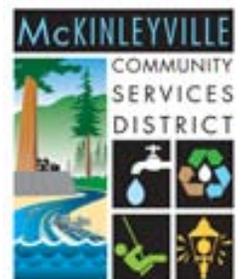


Leisure Services

Program Handbook



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General Information

Welcome to Leisure Services in McKinleyville

Thank you for your interest in offering a leisure service program to our community. We appreciate your desire to share your special skill or talent with the members of our community.

McKinleyville is a town of approximately 15,000 residents whose primary source of recreation services is provided by our Department. As a newer and growing community, the ability to offer specialized classes allows our citizens the opportunity to pursue their special interests, hobbies and desire to learn new skills as well as socialize with other members of the community. Certainly, the opportunity to get to know other residents will allow our Department to continue to build upon the small town feeling already present in McKinleyville.

McKinleyville Parks and Recreation considers leisure service programs very important toward assisting us in meeting our Department's adopted mission statement:

The mission of McKinleyville Parks and Recreation is to create community and increase quality of life through people, recreation programs, public facilities and parks.

What is a Contract Instructor?

A Contract Instructor is an individual or business that teaches informational and recreational classes on a contract basis. Such instructors are viewed as independent contractors and, as such, are invited to set their own class schedules, title, content and subject (with approval of the Director of Parks and Recreation and dependent upon facility availability). In addition, instructors determine age ranges, minimum and maximum number of participants, cost per participant, and applicable supply fees for program materials. The instructor is responsible for running the program (including setup and cleanup), providing materials and tracking attendance. McKinleyville Parks and Recreation provides all promotional materials, registration services, and facilities.

What Kind of Programs We Offer

Our programs reflect a wide variety of interests and activities. Programs are offered for all ages of the population, including toddlers, children, teens, young adults, adults and seniors. The types of programs for which we are always seeking qualified instructors include arts, crafts, cooking, dog obedience, dancing, martial arts, yoga, music, and more. If you have an idea but aren't sure we'll be able to use it, CALL and ask us! We are more than interested in any and all program ideas.



Filing a Program Proposal

So you have a program idea and want to turn in a proposal.... What do you do? Easy, simply complete the Leisure Services Program Proposal Application (Attachment 1) and return it to our office for further consideration. A Leisure Services Program Proposal Application must be completed for each program proposed. Completed Applications must be accompanied by a Leisure Services Instructor Information Form. If needed, additional Proposal Applications may be requested from the Parks and Recreation Administrative Office at 839-9003.

Prospective instructors are encouraged to return Proposal Applications by the deadline noted. Submittal of a Proposal Application is not a confirmation. In general, deadlines for reception of proposals shall be as follows unless otherwise posted:

If Program Will Take Place Between:

Then the Proposal Deadline Is:

January 1- May 31

November 30

June 1- August 31

April 30

September 1- December 31

July 31

Some Helpful Hints in Completing Your Proposal:

- Keep in mind that the most successful programs are often those that meet once per week, for 4 - 6 weeks (workshops being an exception), 1 - 2 hours in length with fees ranging from \$2 - \$4 per hour.
- Programs are generally offered during the weekdays (workshops can be successful on Saturdays).
- When determining the supplies needed, you should plan to provide supplies at the first program day or develop a list of basic, low-cost supplies to be used at the first program day. A supply list, including possible sources and costs, can be handed out once you determine that the program is "a go".

If you have any questions when completing your Proposal Application, please feel free to contact the Parks and Recreation Administrative Office for additional information.

Leisure Services Program Proposal Review

Leisure Services Program Proposal Applications will be reviewed and approved or rejected by the Director of Parks and Recreation in consultation with other members of the Parks and Recreation Administrative Staff. Selection of Leisure Services Program Proposals will be based on information provided in the Proposal Application. Therefore, it is important that prospective instructors make every effort to be as thorough as possible in completing the Proposal Application. Following a preliminary review, and if needed, the Director of Parks and Recreation will schedule an appointment to gather further information regarding the instructor and class being proposed.

Instructor Requirements

Instructor Application

All instructors shall be required to submit a Leisure Services Instructor Information Form (Attachment 2). A completed form must be returned with the completed Leisure Services Program Proposal Application(s).

Leisure Services Program Contract

A Leisure Services Contract (Attachment 3) shall be prepared and executed by the Director of Parks and Recreation or designated personnel for all approved Leisure Services Program Proposal Applications. Such Contract and other

requirements as outlined below and in the Contract must be completed and returned to the Parks and Recreation Office by the deadline noted in the Contract.

Form W-9: Request for Taxpayer Identification Number and Certification

All instructors are required to complete an Internal Revenue Service Form W-9 (Attachment 4). Such form is required so that the District may report payments made to independent contractors as required by the Internal Revenue Service. As per the Internal Revenue Service requirements, the District shall report payments made to independent contractors when such payments total \$600 or more for services performed for the District.

EDD Form: Report of Independent Contractors Form

All instructors are required to complete the EDD Form: Report of Independent Contractors Form (Attachment 5). Such form is required so that the District may report independent contractors as required by the Employment Development Department.

First Aid Certification

All instructors must provide proof of current first aid certification prior to the first program day. We have a list of current organizations that provide this service at a reasonable fee at the Parks and Recreation office. All fees associated with the fulfillment of this requirement shall be paid by the instructor.

Other Requirements

In addition to those previously discussed all instructors for programs that accept participants under the age of 18 are required to comply with the following requirements at the cost of the instructor:

- **CPR Certification:** All instructors must provide proof of current adult CPR certification prior to the first program day.
- **TB Test:** It is required that you have a TB test and negative test results on file at the Parks and Recreation Office. If you have had a TB test in the last two years, you may submit a note on letterhead from the doctor or medial office where the test was performed, or on any other form approved by the Director of Parks and Recreation.
- **Fingerprinting:** It is required that you have your fingerprints processed by the Department of Justice and that your criminal records (if any) not preclude you from being allowed to work with minors. To complete this requirement, simply contact the Parks and Recreation Office for further instruction. *Some fees associated with the fulfillment of this requirement will be initially paid for by the District and then deducted from the revenues received for the leisure service program.
- **Insurance:** Depending on the leisure service program offered, insurance might be required; however, insurance is **strongly** recommended for all instructors. You can purchase general liability insurance (\$1,000,000 coverage) through us or at a company of your own choosing. An endorsement naming “McKinleyville Community Services District, its officials, agents, employees and volunteers” must accompany the certificate of insurance.
- **Other Requirements:** Depending on the leisure service program offered, the District may have additional



requirements of the instructor. If so, such will be noted in your Leisure Service Contract and must be completed to the satisfaction of the District.

You can contact the Parks and Recreation Office for a list of current organizations that provide these services at a reasonable fee, as well as answering any questions you might have in regards to these additional requirements. You must show proof of meeting all of these requirements before your first program day.

Required Meetings and Training

All instructors are required to attend meetings and training as offered by the District and described below:

- **Program Administration & Evaluation:** All new instructors are required to meet with the Director of Parks and Recreation or designated personnel prior to the start of each program. Such meeting will be scheduled for a date as close to the beginning of the first day of the program as possible. The purpose of this training is to supply the instructor with all information needed so that they may properly and successfully administer the program to the standards set by the Department. Designated personnel may request a meeting or drop in on a program at any time during the duration of the program. As stated in the Leisure Services Contract, the District reserves the right to observe and evaluate the program performed under such Contract at any time. At the end of each program, instructors are responsible to distribute and collect a Participant Evaluation Form (Attachment 9). We have also developed a Leisure Services Instructor Contract Evaluation Form (Attachment 10) and ask that each instructor complete such form and return it to the Parks and Recreation Office at the end of the contract.
- **Facility Usage Training:** All instructors are required to attend a training seminar as offered by the Parks and Recreation Office. This seminar will inform the instructor on how to open/close the facility, clean/maintain the facility, and properly utilize any equipment needed for their program.

Leisure Services Program Administration

Promotion & Marketing

Once the program has been scheduled, it will be advertised in our seasonal brochures (provided deadlines have been met) which are distributed to all District customers and to local schools. In addition, the Parks and Recreation Administrative Office send news releases to the local newspaper, radio and television stations. We will also design and provide up to 30 copies of a 1/2 page flyer advertising your program. This flyer will be provided to you for distribution purposes. If your program has been offered in the past, we will also design program postcards and mail them to past participants to notify them of upcoming opportunities.

Instructors are encouraged to develop their own flyers for advertisement. However, all such flyers must be approved by the Director of Parks and Recreation or designated personnel and note that the class is sponsored by McKinleyville Parks and Recreation and list the Department's phone number for more information.

If you would like to place an ad for your program in local media, you must first have your ad approved by the Director of Parks and Recreation or designated personnel. It is your responsibility to make arrangements for design, placement and payment of the ad.

Registration

McKinleyville Parks and Recreation will process and coordinate all participant registration. Registration for all leisure services programs will be accepted at the District's Administrative Offices, located at 1656 Sutter Rd. in McKinleyville, between the hours of 9:00 a.m. - 5:00 p.m., Monday through Friday. Pre-registration is encouraged for all classes; instructors can require pre-registration. All supply fees shall be paid directly to the instructor.

Leisure services program registrations will be reviewed on a regular basis and, if it is determined that a program will not meet its minimum participant requirement, such program will be cancelled no more than 24 hours prior to the start of the class. Instructors shall be consulted prior to a class being cancelled. If your class is cancelled, our Office will notify registered students to inform them of the cancellation. Full refunds will be processed and issued within ten (10) days. The Department reserves the right to cancel or postpone your class.

Supply Fees & Additional Service Options

Supply Fees

The instructor shall be fully responsible to either procure all supplies for the leisure service program at the instructor's expense or must provide a list of needed supplies to the District. This list must include an estimated cost for such supplies and will be distributed to participants at the time of registration. If the instructor wishes to provide supplies, and so desires, a supply fee may be charged to each participant. In order to charge such a fee, information related to this additional expense must be noted in the Leisure Services Contract and on all promotional and registration materials associated with the program. Such fee will be paid directly to the instructor by participants. It will be the instructor's sole responsibility to collect this fee.

Additional Service Options

For some programs, the District may suggest that additional services (i.e., child care, extended care options, etc.,) be added to make the program more attractive to potential participants. If so agreed upon, such services may be provided by the instructor or District. If provided by District, revenues received for such additional service would not be considered a portion of general revenues received (neither would expenses generated) for the program. An example: a basketball camp is being offered from 9:00 a.m. - 3:00 p.m. and the instructor and District agree that an extended care option would be desirable for parents of participants. If the instructor agrees that District should provide such service at an additional cost to participant, the District will collect the additional fee from participants choosing such option and utilize revenues received from the additional fee to cover District expenses related to the provision of such option.

Refund Policy

McKinleyville Parks and Recreation employs a money-back guarantee for all participants not satisfied with recreation services received. Refunds may be pro-rated and/or less a supply fee for sports leagues, camps, leisure services, and passes.

If a participant requests a refund, direct them to contact the Parks and Recreation Administrative Office immediately. Parks and Recreation staff will provide additional information regarding the process as well as assist with filling out the correct forms. All completed Recreation Program Refund Request forms (Attachment 6) are forwarded to the Director of Parks and Recreation or designated personnel for further processing. Refunds are mailed to the participant within three weeks.

If an instructor believes a participant is abusing the refund policy, a report shall be made to the Director of Parks and Recreation immediately. The Director of Parks and Recreation will investigate the situation and make a decision as to how to address the situation. Once a decision is made, the situation will be addressed with the participant in question. All such communications will be in writing and the instructor shall receive a copy of such.



Program Administration

- **Facility Reservation:** Upon approval of a Leisure Services Program Proposal, reception of a fully executed Leisure Services Contract and fulfillment of all associated requirements, the Parks and Recreation Administrative Office will reserve facilities as needed for implementation of the program.
- **Leisure Services Program Administration Packet:** Prior to the program administration meeting, the Parks and Recreation Administrative Office will produce a program administration packet for use by the instructor. This packet will contain an attendance form, participant liability releases, specific facility operations information, a copy of the Safety and Facility Operations Handbook, and a copy of the this handbook. In addition, a section will contain multiple copies of needed forms, including accident report forms, incident report forms, facility safety reports, and child abuse report forms. A first aid kit will also be provided to the instructor, if one is not on site. This kit and the administration packet must be returned upon the end of the Contract.
- **Program Preparation:** Prior to the commencement of the program, it is the instructor's responsibility to prepare to teach the program. This may include the development of daily program lesson plans, a program outline, etc. It is the instructor's responsibility to ensure that he/she is adequately prepared for each program day.
- **Facility Access:** Prior to the first day of the program, the instructor will be issued facility keys. Record of issuance of keys will be recorded on an Equipment Checkout Card (Attachment 7). The instructor is responsible to set up the facility for the program, and to store equipment and restore the facility to the appropriate condition following the program. The instructor is also responsible to secure the facility by ensuring all doors and windows are locked and the security system activated. Further instruction will be provided by the Director of Parks and Recreation at the program administration meeting and facility training seminar regarding this area. Payment for services rendered will not be released until facility keys and other issued equipment is returned to the Parks and Recreation Administrative Office.
- **Attendance:** The instructor shall be responsible to complete the Program Attendance Form (Attachment 8) as provided by the Parks and Recreation Department. Attendance is to be taken daily. Keeping accurate attendance records is very important as it is used for class statistics and also with regard to liability. It is important to know the dates each participant attended the program in case they make a claim against the District in regard to an accident that occurred during the program.
- **Program Implementation:** It is required that the instructor have the program administrative packet, with them at all times the program is offered. The instructor must also have a first aid kit. It is the instructor's responsibility to be on time and to ensure the program is conducted in a safe manner. In addition, instructors must foster a nurturing environment and ensure all participants are treated with respect.
- **Program Cancellations or Changes:** Program dates and times are as noted in the Leisure Services Contract. It is expected that instructors will be able to be present all program days. However, should an illness, injury, emergency or other matter prevent an instructor from fulfilling his or her contractual obligation, the Parks and Recreation Department will arrange a make-up date if possible. If such is not possible, all participants will be issued a pro-rated refund based on the number of program days that were cancelled. Should an instructor need to cancel a program day, notification must be given to the Parks and Recreation Department a minimum of twelve hours prior to the actual start of the class. If such class is scheduled for a weekend, a Monday or a day immediately preceded by a holiday, the instructor should utilize the emergency notification number provided at the program administration meeting.

▪ **Miscellaneous Information:** Take note of the following miscellaneous provisions:

- Instructors are responsible for all copying and duplicating of program materials at their own expense;
- Due to liability and registration procedures, instructors may not allow any individual to participate in the program unless they have pre-registered and, their name appears on the attendance form, or a copy of their liability release has been provided to the instructor, or the individual can prove registration has been completed. Any problems should be referred to the Parks and Recreation Administrative Office;
- Instructors will not be paid for non-registered participants;
- Instructors are not allowed to set-up “trades” for your program with participants. You may not allow participants to attend your class for free in exchange for the participants not charging you for a service you are receiving from them.
- If a participant has missed a program day during a session, the participant is not allowed to make it up at the next session at no extra charge. Instructors can offer to spend extra time with the participant during the session for which they registered in order to review what was missed.
- If teaching a program for youth, be sure to clear with parents on the first day that they must pick-up their children on time. Instructors are required to stay with all youth under 18 years of age until their guardian arrives to pick them up unless the registration form indicates the youth is allowed to leave on their own. If late pick-up becomes a problem, call the Parks and Recreation Administrative Office.



Instructor Payment

As stated in the Leisure Services Contract, compensation for the services performed is paid on a percentage basis (i.e., 65% of net revenue to instructor and 35% to District). Net revenue shall be defined as monies derived from participant registration fees minus all expenses associated with the purchase of supplies by District (at the request of the instructor); associated with rental of outside facilities (if required); and associated with any other costs directly incurred by operation of the program.

Compensation shall be due and payable to the instructor within ten working days following the end of the contract (provided all contract requirements were fulfilled and facility access keys returned). Payment will be mailed to your mailing address unless other arrangements have been made with the Parks and Recreation Administrative Office. In issuing payment, the District will also provide the instructor with a detailed financial accounting of leisure services provided under the auspices of the contract.