



CITY OF ANTIOCH RECREATION DEPARTMENT



Contract Instructor Manual

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.

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 and Discover for payments. We offer registration through five (5) easy customer friendly ways including: online registration, mail, drop-box (after hours), fax 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 33,000 households four (4) times a year.
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Program Dates

There are Program quarters each calendar year: Winter, Spring, Summer, and Fall. The Program dates vary each year but are approximately:

Winter	January 1 through March 29
Spring	April 1 through June 14
Summer	June 21 through August 30
Fall	September 9-December 22

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 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
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. **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.
5. **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.
6. **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.

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.

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.

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 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 voucher 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 pro-ration. 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 as well.

Instructor Payment

Contract Instructors will receive 60% of the monies received from class registration. The remaining 40% is retained by the City of Antioch to cover general operations. 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 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.

Course Information

The Recreation Department shall be responsible for the registration of participants. 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.



Rosters /Attendance Sheets

Rosters and Attendance sheets will be at the facility in which your class will be held. We can fax and/or email your attendance sheets to you if you make the request to 925-776-3050. Be sure to pick up your Rosters and Attendance sheets before you go to your 1st class.

Taking Attendance

It is the Instructor's responsibility to take attendance at each class. This is especially important for large classes where participants may have shown up to class without paying. 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.

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.

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.*

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.

Promoting your Course

All advertisement materials to promote your courses must be approved by your City of Antioch Recreation Representative. All advertisement must include the City of Antioch logo, contact number for registration (925) 776-3050 and registration website www.ci.antioch.ca.us/recreation.

- **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 we will promote your website in our Activities Guide.



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