



CITY OF INGLEWOOD

Parks, Recreation and Community Services



Independent Contract Instructor Request for Class Proposal

Thank you for your interest in teaching classes for the City of Inglewood Parks, Recreation and Community Services Department. We are dedicated to providing a wide variety of diverse classes, activities and workshops for the Inglewood Community. The City takes great pride in offering the best leisure services and quality programs for its residents and visitors to the City.

The City of Inglewood seeks individuals interested in providing classes and workshops that enhance the quality of life for toddlers, youth, adults and senior citizens. Class offerings must be safe, professional, well-structured and affordable. Instructor proposals are currently being accepted and will be considered based upon the quality of the program, community appeal and space availability.

Individuals interested in becoming an Independent Contract Instructor with the City of Inglewood, must complete and submit the Independent Contract Instructor Application. Please be advised that we only accept documents via email. No in-person applications or proposals will be accepted. Only applicants who complete the application in its entirety will be considered. Incomplete proposals will not be considered.

Application Process

1. Complete and submit Independent Contract Instructor Application online at <https://tinyurl.com/iwant2teach>
2. Upload a detailed Class Proposal to include scope of services, class curriculum, certifications and teaching credentials. Attach one proposal for each class proposed.

Selection Process

The Director or designee will review all applications. Consideration will be given to proposals based upon services desired, community interest and space availability. Potential instructors will be invited to a personal interview to further discuss class proposal. Receiving an interview does not guarantee approval of your application. The City of Inglewood reserves the right to select one or more Independent Contract Instructors to provide the services desired.

If you have questions, contact the Parks, Recreation and Community Services Department at (310) 412-8750.

City of Inglewood
Parks, Recreation and Community Services Department
Independent Contract Instructor Guidelines



The Parks, Recreation and Community Services Department (Department) has developed specific guidelines for Independent Contract Instructors. The information provided below outlines the city's criteria, requirements, policies and procedures.

WHO IS AN INDEPENDENT CONTRACT INSTRUCTOR?

An Independent Contract Instructor is an individual or business that teaches recreation and/or informational classes through agreement – contract or volunteer – at City of Inglewood (City) owned facilities or sponsored events.

REQUIREMENTS: Upon selection, Independent Contractor Instructors are required to read, complete, sign and or return **ALL** of the documents listed below:

1. **Short Form Agreement**
2. **Short Form Contract Terms and Conditions**
3. **Waiver of Liability**
4. **Insurance** – Independent Contract Instructors must provide insurance per the Short Form Contract Terms and Conditions. Below is an *outline* of the requirements. See Terms and Conditions for specific requirements, endorsements and coverage.
 - a. **Commercial General Liability** – Certificate of Insurance with a minimum of \$2M per occurrence and \$2M general aggregate. The “City of Inglewood” must be the Certificate Holder.
 - b. **Additional Insured Endorsement** – The “City of Inglewood, its officials, employees and agents” must also be separately endorsed to the policy as additional insureds.
 - c. **Primary and Non-Contributory Endorsement** – Policy must be separately endorsed to provide that each policy shall apply on a primary and noncontributing basis.
 - d. **Workman’s Compensation** – Proof of insurance is required. If exempt from having Workman’s Comp insurance you must provide an exemption statement.
 - e. **Auto Insurance** – Instructor must provide proof of insurance for the personal automobile that will be used as transportation to and from classes. A copy of the policy must be provided. Insurance cards are not accepted.
5. **Background Check/Live Scan** – Independent Contract Instructors are required to undergo a background investigation through the Live Scan process. Instructors must comply with fingerprinting requirements. Live scans must be done at an authorized location determined by the City. Instructors **cannot** begin working until they have been cleared and receive written approval.
6. **Business Tax Certificate** – Instructor must obtain a Business Tax Certificate from the City of Inglewood and maintain for the duration of the agreement. Certificates are valid for one calendar year (January – December). Certificates from other cities are NOT valid.
7. **W-9 Form**

NOTE: Short Form Agreements cannot be executed until all of the items listed above have been received. Instructors are not allowed to begin teaching classes until the Short Form Agreement has been approved and written notice to proceed has given by the Department.

CONTRACT AWARDS: Short Form Agreements are awarded on an annual basis. If at any time during the course of the agreement the Instructor does not meet the terms, the contract can be terminated by the City. It is the responsibility of the contract instructor to fulfill the obligations outlined in the agreement.

COMPENSATION: All individuals teaching classes and/or workshops become Independent Contract Instructors for the City of Inglewood and are not considered a City employee; therefore, are not eligible for City benefits.

Compensation is agreed upon prior to the commencement of the class and outlined via a Short Form Agreement. Instructors may be contracted on an hourly or participant fee basis. Fee based contracts are based on an 80/20 split. The instructor is compensated for 80% of all registration fees collected; the City of Inglewood retains 20% to cover administrative fees. It is the responsibility of the instructor to pay all taxes and/or other withholdings.

Instructors are typically paid on a monthly basis unless otherwise negotiated. Please allow up to 30 days for processing and payment. Checks will be mailed to the address on the agreement. In order to prevent any payment delays, be sure to notify the Department of any changes in personal information.

CONDUCT: Independent Contract Instructors become representatives of the City of Inglewood. Instructors shall acknowledge that the City is a public entity under the laws of the State of California and that the City's purpose in engaging the Independent Contract Instructor is to provide recreation activities in a manner that fosters a sense of community, security and fun. Instructors are required to conduct themselves in a manner that will further these goals.

Instructor's attitude and customer service skills are a reflection of the Department and City of Inglewood. Instructors are required to maintain a positive attitude at all times while conducting classes. The professional manner you exhibit and the enthusiasm you display towards the activities you are conducting will have a great impact on the success of your class.

Independent Contract Instructors are expected to provide quality customer service and practice good business skills. Instructors are encouraged to make themselves available to speak with participants on a regular basis to promote communication and respond promptly and professionally to concerns that arise from the class participant or city staff.

While engaged in carrying out the terms and conditions of the Short Form Agreement, Independent Contract Instructors are not employees, officers or agents of the City. The instructor represents the Parks, Recreation and Community Services Department at City owned facilities and City sponsored events ONLY. Any performances, appearances or presentations outside of City facilities or sponsored events are independent of the City of Inglewood unless authorized in advance by City.

CURRICULUM: It is essential you come to class prepared to teach. Instructors are required to teach the course curriculum proposed and approved to instruct. All instructors shall be trained and qualified to teach the proposed class.

INSTRUCTOR ATTENDANCE: Instructors must arrive at least 30 minutes prior to the start of each class to ensure the class is set-up and starts on time. All classes must end at their scheduled time. Please make sure you end classes promptly, as other classes/activities may be scheduled immediately following your class.

In the event an instructor is unable to teach class due to an illness or emergency, the following protocol must be adhered to:

- a. Instructor must notify the Division Superintendent or designee within 24 hours of the class.
- b. The instructor will contact and arrange for the approved substitute instructor to take the class.
- c. If a substitute cannot be procured, the class will be cancelled and a credit for the class will be applied to the participant's account.
- d. It is the responsibility of the instructor to notify students of class cancellation.
- e. Class cancellations should be avoided. The use of a substitute instructor is encouraged.
- f. No classes should be cancelled without the knowledge of the Division Superintendent or designee. In the event that an instructor will be late to class due to an emergency, they must notify the Division Superintendent or designee immediately. If an instructor is more than 15 minutes late, the class will be cancelled and a credit will be issued to the participant's account.
- g. Instructors will not receive compensation for cancelled classes. Instructor payment will be prorated and contractor will only be paid for classes actually instructed.

Vacations and time off should be planned and scheduled in advance.

SUBINSTRUCTOR: Independent Contract Instructors are allowed to have one substitute instructor who is at least 18 years of age and equally or better qualified to teach classes in the absence of the Instructor. Substitutes are only to be used in the event the primary Instructor is not able to teach class due to illness or an emergency. All substitute instructors are required to complete an Independent Sub-Instructors Application and meet all fingerprinting and insurance requirements. The Parks, Recreation and Community Services Department has the final approval of all sub-instructors. No sub-instructor shall teach classes until notice to proceed has been given by the Director or designee. It is the responsibility of the Instructor to notify the Division Superintendent or designee via email in advance when a subcontractor is going to be used. Compensation for subcontractors shall be the responsibility of the primary Instructor.

SUPERVISION: It is the responsibility of the Instructor to establish appropriate rules for conducting the class and assume responsibility for student discipline to ensure adequate protection of participant safety and facility.

CLASS SESSIONS: All classes and workshops are offered in sessions and scheduled on a monthly basis. Some classes may range from one-day workshops to longer ongoing courses. The length of the class should be one where the student, upon completion of the course, has a well-rounded overview of the class subject or has been given understanding of basic skills development necessary for future class advancement.

- Summer Session (June, July, August)
- Fall Session (September, October, November)
- Winter Session (December, January, February)
- Spring Session (March, April, May)

REGISTRATION: Registration for classes and activities presented by the Department are conducted online and handled through the city's registration site at www.parksrec.cityofinglewood.org. Instructors are not permitted to accept registration or payments from class participants under any circumstances. All credits, refunds and customer accounts are handled by the Parks, Recreation and Community Services Department administrative staff.

CLASS ROSTERS: Instructors are responsible for obtaining and printing their own class rosters through the ActiveNet website. Instructors will be provided with a User ID, Password and tutorial prior to the start of classes.

CLASS ATTENDANCE: Instructors are required to take attendance at the start of each class to ensure that all participants are registered. It is the responsibility of the instructor to obtain and print the Daily Attendance Report through their ActiveNet account.

Attendance must be recorded on the Daily Attendance Roster provided by ActiveNet. Instructors are required to submit the attendance rosters at the end of each session. If classes are held on a monthly basis, rosters are due on the last day of the month.

Individuals who are not registered in the class may not participate until they are officially enrolled and name appears on the class roster.

All classes and workshops are subject to random audits. Instructors are required to provide access to city staff to conduct registration audits during class time.

ENROLLMENT: Minimum enrollment for classes and workshops is (10) participants unless otherwise specified in the contract or by the Department. If a class does not meet minimum enrollment, the City reserves the right to cancel the class. Maximum enrollment is determined by the Department based upon room capacity and participant safety.

One-day/one-time workshops must meet the enrollment requirement prior to the start date. Participants are encouraged to transfer to the next session of that class if the minimum requirement is not met.

FEES: Instructors are responsible for establishing their own class fees. The Parks, Recreation and Community Services Department reserves the right to offer suggestions on class fees deemed appropriate. This includes different rates for residents and non-residents of Inglewood.

If a material or uniform fee is required for participants, the instructor must obtain fee approval in advance from the Director or designee. Instructors must have written approval prior to charging or collecting fees. If granted permission to collect a material or uniform fee, the instructor is required to provide a receipt to the patron for all fees collected.

REFUNDS: All requests for refunds must be made in writing prior to the start of the first class meeting. Refunds are processed by the Parks, Recreation and Community Services Department administrative staff. Refunds are made payable to the original payee and mailed to the address listed on the customers ActiveNet account. Exceptions may be made if the request is due to a Department or staff error. Other exceptions are made on a case-by-case basis at the discretion of the Director or designee. Refunds are subject to a \$5 processing fee per participant. The refund process takes 4-6 weeks.

TRANSFERS: Transfer requests must be made in writing and approved by the Division Superintendent.

CHANGE IN CLASS INFORMATION: Instructors are not permitted to change published class fees, dates, times, meeting locations, curriculum or course related matters without prior written approval from the Director or designee.

PUBLICITY: It is the responsibility of the instructor to promote and publicize their classes. The city will assist in publicizing the class/activity through various mediums, including the City's Community Information Guide, website and social media platforms. The instructor is responsible for providing the program description and details to the Division Superintendent or designee for publication.

While the creation and distribution of class flyers and postcards is encouraged, it is the responsibility of the instructor. The city will work with the Instructor to create an approved class flyer. All material must include the proper reference to the relationship with the City. Classes are presented, not sponsored. All promotional materials must be approved by the Director prior to publication. No material shall be distributed until you have received written approval.

EMERGENCY PROCEDURES: If an emergency occurs during class hours, notify the staff on duty immediately. If staff is unavailable and the emergency threatens life or property, call 911. For non-emergency situations, notify staff on duty.

INCIDENTS/ACCIDENTS: Instructors are required to follow the protocol listed below when an incident or accident occurs.

1. Report all incidents and accidents immediately to city staff on site.
2. Notify the Division Superintendent of the incident or accident.
3. Complete an Incident or Accident Report form and submit to the Division Superintendent within 24 hours of the occurrence.

EQUIPMENT AND SUPPLIES: The Instructor shall furnish all tools, equipment, supplies and materials unless otherwise mutually agreed by the Department. Instructor assumes all risk of loss, damage or harm to such equipment or materials arising in connection with the provision of services.

Instructor is responsible for bringing equipment and/or supplies to each class. Instructors are not allowed to leave and/or store class materials, equipment or supplies on site.

FACILITY USE: The Parks, Recreation and Community Services Department will ensure that all facilities are clean and ready for general use. The city will provide tables and chairs; however, it is the responsibility of the instructor to prepare and set-up the classroom. All instructors are required to clean the room after use and restore the facility to its original condition following each class session.

FACILITY ACCESS: City representatives shall at all times have access to facility whenever class is in progress to monitor programs for quality and compliance with enrollment requirements.

FACILITY CLOSURES: Please note that all Parks and Recreation Centers will be closed on the following holidays:

- New Year's (Eve and Day)
- Martin Luther King Jr. Day
- President's Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Christmas (Eve and Day)

SUPERVISORY STAFF: The Division Superintendent will assign specific staff to oversee recreation classes. Designated staff is responsible for communicating with instructors, supervising facilities, publicity, registration, procedures and other administrative duties.

EVALUATIONS: In order to maintain a standard of excellence in all classes, the Division Superintendent or designee may visit your classes periodically and review critical elements. In addition, participants may be surveyed for purposes of gathering feedback. All classes will be evaluated at the end of the session. Classes offered on a monthly basis, will be evaluated every three months. All classes will be evaluated no less than once per year.

AMERICANS WITH DISABILITIES ACT: The City of Inglewood supports and encourages all persons to participate in Parks, Recreation and Community Services Department activities, as we do not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, disability, ancestry, medical conditions, marital status or sexual orientation.

ACKNOWLEDGEMENT OF INDEPENDENT CONTRACT INSTRUCTOR GUIDELINES

I have received, read and fully understand the City of Inglewood Parks, Recreation and Community Services Department Independent Contract Instructor Guidelines. I acknowledge that I am required to adhere to all the guidelines, policies and procedures set forth and understand that non-compliance may result in termination of my Short Form Agreement.

Name (Print): _____

Signature: _____

Date: _____