

JURUPA AREA RECREATION AND PARK DISTRICT

Independent Contracted Instructor Handbook



WWW.JARPD.ORG

(951) 361-2090

8621 Jurupa Rd.

Jurupa Valley, CA 92509

1.0 WELCOME AND INTRODUCTION

Thank you for your interest in becoming an Independent Contracted Instructor with the Jurupa Area Recreation and Park District also referred as “JARPD” or “District.” We are excited about the possibility of working together to reach our common goals and to jointly serve our community. JARPD staff is dedicated to building strong community connections through the provision of educational and recreational opportunities.

This handbook provides requirements on becoming an Independent Contracted Instructor with JARPD, guidelines and tips for managing your activities, and most importantly, what you will need to know about handling an incident or emergency. The information contained in this handbook is intended to serve as a resource for Independent Contracted Instructors as they begin providing classes and activities for the Jurupa Area communities.

JURUPA AREA RECREATION AND PARK DISTRICT (JARPD)

JARPD is an independent California special district which was created by public vote in 1984 and is governed by an elected board of directors. We manage and maintain over 43 square miles of open space, trails, facilities and parks, stretching from the Riverside and San Bernardino County lines to the North, Hamner Ave. into the City of Eastvale and to the City of Ontario to the West, the Santa Ana River/City of Riverside boundaries to the East and South. JARPD strengthens community image and sense of place, fosters human development, supports economic development, strengthens safety and security, promotes health and wellness, increases cultural unity, and provides recreational experiences.

OUR MISSION

To provide the people of the Jurupa area with outstanding recreational programs and a system of parks, trails, recreation areas and facilities that promote enjoyment, lifelong learning, and healthy active lifestyles.

CUSTOMER SERVICE PHILOSOPHY

Our goal is to deliver the highest quality recreation programs and classes possible to our community in a balanced and equitable manner. As an organization, it is important we understand the manner in which we treat our customers will have a lasting effect on the way our organization is perceived. Therefore, the services you provide as an Independent Contracted Instructor must be easily understood by the customer and effectively address the customer’s needs or interests. Independent Contracted Instructors must be cognizant of the responsibilities within the agreement including responsibilities to assist JARPD in building a healthy community.

DEFINITION OF AN INDEPENDENT CONTRACTED INSTRUCTOR

A person or business who performs services for JARPD under an Independent Contracted Instructor Agreement and who is not subject to the control of JARPD as to the manner and means of performing the services; not as an employee of JARPD.

This means both parties will be acting in an independent capacity and not as agents, employees, partners, or joint ventures of one another. Independent Contracted Instructors are not employees of JARPD, and thus are not entitled to any of the rights, benefits, or privileges of employment such as unemployment benefits or workers compensation. While an Independent Contracted Instructor may seek employment with JARPD, your status as an Independent Contracted Instructor does not give you any "special consideration" prior to, during, or after the recruitment process.

For more detailed information regarding the independent contractor relationship, please consult the Independent Contracted Instructor Agreement. If there is any discrepancy or inconsistency between the Independent Contracted Instructor Agreement and this Handbook, the Independent Contracted Instructor Agreement controls.

GENERAL QUALIFICATIONS

- Must be able to demonstrate significant knowledge of proposed class subject.
- Must have the ability to present class information in a satisfying manner for participants.
- Prior teaching experience is desirable, but not required.

WHY TEACH A CLASS WITH JARPD

- JARPD has a variety of indoor and outdoor community facilities. Facilities range from small classrooms or conference rooms, with room capacities of 10-20 people, to large multipurpose spaces, with room capacities up to 300, to various parks and athletic fields.
- JARPD utilizes a registration software system called Rec 1/Civic Rec. This system allows us to maintain facility bookings for your class and to process registrations in an efficient manner. Independent Contracted Instructors may receive attendance reports, wait lists reports, and we maintain the database to provide participants contacts for all activities. The system also easily reserves spots for waitlist participants when a cancellation in class occurs.
- We accept Visa, MasterCard, Discover, American Express, cash and checks for activity payments. We offer registration to customers via online registration (website: www.jarpd.org) and in person.
- JARPD's seasonal Activity Guide is the main marketing source promoting programs and services three times a year – Fall, Spring, and Summer. The Activity Guide is mailed to all households and businesses within the JARPD service area each season. JARPD also maintains a website and social media pages. Additional marketing materials will be produced and approved by JARPD staff prior to distribution.

HOW TO SUBMIT A CONTRACTED CLASS/INSTRUCTOR PROPOSAL

A completed Contracted Class/Instructor Proposal Form is required and should be submitted to Jurupa Area Recreation and Park District, at 8621 Jurupa Road, Jurupa Valley, CA 92509.

1. Complete the Contracted Class/Instructor Proposal Form. Please be thorough and descriptive in all areas of the form. This will help facilitate your proposal in a timely manner.
2. All the proposed dates of your class for a specific season must be completed. Please do not leave the dates blank. Your Contracted Class/Instructor Proposal will not be considered without all the necessary information completed. If you are proposing to use a JARPD facility, please note all facility information is managed through our computerized registration system, and dates must be entered before conflicts can be detected.
3. Each Independent Contracted Instructor will be assigned to a JARPD staff contact through the duration of their agreement. The Independent Contracted Instructor will be responsible for supplying their own equipment and supplies.
4. Independent Contracted Instructors must compute their own class pricing. IRS rules regarding contracting for activities prohibits JARPD from setting your pricing. Typical split of registration fees between JARPD and the Contracted Instructor is 60% Independent Contractor Instructor/40% JARPD, not including administrative fees. Additional class fees, i.e. participant material fees, initiated by the Independent Contracted Instructor must be communicated with the staff liaison through the seasonal Scope of Services; these fees may be separate from the registration fees, are not included in the registration split percentage, and may be paid directly to the Independent Contracted Instructor. All fees must be processed through JARPD; Independent Contracted Instructors are not permitted to process their own fees through their own system.
5. Classes for which JARPD will not accept proposals are:
 - a. Activities that are similar to those which JARPD currently offers. (We suggest you read the most recent copy JARPD's seasonal Activity Guide available online at www.JARPD.org). *(Similar programs may be considered if facilities exist in another geographic area of the District)*
 - b. Activities JARPD has offered in the past that were cancelled due to lack of interest, unless you can demonstrate you have the necessary number of participants who are interested in participating in the specific activity.
6. Submitting a Contracted Class/Instructor Proposal does not guarantee the activity will be added to the recreational offerings through JARPD. Program or activity approvals are dependent upon the amount of specific information contained in your Contracted Class/Instructor Proposal form; the subject matter's potential for meeting JARPD's programming needs and priorities, demonstration of the Independent Contracted Instructor's subject knowledge and teaching experience, and the availability of facilities.

7. Once added, there are no guarantees JARPD will continue your class offering for future seasons. JARPD reserves the right to cancel any activity or class as a result of low or no attendance.

SCOPE OF SERVICES

Independent Contracted Instructors are responsible for submitting a detailed Scope of Services as part of the Independent Contracted Instructor Agreement outlining the services that will be provided on an annual basis. Scope of Services will cover three seasonal brochures: Fall (September – December), Spring (January – April), Summer (May – August). Detailed class information will be required and must include detailed course description (45 words or less), class dates, times, fees, facility location, minimum and maximum enrollment, material fees (if applicable), and material/supply list (if applicable).

Independent Contracted Instructors will have the ability to make changes to their Scope of Services at any time with agreement and approval from JARPD. These changes are required to be submitted in writing as an Amendment to the Contract (Exhibit A). Scope of Services may not be altered or changed verbally or through email.

2.0 INDEPENDENT CONTRACTED INSTRUCTOR AGREEMENT REQUIREMENTS

CITY BUSINESS LICENSE REQUIREMENT

All Independent Contracted Instructors doing business in the Jurupa Valley city limits are required to obtain and maintain in good standing a City of Jurupa Valley Business License. Business Licenses may be obtained at City Hall, 8930 Limonite Ave, Jurupa Valley, CA 92509. For application forms or more specific information about business licenses, visit the City's web site at: www.jurupavalley.org

FINGERPRINT CLEARANCE AND BACKGROUND CHECKS

As a condition of the Independent Contracted Instructor Agreement, JARPD requires all Independent Contracted Instructors and Instructor Assistants, at their own expense, to submit to fingerprinting and a Department of Justice (DOJ) criminal background screening prior to teaching any activities. JARPD's ORI code on the Live Scan form must be used for fingerprinting. This DOJ screening confirms the Independent Contracted Instructor, or their Assistants have no criminal convictions under the California Public Resource Code § 5164 that would legally preclude them from providing activities to the public. In accordance with the DOJ's Subsequent Arrest Notification Program, JARPD is notified of any offenses through the term of the Independent Contracted Instructor Agreement.

If the Independent Contracted Instructor has employees, prior to the first day of an activity, the Independent Contracted Instructor must certify to JARPD that said employees have been fingerprinted and have passed a DOJ background check. Any Independent Contracted Instructor or Assistant will not be allowed to teach an activity without this documentation.

The Jurupa Area Recreation and Park District may terminate an Independent Contracted Instructor's agreement at any time if an Independent Contracted Instructor, and/or its employees have violated the California Public Resource Code 5164.

INCOME TAX REPORTING

Independent Contracted Instructors are not considered JARPD employees, and therefore, are not subject to State or Federal income tax withholdings. It is the Independent Contracted Instructor's responsibility to pay all income taxes. JARPD does report earnings to the IRS through a Form 1099. All Independent Contracted Instructors will be required to complete a W-9 form.

INSURANCE & WORKERS' COMPENSATION REQUIREMENTS

JARPD is a member of a self-insured insurance pool through the California Association for Park & Recreation Insurance (CAPRI). CAPRI is the insurance company for JARPD, not Independent Contracted Instructors or other individuals or businesses with whom JARPD contracts. JARPD's insurance will not pay for any injuries you may sustain or defend or pay out on claims brought against you. If a liability claim were to occur against you and JARPD, you would be responsible for defending yourself, and potentially paying a claim brought against you.

MONITORING PERFORMANCE OF INDEPENDENT CONTRACTED INSTRUCTORS

JARPD staff may periodically review reports and records of the Independent Contracted Instructors. Independent Contracted Instructors may be required to supply noteworthy events or problems, work accomplished, and important future work or activities. This information is often distributed as part of JARPD's newsletters, quarterly performance reports, reports to our Board of Directors, etc.

Periodic Inspections: JARPD staff will periodically inspect the work of Independent Contracted Instructors to ensure that they demonstrate the skill, knowledge, and professionalism required by the agreement. The inspection can be completed with or without the Independent Contracted Instructor's knowledge and can be completed by internal staff, other professionals, or volunteers.

Review of Complaints: A second monitoring approach is to review complaints or comments received regarding the performance of Independent Contracted Instructors. JARPD staff will be diligent in addressing complaints from dissatisfied customers.

Review of End-User Satisfaction: A final monitoring technique is a survey, which JARPD reserves the right to conduct. This may take the form of a written survey, electronic (via Internet or email), or face-to-face dialogue with a staff person. Participants are usually most knowledgeable of their own level of satisfaction with services and what can be done to improve the quality of operations.

3.0 JARPD POLICIES AND PROCEDURES

AMERICANS WITH DISABILITIES ACT (ADA)

The ADA is federal legislation, which guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services, and telecommunications.

It is the policy of JARPD 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 they can have an equal opportunity to participate, unless an undue burden would result. Physical barriers must be removed if removal is readily achievable, easily accomplished, and able to be carried out without 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.

Participants requiring accommodations are requested to notify JARPD four (4) weeks prior to the start of a class to discuss individual needs. JARPD will make all reasonable modifications to ensure people with disabilities have an equal opportunity to access all JARPD programs, services, and activities. JARPD will not impose unnecessary eligibility standards or rules denying individuals with disabilities the opportunity to participate in services, programs, and activities.

If you become aware of a need for a participant accommodation, you are expected to notify your JARPD staff contact as soon as possible to best ensure ADA compliance.

ACTIVITY GUIDE DEADLINE

Season	Class Dates Advertised	Deadline to Submit Class Proposal	Anticipated Public Distribution Date
Fall	September - December	April	Early August
Spring	January - April	July	Early December
Summer	May - August	December	Early April

ADVERTISING & PROMOTION

The majority of the class offerings are listed in JARPD's seasonal Activity Guide and is distributed to households and businesses throughout the JARPD service area. Information is also periodically published on JARPD's social media platforms. Classes are listed on the District's website with links to our online catalog. All advertising produced by an Independent Contracted Instructor must be presented as a sponsored program of Jurupa Area Recreation and Park District.

Independent Contracted Instructors are responsible for any additional promotion for their activities beyond what JARPD provides. All promotions must be approved by JARPD staff prior to public distribution.

CHANGES IN SCHEDULE

It is very important that classes start and end at the time which is advertised. Starting classes late or ending the classes early can cause undue burden for the participants, parents, other instructors, and can also cause problems with facility scheduling. Any anticipated changes in the schedule must be reported immediately to your JARPD staff contact. JARPD staff will alert participants to changes in dates or class times by including class dates, holidays and planned absences in the promotional materials when known.

CLASS CHANGES

However, if changes occur after the seasonal Activity Guide is published, Independent Contracted Instructors are expected to remind students of the deviations with appropriate signage and verbal announcements at the beginning and end of the activity the week prior to the expected change, or as soon as possible.

REGISTRATION PROCESS AND LIABILITY WAIVERS

The Jurupa Area Recreation and Park District shall be responsible for and have complete control over the registration of participants. Independent Contractors are not permitted to take registrations outside the Jurupa Area Recreation and Park District's registration process. To assist customers and Independent Contracted Instructors, registration is accepted in person at the Park District Office, Monday through Friday, from 8:00am to 5:00pm. Online registration is also accepted for many classes, activities, and events.

In addition to paying the class registration fee, all participants must sign a liability waiver at the time of registration before engaging in an activity. Our liability waivers have been designed to have force in litigation cases and cannot be modified. You may not allow students to participate in an activity until you know they are registered and have a signed liability waiver on file with JARPD.

CANCELLATION

If your minimum class size is not met, JARPD and the Independent Contract Instructor must mutually agree as to whether the class goes forward. Instructors who want to cancel a class must contact JARPD at least two (2) business days before the first-class meeting. JARPD staff will notify participants of the cancellation and issue a class refund. Independent Contracted Instructors who choose to cancel a class will not be paid for a cancelled class.

If a class cancels three (3) or more times, JARPD may choose to no longer offer that class or any class that appears to be similar with the District and/or the Independent Contract Instructor Agreement may be terminated by JARPD.

CLASS ORIENTATION

Independent Contracted Instructors are encouraged during their first-class meeting to outline for the participants exactly what they can expect from the activity or class. This information may include class rules, clean-up responsibilities, etc. By providing this information upfront with participants, it will hopefully decrease the likelihood of any unsatisfied customers who may have had a different perspective on the class or activity. Independent Contracted Instructors are also encouraged to "open the floor" for participant input; sometimes this simple way of soliciting valuable insights into the needs and desires of your participants can increase your effectiveness as an instructor.

CLASS REFUND POLICY

Refunds are only issued in the event the District cancels a program, class, activity or event. Approved refunds will be issued via check for cash and check purchases. Payment made by credit card will be refunded to the card upon which original payment was made. (Some restrictions apply). If the course is canceled by JARPD, the participant will have the option of transferring to a similar program or receiving a full refund. Refunded fees are not payable to the Independent Contracted Instructor and may be deducted from future payments.

CLASS WAITING LISTS

Once a class is full, a waiting list will be established. Participants cannot be on a waiting list and enrolled in a class of the same type for the same period of time. Any participant already enrolled is removed from waitlists for the same time period.

COMMUNICATIONS/INTERACTIONS WITH PARTICIPANTS AND GUARDIANS

The District values community input, even when it may contain comments that demonstrate a need for continued improvement. Any citizen/customer contact received by an Independent Contracted Instructor concerning the contracted services must be addressed by the Independent Contracted Instructor, and your JARPD staff contact should be notified of the nature of the concern. This will ensure we are providing the best possible services to the community as well as aiding us in pinpointing services that need improvement.

The Independent Contracted Instructor must not have unobserved contact with individual class participants at any time. Parents and/or caregivers should be invited and encouraged to visit program sites at any time and do not need to ask permission to do so. The Independent Contracted Instructor is also prohibited to use any participant information, rosters, etc. for any purposes other than authorized JARPD use.

COMMUNICATIONS WITH STAFF

It is important to maintain a clear line of communication between JARPD and the Independent Contracted Instructor. As an Independent Contracted Instructor, if you have any questions, concerns, or

issues regarding your activity, your first point of contact is the JARPD staff person with whom you coordinate your class offerings.

A lot happens throughout the year, so we encourage Independent Contracted Instructors to stay connected with JARPD staff through the use of email or telephone. Staff will periodically send out emails pertaining to your instructor payments, enrollment information, class rosters, and other important news pertaining to your activity.

DISCRIMINATION AND HARASSMENT

The District has a zero-tolerance 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 and causes discomfort to another person, be it physical, verbal, visual, or sexual. Independent Contracted Instructors and their Assistants are responsible for their own actions/conduct and that of the class participants and must never engage in discrimination and harassment because of an individual's protected classification.

INSTRUCTOR ABSENCE AND MAKE-UP CLASSES

If the Independent Contracted Instructor will be tardy or absent from class, it is their responsibility to notify your JARPD staff contact and the enrolled students. A makeup class must be scheduled at the end of the session or when agreed upon by staff. Excessive absences and/or tardiness may result in JARPD terminating the agreement with the instructor. If classes are to be rescheduled, it is the instructor's responsibility to make arrangements with your JARPD staff contact and to notify students of the make-up class dates. If scheduling does not allow a class to be rescheduled, students will be refunded for that particular class which will be deducted from the overall registration fee.

INSTRUCTOR PAYMENTS

A split of 40% JARPD / 60% Instructor of the registration fees received (excluding administrative fees) will be applied to compensate Independent Contracted Instructors utilizing JARPD facilities as a location for their scheduled activities.

Materials Fee: Fees for materials and supplies are considered separate class fees that are payable directly to the Independent Contracted Instructor and are not calculated into the percentage split calculations. Independent Contracted Instructors may opt to direct participants to an outside source for class materials (i.e., Michaels or other supplier), collect the material fees during the first-class meeting, or build the cost of supplies into the class fee.

Material fees are fees that are charged to the participant in addition to the class fee by the instructor. Material Fees are for supplies that the instructor requires the participant to have in order to participate in the class and should not be collected for supplies that instructors need to teach classes such as scissors, music, sports equipment, etc., as these supplies are necessary expenditures of doing business for multiple class sessions and should be included in the class fee.

The instructor will need to specify if there is a material fee and how much it is per participant. A list of materials including the prices will need to be submitted with the class proposal.

Instructor Request for Payment Form: Once the class session ends it is imperative to submit the Instructor Request for Payment Form (Invoice) to JARPD. This form will have information about the number of participants that were enrolled and listed on your class rosters. Payment for the course will not be offered until this form is turned in. Depending on the duration of the class, Independent Contracted Instructor payments will be issued within 30 days of completing an activity. If class payment is not received within four (4) weeks after the class has ended, please contact your JARPD staff person whom you coordinate your class offerings to check on the status of your payment. Independent Contracted Instructors cannot be paid for any participant that does not appear as being paid in full on the master copy of the activity roster, regardless of whether or not they have observed or attended the class. All participants must be paid in full for the activity prior to attending. It is the responsibility of the Independent Contracted Instructor to ensure all participants are fully registered and have a Liability Waiver on file with the District.

Please notify your JARPD staff contact if you have any changes to your personal or organization's contact information submitted with the original Contracted Class/Instructor Proposal form as soon as possible to avoid any unnecessary delays in your instructor payments.

NON-RESIDENT FEES

The Jurupa Area Recreation and Park District residents make a significant contribution to the ongoing financing and operations of JARPD programs and services through annual property and income tax payments and other assessments. Non-resident fees are intended to contribute to the overall financing on an equitable basis with residents.

A non-resident fee will be charged for registrants living outside JARPD service area. Generally, the nonresident fee is (30%), but some activities may have a different fee based upon the nature of the activity. The non-resident fee is retained by JARPD

MANAGEMENT OF FACILITIES/STORAGE OF EQUIPMENT

All equipment, materials, and/or supplies purchased by the Jurupa Area Recreation and Park District is the property of the District. JARPD staff will ensure all facilities are clean and ready for general use. The Independent Contracted Instructor should be the first person to arrive to ensure appropriate class set-up, and the last person to leave. JARPD staff will set up tables and chairs for your class. The Independent Contracted Instructor is responsible for equipment and all other facility amenities during the class. Before exiting the facility, the Independent Contracted Instructor must, as a courtesy, notify staff of your impending departure.

If you discover any abnormalities, problems, or repairs needed at a site, please report it to the staff on duty and follow up with your JARPD staff contact. If an area requires immediate attention due to a safety hazard, contact staff immediately. JARPD will take care of any “emergency” conditions and will do its best to handle other repairs or problems as soon as possible depending on JARPD’s resources and the extent of the repair/problem. The Jurupa Area Recreation and Park District is not responsible for lost or stolen items or stored equipment.

MANDATED REPORTING

Independent Contracted Instructors and their assistants are considered Mandated Reporters under the “[California Child Abuse and Neglect Reporting Law](#).” This means if the Independent Contracted Instructor or their Assistant “has knowledge of or observes a child whom he or she suspects has been the victim of child abuse or neglect...,” a report must be filed with Child Protective Services or the Jurupa Valley Police Department immediately. Types of reportable situations may include, but are not limited to, any type of possibly physical injury, suspected sexual abuse or exploitation, willful cruelty or unjustified punishment, unlawful corporal punishment, neglect (severe or general), or abuse in an Out-of-Home Care (e.g. daycare).

Independent Contracted Instructors and their assistants are also considered Mandated Reporters under the “[Elder Abuse and Dependent Adult Civil Protection Act](#).” This means if the Independent Contracted Instructor or their Assistant “has knowledge, or reasonably suspects, that types of elder or dependent adult abuse have been inflicted upon an elder or dependent adult, or his or her emotional well-being is endangered in any other way ...,” a report must be filed with Adult Protective Services or the Jurupa Valley Police Department immediately. Types of reportable situations may include, but are not limited to, any type of possible physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment, resulting in physical harm or mental suffering. The deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering is also considered a reportable offense.

NO SHOWS

If a participant does not show up for the first class, please inform the staff on duty so they can contact the participant to remind them of the next class (if you have multiple classes). If participant continues not to show up for class, please notify JARPD staff so the individual can be withdrawn from the class.

PARTICIPANT BEHAVIOR POLICIES

It is the goal of District staff to provide safe, positive, and fun experiences for all participants in our programs. In order to achieve this goal, the following program policies must be adhered:

- Participants must be respectful of the feelings and properties of others.
- Participants shall not interfere with the learning of other participants.
- Participants shall follow instructions and rules as stated by their instructor.
- Participants shall not verbally or physically harm another person or property.
- Participants shall use appropriate language.

Consequences for misbehavior by participants are usually progressive and reflect the severity of the unacceptable behavior. Listed below is a recommended progression of discipline, however, one should note the discipline may not be sequential and one severe act could lead to dismissal from JARPD programs and activities.

- Warning.
- Redirection.
- Telephone call to parent/guardian.
- Removal of the participant for the day or temporary suspension from the program.
- Dismissal from the program or activity.

No refunds will be given if a participant is dismissed from a program as a result of misbehavior.

PHOTO DISCLAIMER

The Jurupa Area Recreation and Park District may from time-to-time photograph or videotape program participants and recreational users of District facilities and uses these photographs or videotapes in its promotional materials. Unless informed otherwise at the time a participant registers for an activity, staff will presume consent to be photographed or videotaped has been given by facility and program users.

As part of the Independent Contracted Instructor Agreement, the Independent Contracted Instructor grants full permission to JARPD for use of his or her name and photographs, videos, motion picture or recordings for any publicity and promotion purposes without obligation or liability to the Independent Contracted Instructor.

PROFESSIONAL CONDUCT

Although Independent Contracted Instructors are not JARPD employees, they do reflect on JARPD and as such must conduct themselves in a professional manner; this includes dressing and speaking professionally and supporting the Jurupa Area Recreation and Park District's policies, procedures, and decisions. Independent Contracted Instructors are to maintain a professional relationship with JARPD employees, participants and parents or guardians of minor participants at all times.

PROGRAM EVALUATIONS

Periodically evaluations of classes and instructors are conducted to guide offerings and enable instructors to improve the content. JARPD staff will usually consult with the Independent Contracted Instructor prior to an evaluation. Independent Contracted Instructor input is welcomed on timing and focus of evaluations, and the questions included. Independent Contracted Instructors are encouraged to read the completed evaluations, which are kept on file with the assigned staff person. We respect the privacy of our customers, and therefore names, telephone numbers and other personal information that would identify the respondent are not included. If you would like to have an evaluation of your class, please contact your JARPD staff contact to develop or adapt an evaluation form to respond to the objectives of the proposed evaluation.

RELEASING MINORS AND PARTICIPANTS WITH SPECIAL NEEDS

At the end of the activity, the Independent Contracted Instructor must not release minor children and/or participants with special needs to anyone other than the authorized parent or guardian (for special needs, the person may be released to his/her attendant). Never release a child or individual with special needs to someone who is unknown or of whom the participant expresses fear or uncertainty. The Independent Contracted Instructor must stay until all participants have left the facility.

If a minor participant has not been picked up from an activity at its conclusion, it is the Independent Contracted Instructor's responsibility to inform District Staff on site to call any phone numbers listed on the class roster to attempt to reach a responsible adult for pick-up. If, after 30 minutes, no parent/guardian has arrived and no emergency contact person has been reached by telephone, the Jurupa Valley Police Department must be contacted at (951) 776-1099 #5 for assistance. After contacting the Jurupa Valley Police Department, JARPD staff person on site will contact the JARPD personnel with whom you coordinate your class offerings.

ROSTERS, ATTENDANCE SHEETS, & PRIVACY ACT

Staff will provide a class list, which provide instructors only with a list of names of those participants registered for the class. Staff on site during class will have participants phone numbers and may call participants if needed. Mailing and email addresses will be kept confidential. Instructors can call the Park District at (951) 763-7390 to obtain their class counts. Instructors are to take attendance at the beginning of class. Individuals who are not enrolled through the Jurupa Area Recreation and Park District may not participate in any class; they cannot "try" a class. Participants must be listed on roster or have an issued receipt before you admit them to your class.

SAFETY OF PARTICIPANTS

Prevention is our first goal. Most accidents/incidents can be prevented by practicing sound safety rules and procedures and by consistent monitoring on the part of the Independent Contracted Instructor. The Independent Contracted Instructor's primary responsibility is to ensure the safety of participants involved with the activity. The Independent Contracted Instructor should visually inspect the program areas and facilities in which they are working in. If any aspect of the area appears unsafe, it is the responsibility of the Independent Contracted Instructor to immediately notify the JARPD staff person on site and to follow up with the JARPD staff person with whom you coordinate your class offerings and take actions that will ensure participant safety.

Despite everyone's attention to safety, sometimes participants do get hurt or incidents happen. When these situations occur, it is essential you assist the JARPD Staff on site to complete an Accident or Incident Report Form. Accident and Incident Report Forms are located at each Community Centers and Recreation Buildings. These forms provide the necessary information for additional follow-up if necessary, and documentation in the event of litigation. All Accident/Incident Report forms must be turned into the Jurupa Area Recreation and Park District within 24 hours of occurrence.

It is also the Independent Contracted Instructor's responsibility to know where the first aid kit is located for all facilities in which they provide services. Independent Contracted Instructors are not authorized to administer any medications to class participants.

For serious accidents, DO NOT MOVE the injured participant, and call 911. If a minor is involved, notify the parent/guardian immediately. For all accidents, notify the District Staff on site immediately and follow up with your JARPD staff contact immediately via telephone at (951) 361-2090. Assist District Staff on site to complete and submit the Accident Report form to the Jurupa Area Recreation and Park District within 24 hours of occurrence.

The Independent Contracted Instructor is also responsible for ensuring the class responds appropriately to fire alarms, smoke detectors, and other emergencies.

CONCUSSIONS

If applicable, the Independent Contracted Instructor will be required to comply with the California Health and Safety Code §124235 relating to Concussion Protocol for certain programs and activities.



Independent Contracted Instructor Handbook Acknowledgment Form

As the Independent Contracted Instructor, I have received, read, and understood the Independent Contractor Instructor Handbook as set forth by the Jurupa Area Recreation and Park District.

Instructor Name

Instructor Signature

Date

JARPD Staff Name

JARPD Staff Signature

Date