set-up of tables and chairs is the responsibility of each instructor. If you discover problems or repairs needed at your site, please report it Redding Recreation so they can be addressed. It is the instructor's responsibility to leave the room neat and clean following an activity.

### Participant Waiver

All participants must sign the Participant Waiver for each class, each quarter. The Participant Waiver is a liability waiver that each registered participant must sign prior to beginning the class. Parent/Guardians must sign for students who are minors. Signed forms must be returned to the Redding Recreation Office at least 72 hours after the conclusion of a class.

### Accident/Incident Procedures

Prevention of accidents is your first goal. Most incidents/accidents can be prevented by practicing sound safety rules and by consistent monitoring on the part of instructors. In the event of an incident/accident in your class please take the following action:

1. Assess the victim's condition. Never leave an injured person alone; send someone else for help
2. If necessary assign someone to call 911. Make sure the caller explains the nature of the incident and the location of the victim. The caller should stay on the line until the dispatcher has all of the information needed
3. Do not move the victim unless the area is unsafe. Stay with the victim until released by emergency personnel.
4. If the injured is a minor, notify the parent/guardian. Never send an ill or injured child home without notifying the parents.
5. Be respectful of the involved person's privacy. Maintain confidentiality by not discussing the incident with the public or non-City personnel.

- An Accident Report form must be filled out for **any** injury or incident. Be sure to describe the nature of the injury, but do not attempt to diagnose. Be sure to fill out the form completely, including witness names and contact information. This form can be found on the Instructor's Corner section of [www.reddingrecreation.org](http://www.reddingrecreation.org) or can be picked up at the Redding Recreation Office.
- The instructor should contact Redding Recreation about the incident/accident as soon as feasibly possible.
- The completed Accident Report needs to be submitted to the Redding Recreation Office within 24 hours.

### Damage to City Property

Incidents involving damage to City Property (i.e. graffiti, broken windows, vandalism, etc.) should be reported to Redding Recreation as soon as possible and also require that the Redding Police Department be contacted to file a report. Do not leave the facility until you have filed the report and the police officer has obtained all of the necessary information from you.

For facility equipment that is broken or not working properly (i.e. non-working lights or electrical outlets, TV/DVD problems) should be reported to the Redding Recreation Office as soon as possible so that arrangements can be made to remedy the situation as soon as possible.

### Holiday Closures & Furloughs

Generally, activities should not be scheduled on national holidays. Please take these holidays into account when selecting your class dates and be sure to indicate if class will not be held due to a holiday. These holidays include:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The Redding Recreation Office is also closed every other Friday for furlough. It is important to take this into account when planning to pick up rosters or keys prior to the start of a class.

### Facility Keys

Contract Instructors are required to pick up a key to the facility that they are assigned to at least two days prior to the start of class. Key's can be picked up at the Recreation Office during normal business hours. Ongoing instructors may retain their key as long as they are teaching activities each quarter at the same facility. If an instructor is planning on skipping a season, instructors should turn in their key within ten days of their last class date. Key's CANNOT be duplicated for any reason. Please report lost or missing keys to the Redding Recreation Office as soon as possible.

### Program Marketing

Redding Recreation uses many methods to inform the public about the exciting classes offered by Redding Recreation; however instructors also play an important role in generating excitement in their classes. Instructors are encouraged to use social media, flyers, and special events as a means to get the word out about their classes. Instructors need to share their marketing plans with Redding Recreation to ensure that all avenues have been explored and to avoid doubling up on marketing efforts.

### Reporting Income

Contract Instructors with Redding Recreation do not fall under the definition of employee of the City of Redding, and therefore are not eligible for City benefits. It is the contractor's responsibility to pay all income taxes, as the City will report earnings to

the IRS through a W-9 form. Contract instructors will be issued a 1099 form for each year worked.

### **Instructor Payments**

The City of Redding will pay the instructor within (15) working days following the completion of each class session and at the conclusion of each month for drop-in classes. Payments will be mailed out to instructors once the payment has been processed. Payments may be delayed due to holidays and any unforeseen events that conflict with the check issue date. Please contact the Redding Recreation Office with any questions regarding payment.