

# Contract Instructor's HANDBOOK



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# Contract Instructors Handbook

## About Us....

Thank you for your interest in becoming an independent contract instructor with the City of Cudahy Parks and Recreation department. We are excited about the possibility of working together to reach our mutual goals to serve the community.

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

### Our Mission:

To enhance the quality of life by providing and maintaining safe, available and accessible parks and recreation services that will best fit the intellectual, cultural, fitness, and leisure needs of all residents.

## How it Works...

City of Cudahy Parks and Recreation Department utilizes independent Contract Instructors to provide recreational services to our community. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors.



The process begins with the independent Contract Instructor “proposing” a course or activity. There is a form enclosed in this handbook that you are encourage to utilize. The proposal is then submitted to the Cudahy Parks and Recreation Department.



A Recreation Coordinator will then review the proposal, assess the “content” of the course activity to determine its potential in meeting the Department’s vision and goals, and then contact you for a detail discussion.



Together, the Recreation Coordinator works with you to determine the specific design of a course/ activity in regards to suitability, facility availability, fee structure, course time frames, number of participants, age ranges, course description, etc.



Once the Cudahy Parks and Recreation Department and the independent Contract Instructor verbally enter into an agreement, a written contract is produced which states specifically the course or services that have been agreed upon.

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## About the Contract....

- ★ The City of Cudahy insurance does not cover contract instructors
- ★ The City of Cudahy does not withhold state or federal income tax, but does report the contractor's income via form 1099.
- ★ Prior to employment the contractor must have a business license on file with the City of Cudahy and complete a City Waiver and Liability form.

## Contract Sessions...

The Contract Duration will coincide with the City's Fiscal year, July 1 - June 30.

To place your activities in the Activity Guide, time must be allotted to create, edit, print, and mail the guide. Therefore, agreements must be completed by the following dates:

- ★ WINTER/SPRING - December 1st
- ★ SUMMER - March 1st
- ★ FALL - July 1st

## Contract Sessions...

- ★ Registration - All registrations takes place through the Parks and Recreation Office. Instructors should *not* be collecting money or registration forms. Participants that have not paid may not participate. Each activity is sold as a unit. Participants must pay the full fee. Fees will not be prorated for missed classes
- ★ Course Rosters - A list of all participants enrolled in a course should be obtained prior to the start of each course. It is important to have the most up-to-date participant information.
- ★ Evaluations - Participant Surveys should be obtained from the Parks and Recreation Office, given to participants on the final day of the class or quarter, and returned to the Parks and Recreation Office.

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## Contract Sessions continued...

- ★ Promotion - The Parks and Recreation Department will list all classes in the Activity Guide, which is mailed to every residence; will regularly post information in the local newspaper and on the City website; will create Flyers for your course and display them at Parks and Recreation facilities. The Contract Instructor may seek additional locations for their distribution. All advertising done by instructor must represent it as a Parks and Recreation program, and must contain the City of Cudahy logo.
- ★ Course Cancellation - In the event that a class needs to be canceled, the instructor must contact the Recreation Coordinator immediately. The Parks and Recreation staff will contact the participants regarding all cancellations, reschedules, or refunds.
- ★ Contract Instructor Payment - The Contract Instructor generally receive a percentage of the participant fees. Larger participation levels will yield a larger income for the contract instructor. Payment is made after the completion of each course.

## P & R Policies & Procedures...

The Parks and Recreation Department also holds Contract Instructors responsible for the Following Policies and procedures.

- ★ Representing the City of Cudahy Through Professional Conduct - Though not employees of the City of Cudahy, Contract Instructors do represent the City. To some participants, the instructor is the only representative of the City they will see. Instructors must conduct themselves in a professional manner including dressing and speaking professionally, and supporting policies and the City's decision.
- ★ Releasing of Minors - At the end of the activity, the Instructor must not release children to anyone other than the authorize parent, guardian, or to an individual authorize 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.
- ★ Contract Instructors Relationship with Participants - The contract instructor must not have contact with a single participant unobservable by other staff, parents, or participants at any time. Parents 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.

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## P & R Policies & Procedures Cont...

- ★ Safety of Participants - The Contract Instructors primary responsibility is to ensure the safety of participants involved with your activity. Visually inspect the programs and facilities you are working in. If any aspect of the areas seem unsafe, it is your responsibility to notify the Recreation Coordinator and to take actions that will ensure participant safety.
- ★ First Aid Provision - It is the Contract Instructor's responsibility to know where the first aid kit is located for all Facilities in which they provide services. For minor first aid (band-aids, etc.) the first aid kit will suffice. For serious accidents, DO NOT MOVE the injured participant, then call 9-1-1. If a child is involved, notify the parent/guardian immediately.
- ★ Discrimination and Harassment - The City of Cudahy 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 and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct and must never engage in discrimination and harassment.
- ★ Personal Business - The Contract Instructor may not receive or make personal phone calls, nor have their own children with them, while performing services.
- ★ Closing of Facilities - When leaving, the Contract Instructor must ensure that all doors are locked securely, alarms set, and all lights and a/c are turned off. If other authorized Contract Instructors or City Staff are present, please notify them of your departure.

# Contract Instructor's Handbook

## How to become a Recreation Contract Instructor....

This document is your resource for information on our Recreation Contract Instructor program. Instructors will also learn how to apply to become a Recreation Contract Instructor with the City of Cudahy.

★ Become A Recreation Contract Instructor - The City of Cudahy Parks and Recreation Department is currently seeking instructors to offer fun and exciting recreation programs. Our department offers a wide variety of recreation programs to citizens of all ages. As a Recreation Contract Instructor you will enter into an independent Contract Agreement with the City of Cudahy.

★ What Can The City of Cudahy Offer You As A Recreation Contract Instructor? - The process begins with the independent Contract Instructor "proposing" a course or activity. There is a form enclosed in this handbook that you will be instructed to complete when proposing a new program. The proposal is then submitted to the City of Cudahy Program Coordinator.

- The Program coordinator will review the proposal: assess the content of the program to determine potential in meeting the departments vision and goals.
- The City of Cudahy will place your class description in our seasonal recreation guide (Available online and updated four times throughout the year)
- The City of Cudahy uses an in-house registration system. We maintain facility bookings for your classes and to process registrations in an efficient manner. Instructors receive attendance reports from all classes. The system automatically reserves spots for waiting list participants when a cancellation in a class occurs. Participants can register in person, e-mail, fax, or mail for classes and programs.
- We accept cash, checks, visa, master card, and debit for program registrations.

★ How The Process Works - The process begins with the independent instructors "proposing" a course activity. There is a form enclosed in this handbook that you will be instructed to complete when proposing a new program. The Proposal is then submitted to the City of Cudahy program coordinator.

- The Program Coordinator will review the proposal; assess the "content" of the program to determine its potential in meeting the Departments vision and goals.
- A meeting will be arranged to discuss facility suitability, fee structures, course time frame, course description, etc
- Upon conclusion of the meetings, a formal written services agreement will be produced.
- Continuing Instructors will receive a new amendment to existing contract for each new program session.
- A Recreation Program Instructor manual will be sent out for all new Instructors upon signing agreement.

# Contract Instructor's Handbook

## How to become a recreation Contract Instructor Cont....

★ How To Submit A Proposal - For your convenience you can find a proposal online at [www.cityofcudahy.com](http://www.cityofcudahy.com) Please complete and return it with the information provided below.

1. Two descriptions are required. The first one is a bio on you that can be used in the Recreation Guide. Also attach a resume that highlights your qualifications and provide copies of certificates. (if applicable) the second is a written description used to promote your program to the public.
2. You should include your choices for dates of the program. Please do not leave blank. This is important when determining facility availability to host your program.
3. You must calculate your hourly rate. please contact the program coordinator for assistance.

*Submitting a proposal does not guarantee that the class or activity will be automatically be added to the City of Cudahy Recreation guide.*

### ★ Items Required -

- The Recreation Contract Instructor shall provide their full name, address, residence, telephone numbers, and email address to the department.
- Once a services agreement is offered it is necessary for all instructors involved in programs to obtain and provide the department with a recent (within 1 year) copy of a "criminal record check" all positive police record checks are to be received and approved by the supervisor of programs and facilities. This agreement is contingent upon a clear police record check or approval by the supervisor.
- The Recreation Contract Instructor may be required to have completed a standard first Aid/CPR course prior to the start of their program. Proof of certificate may be required prior to start of the program.

Additional Details- The process begins with the independent instructors "proposing" a course activity. There is a form enclosed in this handbook that you will be instructed to complete when proposing a new program. The Proposal is then submitted to the City of Cudahy Program Coordinator.

- The Program Coordinator will review the proposal; assess the "content" of the program to determine its potential in meeting the Department's vision and goals.
- A meeting will be arranged to discuss facility suitability, fee structures, course time frame, course description, etc
- Upon conclusion of the meetings, a formal written services agreement will be produced.
- Continuing Instructors will receive a new amendment to existing contract for each new program session.
- A Recreation Program Instructor manual will be sent out for all new Instructors upon signing agreement.

# Contract Instructors

## PROPOSAL FORM

Name of  
Program:

### Proposed Format...

This information represents the Instructors "ideal", and is intended as a starting place for discussions between the Recreation Coordinator and the instructor.

Course Length (1 day, 4 wks, 6 wks, etc): \_\_\_\_\_ # Days / Week: \_\_\_\_\_

Weekday (s) : \_\_\_\_\_ Times: \_\_\_\_\_

Location (or type of facility) : \_\_\_\_\_

Min. Enrollment: \_\_\_\_\_ Max. Enrollment: \_\_\_\_\_ Age Ranges: \_\_\_\_\_

Per Student Fee: \$ \_\_\_\_\_ Worth of Services: \$ \_\_\_\_\_

Additional (if Any)

Supply Fee: \$ \_\_\_\_\_

(Total amount contractor needs to receive at end  
Of services in order to justify the contractors' time  
and skills. May be a flat amount or hourly rate)

Other Specifications: \_\_\_\_\_

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## Instructor's Information

Instructors Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Please complete this form and  
return to:  
City of Cudahy  
Parks and Recreation  
5220 Santa Ana St.  
Cudahy, CA 90201**

*Office Use Only:*

*Received by* \_\_\_\_\_

*\*\*\*please time stamp\*\*\**

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## Method of Learning....

Participants in this program will be engaged in learning when (Check all that apply) :

- ★ **Active Instructor:** Instructors shows the physical example while participants watch and try to repeat steps. Instructors then check for understanding and repeats example if necessary.
- ★ **Passive Instructor:** Instructors tells how it is done while participants try to initiate the steps.
- ★ **Lecture:** Instructors talks about subject while participant's sit and listen
- ★ **Video:** Participants watch a video.
- ★ **Reading:** Participants are given material to read and learn.
- ★ **Parent Participation:** Parents are encouraged to participate with child to repeat instructions to participants if necessary.
- ★ **Take home:** Participants take materials home with them.
- ★ **Quiz:** Participants take a written quiz on material covered in class.
- ★ **Performance:** Participants have the opportunity to perform as a group.
- ★ **Small Groups:** Participants work in small groups to come together on a solution.
- ★ **Stations:** Participants move among multiple stations.

## Program Focus....

My program supports the Parks and Recreation Mission statement by (Check the one that fits best:

- ★ **Fostering Human Development** (Dance, Art, Preschool, Drama, Cultural, Continued Learning, Skill building, Nature Appreciation)
- ★ **Connecting People to Others** (Social, Neighbors Helping Neighbors, Friendship)
- ★ **Strengthening Families** (Participating Together, Appreciation, Parenting Skills)
- ★ **Increase Safety** (Safe Habits, Prevention, Life Saving Skills, Crime Reduction)
- ★ **Improving Health and Wellness** (Fitness, Healthy Habits, Aerobic, Strengthening, Endurance, Stretching)

## Program Outcomes....

★ List up to 3 outcomes, by priority, using measurable action phrases such as:  
define, demonstrate, name, analyze

★ "As a result their experience in this program, participants will be able to:"



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## Outcome Measurement.....

★ How will the above outcomes be measured?

★ A success is defined as:



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# Contract Instructor's Handbook



## Program Description...



Please describe your program in 30 words or less:

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## Need for Program:



Please list all other providers of a similar program in this community:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Services: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Services: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Services: \_\_\_\_\_



Why should The City of Cudahy Parks and Recreation Be the organization to offer this program? \_\_\_\_\_

Is there another organization better suited to offer this program? \_\_\_\_\_

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## Instructors Qualifications.....

- ★ Please list previous experience in providing this services along wit a reference that Can speak to your abilities / qualifications:

Organization: \_\_\_\_\_ Years: \_\_\_\_\_

Location: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Years: \_\_\_\_\_

Location: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Years: \_\_\_\_\_

Location : \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- ★ Please provide a copy of all pertinent certifications held.

- ★ Please list other qualifications that may lead is to contract with you for this services:

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- ★ Note: You may substitute pre-prepared documents in place of this form as long as they answer the questions posed in this proposal.