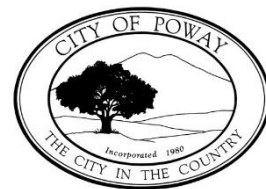




# Contract Instructor Guide

**City of Poway  
Community Services**



**Parks  
Make  
Life  
Better!**

# City of Poway Contract Programs:

Embark on a journey to provide the residents of Poway and surrounding cities with opportunities to live a healthier lifestyle, gain new experiences, and create magical memories! By sharing your expertise and talent, you can make a difference in the lives of others!

The City of Poway prides itself on presenting a variety of high quality, affordable, and convenient programs through Independent Contract Instructors.

## Becoming an Independent Contract Instructor:

### **Contract Instructor Application:**

Those who wish to become a Contract Instructor with the City of Poway must submit a Contract Instructor Application. The Contract Instructor Application can be filled out at any time during the year, and only needs to be filled out once. However, please contact the Contract Program Coordinator with any changes in contact information (address, phone numbers, etc.) as soon as possible.

### **Class Proposals:**

Class Proposals are due each quarter by the quarter submittal due date, which will be emailed to instructors in advance. Please utilize the Contract Program Calendar for quarter begin and end dates. Class Proposals need to be fully completed by the Contract Instructor for each class they wish to submit.

Information provided on the Class Proposals will be included in ActiveNet (the City's registration software) and in the Community Services Guide (the City's quarterly recreation publication) if accepted.

Late Class Proposals and classes without a proposal submission will not be considered.

### **Contract Program Discussion:**

Once the Contract Instructor Application and Class Proposal have been received, staff will make contact to discuss the proposed Contract Program. Submittal of a Contract Instructor Application and Class Proposal is not a guarantee that the Contract Program will be accepted.

### **Instructor Packet:**

Once a Contract Program has been accepted, Contract Instructors are required to complete all forms in the instructor packet. These forms include:

- Independent Contract Instructor Agreement (Individual or Business)
- IRS W-9
- Acknowledgement of Contract Class Instructor Guide

Along with completing the instructor packet, Contract Instructors are required to schedule a fingerprinting appointment and submit insurance documents that adhere to the City of Poway's insurance requirements.

### **Individual Independent Contract Instructor Agreement Fingerprinting:**

Contract Instructors, over the age of 18, are required to be fingerprinted by the City of Poway and pass a criminal background check conducted at their expense. Contract Instructors only need to be fingerprinted by the City once in their lifetime.

**Appointments are required.** To make an appointment, please contact the Contract Program Coordinator. Appointments take approximately 30 minutes, but can be expedited by filling out the LiveScan form in advance and bringing it to the appointment.

Fingerprinting will take place at City Hall, 13325 Civic Center Drive, Poway, CA 92064. When entering the building, make an immediate left into the Community Services Department. One of our certified staff will assist you. The fee to get fingerprinted is \$57 (\$32 is for the DOJ fee and \$25 is for the City roll fee). This fee can be paid by cash or check.

The City of Poway will not accept fingerprint clearance from another entity.

**Additional Class Instructors (Assistants and Substitutes):**

All additional class instructors, over the age of 18, used to assist or fill in as a substitute must be fingerprinted by the City of Poway. See "Individual Independent Contract Instructor Agreement Fingerprinting" for additional information.

**Business Independent Contract Instructor Agreement Fingerprinting:**

Pursuant to Penal Code Section 11105.3, Contractor agrees and promises (at no cost to the City) to perform a criminal background check and screening of all its employees or volunteers who will have supervisory or disciplinary authority over minors in City programs or at City facilities, and to notify City if any of these employees or volunteers have been convicted of any criminal offenses and the nature of the offense. Pursuant to Public Resources Code Section 5164, City reserves the right to prohibit the employment or hiring of any individual by Contractor if that individual has been convicted of any offense specified in Penal Code Section 11105.3(c)(1) or Public Resources Code Section 5164. Contractor agrees that none of its employees or volunteers shall work with minors unless the proper screening and notification to City pursuant to the above-referenced code sections have taken place.

**Insurance:**

All Contract Instructors are required to submit insurance documents that adhere to the City of Poway's insurance requirements. Two options are provided to help Contract Instructors meet this requirement:

**Option One:** Instructors can seek insurance on their own through a private insurance company.

**Option Two:** Instructors can seek insurance through the City of Poway's Special Events Insurance Program. There is a qualification/approval process associated with this program and the Contractor Instructor should not assume that coverage is in place until so notified by the City. This option is only available to Contract Instructors who teach at City of Poway or Joint-Use Agreement facilities.

**Forms:**

All forms discussed above can be found on the City of Poway's website:

[www.poway.org/instructor](http://www.poway.org/instructor)

# Advertising & Marketing:

## **City of Poway Responsibilities:**

The City of Poway will market through:

- the Community Services Guide (City's quarterly recreation publication)
- the City's website
- email newsletter
- social media

## **Contract Instructor Opportunities:**

Contract Instructors have additional opportunities to market their programs through:

- flyers or posters
- online postings
- newspaper articles
- emails

If advertising with flyers and/or posters, the flyer and/or poster must showcase an affiliation with the City (example: "in partnership with the City of Poway"), the City's logo, and the City's registration information. Contract Instructors are responsible for making their own copies and distributing them. It is encouraged that all flyers and/or posters be sent to the Contract Program Coordinator before distribution in order to ensure registration information is properly advertised.

Flyers and/or posters may be displayed at City facilities, if space is available. Flyers and/or posters intended to be posted at City facilities are required to be sent to the Contract Program Coordinator for approval before distribution.

## **Photography:**

When registering for a contract class, all participants agree to the participant waiver. This waiver authorizes the use of photos of participants for publicity purposes.

# Registration, Rosters, & Waitlist:

## **City of Poway Responsibilities:**

The City of Poway is responsible for the registration of all participants, fee collection, and refund processing.

## **Contract Instructor Responsibilities:**

Contract Instructors are responsible for invoicing the City for services rendered, obtaining the most current rosters, collecting any advertised materials fees, and taking attendance at each class.

## **Registration:**

Any participant taking a contract class must be registered through the City of Poway. There are three convenient ways for participants to register:

- Online at the City's website: [www.poway.org/classes](http://www.poway.org/classes)
- In person at City Hall: 13325 Civic Center Drive, Poway, CA 92064
- Mail: P.O. Box 789, Poway, CA 92074-0789

Participants register on a quarterly basis according to the program begin and end dates. Both residents and nonresidents can register beginning on the first day of registration.

Participants may not submit registration forms and/or payment to Contract Instructors.

### **Rosters and Attendance:**

Contract Instructors have the ability to view and print their class rosters via ActiveNet. It is the responsibility of the Contract Instructor to have the most current rosters on-hand during each class.

Contract Instructors may not allow a participant to participate in a contract class until the participant has registered with the City of Poway. It is the responsibility of the Contract Instructor to take attendance at every class to ensure that every participant has registered and is on the roster.

### **Waitlist:**

Contract Instructors have the ability to view and print their class waitlists via ActiveNet. It is the responsibility of the Contract Instructor to monitor the waitlist. If registered participants withdraw from the class and/or the Contract Instructor decides to increase the maximum enrollment number, it is the Contract Instructor's responsibility to contact waitlist participants in the order they were waitlisted. In order to register from the waitlist, participants will need to register in person at City Hall: 13325 Civic Center Drive, Poway, CA 92064.

## **Fees, Scholarships, Payments, & Refunds:**

### **Class Registration Fees:**

Class registration fees are established by the Contract Instructor and are submitted on the Class Proposals. Class registration fees are not to be prorated. If a participant chooses to sign up late, they must pay the entire fee.

### **Materials Fee:**

A materials fee can be charged to participants in addition to the class registration fee. A materials fee should only be charged to participants if they are walking away from the class with something. Contract Instructors will need to specify if there is a materials fee associated with the class and how much it is per participant. If charging a materials fee, the materials fee section of the Class Proposal will need to be fully completed with details justifying the materials fee.

### **Compensation:**

Contractor Instructors will receive 60% of the class registration fees paid by each participant. The City of Poway will retain the remaining 40% of class registration fees and 100% of the non-resident fee charged to participants who do not live within the Poway city limits.

### **PLAY Scholarship:**

The City of Poway's PLAY (Poway Leisure Assistance for Youth) Scholarship Program was created to provide financial assistance to qualifying participants. The PLAY Scholarship is available to Poway residents who are 17 years of age or younger and/or Poway residents who are developmentally disabled (any age). Qualifying participants will receive a credit of up to \$40.00 per quarter. More information can be found on the City of Poway's website: [www.poway.org/play](http://www.poway.org/play).

If a participant qualifies for, and uses the PLAY Scholarship, Contractor Instructors will still receive 60% of the class registration fee paid by the participant.

### **Payments:**

Contract Instructors will submit a Payment Request form to the Contract Program Coordinator in order to request payment for services rendered at the conclusion of each quarter, unless otherwise agreed to by the City.

## **Refund Policy:**

### **Cancelled by City**

A full refund will be issued for all classes canceled or overbooked by the City of Poway and/or the independent contract instructor.

### **All Other Refunds**

Refunds and transfers must be requested in writing by noon at least one week prior to the start date. A \$15 cancellation fee will be deducted. No cancellation fee will be deducted if customer places refund as a credit on account. If class, camp, or program is less than the \$15 cancellation fee, the refund will automatically be given as credit on account. Credit on account will be valid for one year and may be applied to another enrollment or reservation. If the credit is not used after one year, the funds will be forfeited, and the customer's account will be cleared.

Except as otherwise provided in this policy, if a registrant fails to attend a program after it begins, the registrant is not entitled to a refund. Exceptions may be authorized by the Director of Community Services. A doctor's note or written request describing the extenuating circumstances must be submitted to the Community Services Department.

Written refund requests may be submitted via email at [Activenet@poway.org](mailto:Activenet@poway.org), or by mail to:

City of Poway  
Community Services Department  
P.O. Box 789  
Poway, CA 92074-0789

Refund requests may also be submitted in person during normal business hours at the Community Services Department, located at 13325 Civic Center Drive.

## **Cancellations & Make-Up Classes:**

### **Class Cancellations:**

Contract Instructors are responsible for determining whether or not a class will run based on the enrollment number. Contractor Instructors may opt to provide classes to participants when the established minimum enrollment has not been reached; however, classes that have been advertised in the Community Services Guide for two quarters in a 12-month period and have not met minimum enrollment levels are subject to elimination.

Contract Instructors who decide to cancel a class due to no or low enrollment, must notify the Contract Program Coordinator two business days prior to the scheduled class start date. If a class is cancelled due to low enrollment, Contract Instructors are also required to notify participants two business days prior to the scheduled class start date. Once all of the participants have been notified, the Contract Program Coordinator will issue refunds and officially cancel the class.

If a class is cancelled due to low enrollment, participants will receive a full refund and the Contract Instructor will receive no compensation.

### **Make-Up Classes:**

Contract Instructors who cancel a class due to illness or an emergency are responsible for notifying the Contract Program Coordinator and participants as soon as possible. Prior to the next scheduled class, the Contract Instructor should contact the Contract Program Coordinator to arrange a make-up class. The Contract Instructor is responsible for working with participants to ensure that the make-up date can be attended by the entire class. The number of classes advertised in the Community Services Guide will need to be provided to the participants as these classes will have already been paid for.

## **Facilities:**

### **City of Poway Responsibilities:**

The City of Poway is responsible for ensuring that City facilities made available to Contract Instructors for the purposes of course instruction are clean, safe, and well-maintained. City's maintenance obligations in joint-use facilities are subject to the Poway Unified School District's repair schedule.

### **Contract Instructor Responsibilities:**

Unless other arrangements with the City are made in advance, Contract Instructors will furnish all equipment and materials necessary for class instruction. Exceptions include tables and chairs that are available inside City facilities. With the exception of volleyball equipment only located at joint-use gymnasiums, Contractor Instructors are responsible for their own set-up and take-down of all equipment, including that furnished by the City. Contractor Instructors are responsible for leaving City facility in the same condition as found.

## **Emergencies:**

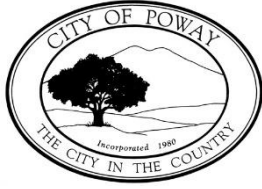
### **Contract Instructor Responsibilities:**

In the event of an emergency, Contract Instructors shall immediately contact 911 to request aid, and then inform on-duty City of Poway staff of the actions taken.

## **Evaluations:**

### **Evaluations:**

The City of Poway reserves the right to evaluate classes regularly or periodically on a random basis. Evaluation of a class can come in the form of paper evaluations, electronic surveys, or by personal customer interaction.



# City of Poway



## Contract Instructor Guide

I, \_\_\_\_\_, have read, understand, and agree to adhere by  
Contract Instructor Name

the policies and procedures set forth in this guide.

\_\_\_\_\_  
Contract Instructor's Signature

\_\_\_\_\_  
Date