



# **Independent Contractor Instructor Handbook**

## **Mailing Address & Office Location:**

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Rancho Cordova, CA 95670

**Office (916) 369-9844**

[www.crpdpd.com](http://www.crpdpd.com)

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## Introduction

Thank you for your interest in contracting with Cordova Recreation & Park District. We are always interested in speaking with individuals who are willing to share their expertise and knowledge with the community. Cordova Recreation & Park District offers a wide variety of events, classes, and activities for all age groups.

The information in this handbook is intended for current and prospective contract instructors. The handbook is a resource for information related to teaching a “fee based” class for the Cordova Recreation & Park District.

### The Mission of CRPD:

Lead the region in recreation and parks through excellence and transparency in serving the needs of our diverse and growing community

### Instructor Payments

The District and the Independent Contractor compensation is based off a 60/40 percentage split, meaning the Instructor receives 60% and the District receives 40%.

Instructors will receive a check cut from the County of Sacramento 4-6 weeks AFTER the class ends due to the payment procedure and process. Payment will be based on the number of students enrolled at the time the payment process is started. Please make sure your mailing address and contact information is kept up to date to ensure you receive your payment.

PLEASE NOTE: It is the Instructors responsibility for making sure the number of people in the class matches the registration roster for each class. It is important that Instructors get updates on rosters and attendance for each class to ensure accuracy and also participant liability. Also, the District does not withhold taxes from a contractor’s check. It is the contractor’s responsibility to satisfy any taxes due by the contractor in an appropriate manner.

### Registration

Participants must pre-register for all classes. Registrations are processed on a first-come, first-served basis by the District. Registration may not be taken in your class without prior approval. Visa, Mastercard, American Express, Discover Card, cash, or checks payable to CRPD are all accepted.

There are three easy ways to register for classes:

1. Internet Registration: Participants may go to [www.crpdc.com](http://www.crpdc.com) to register online.
2. Via phone, mail or in-person at any CRPD Location:
  - a. Cordova District Office, 2729 Prospect Park Drive (916) 842-3300
  - b. Neil Orchard Senior Activities Center, 3480 Routier Road (916) 366-3133
  - c. Mather Sports Center, 3755 Schriever Ave (916) 362-1704
  - d. Hagan Community Center, 2197 Chase Drive (916) 369-9844
3. Fax: Participants may fax completed registration forms at anytime to (916) 369-9870.

## Absences, Substitutes, Refunds, & Class Cancellations

- A. Absences: If an instructor is ill or unable to conduct class, the instructor must notify their contract manager as soon as possible.
- B. Substitutes: If an instructor has made arrangements for a substitute, the District must have prior notification and the substitute must have prior authorization from the District to teach. Substitutes must submit an Instructor Application and also complete the background check by the District. Instructors are allowed only 1 substitute per contract term. Understand that you as the primary “contractor” will still receive the payment for the course.
- C. Refunds/Withdrawals: Refund requests received after the start of a class will be reviewed on a case-by-case basis (No refunds after the second class meeting). A prorated credit may be issued. If a participant is asking for a refund, we encourage the option of transferring to another course or if he/she would like to receive credit for a future program. Credits are good for the current season.
- D. Course Cancellations: Cordova Recreation & Park District reserves the right to cancel, combine or divide courses, change the time, date or place of courses, change the instructor, and to make other changes when necessary to ensure a quality experience for all participants. If the District cancels a course, CRPD staff will notify students and issue any necessary refunds that have been warranted. Classes will be canceled 48 hours before the start time of the class.

## Checking Your Class Enrollment

You can inquire about your enrollment at any time by contacting your contract manager. Instructors must work with email to receive rosters, important class information, etc.

## Course Scheduling

Please keep them in mind when programming your courses as some of these holidays may affect your schedule. The District observes the following holidays:

New Year’s Day

Martin Luther King’s Birthday

Presidents Day

Memorial Day

4<sup>th</sup> of July

Labor Day

Veteran’s Day

Thanksgiving Day

Friday following Thanksgiving Day

Christmas Day

## Instructor Conduct

As an Instructor, you have an important role as a representative of the District. Instructors are expected to dress appropriately and professionally for the setting and nature of the program. Instructors should show up on time, be prepared for class, and give participants excellent customer service. Facilities are expected to be kept neat and clean i.e. picking up trash, putting tables and chairs back where found (if moved), taking down posters for class materials, etc. Many rooms have multiple uses during the day and janitorial service is not always available immediately after your program. Smoking is not permitted indoors and we ask that it be done out of sight of the customers and at least 30 feet from entry door of building.

## Waivers of Liability / Taking Attendance

Instructors are responsible for ensuring all participants have a signed waiver for their class. Each session requires a new waiver. CRPD cannot allow people who have not signed a registration form and a waiver/release form to attend classes.

Rosters will be issued at the start date of each class upon request. Instructors should email the contract manager to receive class rosters and updates. It is the Instructor's responsibility for making sure the number of people attending the class matches the registration roster for each class.

## Making Appointments

Instructors are asked to make an appointment with their contract manager when there is something to discuss. Unexpected visits are difficult to accommodate with busy work schedules. Please call or email in advance to select a time to meet during business hours.

## American Disabilities Act (ADA)

We will make every reasonable effort to comply with the American Disabilities Act and will not discriminate against any individuals with special needs. ADA guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications. Participants are asked to call us at least 3 weeks in advanced if they require special accommodations.

## Promoting Your Class

We will put your classes in our recreation guide. The dates for the Fall/Winter programs are from the beginning of September to the end of February and the Spring/Summer guide is from the beginning of March to the end of August.

- CRPD website: Your class will be listed on our District webpage with your full class description, dates, fees and any other necessary information.
- CRPD Facebook: Your class can be promoted once per season on the CRPD Facebook page.
- Changes in Class Schedule: Any changes in your class i.e. time, description, moving people to different classes, skill level, location, scheduling make-up classes, etc. must be approved by your contract manager in advance.
  - Recreation Guide Description:
    - This description will go into the guide we mail to about 48,000 homes twice per year. We strongly encourage you to "sell" the class in a fun and descriptive context. This description must not exceed 45 words (content subject to editing by staff). **Each instructor is required to submit one photo that may be used in the guide.**
  - Website Description:
    - This should include a full course description plus information the customer should know prior to attending the course. This description must not exceed 100 words.

*Contact Communications Coordinator with any questions regarding flyers or promoting your class as listed above (916) 842-3300 or via email [communications@crpd.com](mailto:communications@crpd.com)*