

RECREATION AND CONTRACT INSTRUCTOR GUIDE AND APPLICATION PACKET

City of Lake Forest
Community Services

2022 - 2023



Contract Classes

The City of Lake Forest provides recreation activities to its residents through the Community Services Division. In order to provide a wide array of classes, the City partners with independent contractors, each specializing in skillsets not offered directly by the City.

The City's annual class calendar breaks down into four seasons:

Summer (June, July, August)

Fall (September, October, November)

Winter (December, January, February)

Spring (March, April, May)

All classes must start and end within the scheduled session dates.

Contract Instructor

The arrangement for class Instructors is that of an Independent Contractor with the City of Lake Forest. The payment percentage split is 70/30, with 70% of registration collected paid to the Instructors and the remaining 30% retained by the City. The City provides a facility, creates and distributes promotional materials, and processes registration and fee collection. Full session fees must be paid at time of registration. Instructors may not offer any special rates or fees, nor may they accept any registrations or payments* .

The marketing of courses consists of quarterly distribution of *The Leaflet* brochure, various flyers, ads, and press releases. Any outside marketing of courses must have the approval of the City.

Contract instructors are independent and not employees of the City. While not employed by the City, contract instructors are expected to act in a professional manner, and to abide by the rules of the City and its facilities. The City reserves the right to terminate an agreement at any time.

*Payments are collected through Active Net, unless otherwise specified as part of an agreement, approved by the City Manager or his/her designee.



Contract Class Proposal and Applications

The Recreation and Contract Instructor Guide and Application Packet is available year-round on the City's website. Contract instructors are welcomed and encouraged to complete an application to be considered for programming. For review, completed applications must be submitted to acorral@lakeforestca.gov.

Applications will be reviewed on an on-going basis. If necessary, follow up interviews may be scheduled by staff. It is important to note that programming decisions are made two seasons in advance of the program season, for scheduling purposes and inclusion of program information in the City's quarterly publication, *The Leaflet*.

Staff will review applications and make selections based on several factors including popularity, type of class, and availability of instructor and facilities. Final programming decisions will be made no later than the first week of the season prior.

The Leaflet

The City publishes a quarterly publication, *The Leaflet*, advertising all class offerings. *The Leaflet* is distributed to over 35,000 homes each year. Instructors are responsible for providing the following information for publication:

- Description of the class
- Special instructions (if applicable)
- Material fees
- Required supplies



Contract Instructor Responsibilities

Instructors submit a complete application, including:

- Contact information
- Program details and description
- Preferred dates, times, locations
- Acknowledgement of required documentation, upon selection

If selected, contract instructors will be required to provide:

- Proof of General Liability Insurance
- Live Scan clearance
- Class layout
- Other required documentation

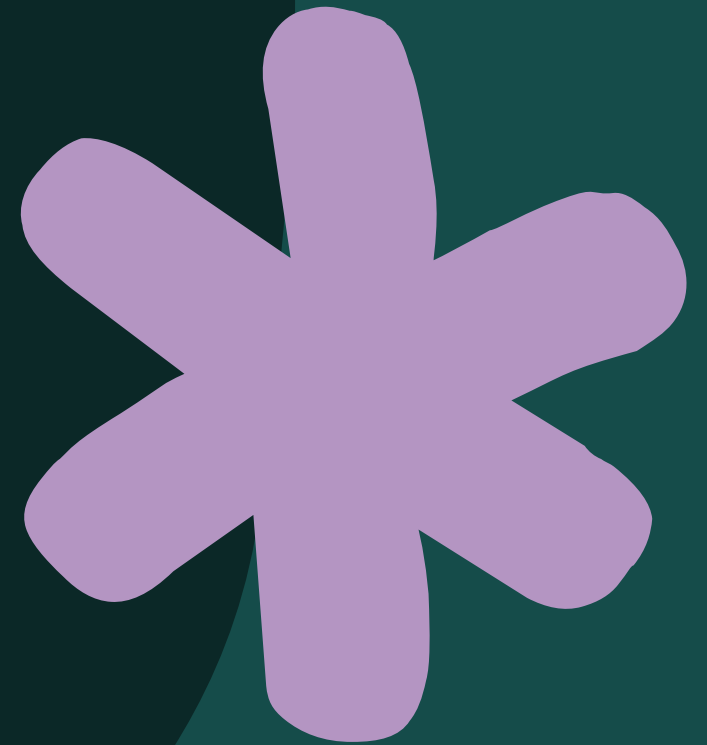
Class Requirements

Instructors are to include the minimum and maximum number of participants allowable per session. To limit the number of cancelled classes, the City reserves the right to not approve applications that have the minimum number of participants set too high. The minimum for first time classes, should be set low (e.g., 5 participants) in order to establish the course.

In the event the minimum number of participants is not realized by the second meeting of the class, the class may be cancelled. In the event the class is cancelled, the Instructor will be under no obligation to provide instruction services and City will be under no obligation to pay Instructor.

If a class is advertised in two brochures, spanning two separate seasons, and registration minimums are not met within each period, the class will be cancelled and will not be readvertised in *The Leaflet*.

Classes will not be offered on City observed holidays (refer to City's website for exact dates).



Contract Instructor Agreements

Upon selection, the City will enter into a mutual agreement with the Instructor. Contracts will be created for a term of a minimum of 3 months up to 1 year. Class instructors may not hold classes until an agreement has been signed and executed.



Rosters and Enrollment

Instructors are responsible for verifying the identity and registration of all class attendees. If an attendee is not registered, they must do so prior to participation.

Class rosters may only be used for attendance records and may not be utilized for business promotion or marketing purposes, unless initiated by the City of Lake Forest.

Seven days prior to the start of a course, instructors may either check registration through the Active Net Instructor Portal or may contact the Recreation Supervisor for assistance. If minimum attendance requirements are not met by this time, the City will provide registrants with a cancellation notice.

Cancellations, Absences, Make-Up Classes, and Observation



The Instructor shall show up to the first class unless the Instructor cancels class one (1) week prior to class start date. If class is cancelled two (2) times in a row, the class will not be rescheduled until public demand has increased and as determined by the Community Services Division.

Instructors shall obtain permission from the Community Services Division at least one (1) week prior to any absence of the Instructor from the class. The Instructor will contact class participants when cancelling a Class. The Instructor is urged to arrange for a substitute in the event of missed classes.

Make up classes may be offered if the cancellation is caused by unforeseen circumstances, and if the City has approved a make up date and has available facilities to accommodate. Make up classes may be added to the end of the session, as long as they do not interfere with other programming. If make up classes are not scheduled, fees for the class may be refunded or a credit may be issued.

The City of Lake Forest, its officers, agents, and employees may observe classes, with or without notice. The City has priority use of its facilities and changes to pre-approved scheduling may not be feasible.

Fees and Compensation

Class instructors will receive 70% of the registration fees collected, with the City retaining 30%. Upon completion of the class, and submission of all rosters, the City will process payment.

The 30% retained by the City covers facility use and maintenance, inclusion of program details in *The Leaflet*, staff support, and other costs.

Instructors shall submit a W-9 form prior to the class session for compensation. The City will submit a request for payment upon conclusion of the last class. The instructor shall be paid an amount equal to 70% of the total enrollment fees collected by the City for the class. Instructor payments will be mailed to the address on file within thirty (30) working days after the payment request has been submitted.



Refunds

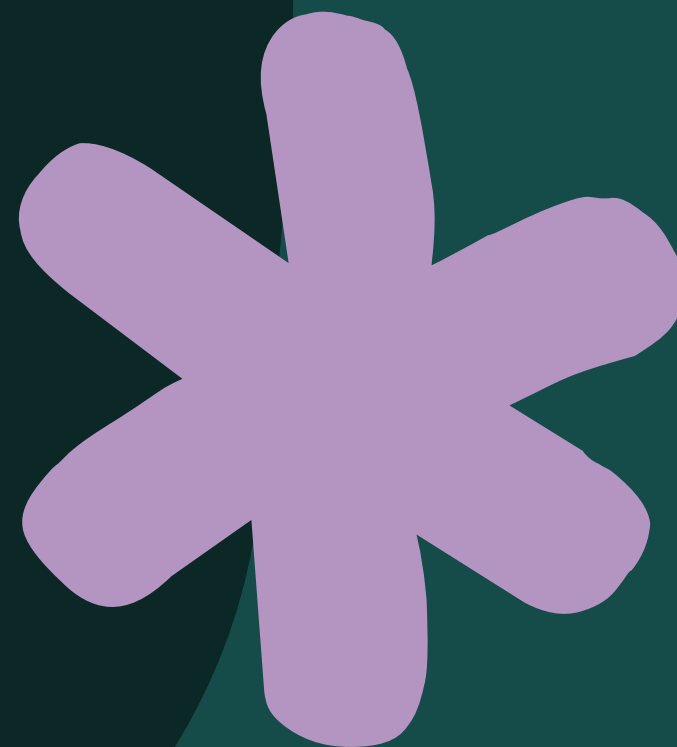
A full refund, less the 3% credit card fee, will be given for any activity cancelled by the City of Lake Forest. The 3% credit card fee is non-refundable.

Refunds will not be issued for any portion of a contract class after the second meeting of the class has taken place. If a refund is requested prior to the second meeting of class, a refund will be issued, less a \$10 administration fee.

For classes with a fee of \$10 or less per participant, refunds will not be issued, unless the cancellation is initiated by the City.

Registrations are non-transferable*.

*Some exceptions may apply. See staff for additional details.





Logistics

- Classroom Layouts
- Instructors must provide a classroom set-up description of all tables, chairs, and equipment needed for the class, no later than 2 weeks prior to start. Equipment available for use is as follows:
 - Tables (6ft.)
 - Chairs
 - Sound system and microphone(s)
 - TV and projector
 - Trash receptacles
 - Wi-Fi
- Materials Fee/Supply List
- Instructors may charge a nominal material fee, in addition to class registration fees. The fee must be justified with receipts and the instructor is responsible for collection of this fee.

Registration and Waivers

The City of Lake Forest processes registration for contract classes through Active Net. Use of any other registration system must be pre-approved as part of an agreement. All participants must register and have signed a waiver prior to participation. For youth classes, the participant's parent or guardian must sign the waiver.

Insurance and Liability

Class instructors are independent contractors, therefore must provide proof of insurance. Public liability and accident insurance (\$1,000,000 minimum), naming the City of Lake Forest, its officials, employees, agents, and volunteers as additional insureds, must be provided to the City no later than one week following application submission.

Classes that are considered higher risk, as determined by the City's Risk Management Department, will require higher or additional coverage.

Instructors may obtain sufficient insurance from a brokerage of their choosing or may purchase from the City. See staff for additional information.



Safety

The safety of the Lake Forest community is of the utmost importance. In order to provide a fun and safe environment, the following information must be acknowledged and followed by Instructors:

Supervision of Youth Classes and Camps

- Instructors must ensure children are supervised at all times. Children are not to be left unsupervised, nor are they allowed to roam or wander around the facilities, including for restroom breaks. Children are not to be dismissed until a parent/guardian arrives for pick-up. Instructors are not permitted to leave the premises until all children have been released to their parent/guardian. If additional assistance is needed, contact the Recreation Supervisor.

Accident/Incident Reports

- Should an accident or injury occur, contact City staff immediately. Accident/Incident reports are completed by staff and must be completed within 24 hours of occurrence.

Release of Accident Information

- Should an accident or incident occur, Instructors are not to give any information to any person, except for the Recreation Supervisor, Recreation Manager, or Community Services Director.

General Safety Guidelines

- As an extension of the City of Lake Forest, Instructors must provide a safe environment for contract class participants, staff, and all other facility visitors. Instructors are expected to use good judgement and to encourage participants to follow safety guidelines.

Liability

- Both Instructors and the City of Lake Forest may be held liable for accident or injury to people or property damage resulting in negligence. Please exercise caution and safety in all activities.



General Rules and Guidelines

Instructors must read, acknowledge, and abide by the following policies:

- Live Scan
 - *Fees paid at Instructor's expense. Clear results must be received by the City prior to class instruction. Any person teaching a class, with registrants 18 and under, (including substitutes) must meet this requirement.
- Mandated Reporting
- Harassment Policy
- Videos and Recording Surveillance

All activities provided by Contract Instructors, at both City owned and privately owned facilities, must abide by all rules and regulations of the City.

