INGLEWOOD



CALIFORNIA

DEPARTMENT OF PARKS, RECREATION & COMMUNITY SERVICES

INSTRUCTOR GUIDELINES

Who is an Instructor?

An Instructor is an individual who or business that teaches recreational and informational classes through agreement – contract or volunteer - at City owned facilities or City sponsored events. Instructors are invited to set their own class schedules, title, content, and subject (with approval by the Recreation Superintendent and dependent upon facility availability). Instructors also determine age, ranges, minimum and maximum number of students, cost per participant (if applicable) and applicable lab fees or class materials (payable to the Instructor). The Instructor is responsible for coordinating the class (including set up and clean up), providing materials and tracking attendance. The City of Inglewood provides limited advertising, registration, facility, and scheduling services.

Instructors are contract employees, who must comply with all applicable laws and regulations, such as:

- □ Instructors must use a social security number or obtain a Federal Tax Identification Number.
- Instructors must obtain a Business Tax Certificate from the City of Inglewood. The cost is \$22 and the certificate is valid for one calendar year (January December). Certificates from other cities are NOT valid.
- □ Instructors teaching classes to children under 18 years of age must be fingerprinted.

What Kinds of Classes Will The City Of Inglewood Offer?

The City of Inglewood is dedicated to offering a variety of class offerings in subjects appealing to a variety of age ranges. Class days and times will be arranged to best suit the patron's need for a particular class.

INSTRUCTOR GUIDELINES:

TIMES & DATES: Class sessions are scheduled on a monthly basis but some may range from one-day workshops to longer ongoing courses. It is up to the Instructor to determine which length works best for the subject matter. The length of class should be one where the student, upon completion of the course, has a well-rounded overview of the class subject or has been given an understanding of basic skills development necessary for future class advancement. Instructors are responsible for furnishing the City with a program description to publicize the activity.

REPORTING: The Instructor is expected to work with City staff to maintain accurate enrollment records. All participants are required to complete an Activity Registration Form prior to beginning the class. Instructors are required to maintain a Participant Sign-in Sheet for each class. All forms are to be turned in at the meeting facility at the end of each class meeting. All classes are required to maintain a minimum enrollment of at least 10 participants. Depending on the nature of the class the requirement may be modified on a case by case basis.

COLLECTION OF FEES: Class registration fees are collected by the City through set registration procedures implemented by Parks, Recreation & Community Services Department staff. Following the collection of fees from registration/participation the City will confirm the number of participants enrolled.

NOTE: INSTRUCTORS ARE NOT PERMITTED TO COLLECT FEES.

COMPENSATION: Compensation is agreed upon prior to the commencement of the class via contract – volunteer or contract. Instructors may be contracted on an hourly or class/participant fee basis. Fee based contracts are based on a 80/20 split. The instructor receives 80% of fees collected as payment for services; the City receives 20% (administrative fee). It is also understood that all taxes and/or other withholdings are the Instructor's responsibility. Contract employees are paid once a month. Please allow up to 30 days for processing and payment.

PUBLICITY: The City will publicize the activity/class through various mediums - catalog, website, newspaper, and in general class flyers. It is not possible for the City to create flyers for all classes, but if you have a flyer prepared and copied, the City will post and distribute your flyer. All promotional materials associated with the City's Parks, Recreation & Community Services Department must be approved by the Recreation Superintendent prior to publication. All material must include the proper reference to your relationship with the City. **CLASSES ARE PRESENTED OR CONTRACTED - NOT SPONSORED.**

INSTRUCTOR NOT OFFICER, EMPLOYEE, OR AGENT OF CITY: While engaged in carrying out the terms and conditions of the agreement, the Instructor is an independent Instructor and not an officer or agent of the City. The Instructor represents the Parks, Recreation and Community Services Department at City owned facilities and City sponsored events **ONLY**. Any performances, appearances, or presentations outside of "the City" are independent of the City of Inglewood.

SUB-INSTRUCTORS: In the event an Instructor will not be able to teach class due to illness, etc. the Instructor will implement the following procedure:

- a. Instructor will procure a substitute Instructor equally or better qualified to instruct class at the prescribed time and place.
- b. Instructor must notify the Cultural Programs Supervisor. Compensation for sub-Instructors shall be the responsibility of the primary Instructor.
- c. If a substitute cannot be procured, the class will be canceled and a make up class added to the end of the session. The Instructor will be responsible for notifying the students of the cancellation.

ALL SUB-INSTRUCTORS MUST BE REGISTERED WITH THE DEPARTMENT AS A VOLUNTEER INSTRUCTOR.

SUPERVISION: Instructor agrees to establish appropriate rules for conducting the class and to assume responsibility for student discipline to ensure adequate protection of students and facility.

FACILITY: Instructor agrees to assume full responsibility for setting up any facility for Instruction and for cleaning and/or restoring the facility to its usual condition following each class session.

ACCESS TO FACILITY: City representatives shall at all times have access to facility whenever class is in progress to monitor programs for quality and compliance with enrollment requirements.

EQUIPMENT AND LABOR: The Instructor shall furnish all tools, equipment, apparatus, supplies and materials unless otherwise mutually agreed by the Parks, Recreation & Community Services Department and assumes all risk of loss, damage or harm to such equipment or materials arising in connection the provision of services.

COORDINATION OF WORK: The Instructor agrees to coordinate with the City specified time(s) and date(s) in order to avoid conflict of use. It is agreed that the resolution of any conflict is at the sole discretion of the Recreation Superintendent or his/her designee.

RULES: Instructor agrees to adhere to all rules and regulations of the City of Inglewood and any directives and memoranda issued by the Department's Director.

INSURANCE: Certain types of activities create additional exposure of risk to City. The City is self-insured, however, the City may require insurance coverage for high-risk classes as deemed appropriate.

CONDUCT: Instructor understands that the City is a public entity under the laws of the State of California and that the City's purpose in engaging Instructor is to provide its residents with recreational activities in a manner that fosters a sense of community, security, fun and fair play. Instructor agrees to conduct himself/herself in a manner that will further these goals. Instructor further acknowledges that failure to do so will result in immediate termination.



City of Inglewood Parks, Recreation and Community Services Department INSTRUCTOR APPLICATION

				DATE:	
Check One: CONTRACT:	VOLUNTEER:	_			
Name:					
Address:					
Home Phone:		Work Phone:			
Class Title:					
Cost:p			(e.g., w		
Meeting Day(s) and Time(s):	M T W Th F Sa		pm / am TO	pm / am	
	M T W Th F Sa		pm / am TO	pm / am	
Course Description:					
Goals and Objectives of Class:					
			General Les	son Plan:	

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*Use attachments if necessary

Over . . .

High School At	ended	G	raduating year
College(s) Atte	nded		Degree(s)
			_
Special Training	g pertaining to proposed cla	ss::	
Previous Exper	ience:		
Previous Exper			
Previous Exper			
	NAME	P	HONE
	NAME	P	HONE
References:	NAMENAME	P P	HONE HONE
References: Occupation oth	NAMENAMENAME	P Per teaching:	HONE
References: Occupation oth Currently emple	NAMENAMENAMEer than contractual/voluntee	P Per teaching:	HONE
References: Occupation oth Currently emple	NAMENAMENAMEer than contractual/voluntee	P P P P City:	HONE