



CITY OF GROVER BEACH PARKS & RECREATION DEPARTMENT

# Independent Contract Instructor HANDBOOK



*"Parks Make Life Better!"*

Grover Beach Parks and Recreation Department

154 South 8th Street ♦ Grover Beach, CA 93433

805.473.4580 ♦ [www.grover.org](http://www.grover.org) ♦ Cable Channel 20

## About Us . . .

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The Parks and Recreation Department is dedicated to building strong families through the provision of recreational opportunities.

We appreciate your interest in becoming an independent Contract Instructor with the City of Grover Beach Parks and Recreation Department. We are excited about the possibility of working together to reach our common goals and to serve the community.





### OUR MISSION

*The Grover Beach Parks and Recreation Department is committed to providing or facilitating quality recreational services, including programs, classes, special events, and facilities to all members of the community in a courteous and efficient manner.*

## How our Contract Instructor Program Works . . .

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The Grover Beach 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, or seniors. We are always open to new, creative ideas as well.

-  The process begins with the independent Contract Instructor “proposing” a course or activity. The enclosed Proposal Application form should be utilized to submit your proposal to the Grover Beach Parks and Recreation Department.
-  A Recreation Coordinator will review the proposal, assess the content of the course / activity to determine its potential in meeting the Department’s Mission, and then contact you for a more detailed discussion.
-  Together, the Recreation Coordinator works with you to determine the specific design of a course / activity in regards to facility suitability, facility availability, fee structure, course time frames, participant maximums or minimums, age ranges, course descriptions, etc.
-  Once the Grover Beach Parks and Recreation Department and the independent Contract Instructor verbally enter into an agreement, a written contract is produced which states specifically the courses or services that you are agreeing to.

## About the Contract . . .

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1. The City of Grover Beach insurance **does not** cover independent Contract Instructors;
2. The City of Grover Beach **does not** withhold state or federal income tax, but does report the independent Contract Instructor’s income via form 1099;
3. Prior to entering into a contract agreement, the independent Contract Instructor must possess a Business Tax Certificate with the City of Grover Beach;
4. Independent Contract Instructors are required to maintain current CPR and First Aid certifications;
5. A written contract must be established between the independent Contract Instructor and the City of Grover Beach prior to the start of contract services.

## Compensation

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Independent Contract Instructors receive a percentage of participant fees. The Contract Instructor's percentage is based on "resident fees" only and will not include additional fees collected for non-resident participation. Payment is made after the completion of each course. Larger participation levels will yield a larger income for the Contract Instructor.



The negotiated per student rate will be indicated on your contract and is based on what fee you, as the independent Contract Instructor, require from each participant.

## Registration Procedures

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All participant registration takes place through the Parks and Recreation office. Independent Contract Instructors are not permitted to collect money and/or registration forms. Participants that have not paid the FULL fee, may not participate in the activity.

A class roster is prepared by the Parks and Recreation office. It is important for independent Contract instructors to contact the Parks and Recreation office prior to the start of each class in order to have the most up-to-date participant information.

## Marketing

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The City of Grover Beach Parks and Recreation Department promotes recreational opportunities in a number of ways such as press releases, multi-media publication on the City's government access channel ~ 20, course flyers, and advertisement within our Activity Guide.

First, all recreation activities, including classes, are publicized within the three Activity Guides that are produced each year. The Activity Guides are distributed to school aged children within the elementary schools in the Five Cities Area. The Guides are also featured on the websites for the Cities of Arroyo Grande, Grover Beach, and Pismo Beach.

The Parks and Recreation Department also produces course flyers for distribution and display throughout the community. Independent Contract Instructors may request additional copies of the flyer to assist in publicizing his or her class. All promotional materials must be designed by and printed by the Parks and Recreation Department. An Instructor who would like to provide input into the design of his or her promotional material should contact the Recreation Coordinator.

The local government access channel gives us an opportunity to advertise classes directly to the residents of our community in a fun and informative format. Lastly, the Parks and Recreation Department generates several press releases a month to our local media.



# Independent Contract Instructor GUIDELINES

## PROFESSIONAL CONDUCT

Please keep in mind that as a independent Contract Instructor, you are a small business owner contracting services to the City of Grover Beach. You should strive to conduct yourself in a professional manner at all times. The best, or worst, advertisement your small business can receive is by “word of mouth”. Be mindful of the following:

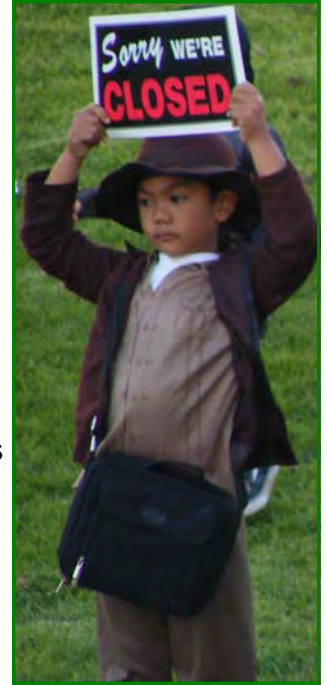


- ◆ *Safety of participants*
- ◆ *Appropriate dress*
- ◆ *Respectful speech*

## COURSE / ACTIVITY CANCELLATION

If you must cancel a class for any reason, you must notify the Parks and Recreation Department as early as possible so staff may contact each participant.

Please arrange for signs cancelling the class to be posted at the facility for any participant who was not able to be contacted by phone.



## EMERGENCY SITUATIONS

In the event of an emergency, stay as calm as possible. You are the leader of the group and have the responsibility to take all measures possible to ensure the safety of the students.

As soon as you become aware of an emergency, act quickly to:

- ◆ **Evacuate ALL students from danger;**
- ◆ **Call 911, if appropriate;**
- ◆ **Stay with students until help arrives — NEVER leave children alone without a parent present;**
- ◆ **Contact the Parks & Recreation Director through the Grover Beach Police Department Dispatch, 805.473.4511, to advise of situation.**

All emergencies must be reported, in writing, to the Parks and Recreation Department within 24 hours.

## FACILITY INFORMATION

In exchange for your professional services as a Contract Instructor, the City will provide you the use of one of our facilities. It is your responsibility to leave the facility in the same manner in which it was found. Please be mindful of the rules associated with its use and follow the procedures below when leaving the facility:

- ◆ **Please ensure all windows and doors are locked securely;**
- ◆ **Verify that the air conditioner and/or heater is turned off;**
- ◆ **Set facility alarm;**
- ◆ **Turn off lights.**

If there are any maintenance issues, please contact the Parks and Recreation Office during normal business hours, Monday through Friday, 8:00 a.m.—5:00 p.m.