

CITY OF WATSONVILLE

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Parks & Community Services



# Instructor Handbook

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

Watsonville Parks and Community Services (PCS) creates exceptional experiences that make Watsonville stronger, more vibrant and more resilient, enhancing the quality of life in our community. PCS utilizes independent Contract Instructor and City Staff (teammate) Instructors to provide recreational services to our community. Programs may be designed for preschoolers, school-age children, teens, adults, families and seniors. **The City is currently accepting proposals from independent Contract Instructors.**

### **Becoming an Instructor**

If you are interested in becoming a Contract Instructor with the City of Watsonville:

- 1) Complete and submit the Class Proposal Form included on pages 6-7 of this handbook (fillable form also available at [www.cityofwatsonville.org/1162/Teach-a-Class](http://www.cityofwatsonville.org/1162/Teach-a-Class)).
- 2) A Recreation Supervisor will review your submitted Class Proposal Form once received. Experience, community need/fit, and facility availability will be determining factors as to whether your proposed class will be accepted.
- 3) If the Supervisor would like to move forward with your proposed class(es), they will schedule a meeting in order to review your proposal, contract, and program policies and procedures.

Once you have been accepted as an instructor, the following items are required before instruction may begin:

- 1) **Certificate of Liability Insurance:** The City of Watsonville requires that all Contract Instructors obtain general liability insurance of \$1,000,000 to protect themselves from any claims. Before teaching, Contract Instructors must provide a copy of their insurance certificate. The City of Watsonville must be listed as the certificate holder and additionally insured with respect to general liability.
  - a. **General Liability –Endorsement:** This is a separate form from the Certificate of Liability insurance form (available from your insurance company) and needs to contain the following:
    - Additional Insured:

City Clerk  
City of Watsonville  
275 Main Street, Suite 400  
Watsonville, CA 95076
    - Insurance policy number
  - b. **Sexual Abuse and Molestation Insurance:** If the instructor works with minors, evidence of sexual abuse/molestation liability with limit of \$1,000,000 per occurrence must be stated on the Certificate of Liability.

- 2) Automobile Insurance: For primary instructor and any instructors teaching for your company. Include proof of policy limits with at least \$1,000,000 per accident. Insurance must include coverage for “business use.”
- 3) Workers’ Compensation Insurance: With minimum policy limits of \$1,000,000 per incident. The name on the Workers’ Compensation Insurance must match the name on the City contract, certification of liability insurance and the business license. Requests for exemptions for workers compensation must be approved by the City’s Risk Manager.
  - Workers’ Compensation Endorsement: The following separate endorsement is required (available from your insurance company) and needs to contain the following language (must include policy number as well):
  - The insurer waives the right of subrogation against CITY and CITY’S elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers.
  - Certificate Holder:

City Clerk  
City of Watsonville  
275 Main Street, Suite 400  
Watsonville, CA 95076
- 4) TB Testing and Background Check: Contract instructors and their substitute teachers, contract staff and/or volunteers must pass a background check including fingerprinting and drug testing. Instructors who will be teaching youth or seniors will need to complete the TB. If you have completed a TB test within the last two years, your doctor may verify a negative result without performing another test. Contractors are responsible for conducting and maintaining Livescan and criminal background checks for any of their employees, aides, volunteers or subcontractors and ensuring that they follow the Child Safety Policy. Contractors must submit a letter outlining the procedures that they will follow for conducting Livescan and criminal background checks and ensuring policy compliance for themselves and their employees.
- 5) W-9 form (new instructors only)
- 6) Current City of Watsonville Business License: Contact the City of Watsonville Finance Department at 831.768.3050 to obtain a license. The name on the license must match the name on the city contract/agreement and certification of liability insurance.

Additional Notes about the contract:

- The City of Watsonville is self-insured and does not cover Contract Instructors.
- The City of Watsonville does not withhold state or federal income tax but does report the contractor’s income via Form 1099.

### **Class Policies and Procedures**

- Marketing: All classes submitted within production deadlines will be listed in the seasonal printed or e-brochure (Fun Guide) and on PCS’s social media networks. The guide is mailed

to all residents residing in the 95076, 95077 and 95019 zip codes. The instructor must seek additional locations/audiences for their distribution. All advertising done by the Instructor must represent the class as a PCS program and must contain the department/City logo; class dates, times and location/facility; PCS website ([watsonvillerec.com](http://watsonvillerec.com)) and PCS Customer Service Office number (831.768.3240) for registration purposes; and the primary instructor name. Social media graphics are exempted from including the above information other than the department/City logo, however this information must be included in accompanying posted text/script on Instagram and/or Facebook.

- **Class Registration:** All registrations take place through the PCS Customer Service Office. Instructors should *not* collect money or registration forms. Interested parties who have not paid *may not* participate under any circumstances and must pay fees in full before joining the activity.
- **Course Cancellation:** If an instructor and their supervisor agree to cancel a class due to low enrollment or other circumstances prior to the start of the class, PCS teammates will contact registrants regarding cancellations, reschedules or refunds.
- **Class Session Cancellations (due to emergencies, illness, weather, etc.) and Makeups:** If an instructor is unable to teach during a scheduled class session, the instructor should notify their supervisor immediately and find a qualified replacement instructor. If a replacement is not available, the instructor must work with their supervisor to schedule a makeup class. If a class session must be canceled due to circumstances outside of the instructor's control, every effort must be made to schedule a makeup class.
- **Refunds:** PCS reserves the right to provide prorated refunds as it sees fit. Contractors are entitled to the percentage split of the amount that is not refunded.
- **Program Fees:** The Contract Instructor will set the desired fee and schedule (subject to Department approval) for each proposed class on the Class Proposal Form. Instructors should take into consideration the revenue split when setting their fees, but also affordability for the community. Non-Resident fees are applied to all classes and programs for registrants who reside outside of Watsonville's city limits. The Non-Resident fee is 10% higher than the Resident fee. Contract Instructors will receive a percentage of this fee.
- **Instructor Payment:** Contract Instructors will be paid based on the agreed percentage split of fees collected, typically 60-70% instructor and 30-40% City (the Recreation Supervisor will determine the percentage based on facility usage and other factors). Payment will be made after completion of the class. Teammate instructors must complete their timecards according to assigned timelines to receive their paychecks.

### **Instructor Policies & Procedures**

1. **Representing the City through Professional Conduct:** Though not employees of the City of Watsonville, Contract Instructors do *represent* the City. To some participants, the Instructor is the only representative of the City they will have contact with. Instructors must conduct themselves in a professional manner including dressing and speaking professionally and supporting City policies and actions/determinations. Furthermore, Contract Instructors must adhere to the following PCS Standards of Excellence:

- Have FUN!
- Listen Actively. Be present. Seek to understand. Communicate to be understood.
- Give your personal best. Own your work and follow through. Be responsive and timely. Plan ahead and be prepared. Be intentional in your action to achieve desired results.
- Be adaptable and flexible.
- Treat everyone with dignity, respect and compassion.
- Lead by example.
- Respond immediately to all safety issues. Keep our parks, facilities and off site locations clean, neat and safe. Report anything that needs to be fixed.
- Develop systems to say “Yes!” Choose a positive attitude. Actively remove barriers and proactively identify and fill gaps.
- Celebrate individual and team accomplishments.

2. Releasing of Minors: Instructors must not release children to anyone other than the authorized parent, guardian, or individuals authorized by the parent. A child should never be released to someone who is unknown to the child or to whom the child expresses fear or uncertainty. Instructors have the right to ask individuals for identification (ID) prior to releasing any child(ren) to them. The instructor must stay until all participants have left the facility.

3. Instructor’s Relationship with Participants: The Instructor must not have contact with a single participant that is unobservable by other staff/teammates, aides, volunteers, subcontractors, parents or participants at any time. Parents should be invited and encouraged to visit program sites at any time on a drop-in basis and do not need to ask permission to do so.

4. Safety of Participants: The Instructor’s primary responsibility is to ensure the safety of participants. Instructors are expected to visually inspect the programs and facilities they are working in. If any aspect of the area appears unsafe, it is the Instructor’s responsibility to notify their supervisor and to take actions to ensure participant safety. Instructors must also comply with the PCS’s Child Safety Policy.

5. First Aid Provision: It is the Contract Instructor’s responsibility to know where first aid supplies are located in all facilities in which they provide services. For minor first aid (band-aids, etc.) the first aid kit will be sufficient. Notify other staff/teammates who are CPR/First Aid Certified of any injuries or medical emergencies that occur. For serious accidents, DO NOT MOVE the injured participant. Call 9-1-1 and notify the PCS Customer Service Office immediately at 831.768.3240. If a minor is involved, notify the parent/guardian immediately. CPR and First Aid certifications are recommended for all class instructors. Instructors should only perform first aid and CPR skills that they are certified to perform.

6. Discrimination and Harassment: The City of Watsonville has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful or causes discomfort to another person, be it physical, verbal, visual or sexual. Instructors are responsible for their own actions/conduct and must never engage in discrimination or harassment.

7. Personal Business: Instructors may not receive or make personal phone calls, nor have their own child(ren) with them, while performing services.
8. Use of Facilities and Equipment: At the end of each class session, the Instructor must ensure that all facilities and equipment are restored back to the way they were found.

### **Recreation Guide Submissions**

Once you become a Contract Instructor, you will submit your class activity descriptions for the Recreation Activity Guide. Descriptions should be made via the following schedule:

- Winter/Spring Activity Guide for all classes occurring October – April  
Proposals Due: End of May
- Summer/Fall Activity Guide for all classes occurring May – October  
Proposals Due: End of December

***Please attach any applicable flyers, letters of recommendation, résumés, etc. to the Course Proposal Form contained on pages 6-7.***

**PLEASE SEND COMPLETED FORM TO:**  
**Watsonville Parks & Community Services**  
**231 Union Street**  
Watsonville, CA 95076  
**Phone: (831) 763-4078**  
**Email: [pcs@cityofwatsonville.org](mailto:pcs@cityofwatsonville.org)**

Watsonville Parks & Community Services  
231 Union Street  
831.768.3240  
CLASS PROPOSAL FORM

**CLASS INFORMATION**

Class Name _____	
Objectives of the Class: 1. _____ 2. _____ 3. _____	
Class Description (printed in activity guide, 150 word max.): _____ _____ _____	
Facility Requirements (tables, chairs, etc.): _____ _____ _____	
Supplies students should bring, buy, or wear to class (be specific): _____ _____ _____	
Session 1 Start date: _____ End date: _____ Number of weeks: _____ Day(s) class will be held: _____ Hours: From _____ To _____	Session 2 Start date: _____ End date: _____ Number of weeks: _____ Day(s) class will be held: _____ Hours: From _____ To _____
No class on (holiday observation): _____	
Ages (include specific ages): Children _____	Fees: Program/Class Fee \$ _____

Adults/Seniors _____	Materials Fee \$ _____
Minimum # participants _____	List materials:
Maximum # participants _____	
Location – First Choice _____	
Location – Second Choice _____	

### **INSTRUCTOR INFORMATION**

Instructor _____	<input type="checkbox"/> Winter/Spring <input type="checkbox"/> Summer/Fall Year: _____
Address _____	City _____ Zip _____
Phone _____	Cell _____
Email _____	Social Security # _____
DO YOU HAVE BILINGUAL SPANISH SKILLS? (NOT REQUIRED) YES <input type="checkbox"/> NO <input type="checkbox"/>	

### **INSTRUCTOR REFERENCES**

Please list at least two references that may be contacted in regards to your class proposal.

Name	Email	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read, understand and agree to abide by the Policies and Procedures outlined in the Watsonville Parks and Community Services (PCS) Instructor Handbook.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_