

Riverside County Regional Park and Open-Space District

*Contract Class Instructor
Handbook & Application*



Welcome...

Dear Potential Instructor,

Thank you for your interest in the Riverside County Regional Park and Open-Space District's (RivCoParks') Contract Class Program. RivCoParks is dedicated to building strong communities through recreational and enrichment opportunities. RivCoParks 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 County of Riverside as additionally insured, workers compensation insurance or waiver letter, as well as complete the County of Riverside Vendor Registration process. 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 951-955-2345 or mdhoward@rivcoparks.org.

Sincerely,

Marquese Howard

Marquese Howard

Area Manager – Community Parks and Centers

How it works...

- Potential instructor submits a Contract Class Proposal application (included in handbook) to District staff. Contract class proposals will be reviewed and considered for inclusion as a District-offered program if the course meets the criteria stated in this handbook.
- If the proposal meets the criteria, District staff will contact the potential instructor for an interview. At the conclusion of the interview, if approved, District 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, District staff will request instructor to be fingerprinted, a Special Instructor Services Agreement be completed and signed by instructor and acquire required insurance and documents for execution.
- After agreement execution, instructor is established to begin instruction of approved courses.

Park District staff responsibilities...

- **CLASS PROPOSAL APPLICATION CRITERIA:** RivCoParks 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 County service consistent with the District'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 RivCoParks;
 - ✓ 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:** RivCoParks 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. RivCoParks 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 Park District staff immediately.
- **PUBLICITY:** RivCoParks and the class instructor will be responsible for publishing class information. If instructors would like to create and distribute flyers publicizing courses, the flyer **must** be submitted to the Park District 1 month prior to the course start date for approval. No publication will be authorized for distribution without prior approval.
- **REGISTRATION:** RivCoParks 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 from RivCoParks staff. 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:** RivCoParks 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 responsibilities...

- **INCOME:** RivCoParks contract instructors are not considered employees; therefore are not eligible for County 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 County of Riverside will report earnings to the IRS through a W-9 form. At the completion of each year an instructor 1099 form will be issued.

Instructor responsibilities... (continued)

- **ACCIDENTS:** RivCoParks does not provide medical liability insurance naming the County, its agents, employees, and officers as additionally insured. In the event of an accident, instructors must complete an Incident/Accident Form and submit to the County of Riverside (RivCoParks) within 24 hours.
- **CANCELLATION OF CLASS:** If an emergency occurs and courses must be cancelled, contact the RivCoParks Headquarters 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 RivCoParks staff.
- **CHANGE OF INSTRUCTOR INFORMATION:** Instructors must notify RivCoParks **immediately** of any change of personal information appearing in the Agreement for Special Instructor Services. This will prevent any delays in the RivCoParks 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 from RivCoParks staff. 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. Attendance sheets must be submitted by stated due dates before payment is processed, which is approximately two weeks after course has ended.
- **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 sheet when releasing a child from a course.
- **CLASS ENROLLMENT:** If a class does not meet its minimum enrollment, which is set by RivCoParks 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. RivCoPark sites have various minimum enrollment requirements based on popularity and volume of site.
- **CLASS PUBLICITY:**
 - **Flyers:** While the creation and distribution of course flyers are encouraged, they are the responsibility of the instructor. Flyers must be approved by RivCoParks prior to distribution.
 - **Social Media:** RivCoParks will include courses on our social media platforms, including Facebook. Instructors can request a post if notified 3 weeks in advance.
- **CLASS ROSTERS:** It shall be the responsibility of the Instructor to obtain course rosters and attendance sheets prior to the first course meeting. All rosters and attendance sheets will be provided by RivCoParks staff. Once approved as an instructor, RivCoParks staff will create an online account. It will be the responsibility of RivCoParks to send out a reminder email to Instructors when attendance sheets are due for payment.

- **FACILITY USAGE:** RivCoParks 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 RivCoParks/County facilities)
 - Ensuring that no food/drink are consumed on carpet or computer area (water okay)
 - Reporting any maintenance issues or concerns to RivCoParks staff before leaving the facility
 - Storage of personal equipment/supplies in any RivCoParks facility is prohibited, unless a storage space is assigned and is authorized for use by the class/Instructor.

- **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 RivCoParks facilities will not be scheduled on national and public school holidays. A list of holidays is included in this hand book.

- **INSURANCE:** Instructors are required to furnish and keep current general liability insurance naming the County of Riverside and Riverside County Regional Park and Open-Space District, 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 County of Riverside and Riverside County Regional Park and Open-Space District, 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:
 - RivCoParks 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.
 - Instructor shall notify RivCoParks 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 RivCoParks 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 RivCoParks 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.

- **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.
- **SUPPLIES:** Any supplies needed for a course will be the responsibility of the instructor. If supplies are to be obtained by the student related to the class or a material fee will be charged, it will be the responsibility of the instructor to provide RivCoParks with a supply list and related 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 RivCoParks Area Manager immediately by calling (951) 955-2345. If an emergency occurs after normal business hours, call 911 for a life or property threatening situation. For nonemergency situations, call (800) 234-7275. If your classes are held outside and you require emergency assistance (e.g. dogs fighting, etc.) call 911 immediately or 800-950-2444 (Riverside County Sheriff – Toll Free Line).
- **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.

Community Centers

Eddie Dee Smith Senior Center
5888 Mission Blvd
Riverside, CA 92509
951-275-9975

Moses-Schafer Community Center
21565 Steele Peak Dr.
Perris, CA 92570
951-943-9126

Idyllwild Town Hall
25925 Cedar Street
Idyllwild, CA 92549
951-659-2638

Lakeland Village Community Center
16275 Grand Ave.
Lake Elsinore, CA 92530
951-471-4407

Charles Meigs
Community Center
(Mead Valley)
21091 Rider Street
Mead Valley, CA 92570
951-210-1580

RivCoParks 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 résumé

Name: _____ E-mail: _____

Cell: _____ Alternate Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Company Name: _____ Website: _____

Current Business License? Yes Tax ID No: _____ No

Business Status:

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

Relevant Experience:

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 RivCoParks, Attn: Marquese Howard at 4600 Crestmore Road, Jurupa Valley, CA 92509.
Attach any additional information, certifications, samples of work, and resume to this form.

Please call 951.955.2345 with any questions.