



**City of Tracy  
Parks & Recreation Department**

**Contract Instructor  
Handbook and  
Class Proposal Form  
2022**

**Parks  
Make  
Life  
Better!**

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

## **City of Tracy Parks & Recreation Department Special Interest Class Information**

*VISION STATEMENT: The Parks & Recreation Department is known as a leader in the community because of exceptional services which create legacies, enrich people's lives and link Tracy's past, present, and future.*

The City of Tracy Parks & Recreation Department is dedicated to building strong families through the provision of educational, creative, and recreational opportunities.

The Parks & 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.

### **How to Get Started**

**Class Proposal** - Prospective Instructors who wish to teach for the Parks & Recreation Department must complete the Instructor Proposal Forms included in the Contract Instructor Handbook. (Pages 7-10) Returning Contract Instructors will not automatically be enrolled for the following instructional session until a returning proposal form is submitted to the Recreation Coordinator by the deadline. Application deadlines are listed on page 3 of the Contract Instructor Handbook.

**Deadlines** - To place NEW activities in the Parks & Recreation Department Activity Guide time must be allotted to create, edit, print, and mail the guide. Therefore, proposals must be submitted by the following dates:

#### **New Class Proposals:**

- SUMMER—February
- FALL—May
- WINTER/SPRING—August

**Business License Tax and Fees Application** - All independent Contractor Instructors who perform a service for the City of Tracy are required to complete the business license application process. Application fees are pro-rated and non-refundable. All application are to be completed online at City of Tracy Business License Tax Division  
**<https://Tracy.HdlGov.com>**

Request an application to be sent by mail by calling 209-826-1827.

**Mail your completed form to: (Must provide copy prior to start of class)**

The City of Tracy Business Support Center 8839 N. Cedar Ave #212, Fresno, CA 93720-1832

**Fingerprinting** - The City of Tracy requires that all Contract Instructors and Instructor Assistants complete a background screening and be cleared before entering the Program. The Recreation Coordinator will schedule an appointment with the City of Tracy Human Resources Department to complete the live scan. Be prepared to bring an I.D. card or Driver's License to the screening. The screening process can take a minimum of 2 weeks to process.



**Tuberculosis Testing** - Prior to commencing work, Contractor must provide a certificate showing that, within the last two years, Contractor has been examined and has been found to be free of communicable tuberculosis. Contractor shall keep such certification up to date so at no time while performing work under this Agreement, shall Contractor not have a certificate on file with the City showing that Contractor has been examined and found to be free of communicable tuberculosis within the two years preceding any work performed for the CITY. CA. PRC 1563. Certificate must be submitted prior to season start date.

**Reporting Income** - The City of Tracy does not withhold state or federal income tax, but will report the Contractor's income via Form 1099. Instructors will receive a W-9 form to complete. W-9 must be submitted with proposal and updated when applicable.

**Insurance** - The City of Tracy is a part of a self-insured insurance pool known as the "Joint Powers Authority" or the JPA. In the event that an accident or injury occurs, and a claim is brought against the City of Tracy, the JPA will defend it. The JPA will not defend or pay out any claims brought against an Independent Contractor.

The City of Tracy requires that all Contract Instructors obtain a separate liability insurance certificate to protect themselves from any claims brought against them. The City recognizes that there may be little risk involved in program activities, but the Contract Instructor is still required to obtain \$1,000,000 in liability coverage.

Contract Instructors will have to obtain a liability insurance through their homeowners or business insurance. Prior to season start date, Contract Instructors must give a copy of their insurance certificate to the Program Coordinator. Contractor must obtain coverage throughout contract season.

### **We would like to reiterate:**

- **All Contract Instructors must complete the business license application process.**
- **All Contract Instructors, and any Assistants, must be fingerprinted.**
- **All Contract Instructors and any Assistants must show proof of TB tested results.**
- **All certificates and proof must be submitted prior to season start date.**
- **The City of Tracy's insurance does not cover Contract Instructors.**

### **Standard Revenue Split**

A standard split of 60/40 will be applied to compensate Contract Instructors unless otherwise negotiated. Contract Instructors will receive 60% of the monies received from classroom registration. The remaining 40% is retained by the City of Tracy to cover general operations. Contract Instructor proposals can also include private instruction and workshops as part of their proposals. Registration fees and compensation for short-term programming can be negotiated. Any negotiation inquiry must be submitted with proposal.

### **Material Fees**

Student material fees will be determined by the Contract Instructor. Instructors may also opt to supply classroom materials, direct students to the appropriate source, or build the cost of supplies into the class fee. Supply fees are collected at the time of registration.

### **Available Facilities**

The Parks & Recreation Department offers classes at the Tracy Community Center which has 1 main hall that can seat approximately 255. The Tracy Sports Complex Meeting Room which can accommodate approximately 30 seated. The Tracy Transit station which has three conference

rooms and can accommodate approximately 40-80 depending on the room. As well as numerous parks and sports facilities available for classes.

**Holidays**

**The City of Tracy observes the following holidays:**

- New Year’s Day
- Martin Luther King, Jr., Birthday
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans’ Day
- Thanksgiving Day and the day after
- Christmas Eve Day
- Christmas Day



**Sessions**

- **FALL**—September, October, November, December
- **WINTER/SPRING** — January, February, March, April, May
- **SUMMER**—June, July, August

**Course Policies**

**Registration** - All registrations take place through the Parks & Recreation Department at City Hall or online at [www.tracyartsandrec.com](http://www.tracyartsandrec.com).

**Contract Instructors should never collect registration money, registration forms, or lab/material fees.**

**Promotion** - Instructor should work with Program Coordinator to create promotional materials and departmental publications. All print copy must be approved by the Program Coordinator prior to distribution. Instructor is encouraged to promote his/her own classes through print media and social networks.

**Course Cancellations** - Contract Instructors are responsible for contacting the Program Coordinator immediately if they have reason to cancel a class. The Program Coordinator will then contact any participants regarding cancellations, reschedules, and refunds. Classes that do not meet the minimum student enrollment may be cancelled. If a class or workshop is cancelled by the City, the City will issue refunds or makeup dates to registrants. Must be contacted 3 business days prior to start date unless in case of emergency.

**Contract Instructor Payment** – Contract Instructors receive a percentage of the participant fees. Larger participation levels will yield a larger income for the Contract Instructor. Contract Instructor payments will be issued within 30 days of completing the course, or 15 days of the end of the month for reoccurring classes.

**Course Rosters** - A list of all course participants should be obtained from the respective department Staff prior to the start of each course. It is important to have the most up-to-date participant information.

**Evaluations** - Surveys will be sent to participants via email accounts after the class has been

completed. Program Coordinator will share results with contractor.

**Policies & Procedures**

The City of Tracy holds Contract Instructors accountable for the following policies and procedures:

**Age:** All contract instructors/instructor assistants must be a minimum of 18 years of age.

**Representing the City through Professional Conduct** - It is imperative that Contract Instructors be helpful and courteous at all times. The City of Tracy does not condone inappropriate or offensive behavior by or towards Contract Instructors, participants, and City Staff. If a Contract Instructor, participant, or guest engages in an inappropriate or unsafe manner, he or she will be asked to leave the premises. Possession or use of drugs or alcohol while conducting or participating in a class is strictly prohibited.

**Personal Business** - Contract Instructors are not allowed to sell or provide personal services or items to participants, guests, or Staff. 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 a Recreation activity site, the Contract Instructor must ensure that all doors are locked securely, alarms are set, and lights and A/C are turned off. The Contract Instructor, when applicable must meet with the facility attendant to check out at the end of the class to ensure that facilities are properly closed.

**Releasing of Minors** - At the end of the activity time, the Contract Instructor must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or about whom the child expresses fear or uncertainty. The Contract Instructor must stay until all participants have left the facility.

**Contract Instructor’s Relationship with Participants** - The Contract Instructor must not have unobserved contact with individual class 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 visit.

**Safety of Participants** - The Contract Instructor’s primary responsibility is to ensure the safety of participants involved with the activity. If any aspect of the area appears unsafe, it is your responsibility to notify the Parks & Recreation Department program 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-Aid’s, etc.) the first aid kit will be suffice. For serious accidents, DO NOT MOVE the injured participant, and call 9-1-1. If a child is involved, notify the parent/guardian and program coordinator immediately.

**Discrimination and Harassment** - The City of Tracy 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.

**Reviewing Proposals**

The program coordinator will evaluate the content to determine if it reflects the department’s

vision and goals. The program coordinator will then contact the applicant and schedule a meeting in person to discuss terms of a written agreement. A written contract is then produced listing the specific course, dates, times, and fees along with a mutually agreed upon percentage. Please include additional application forms if you are you are proposing to teach more than one type of class.

Completed proposals can be e-mailed, mailed or faxed to the appropriate individual listed below:

**For more information contact:**

Primary Contact:

Lauren Repetto, Recreation Coordinator  
City of Tracy, Parks & Recreation Department  
333 Civic Center Plaza, Tracy, CA 95376  
(209) 831-6224 Direct (209) 831-6271 Fax  
Lauren.Repetto@cityoftracy.org

Jolene Jauregui, Recreation Services Manager  
City of Tracy, Parks & Recreation Department  
333 Civic Center Plaza, Tracy, CA 95376  
(209) 831-6213 Direct (209) 831-6271 Fax  
Jolene.Jauregui@cityoftracy.org

City of Tracy  
Contract Instructor Proposal Form

Instructor's Name: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Session: (please choose one)      Winter/Spring      Summer      Fall

Course Title: \_\_\_\_\_

Course Description: (You may attach supplemental description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extra Note for Participants or Additional Requirements: (i.e. experience required, supplies to bring to class, class hotline, proper attire, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Participant's Age Range: \_\_\_\_\_

Class Day(s): (Choose below)

**Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday**

Length of Class: (i.e. 4 weeks, 6 weeks, 8 weeks) \_\_\_\_\_

Proposed Session Dates: (i.e. 6/3-6/14)

\_\_\_\_\_  
\_\_\_\_\_

Proposed Time: \_\_\_\_\_ to \_\_\_\_\_

Proposed Advertised Course Fee: \$ \_\_\_\_\_ (take into consideration the standard 60/40 split)

Supply fee: (if applicable) \$ \_\_\_\_\_

Minimum # of Participants: \_\_\_\_\_ Maximum # of Participants: \_\_\_\_\_

Proposed Location (NOT guaranteed): \_\_\_\_\_



**Program Focus**

What statement(s) does your class support? *(Check all that apply)*

**Fostering Human Development** (Fine Arts, Preschool, Cultural, Continued Learning, Skill Building, Nature Appreciation)

**Connecting People to Others** (Social, Neighbors Helping Neighbors, Friendships)

**Strengthening Families** (Participating Together, Appreciation, Parenting Skills)

**Increasing Safety** (Safe Habits, Prevention, Life Saving Skills, Crime Reduction)

**Improving Health and Wellness** (Fitness, Healthy Habits, Aerobic, Strengthening, Endurance, Stretching)

**Method of Learning**

How will participants in this program be engaged in learning? *(Check all that apply)*

**Active Instructor:** Instructor shows the physical example while participants watch and try to repeat steps. Instructor then checks for understanding and repeats example if necessary.

**Passive Instructor:** Instructor tells how it is done while participants try to initiate the steps.

**Lecture:** Instructor talks about subject while participants 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 participant 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.

**Instructor Qualifications**

Please list previous experience in providing this service along with 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 list other qualifications that may lead us to contract with you for this service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide a copy of all pertinent certifications held, resume, and/or biography.**

**Program Outcomes**

List up to 3 outcomes, by priority, using measurable action phrases such as: define, demonstrate, name, analyze... "As a result of their experience in this program, participants will be able to..."

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Outcome Measurement**

How will the above outcomes be measured? \_\_\_\_\_

\_\_\_\_\_

A success is defined as: \_\_\_\_\_

**Need for Program**

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

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

Summary of Service: \_\_\_\_\_

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

Summary of Service: \_\_\_\_\_

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

Summary of Service: \_\_\_\_\_