

CITY OF WATSONVILLE

---

Parks & Community Services



# Instructor Handbook

Thank you for your interest in becoming an independent Contract Instructor with the City of Watsonville. We are excited about the opportunity of working together to reach our common goals and serve our community.

The City of Watsonville Parks and Community Services Department is dedicated to enhancing the community's quality of life through the provision of recreational opportunities. We believe we make Watsonville an ideal place to live, work and play! The Parks and Community Services Department utilizes independent Contract Instructor and City Staff Instructors to provide recreational services to our community. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors. **The City is currently accepting proposals from independent contract instructors.**

### **Becoming an Instructor**

If you are interested in becoming a contract instructor with the City of Watsonville:

- 1) Submit the Class Proposal Form included in this handbook.
- 2) Recreation Coordinator will review application received. Experience, community need/fit, and facility availability will be determining factors as to whether your proposed class will be accepted.
- 3) If the Coordinator would like to move forward with your proposed classes, they will schedule a meeting in order to review your proposal, contract, and program policies and procedures.

Once you have been accepted as an instructor, the following items are required before instruction may begin:

- 1) Certificate of Liability Insurance: The City of Watsonville requires that all Contract Instructors obtain general liability insurance of \$1,000,000 to protect themselves from any claims. Before teaching, Contract Instructors must provide a copy of their insurance certificate. The City of Watsonville must be listed as the certificate holder and additionally insured with respects to general liability.
  - a. General Liability –Endorsements: The following are required on a separate endorsement forms (available from your insurance company). This is a separate form from the Certificate of Liability insurance form and needs to contain the following (must include policy number as well):
    - Additional Insured: City of Watsonville, 275 Main Street, Ste 400, Watsonville, CA 95076
  - b. Sexual Abuse and Molestation Insurance: If the instructor works with minors, evidence of sexual abuse/molestation liability with limit of \$1,000,000 per occurrence must be stated on the Certificate of Liability.
- 2) Automobile Insurance: For instructor and any instructors teaching for your company. Include proof of policy limits with at least \$1,000,000 per accident. Insurance must include coverage for “business use.”

- 3) Workers Compensation Insurance: With minimum policy limits of \$1,000,000 per incident. The name on the Workers Compensation Insurance must match the name on the City contract, certification of liability insurance and the business license. Request for exemptions for workers compensation must be approved by the City's Risk Manager.
  - Workers Compensation Endorsement: The following separate endorsement is required (available from your insurance company) and needs to contain the following language (must include policy number as well):
  - The insurer waives the right of subrogation against CITY and CITY'S elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers.
  - Certificate Holder: City of Watsonville Attn: Risk Management 275 Main Street, Suite 400 Watsonville, CA 95076
- 4) TB Testing and Background Check: Contract instructors and their substitute teachers, contract staff and/or volunteers must pass a background check including fingerprinting and drug testing. Instructors who will be teaching youth or seniors will need to complete the TB. If you have completed a TB test within the last two years, your doctor may verify a negative result without performing another test. Contractors are responsible for conducting and maintaining Livescan and criminal background checks for their employees and ensuring that they follow the Child Safety Policy. Contractors must submit a letter outlining the procedures that they will follow for conducting Livescan and criminal background checks and ensuring policy compliance for themselves and their employees.
- 5) W-9 form (*new instructors only*)
- 6) Current City of Watsonville Business License: Contact the City of Watsonville Finance Department at 831-768-3050 to obtain a license. The name on the license must match the name on the city contract/agreement and certification of liability insurance.

Additional Notes about the contract:

- The City of Watsonville is self-insured and does not cover Contract Instructors.
- The City of Watsonville does not withhold state or federal income tax but does report the contractor's income via Form 1099.

### **Class Policies and Procedures**

- Marketing: All classes will be listed in the Activity Guide. The guide is mailed to all residents residing in the 95076, 95077 and 95019 zip codes. The instructor must seek additional locations for their distribution. All advertising done by the Instructor must represent the class as a Parks and Community Services program and must contain the City logo, times, location, facility or instructor.

- Class Registration: All registrations take place through the Parks and Community Services Main Office. Instructors should *not* collect money or registration forms. Participants that have not paid may not participate. Participants must pay the full fee.
- Course Cancellation: If an instructor and their supervisor agree to cancel a class due to low enrolment or other circumstances prior to the start of the class, the Parks and Community staff will contact the participants regarding cancellations, reschedules or refunds.
- Class Session Cancellations (due to emergencies, illness, weather, etc.) and Makeups: If an instructor is unable to teach during a scheduled class session, the instructor should notify his/her supervisor immediately and find a replacement instructor. If a replacement is not available, the instructor must work with his/her supervisor to schedule a makeup class. If a class session must be canceled due to circumstances outside of the instructor's control, every effort must be made to schedule a makeup class.
- Refunds: The Parks and Community Services Department reserves the right to provide prorated refunds as it sees fit. Contractors are entitled to the percentage split of the amount that is not refunded.
- Instructor Payment: Contract Instructors will be paid based on the agreed percentage split of fees collected. The percentage split is 70% instructor, 30% City. Payment will be made after completion of the class. City staff instructors must complete their timecards according to assigned timelines to receive their paychecks.

### **Instructor Policies & Procedures**

- Representing the City through Professional Conduct: Though not employees of the City of Watsonville, Contract Instructors do *represent* the City. To some participants, the Instructor is the only representative of the City they will have contact with. Instructors must conduct themselves in a professional manner including dressing and speaking professionally and supporting policies and the City's "decisions".
- Releasing of Minors: Instructors must not release children to anyone other than the authorized parent, guardian, or individuals authorized by the parent. A child should never be released to someone who is unknown to the child or to whom the child expresses fear of uncertainty. Instructors have the right to ask individuals for identification (ID) prior to releasing the child to them. The instructor must stay until all participants have left the facility.
- Instructor's Relationship with Participants: The Instructor must not have contact with a single participant that is unobservable by other staff, parents or participants at any time. Parent should be invited and encouraged to visit program sites at any time on a drop-in basis and do not need to ask permission to do so.
- Safety of Participants: The Instructor's primary responsibility is to ensure the safety of participants. Instructors are expected to visually inspect the programs and facilities they are working in. If any aspect of the area appears unsafe, it is the Instructor's responsibility to notify their supervisor and

tot take actions that will ensure participant safety. Instructors must also comply with the Parks and Community Services Department's Child Safety Policy.

- First Aid Provision: It is the Contract Instructor's responsibility to know where the first aid is located for all facilities in which they provide services. For minor first aid (band-aids, etc.) the first aid kit will be sufficient. Notify other staff who are CPR/First Aid Certified of any injuries or medical emergencies that occur. For serious accidents, DO NOT MOVE the injured participant. Call 9-1-1 and notify the Parks and Community Services Customer Service Office immediately. If a minor is involved, notify the parent/guardian immediately. CPR and First Aid certifications are recommended for all class instructors. Instructors should only perform first aid and PR skills that they are certified to perform.
- Discrimination and Harassment: The City of Watsonville 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 or causes discomfort to another person, be it physical, verbal, visual or sexual. Instructors are responsible for their own actions/conduct and must never engage in discrimination or harassment.
- Personal Business: Instructors may not receive or make personal phone calls, nor have their own children with them, while performing services.
- Use of Facilities and Equipment: At the end of each class session, the Instructor must ensure that all facilities and equipment are restored back to the way they were found.

### **Recreation Guide Submissions**

Once you become a Contract Instructor, you will submit your class activity descriptions for the Recreation Activity Guide. Descriptions should be made via the following schedule:

- Winter/Spring Activity Guide for all classes occurring December – April  
Proposals Due: End of August
- Summer/Fall Activity Guide for all classes occurring May – November  
Proposals Due: End of January

Parks & Community Services Department  
231 Union Street  
768-3240



CLASS PROPOSAL FORM

INSTRUCTOR INFORMATION

Instructor _____	<input type="checkbox"/> Winter/Spring	<input type="checkbox"/> Summer/Fall	Year: _____
Address _____	City _____	Zip _____	
Phone _____	Cell _____		
Email _____	Social Security # _____		
DO YOU HAVE BILINGUAL SPANISH SKILLS? (NOT REQUIRED) YES <input type="checkbox"/> NO <input type="checkbox"/>			

CLASS INFORMATION

Class Name _____	
Objectives of the Class: 1. _____ 2. _____ 3. _____	
Class Description (printed in activity guide, 150 word max.): _____ _____ _____	
Facility Requirements (tables, chairs, etc.): _____ _____	
Supplies students should bring, buy, or wear to class (be specific): _____ _____	
Session 1 Start date: _____ End date: _____ Number of weeks: _____ Day(s) to meet: _____	Session 2 Start date: _____ End date: _____ Number of weeks: _____ Day(s) to meet: _____

Hours: From _____ To _____	Hours: From _____ To _____
No class on (holiday observation): _____	
Ages (include specific ages): Children _____ Adults _____ Seniors _____ Minimum # participants _____ Maximum # participants _____	Fees: Program/Class Fee \$ _____ Materials Fee \$ _____ List materials: _____
Location – First Choice _____	Location – Second Choice _____

**Instructor References**

Please list at least two references that may be contacted in regards to your class proposal.

Name	Address	Phone
_____	_____	_____
_____	_____	_____

*Please attach any applicable flyers, letters of recommendation, résumés, etc.*

PLEASE SEND COMPLETED FORM TO:  
Watsonville Parks & Community Services  
231 Union Street  
Watsonville, CA 95076  
Fax: (831) 763-4078

FOR OFFICE USE ONLY

**Class Details:**  
Percentage Pay \_\_\_\_\_ Registration Deadline: \_\_\_\_\_ Location of Class \_\_\_\_\_  
Outreach Strategy \_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_ Approved by: \_\_\_\_\_  
Class Held? YES / NO Number of participants: \_\_\_\_\_  
# of Surveys Received \_\_\_\_\_ % of participants satisfied with class \_\_\_\_\_%

**Rescheduling:**  
New Start Date \_\_\_\_\_ New End Date \_\_\_\_\_ New Times \_\_\_\_\_ - \_\_\_\_\_

**Cancellation Procedure (if applicable):**  
Instructor Notified (date) \_\_\_\_\_ Support Staff Notified (date) \_\_\_\_\_ Participants Notified (date) \_\_\_\_\_  
Request for reimbursement filed (date) \_\_\_\_\_ Reimbursements complete (date) \_\_\_\_\_  
Notes/Suggested Recommendations: \_\_\_\_\_  
\_\_\_\_\_