



## CITY OF MORGAN HILL

### Community Services Department



# Instructor Handbook

COMMUNITY SERVICES DEPARTMENT

## Instructor Handbook

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Community and Cultural Center  
17000 Monterey Rd • Morgan Hill, CA 95037  
Phone 408-782-0008 • Fax 408-779-5450

Aquatics Center  
16200 Condit Rd. • Morgan Hill, CA 95037  
Phone 408-782-2134

Centennial Recreation Center  
171 W. Edmundson Ave • Morgan Hill, CA 95037  
Phone 408-782-2128 • Fax 408-778-8286

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# About Us...

***Our mission: “to continuously provide quality facilities and services that enrich our community through recreational activities, programs, and events.”***

**T**hank you for your interest in becoming an independent Contract Instructor with the City of Morgan Hill Community Services Department. We are excited about the opportunity of working together to reach our common goals and to serve our community. The City of Morgan Hill Community Services Department is dedicated to enhancing the community's quality of life through the provision of recreational opportunities. We believe that we create community through people, parks, and programs! The Community Services Department (CSD) utilizes independent Contract Instructors and City Staff 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 only.**

## What We Are Looking For...

The Morgan Hill Community Services Department is looking to partner with those individuals and businesses that have a similar vision for parks and recreation services:

### **“To Create Community through People, Parks and Programs”**

Additionally, we expect all instructors providing recreation programs for youth to provide an environment that fosters the following youth development principles:

- Providing safe and supportive environments for both the instructor and youth.
- Fostering relationships between youth and caring adults who can mentor and guide them.
- Supporting development of youth's knowledge and skills in a variety of ways, including study, tutoring, sports, the arts, vocational education and service learning.
- Engaging youth as active partners and leaders who can help move communities forward.
- Providing opportunities for youth to show that they care – about others and society.
- Promoting healthy lifestyles and teaching positive patterns of social interactions.

## How to Become an Instructor...

1. The process begins with the independent Contract Instructor filling out a New Instructor Class Proposal application and submitting it to the Contract Class Specialist.
2. The Contract Class Specialist and Community Service Supervisor will then review the proposal application to determine its potential in meeting the Department's mission and goals, and then contact you for a more detailed discussion. Recreation Staff retains the right to decide which classes to run, which classes to cancel, and which classes to discontinue.
3. The Contract Class Specialist will be assigned as your supervisor to work with you to determine the specific design of a course/activity regarding facility suitability/ availability, fee structure, course time frames, participant maximums or minimums, age ranges, course descriptions, etc.
4. Once the CSD and the independent Contract Instructor agree to proceed with offering the class, a written contract is produced which specifically states the course activity that you are agreeing to.
5. The Contract Class Specialist will set up a formal orientation for the Contract Instructor.

# Instructor Contract Requirements...

All required documents must be submitted annually, unless otherwise noted:

- **General Liability:** With policy limits of at least \$1,000,000 per occurrence. This document MUST BE in the name of the contractor, owner or the company's name, and the name must match the name on the City contract. If there is someone else signing on behalf of the owner, the owner will need to attach an authorization letter with the person's name, title and explain their relationship with his/her company.
  - **General Liability-Endorsements:** The following are required on separate endorsement forms (available from your insurance company) This is a separate form from the Certificate of Liability insurance form and needs to contain the following language (must include policy number as well):
    - The CITY, its elected or appointed officials, officers, boards, agencies, officers, agents, employees and volunteers are named as additional insured; and,
    - The insurer waives the right of subrogation against CITY and CITY'S elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers; and,
    - Insurance shall be primary non-contributing.
- **Sexual Abuse and Molestation Insurance:** If the instructor works with minors; evidence of sexual abuse/molestation liability with a limit of \$200,000/occurrence must be stated on the COI.
- **Automobile Insurance:** For 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."
- **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. Request 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 of Morgan Hill  
Attn: Risk Management  
17575 Peak Ave  
Morgan Hill CA 95037
- **Current Morgan Hill Business License:** Contact the City of Morgan Hill Finance Department at 408.779.7240 to obtain a license. The name on the license must match the name on the city contract/agreement, and certification of liability insurance.

- **TB Testing and Background Check (new instructors only):** Contract Instructors and their substitute teachers, contract staffs 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 their employees 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.
- **W-9 form (new instructors only)**
- **Code of Conduct form**

#### **Additional Notes about the Contract...**

- The City of Morgan Hill's insurance does not cover Contract Instructors.
- The City of Morgan Hill does not withhold state or federal income tax but does report the contractor's income via Form 1099.
- The contract term is based on an annual contract dated July 1<sup>st</sup> - June 30<sup>th</sup>.

# Class Policies & Procedures...

- ★ Marketing ~ CSD will list all classes in the Activity Guide. The guide is mailed to all Morgan Hill residents. The Instructor must seek additional locations for their distribution. All advertising done by Instructor must represent the class as a CSD program and must contain the CSD logo, activity codes, times, location, and facility or instructor.
- ★ Class Registration ~ All registrations take place through the CSD facilities (Centennial Recreation Center, Community and Cultural Center, and Aquatics Center). Instructors should *not* collect money or registration forms. Participants that have not paid may not participate. Each activity is sold as a unit. Participants must pay the full fee.
- ★ Course Rosters ~ Instructors should obtain a list of all course participants one week prior to the start of each course. It is important to have the most up-to-date participant information. Instructors should take roll and notify their direct supervisor if a participant has not shown for two consecutive days.
- ★ Course Cancellation ~ If an instructor and their supervisor agree to cancel a class due to low enrolment or other circumstances prior to the start of the class, CSD staff will contact the participants regarding cancellations, reschedules, or refunds.
- ★ Changes to Classes (e.g. changing class dates or times, combining classes, location changes, etc.) ~ Any changes to classes must be discussed with your supervisor. If changes are agreed upon prior to the start of the class, CSD will contact class participants. If changes need to be made after the start of the class, the instructor must notify their supervisor and will be responsible for notifying participants.
- ★ Class Session Cancelations (due to emergencies, illness, weather, etc.) and Makeups ~ If an instructor is unable to teach during a scheduled class session, the instructor should notify his/her supervisor immediately and find a replacement instructor. If a replacement is not available, the instructor must work with his/her 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 ~ The Community Services Department 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.
- ★ Instructor Payment ~ Contract Instructors will be paid based on the agreed percentage split of the base registration fee (CRC Resident price). The percentage split is 60% instructor, 40% City. Payment will be made after completion of the class and after an invoice (based on the rosters submitted) is provided by the Contract Instructor. City staff instructors must complete their timecards according to assigned timelines to receive their paychecks.

# Instructor Policies & Procedures...

The Community Services Department holds Instructors responsible for the following policies and procedures:

- ★ Representing the City through Professional Conduct ~ Though not employees of the City of Morgan Hill, 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 policies and the City's "decisions".
- ★ 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 the child to them. The Instructor must stay until all participants have left the facility.
- ★ Instructor's Relationship with Participants ~ The Instructor must not have contact with a single participant that is unobservable by other staff, 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.
- ★ 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 that will ensure participant safety. Instructors must also comply with the Community Services Department's Child Safety Policy.
- ★ First Aid Provision ~ It is the Contract Instructor's responsibility to know where the first aid kit is located for all facilities in which they provide services. For minor first aid (band-aids, etc.) the first aid kit will be sufficient. Notify the front desk or other staff 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 Welcome Desk immediately. 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.
- ★ Discrimination and Harassment ~ The City of Morgan Hill 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.
- ★ Personal Business ~ Instructors may not receive or make personal phone calls, nor have their own children with them, while performing services.
- ★ 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.

## 41 Developmental Assets for Youth...

Developmental Assets are the positive values, relationships, skills and experiences that help children and teens thrive. Young people with high asset levels are most likely to make healthy choices, while those with lower asset levels are more likely to get involved with negative or risky behaviors like violence, trouble in school, drug and alcohol use and more. (Search Institute created the developmental assets framework). The City of Morgan Hill has adopted the Assets as its framework for youth development.

Instructors who teach classes for youth are encouraged to adopt the Asset model as the framework for curriculum development. For more information visit about the 41 Developmental Assets visit:

<http://projectcornerstone.org/html/developmentalassets.html>.

## Recreation Guide Submissions...

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

- Winter/Spring Activity Guide for all classes occurring January – May  
*Proposal Due: End of August*
- Summer Activity Guide for all classes occurring June-August  
*Proposal Due: End of December*
- Fall Activity Guide for all classes occurring September-December  
*Proposal Due: Middle of April*

All submissions should be made using the approved format. Below are examples of approved format.

### Example of Correct Formatting

#### **CERAMICS FOR YOUTH**

This is a wonderful opportunity for young potters to get practical, hands-on experience in ceramics, combining both wheel and hand work to make nicely finished projects. Come try the wheel and make some sculptural pieces- there's something for everybody to enjoy in this class!

Instructor: Jane Rekedal

**Location: Community & Cultural Center, Poppy Jasper Room**

Activity#	Date	Day	Time	Age	Sessions
	6/20-8/8*	W	4pm-5:30pm	7-13 years	6
	9/12-10/24	W	4pm-5:30pm	7-13 years	7

\*No class on 7/4, 7/25

#### **6 week session**

Fees: \$104 / CRC Member: \$99

#### **7 week session**

Fees: \$126 / CRC Member: \$116