

City of San Ramon Parks and Community Services

Independent Contractor Instructor Handbook And Proposal



SAN RAMON PARKS & COMMUNITY SERVICES

Creating Community through People, Parks, Partnerships & Programs

(925) 973-3200

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INSTRUCTOR BOOKLET OUTLINE

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I. The information in this booklet is intended for interested instructors and current instructors. The booklet is a resource for information related to teaching a "fee" class for the Parks and Community Services Department.

The Mission of the City of San Ramon:

"We provide efficient delivery of quality public services that are essential to those who live and work in San Ramon"

The Parks and Community Services has adopted a mission statement as its intended purpose:

"We are committed to providing exceptional experiences, services and facilities that enhance personal growth, recreational enjoyment and community involvement"

The following is the Vision statement for the Parks and Community Services:

"Touching every life with an exceptional experience."

The following are value statements for the San Ramon Parks and Community Services in the delivery of programs and services to our Community:

Innovation and Creativity in Service Delivery

Flexibility and Openness to Change

Customer Service and Satisfaction

A Strong Community Relationship

Fiscally Responsible Organization

People We Serve and Work With

The Needs of the Community

Safe and Aesthetic Facilities

Appropriate Risk Taking

High Quality Staff

Excellence

Diversity

San Ramon Park & Community Services Instructor Proposal

SESSION DATES:

Winter/Spring

Information due August 15th
(Starts 1/4 – 6/4)

Aquatics/Summer Camp

Information due November 15th
(Starts 3/29 – 9/20)

Summer

Information due January 15th
(Starts 6/5 – 9/20)

Fall

Information due April 15th
(Starts 9/18-12/30)

STAFF CONTACTS:

Teri Mountford - 973-3271
Seniors, Adult Enrichment, Tiny Tots,
& Therapeutic Programs

Brad Morris – 973-3367
Aquatics, Adult Sports, Youth Sports
& Camps

Kathi Heimann - 973-3368
Cultural Arts, Drama and Dance, &
Performing Arts Programs

Kim Giuliano – 973-3366
Special Events, Forest Home Farms, &
Youth Programs K-12



SUBMITTING A PROPOSAL

Thank you for your interest in becoming a San Ramon Parks and Community Services instructor. This booklet is designed to provide you with some basic information about being an independent contract instructor with the City of San Ramon. If you have not picked up the most recent copy of our recreation guide, we strongly encourage you to do so to find out what classes we currently offer.

PROPOSAL & CRITERIA

Proposals that fit into one of our areas and meet the following criteria will be considered:

1. Is the program going to enhance the recreational, social and educational needs as it relates to leisure time?
2. Is the program being requested by the citizens of San Ramon and is this need documented?
3. Will the program provide an adequate financial return if it is offered?
4. Is the program currently being provided by the Parks and Community Services Department or other entity in San Ramon, which would create an unnecessary duplication of service or compete directly with programs that the department currently operates?
5. "Hands-on" programs are more successful than straight lecture.
6. Basic recreation and leisure classes have a higher priority with our department than educational programs.

The City of San Ramon Parks and Community Services Department currently accepts proposal in the following program areas:

- Tiny Tots – Ages 0-5
- Youth – Grades K-12
- Adults – Ages 18+
- Adults – Ages 55+

II. Why teach a class for the Parks and Community Services Department?

People talk about "finding" their lives. In reality, your life is not something you find – it is something you create. David Phillips

The San Ramon Parks and Community Services Department is a progressive municipal agency, committed to providing recreational and leisure pursuits throughout the new millennium. What can the Department offer you as an instructor? Here are just a few features that our department can offer you.

- ❖ The City has a number of beautiful facilities.
 - The Community Center at Central Park;
 - The Dougherty Station Community Center and;
 - The Alcosta Senior and Community Center.

Each is available all year for classes and workshops. All facilities have Art Rooms with sinks, kitchens, and classrooms from 800 to 10,000 square feet, which are available for classes. The Community Center at Central Park and Dougherty Station Community Center have Dance Studios. These facilities are maintained to assure

the comfort of instructors and participants.

The City of San Ramon has a classroom at:

- The San Ramon Olympic Pool and a large meeting room at;
- The San Ramon and the Dougherty Libraries that are used for classes.

Two Gymnasiums are also available with five basketball courts:

- Iron Horse Gymnasium (three courts) and;
- Pine Valley Gymnasium (two courts).

- ❖ The City uses a technologically advanced computer registration system. The "Class" system allows us to maintain facility booking for your class and to process registration in an efficient manner. Instructors receive attendance reports, waiting list reports, and we can email participant main contacts in all classes. The systems automatically reserve spots for wait listed participants when a cancellation in a class occurs. Participants can register through the Internet (eConnect) for classes and programs.
- ❖ We accept Visa and MasterCard for payments, and participants can register by mail, online through the department's eConnect registration site, fax, at our kiosk or in person.
- ❖ Priority is given to residents for registration.
- ❖ We also have a frequent user membership: The Go Card allows members to earn points for every dollar they spend on classes with the Parks and Community Services Department. These points can be used to pay for future classes.

III. How to Submit a Proposal

The process is simple. In this booklet are proposal forms on pages 00-00 that you write the information about your program. Please cut out these pages and return them to the Department. Keep the booklet for future reference.

1. Two descriptions are needed. The first one describes your program in detail. The Department wants to know what goes on in your class. The second is a written description to sell your program to the public in our Recreation Guide.
2. You must include the dates of your class. You must be specific. Do not leave them blank because a staff member will call you for the dates. All facility information is now computerized. This means a date needs to be entered before a conflict can be detected.
3. You must compute your own price. IRS rules regarding contracting for classes prohibit the Department from setting your price. You can figure your per hour rate in this way. Select the lowest fee per hour you will work, multiply this fee by the number of hours you will spend in teaching this class. Divide this number by the minimum number of students you will teach. Now, divide this number by .5 (instructors are paid 50% of the resident fees collected). A Staff member will walk you through the formula.

4. Classes for which the Department will not accept proposals for are as follows:
 - a. Financial Planning or Retirement Seminars - Many firms rent our facility and do these programs free. If you would like to rent one of our rooms, contact the Facilities Coordinator at 973-3218. The Alcosta Senior and Community Center may have alternative options for these types of programs. Please contact the Program Manager at the Alcosta Senior and Community Center for additional information at 973-3271. The Department does not rent rooms to others to operate recreation classes.
 - b. Programs that are similar to programs we currently offer (You should read the most recent copy of our Department's Activities Guide available online at www.sanramon.ca.gov.)
 - c. Programs we have offered in the past that were cancelled (unless you can show that you have the necessary number of participants who are interested).
5. Submitting a Proposal does not guarantee that the class or activity will automatically be added to the City of San Ramon's public recreation offering. Additionally, once added no guarantees are made the City of San Ramon will automatically continue offering the activity or program.



IV. Issues for an Instructor

Insurance

As an Independent Contractor for the San Ramon Parks and Community Services Department, there are a few things you should know about liability and insurance.

1. The City is a member of a self-insured insurance pool with 16 other cities in Contra Costa County. This insurance pool known as the CCCMRMIA (Contra Costa County Municipal Risk Management Insurance Authority), and provides the first \$1 million in coverage to all of its member cities. Each city pays a premium to the Authority based on the city size and payroll. Since the insurance money is the City's own money, there is a great incentive for having safe programs, and for minimizing liability.
2. The Risk Management Authority is the insurance company for the City and not for the people or businesses with whom we contract. The Authority is there to protect the City and to provide insurance coverage for the cities in the insurance pool. Therefore, the City's insurance will not defend or pay out on claims brought against a contractor of the City.
3. It is important that you understand that your contract with the City is as an instructor of a class or program. It does not in any way provide for insurance coverage for you as an independent contractor. Therefore, if a liability claim occurs against you and the City, you will be responsible for defending yourself, and potentially for paying a claim brought against you. Someone may file a lawsuit against you, if you have something of value, money, assets or property. Evaluate your assets to see if it is worth losing these without liability insurance.

There is one thing you can do to protect yourself. Obtain liability insurance. Diversified Risk can offer inexpensive insurance to you as an independent contractor. Contact the Facility Supervisor at 973-3218 for more information.

The Risk Management Authority has given us guidelines for which types of classes an instructor should be required to provide insurance. A judgment is made on the potential for exposure (a claim) based on a common sense approach. Therefore, some sports that have a higher potential for injury, such as gymnastics, aerobics and martial arts, will be riskier than cake baking. We will work with the individual contractor to let you know if you are required to carry insurance. Any contractor not actually required to carry insurance should evaluate his or her own circumstances before determining if you will choose not to carry liability insurance. Keep in mind that the lower the risk, the lower the premium, and if there is a high premium, it probably is because the risk is higher; therefore your exposure to the loss is higher.

*Contractors who hire employees must provide proof of Workman's Compensation per State Law. Contractors who hire employees who teach classes that include minors (under the age of 18) for out department, will also be responsible for verifying the DOJ background checks and negative TB tests have been completed before teaching.

B. Refunds, Transfers and Customer Service

The Department policy regarding refunds is stated in the quarterly Recreation Guide. Full refunds are granted up to five business days before the start of the class. This policy relates to transfers also. This is **not** a fixed policy. Often the department grants refunds after the five days because of medical problems, work schedule changes, moves out of the area and when customers are dissatisfied.



The Department's view on customer satisfaction is that if they can articulate specific concerns and examples of how and why they are dissatisfied with a class, they will get a refund. It is better to retain a customer than to get into an argument over who is right and who is wrong.

As an instructor, if one of these situations occurs during your class refunds for students could occur.

C. Finger Printing of Contract Instructors

State regulation is in effect regarding fingerprinting employees and volunteers involved in childcare and public recreation programs. Assembly Bill 2986 has amended the Education Code, Chapter 1097 to "require each employee having direct contact with minors, to submit on or before the first day of employment, one set of fingerprints to the Department of Justice for obtaining a criminal record summary from the Department of Justice." All contract instructors who instruct classes for minors will be required to comply with this new law. Independent Contractors must agree to submit to background screenings, pursuant to Penal Code Section 11105.3. The City reserves the right to cancel this contract if the Independent Contractor has been convicted of any offense specified in Penal Code Section 11105.3(c)1) or Public Resources Code Section 5164. A memo will be sent to you when your proposal is accepted;

outlining the steps, you need to take to be fingerprinted. The San Ramon Police Department provides fingerprinting services. The contractor must work with a staff representative in order to schedule an appointment with the San Ramon Police Department and you must take a form filled out by a staff representative to the Police Department. The cost of fingerprinting with the San Ramon Police Department will be paid by the City of San Ramon.

Instructors who employ others will be responsible for contacting the Justice Department and having themselves set as a receiver of information on their employees and must provide the Department with proof of compliance. The Independent Contractor agrees and promises to do background checks and screening, pursuant to Penal Code Section 11105.3, of all of its employees 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 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 the Independent 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. The Independent Contractor agrees that none of its employees shall work with minors unless the proper screening and notification to City pursuant to the above referenced code sections have taken place. The cost involved with complying with the law and fingerprinting employees of an Independent Contractor will be the responsibility of the Independent Contractor.

The City reserves the right to fingerprint an Independent Contractor and their employees at the expense of the City when it has determined that doing so will be in the best interest of the City.

Discounts

Full time employees with the City of San Ramon receive 20% discounts on all classes and programs offered by the Department. Discounts do lower your compensation.

Non-resident Fees

The City of San Ramon imposes a non-resident fee to individuals who do not reside in the City of San Ramon. The nonresident fee is an additional 25% added to the resident fee. You as an instructor will not receive the nonresident fee portion collected. This is a surcharge imposed by the City.

Percentages for Independent Contractors

The City of San Ramon contracts with Independent Contractors at the rate of 50% of the resident fees collected for classes held in our facilities or a school facility and 70% for a facility owned by the Independent Contractor or rented by the Independent Contractor.

Class Pricing

All Independent Contractors set their prices. The Program Manager will provide assistance on current market conditions, if requested.

Classroom Set-ups

All Independent Contractors using City Facilities must submit a diagram of how they would like the room or area set up. Individuals using the San Ramon Library will have to set up the meeting room by themselves. Tables and chairs are located inside the room and can be easily moved. The Independent Contractor must always leave the room in the condition in which it was found. This means he/she must clean up any materials (art supplies, papers, etc.) after

the class ends. If the facility in which you are, teaching requires a key to open the room or building contact 973-3218 for more information. Please see the Facility Use/Room lay out form as an example of what you need and turn it in to your staff representative.

Equipment available for Your Class at the Community Center at Central Park, Dougherty Station Community Park and Alcosta Senior and Community Center

Easels
Paper Pads
26" T.V./VCR/DVD
Overhead Projector
And Screen
Table Top podium and P.A.

Piano (studio or electric)
PA with Mic & stand
Full-length podium
Projector Screen
Coffeemaker in the kitchenette (you supply the filter, coffee and cups)



Equipment you cannot use:

Instructors may not use the copy machines, fax machines or computers at any of the facilities. Plan to have copies printed at a local print shop. Do not ask the staff to use any of these items even for an emergency. **Please note the use of glitter, bubbles, flower petals, rice or birdseed is prohibited in the Facilities!**

Americans with Disabilities Act (ADA)

The ADA is federal legislation, which gives civil rights protection to individuals with disabilities similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications.

It is the policy of the Parks and Community Services Department to fully comply with the provisions of the ADA, and to make reasonable accommodations to individuals with vision or hearing impairments or other disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result. Physical barriers must be removed if removal is readily achievable (i.e. easily accomplished and able to be carried out with out much difficulty or expense). If not, alternative methods of providing the services must be offered. Public accommodations may not discriminate against an individual or entity because of the known disability of an individual with whom the public entity or its representatives is known to have a relationship or association.

San Ramon Parks and Community Services Department Inclusion Policy

The San Ramon Parks and Community Services Department welcomes and encourages the participation of children and adults with disabilities in all of our programs and services. To facilitate opportunities for participants with and without disabilities to engage in recreational pursuits together, the PCS Department provides inclusion services. The following is general information on inclusion and how to communicate and interact with persons with disabilities.

- I. What is Inclusion
 - A. "Inclusion" has become the word which is most commonly associated with the concept of integrating persons with disabilities into general services i.e. schools, and recreation.
 - B. All employees share in the responsibility for including people with disabilities. Each staff member can promote inclusion by conveying an attitude of acceptance and willingness to accommodate.
 - C. Inclusive programs benefit everyone. In addition to the benefits to those with disabilities, inclusion programs help everyone to become more sensitive to individual differences. This awareness and sensitivity to individual differences will hopefully lead to attitudes of acceptance for all areas of life.

- II. Communicating with Persons With Disabilities/Disability Etiquette
 - A. Tips for communicating
 - Always ask before assisting someone with a disability.
 - Offer to shake hands when introduced. It is acceptable to offer your left hand.
 - Be considerate of the extra time it might take a person with a disability to do some things.
 - Speak directly to the person, even if he or she is accompanied by a companion or a sign language interpreter.
 - Don't lean on a person's wheelchair. A wheelchair is considered an extension of someone's personal space
 - When possible, sit to speak to a person in a wheelchair so that you can be at eye level with that person.
 - Don't pet or distract a guide or companion dog when it is working.
 - Give unhurried attention to a person who has difficulty speaking. If you didn't understand what the person said, ask them to repeat themselves rather than pretend to have understood.
 - When speaking to a person who is hard of hearing, look directly at them, and speak slowly and calmly.
 - Greet a person who is visually impaired by telling the person your name and where you are.

 - B. Disability Etiquette
 - Nearly one in five people has a disability, the chances are good that you will have the opportunity to interact with someone with a disability everyday.
 - You may feel uncomfortable because you are unsure how to act or what to say. Don't let the fear of doing or saying something, wrong; prevent you from getting to know someone with a disability. Start by saying, hello.
 - Remember, we are all more alike than we are different; think about how you would like to be treated. Etiquette is based primarily on respect and courtesy.

 - C. People First Language

- People with disabilities are people, first. They are moms, brothers, friends, co-workers, daughters and neighbors.
- When you describe people by their labels or medical diagnoses, we devalue and disrespect them as individuals. When you meet new people, you don't introduce yourself by what you can't do: Hello, I will never be a professional quarterback. You focus on your strengths, you describe what you do.
- Try saying people with disabilities instead of the handicapped or the disabled.

III. Types of Disabilities

- A. There are a variety of disabilities – vision, speech, hearing, cognitive, motor and behavioral.

City of San Ramon Parks and Community Services Inclusion Procedure

The San Ramon Parks and Community Services Department welcomes and encourages the participation of children and adults with disabilities in all of our programs and services. To facilitate opportunities for participants with and without disabilities to engage in recreational pursuits together, the Parks and Community Services Department has created the following inclusion services.

Creation of an inclusion plan:

Participant with a special need registers at least 2 weeks in advance of class or program start date.

Participant then requests special accommodations by checking the box on the registration form and/or indicating "special accommodations needed" on the envelope.

A copy of the registration form is forwarded to the Therapeutic Recreation office.

Therapeutic Recreation staff evaluates each request for accommodations and may contact registrant and/or his/her family for additional information.

TR staff determines what accommodations are to be implemented, completes a TR Participant Profile (see attached) and directs copies to the program coordinator and/or manager and other appropriate staff.

Creation of an inclusion plan when TR staff is not notified prior to the start of the class/program:

If a participant is deemed to be disruptive or unsafe, then the program coordinator or manager will inform the TR office of its concerns.

The TR staff will then observe and assess the participant in the program, write a report, make recommendations for accommodations, meet or speak with parents, (if necessary,) and direct copies to the program coordinator and/or manager in a timely manner.

Harassment in the Workplace

Harassment can be defined as any behavior that is disrespectful and causes discomfort to another person. Harassment, whether physical or verbal, destroys morale and impairs teamwork and workplace efficiency.

The City of San Ramon has a strong policy against any form or type of harassment to any person.

It is important for all persons to recognize that harassment based on any of the protected characteristics of race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status and sexual orientation is illegal.

Holidays

The City of San Ramon observes the following Holidays:

New Years Day

Martin Luther King Day

Presidents Day

Memorial Day

Independence Day July 4

Labor Day

Veterans Day

Thanksgiving and the Day after Thanksgiving

Christmas

(All offices will be closed on these days)

After Your Proposal Has Been Selected

Receiving Your Contract for Each Session

Each session you will receive a new contract for that specific quarter. Please take the time to read your contract and sign the last page. Return the contract intact. Do not remove any pages! A fully executed and signed copy will be sent to you. A sample copy of a contract is part of this booklet.

Checking Your Course enrollment

Once we have started registration for a new session you can inquire about your enrollment at any time by calling the Clerical Staff at 973-3200. A staff member will send out a Program Status Report to everyone after walk in registration begins. A staff member will call you five days prior to the first day of your class to confirm that the class will be held.

How and when to pick up your attendance sheet

On the first day of class, you will receive an attendance sheet for your class. The attendance sheets will be in the instructor box at the front desk of the Community Center. We will fax or e-mail your attendance sheet to you if you make the request to the Clerical staff at 973-3200. Be sure to pick up your attendance sheet before you go to your class! All facilities have the ability to print attendance sheets.

Taking Attendance

You must take attendance in your class each week. This is especially important for large classes where participants have shown up to class without paying. Please inform individuals who have not paid to go to the front desk of the Center in which you are working to pay for the class. If no one is staffing the front desk at the time of your class, you may accept a check, completed registration form from the individual, and drop it in the lock box located near the exit of the Alcosta Senior and Community Center or to the far right of the front desk at the Community Center. Participants should either be on your attendance sheet or have receipts before they are admitted to your class. It is important that all participants have signed waivers on file before they start your class. Note: If you discover that someone owes money, contact the clerical staff or the Program Manager so we can collect the money. Any outstanding balances will hold up your payment, and we will not pay you for monies we did not collect.

Class Room Clean up

If you use the Library Meeting Room, you will have to arrange the meeting room yourself. Please arrive early with the expectation of helping in setting up your room. All instructors should remember to clean up their rooms after their use. Many rooms have multiple uses during the day and janitorial service is not always available immediately after your program. If you have not submitted a classroom set up, you must do so a month before your class starts.

* If your program takes place when the Library is closed you will need to check out a key from the San Ramon Community Center the day before your class. Call 973-3218, if you are scheduled in the Library.

No shows

If a participant does not show up for the first class, please give the participant a call to remind him or her of the next class, if you have multiple classes. It is the participants' responsibility to remember the classes that they have signed up for, but it is good customer service to call your participants (phone numbers for participants are printed on the attendance sheet.)

Accidents and Incident Reports

If an accident occurs in your class please follow the procedures listed below:

1. A two-page Accident/Incident Form should be filled out as completely and thoroughly as possible. This often will be the only written record of accidents and will be most helpful for future reference.
2. After you, complete the forms forward it to a Program Manager within 24 hours.
3. ***Accident/Incident form located on pages 21-22 and available at the Community Center.***
Because of the cost to print forms, please pick one up, from the front desk only, as you need them.
4. If you have not taken a First Aid or CPR class, the Department encourages you to sign up for one in the future. Classes are offered through the Department each session.

Class Reports and How to Be Paid

When your class has finished, you will need to complete a copy of the Class Report form and submit it to the Program Manager for payment. Please turn in your class reports on the last day that your class meets. Checks are processed within 30 days. Instructors can assure prompt payment by making sure that there are no participants with balances and that the beginning and ending dates for your class are listed correctly on the class report form. This book contains one form. You may copy this form if you are offering multiple classes.

Lab Fee Reports

If you are collecting a lab fee, fill out a lab fee report form and the receipts for materials that you purchased. The purpose of this form is to provide the Parks and Community Services Department with the documentation of expenses incurred (list items purchased and receipts) during the class. This information is necessary for our records and for those of the Finance Department. The Department is aware that some supplies may come from an instructor's own inventory, or that a receipt may be impossible to produce. In these instances, please supply a detailed list of items purchased and the estimated fee per item.

Program Promotion

Advertisements

There are several excellent weekly periodicals, which offer low cost advertisements for local businesses. The San Ramon Sentinel Mailing Address: 315 Diablo Road, Ste. #214 Danville, CA 94526

Phone: 925.820.6047 Fax: 925.820.6048 email: info@valleysentinel.com

The Danville/Palo Alto Weekly offer excellent exposure and low cost display and classified advertisements contact them at 650/326-8216.

Diablo Magazine is another excellent monthly magazine but advertisements are expensive.
DIABLO PUBLICATIONS 2520 Camino Diablo, Walnut Creek, CA 94597 / tel: (925) 943-1111 Fax: (925) 943-1045

Press Release

Unless you are offering a free class newspapers will no longer print your press releases. This is why the department recommends low cost paid advertisement.

Special Events

The Parks and Community Services Department offers many special events each session. Check the front pages of the Activities Guide for the events operating this session. Instructors can do demonstrations, participate as artists, or pass out flyers to participants at the event. Please refer to the Activities Guide for these dates. Contact the Program Manager at 973-3366.

Television

Do not overlook this super opportunity to become part of Channel 30. Every Wednesday at 7:00 p.m., "Everything Local" does a segment about local programs and events and will tape a program with you. Send us your event at everythinglocal@tv30.org or fax it to 462-1540 and we may feature it on the show! Please do not hesitate to try this once. You can dress as you would for your class and take along anyone or anything to help in demonstrating or promoting your program. Please contact your supervisor for approval of your appearance before contacting the television station.

Promote Your Program on the Cable TV Calendar

Fax information to the "Calendar" at 462-1540 or, call 462-3030 for more information. Please let your supervisor approve the release before faxing it to the Cable TV station.

Become a Speaker

Contact a local Lions Club, Rotary Club or Soroptomist and volunteer your talents as a speaker on a subject related to your class. Do not forget to plug your class in the speech. A list of all local clubs is listed in the organization section of our Activities Guide.

Post Cards

The least expensive method for contacting individuals is via direct mail. Make sure you maintain a good mailing list. For mailing list contact a service such as BC Marketing Inc. 5776 Sonoma Dr. Pleasanton CA 461-1056 or look in your Yellow Pages under 'Mailing Lists'.

On the Internet

Develop your own Web Site. Contact your local Internet provider for information on how to create a site. Most Internet providers give you free web space as part of your service. Also, consider Twitter, Face Book or Craig's List as resources.

Develop an "e-zine". Go to any search engine on the web for information on how to do this type of email magazine.

Final Note -Yes, publicity is a lot of work. The questions you have to ask yourself are "How successful do I want to be?" In addition, "How much money do I really want to make?" Instructors who continue with the Department session after session are the people who work diligently at all these suggestions. If your class is dropped after one session, consider how much effort you took in making it a success!

Promotion by the Parks and Community Services Department

The City of San Ramon will place your description in our Recreation Guide. The description will also be listed on the eConnect internet registration site. The Recreation Guide is available in a PDF format on the City of San Ramon's Web site. The Parks and Community Services have over 5000 email addresses that we send out a monthly e mail newsletter. We also do periodic video ads on the Dynasign at the Community Centers.



Instructor Name: TBA, TBA

Address:

Phone:

Social Security Number or Tax ID#

CONTRACT FOR SERVICES

The Independent Contractor will furnish professional services for the City upon the terms and under the following conditions:

A. It is understood and agreed that Independent Contractor possesses distinct professional skills in performing the services described below; that City contracts for said services, and that City does not perform these services as a part of its regular business; that Independent Contractor has control over the means and methods of performing these services; that Independent Contractor understands and believes that services are being performed as an Independent Contractor. Nothing in this contract shall in any way deem the Contractor or its agents or employees as an agent or employee of this City. Contractor has agreed that the services are personal services and shall not assign or sub-contract any portion of this contract.

B. The Independent Contractor agrees to perform and furnish services for the XXXXXX 20XX quarter as follows: See attached Exhibit A.

C. In consideration of the performance of the contract, the City agrees to pay the Independent Contractor for his/her services within 30 days of class/activity completion. The Independent Contractor agrees that the payment shall be full compensation for his/her services in performing the contract.

D. This contract may be canceled by the City only in the event that 1) there is insufficient

registration to satisfy the expense of operating the program, 2) sufficient funds have not been appropriated by the City Council, or 3) upon breach of the contract by the Independent Contractor to render services under the contract in a professional manner, considering the type of activity involved. Independent Contractor will be paid only for that part of the contract which he/she fulfills. If a class, program, or event does not take place because of Independent Contractor's illness, or because of a holiday, it is to be made up at a time selected by the Independent Contractor and approved by the City. Cancellation of this contract by either party must be done in writing and sent by registered mail to Department Analyst 12501 Alcosta Blvd. San Ramon, CA 95483 and the Independent Contractor within 30 days of the date of cancellation.

E. The Independent Contractor shall provide his/her own personal tools, supplies and equipment at his/her own cost and shall coordinate all media/advertising activities with the Department Supervisor overseeing this contract.

F. Payment is for professional services and not as an hourly wage. City will not withhold from such sum any amounts for federal or state income taxes. The Labor Code of the Workers' Compensation Laws of California states that an employer must cover employees for work-related injury and illness. The Independent Contractor is not an agent or employee of the City of San Ramon and therefore will not be covered under the City of San Ramon's Worker's Compensation program.

____ By initialing this line, Independent Contractor understands that no Workers' Compensation benefits will be paid by the City of San Ramon and chooses not to be insured. Additionally, the City of San Ramon will not obtain unemployment insurance for the Independent Contractor.

____ By initialing this line, Independent Contractor understands that no Workers' Compensation benefits will be paid by the City of San Ramon and agrees to provide adequate insurance, as described below:

1. Comprehensive General Liability Insurance coverage written on an "occurrence" basis.
2. Workers' Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance.

____ By initialing this line, Independent Contractor also agrees to provide coverage to City, its officers, officials, employees, agents and volunteers as an additional insured with respect to liability or claims for damages arising out of activities performed by or on behalf of Independent Contractor. The insurance coverage will provide for the following:

1. Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this location or the general aggregate limit shall be twice the required occurrence limit.
2. If Independent Contractor has employees, Workers' Compensation and Employer's Liability will be the Workers' Compensation limits as required by the Labor Code and Employer's Liability limits of \$1,000,000 per accident.

G. The Independent Contractor attests that they have never been convicted of a crime, including military offenses, other than minor traffic offenses, which resulted in conviction and/or imprisonment. (This information does not necessarily disqualify the applicant from consideration. Details must be provided on a separate sheet of paper.)

____ By initialing this line, Independent Contractor agrees to submit to background screening, pursuant to Penal Code Section 11105.3. City reserves the right to cancel this

contract if the Independent Contractor has been convicted of any offense specified in Penal Code Section 11105.3(c)1) or Public Resources Code Section 5164.

____By initialing this line, Independent Contractor agrees to submit to background screening, by the City of San Ramon pursuant to Penal Code Section 11105.3. City reserves the right to cancel this contract if the Independent Contractor has been convicted of any offense specified in Penal Code Section 11105.3(c)1) or Public Resources Code Section 5164.

____ By initialing this line, Independent Contractor agrees and promises to do background checks and screening, pursuant to Penal Code Section 11105.3, of all of 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 Independent 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. Independent 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.

H. ____-By initialing this line, the Independent Contractor agrees and promises each employee who is working with children who are minors, must obtain or have on file with the city a certificate showing that within the last two years the employee has been examined and has been found to be free of communicable tuberculosis.

I. ____By initialing this line, the Independent Contractor agrees and promises to screen for tuberculosis, pursuant to Public Resources Code 5163, all of its employees or volunteers who will have supervisory or disciplinary authority over minors in City programs or at City facilities, and to provide sufficient proof to the City, that their employees have on file a certificate showing that within the last two years the person has been examined and has been found to be free of communicable tuberculosis.

J. ____ By initialing this line, the Independent Contractor understands that the City is in a self-insurance pool known as the "Joint Powers Authority" (hereinafter referred to as the "JPA"). The JPA is the insurance carrier for the City and not the people or businesses with whom we contract. Therefore the CITY's insurance company will not defend or pay out claims brought against an independent contractor of the CITY. Therefore, I have evaluated the inherent risks involved in operating my activity and have sufficient insurance coverage. I further understand that as an Independent Contractor, I am responsible for my own insurance and liability coverage.

Exhibit A)	Act. Number	Session	Year	Starts	From	Until	Classes	Complex Title
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ii) Instructor Payroll

Sample Contract

Emergency Procedures

In accordance with the City of San Ramon Emergency Action Plan please follow these emergency evacuation procedures. The need for an emergency evacuation can be for many reasons. These may include fire alarm, earthquake, weather or other hazardous conditions. During an evacuation you are responsible for the participants in your program. These procedures shall be followed when conditions are created which require building evacuation:

1. Follow the prescribed evacuation route through the nearest door, unless the emergency prevents you from going that way. If so, evacuate the alternate path noted. Note: There are evacuation plans noted in all city facilities. You are responsible to know the evacuation routes in the building.
2. Use stairways. Never use elevators.
3. Close all doors when you leave.
4. Be sure all persons in the area are evacuated and help those who need assistance.
5. Report to the assigned location on the evacuation map.
6. Be sure you and your class are accounted for and wait for instructions from City of San Ramon Staff or Police Officer.
7. Take roll of your participants and make sure that everyone who was in attendance at your program is present and evacuated.

Responsibility of Instructors:

1. Instructors are expected to ensure the safety and supervision of their participants in the event of an evacuation.
2. Instructors should take roll and have their attendance or class list to record everyone at the beginning of the class and after the evacuation.
3. After an evacuation instructors will stay with participants under the age of 18 until they have been released to a parent or guardian.
4. In the event that a parent or guardian does not pick up their participant under the age of 18 after the scheduled class end time, you must stay with the participant or release the participant(s) to City of San Ramon Staff or Police Officer.
5. Should an instructor be injured or need to leave immediately they must release their participant(s) under the age of 18 to City of San Ramon Staff or Police Officer before leaving.
6. Follow all directions of safety personnel and city staff.

Evacuation of the Elderly, Disabled Persons and Children

As the average age of the population increases, the size of elderly clientele is also increasing. While many of these people may have no impairments, many will be limited by the natural and normal restrictions associated with the aging process. These limitations include, but are not limited to mobility impairment, hearing and visual difficulties, speech problems, and reduced mental capabilities. It is essential that you are aware of the capability of persons in your program and provide any assistance to evacuate of the building.

One segment of the intent of the Americans with Disabilities Act legislation that has been overlooked is equal exit during emergencies. It is essential that you are aware of the disability of personas in your program and provide the necessary assistance to evacuate of the building.

Children pose difference problems in emergency evaluation procedures. They are normally provided close supervision by parents, or other responsible adults, who provide explicit direction for their daily activities. During a situation that requires emergency evacuation, children cannot be expected to understand or comply with directions designed for adults. If they have become separated from their caregivers, their link to appropriate action has been severed, and they require special assistance. As an instructor you are expected to provide this special assistance as outlined above.



**City of San Ramon
Parks & Community Services Department
(925) 973-3200**



ACCIDENT / INCIDENT REPORT

Accident / Incident occurred: During a City program En-route to / from program
Non-program time Co-Sponsored Program Other

Person injured: Employee Participant Volunteer Contractor

Date of Accident / Incident: _____ Time: _____

Name of person involved: _____ Age: _____ Sex: _____

Address: _____

City: _____ Zip: _____ Telephone: _____

Number of persons involved in accident / incident: _____

Place of accident / incident (indicate facility & area): _____

Describe accident / incident in details: (Attach additional details on separate paper)

What did you observe? What happened? _____

Who was injured/damage? _____

What was the injured party doing when the accident occurred? _____

Who else was involved? _____ 21 _____

What part(s) of the body was injured (e.g. back of the right leg, 6" below the knee, etc) _____

Name(s) of people involved:

Name	Address	Telephone	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Witness(es):

Did an employee witness the accident / incident?

Yes No Name of employee: _____ Dept. _____

Immediate Action Taken:

(Please check)

No treatment of injury

First aid administered By: _____ Time: _____

Taken home: By: _____ Time: _____

Taken to physician: By: _____ Time: _____

Taken to hospital By: _____ Time: _____

Hospital: _____

Police Dept. notified: By: _____ Responding Officer: _____

Fire Dept./ Paramedics notified By: _____ Responding Officer: _____

Was a parent / relative / guardian notified? Yes No

If yes, give name & relationship injured person: _____

When & how were they notified: _____

What actions would you recommend for preventing a recurrence of this accident / incident?

Person in charge / on duty at time of accident / incident: _____ Phone: _____



San Ramon Parks & Community Services

925-973-3200

www.ci.san-ramon.ca.us

Fax 925-830-5162

CLASS REPORT

Request for Payment for Contracted Services

Date: _____

To: City of San Ramon Parks and Community Services Department

From: Instructor / Business Name: _____

Address: _____

Phone #: _____ Fax #: _____

Course Information

Class Title: _____ Activity #: _____

Class Dates: _____ Times: _____

Number of Participants Registered: _____

Number of No-shows / Cancelled Registrants: _____

Actual Number in Attendance: _____

Instructor Signature

Date

Parks and Community Services Staff

Date



San Ramon Parks & Community Services

925-973-3200

www.ci.san-ramon.ca.us

Fax 925-830-5162

LAB/SUPPLY FEE REPORT

Date: _____

To: City of San Ramon Parks and Community Services Department

From: Instructor / Business Name: _____

Address: _____

Phone #: _____ Fax #: _____

Course Information

Class Title: _____ Activity #: _____

Class Dates: _____ Times: _____

Number of Participants Registered: _____

Per Person Lab Fee: _____

Total Amount Collected: _____

Actual Amount Spent on Supplies: _____

Please attach receipts and a detailed, itemized list of all items purchased.

Instructor Signature

Date

Parks and Community Services Staff

Date



**City of San Ramon
Parks and Community Services
Department**

Course Proposal for Instructors – Please remove pages 25-29 from this book.

Please complete entire form:

Instructor's Name: _____

Business/Organization: _____

Address: _____
Street City Zip

Day Time Phone _____ Evening phone _____

To Who Should Checks be made payable? Instructor _____ Business _____

Social Security/Tax I.D. number: _____

E-mail Address _____

Web Site Address _____

Brochure Edition (please circle) Winter Fall Summer Spring

Course Title: _____

Detailed Course Description. For additional space, please continue on the back or a separate piece of paper.

Course Objectives: _____

Learning Outcomes: (what will the participant learn/what are the benefits of taking this class)

Please list a four-sentence description of your program that will appear in the City's Activities Guide:

Participant's Age: _____ Day(s) Circle Mon. Tues. Wed. Thurs. Fri. Sat.

Time(s): _____ am or PM to _____ am or PM

Session Dates: Month _____ Day _____ to Month _____ Day _____ #of classes _____

Alternate Dates: _____ # of Classes _____

Course Fee: _____ Additional Lab fee you will collect (if applicable): _____

Class size (# of Students) Minimum: _____ Maximum: _____

Room size: _____ Do you want me to select a facility and room for you? Yes___
No___

Select a Facility to teach in:

Community Center _____
Dougherty Station Center _____
Alcosta Senior and Community Center _____
Library Meeting room _____
San Ramon Aquatic Park _____

Facility/Set-up requirements (please be specific). Number of tables, chairs, where you'd like them placed, slide projector, easels, etc. Attach a floor plan if you prefer. Use the form on Page 30

Supplies or materials students need to bring or wear to class :

Any experience or prerequisites required of students before taking the class? _____

Supply list: Yes _____ (please attach) No: _____

Payment percentage % Instructor: 50% City: 50%

Please submit a copy of literature, handbooks or forms that you will pass out in class as part of this proposal.

Previous Instructor Experience - Please list the three most recent experiences

Dates	Contact Person	Phone Number	Agency	Reason for Leaving

Please attach a copy of your resume if it pertains to your class or program.

Please compile below a list of names, addresses and telephone numbers (optional) of no less than half the minimum number of participants needed to operate your program. This will help confirm there is a need for this activity in San Ramon.

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Address: _____

Please check which goals your program meets.

___ Provides well-rounded cultural arts programs that educate participants in a variety of art forms (music, drama, dance, visual arts, and literature)

___ Provide opportunities for parents to leave their children in a supervised, safe fun program.

___ Identify underserved segments of the community.

___ Provide opportunities for family members to participate together to increase shared experiences in recreation through cultural, recreational, physical and social programs.

___ Provide classes and events that increase overall personal fitness, health, strength, endurance, coordination, flexibility and vitality for all age groups.

Instructor Acknowledgement

I acknowledge that I have read, accept and understand the information and conditions that involve me or my company contracting as an Independent Contractor with the City of San Ramon.

Individual's Signature

Date

Please return this form with your proposal

City of San Ramon Parks and Community Services Department

Please fill out and return with your proposal

Facility Use/ Room Set up

Class Activity _____

Instructor _____ Phone Number _____

Day of Class _____ Dates _____ Time _____

Room _____

Equipment Needed

Number of Tables _____ Number of Chairs _____

Room Set-Up / Lay out of how you want the room set up - Please draw a picture of how you want the room set up