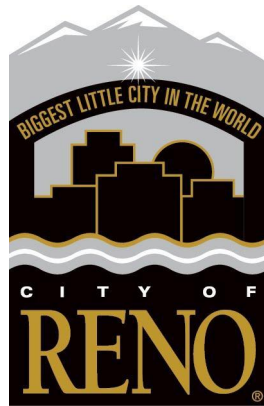


Parks and Recreation



Contract Instructor Packet



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Welcome to the City of Reno

Thank you for your interest in becoming an independent contract instructor. The City of Reno Parks and Recreation contracts with various individuals and businesses to provide recreation opportunities to offer quality recreational programs for the community. Programs may be designed for people of all ages.

We look forward to working together to reach common goals and to serve our community. The information in this handbook is intended for current instructors and those who may be interested in becoming instructors.

Vision

Consistent High Quality – Services and facilities are consistently of the highest quality through employees who are well trained and held accountable for meeting well-defined high standards.

Partnerships – Partnerships help us achieve our vision.

Trust, Innovation & Creativity – We work in a culture of trust that encourages innovation and creativity.

Recognition and Funding – Parks and Recreation is recognized as an essential city service.

Positive Work Environment – A motivated, supported and well-trained winning team that provides exceptional service, programs and facilities.

Bridging – We connect people with natural, culture and social environments.

The primary mission of the City of Reno Parks and Recreation - Recreation Division is to plan, develop and maintain recreational, cultural and educational programs and facilities that serve the needs of residents in the Truckee Meadows area.

Contract Instructor Requirements

Required Documents

Before Parks and Recreation can enter into an agreement, the following documents must be obtained from a potential instructor:

To begin the process, complete and return the following documents:

- Employment Application for “Contract Instructor”
- A Lifelong Learning Class Proposal
- Planning Information Sheet
 - o Planning information forms will be used to book your room/activity area, provide you with an activity number, and place your course information in the Program Brochure. Therefore, please be as detailed as possible.

Once the items above have been submitted, a Program Specialist will contact you and request the following documents:

- City of Reno Business License
 - o Contract Instructors must obtain a business license from the City of Reno. Contact the Business License Division at (775) 334-2090 or at Reno.gov.
- Certificate of General Liability Insurance on a standard ACORD form with the City of Reno listed as additional insured (for at least \$1 Million).
 - o It is important to understand that your contract with the City is as an instructor of a class or activity. It does not in any way provide insurance coverage for you as an independent contractor. Therefore, if any liability claim were to occur against you and the City of Reno, you would be responsible for defending yourself, and potentially paying a claim brought against you.
- Current CPR/First Aid certification
- IRS W-9 Form

After all the above is completed, reviewed and approved by Parks and Recreation, please call (775) 334-2260 to schedule an appointment with the Parks and Recreation Admin office (City Hall, 11th floor, Suite 1107) to complete the following:

- City of Reno ID issued as “Contract Instructor”
- City of Reno background check
 - o All Contract Instructors and assistants must have a background check by the Reno Police Department. Additional background check will be required if students are under 18 years old.

City of Reno Policies and Procedures

Personal Conduct

Although they are not City of Reno employees, instructors represent the City of Reno and as such must conduct themselves in a professional manner; this includes dressing and speaking professionally, and supporting the City of Reno's policies, procedures, and decisions.

Contract Instructors are to maintain a professional relationship with participants and parents of minor participants at all times.

Class Fees

Fees will be agreed upon by both the instructor and the City of Reno. Fees charged are governed by a City Council approved budget fee schedule each year. This may cause fees to be adjusted during contract term.

Refunds

A request for refund, transfer and credit form must be submitted before the second class meeting. Customer requested refunds will be charged an administration fee of \$10 per activity (not charged on credits or transfers).

Instructor Payment

Instructors will receive a percentage of course revenue. The percentage of the instructor and Parks and Recreation are as follows:

- o Contract Instructor 65%
- o City Split 35%

Parks and Recreation 35% share of the revenue primarily covers facility rental costs, but also includes registration/front desk support, promotions and administration. At the end of the final class an accounting of participants and all fees collected by the City of Reno will be sent for review to the instructor. Upon instructor's approval, payments will be sent to the instructor within the following week.

Marketing Your Course

All advertisement materials utilized to promote your classes must be approved by the Recreation Program Specialist. The Parks and Recreation Marketing department will design a rack card flyer to promote your classes twice a year. Your class will be put into the program brochure which comes out twice a year (4,000 copies each time). Your course description will be on our website and social media.

Registration

All registration will take place through Parks and Recreation. Under no circumstances is an instructor to accept payments. All participants must pre-register with the department before being allowed into any class/program. It is the instructor's responsibility to ensure all participants are registered and fully paid prior to attending class. Participants who have not paid are not allowed to attend class until payment is made in full.

Course Scheduling

Instructors are responsible for submitting class schedules through the program information sheet. Parks and Recreation staff will attempt to accommodate Instructor's schedule request. The City of Reno observes the following holidays. Please keep in mind that these holidays may affect your class schedules.

New Year's Day	Independence Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Family Day
President's Day	Nevada Day	Christmas Day
Memorial Day		
Juneteenth	Veteran's Day	

Taking Attendance

It is the sole responsibility of the Instructor to obtain a class roster on or prior to the first day of each class session. Rosters can be obtained from Parks and Recreation staff by any of the following methods:

- Come into the Parks and Recreation office during regular business hours to pick it up. Contact office staff ahead of time so it can be printed and waiting for you.
- Call the Parks and Recreation office and request your roster via fax or e-mail.

If a person is not on the class roster, they may not participate in the class, regardless of what type of class/program is being offered. The instructor must inform the individual that he/she must first register with the Parks and Recreation office prior to participating. This policy applies to new as well as returning participants. It is a good idea to remind class participants towards the end of a session of their responsibility to properly enroll in the next session.

It is the instructor's responsibility to take attendance at each class. This is especially important for large classes where participants may have shown up to class without paying. Please inform individuals who have not paid to go to the Parks and Recreation staff to register. Staff at the front desk can print a class list or a sign in sheet for you.

Facility Usage

Classes are held in various locations through the City. All contract instructors using Parks and Recreation facilities must set up their rooms/activity area. The instructor must always leave the room/activity area in the condition in which it was found. This means cleaning up any materials (art supplies, paper, etc.) and replacing any furniture and/or equipment back in its original location after the class/program ends.

Plan to have all equipment, materials, and copies provided at your expense.

Accident and Incident Reports

All accidents and incidents, no matter how minor they appear, should be reported. If an accident occurs in your class, please act calmly, promptly, and efficiently and take care of the situation. Notify a Parks and Recreation staff member on duty immediately. You will be responsible for preparing the accident and incident report.

Emergencies

Fire Alarm

- Evacuate the building. Use the nearest emergency exit. Use course roster to account for all participants.
- Do not re-enter the building until appropriate personnel give you permission to do so.
- In case of evacuation where participants are unable to return to the building, make sure participants less than 18 years of age are held in a safe area until a parent/guardian can pick them up.

Medical Emergencies

- Locate a phone and dial 9+911.
- Certified individuals should administer immediate First Aid.

Access for All

We welcome all individuals/families to participate and enjoy programs/facilities regardless of race, age, color, religion, sex, sexual orientation, national origin, or disability. If students require a reasonable accommodation to participate in a program, participants should call a minimum of five business days prior to the start of the program. Upon notification, efforts will be made to accommodate participant's request. If you or the participant have any questions or need additional information please contact the Inclusion Services staff at 775-334-2262. Hearing impaired persons can use Nevada Relay dial 711.

Zero Tolerance

If you have concerns or questions about our programs, please address staff in an appropriate and calm manner. The City of Reno has a zero tolerance policy of workplace violence, physical force, harassment, intimidation, or abuse of power or authority.

Removing an instructor

Instructor agreements may be terminated at the sole discretion of the City of Reno. Instructors can be removed for:

- Insufficient registrations
- Sufficient funds have not been appropriated by the Reno City Council
- Any breach of contract by Contractor to render services under the contract in a professional manner as determined by City of Reno.

Removing a Participant

The instructor shall be responsible for the dismissal of all program participants. The instructor must provide notice to the City of Reno, a minimum of 48 hours before any participant is removed from the program. No participant can be removed without approval from the City of Reno.

City of Reno Parks and Recreation programs and facilities promote learning, leisure, and respect in a safe environment. All patrons, staff and volunteers have the right to be safe and to feel safe while attending a program. With this right comes the responsibility to be accountable for actions/behavior that affects safety and perception of safety of others.

Examples of inappropriate behavior include but are not limited to:

- Inappropriate action/behavior: Abusive language and/or inappropriate gestures/actions directed toward participants, staff, or other persons, which strains interpersonal relationships and creates public embarrassment.
- Harm to others: Physically assaulting another person (participants, staff or other persons), including striking, pushing, shoving, spitting, proximity intimidation and/or grabbing; or any other attempt or threat to physically injure another person.
- Harm to self: Physically harming/injuring self or attempting or threatening to do so.
- Misuse/Damage of property: Improper care or misuse of items that belong to the City, site location or items belonging to another person.
- Stealing: Removing property belonging to others, the City, or other facilities without permission.
- Noncompliance with rules: Noncompliance with program and facility rules.

Stay Connected

A lot happens throughout the year so stay connected to the Parks and Recreation Department by ensuring we have your current email address and phone number.

For more information, please the contact the Contract Instructor coordinator at 334-2366.