

COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION

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# CONTRACT CLASS PROGRAM INSTRUCTOR HANDBOOK



# **Contract Class Program Instructor Handbook**

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## 1. Introduction and General Information

- 1.1 Thank you for your interest in providing classes through the Contract Class Program (CCP) of the Los Angeles County Department of Parks and Recreation (DPR, Department). DPR is dedicated to building strong and resilient communities and individuals through high quality recreational and enrichment opportunities while also making workforce investments in individuals and businesses local to our parks. As Contract Instructors, you bring valuable skills and expertise to enhance the programs offered and promote personal well-being among our communities and improve the lives of LA County residents. Please read through this handbook carefully as it provides all the necessary information to guide you through the application process as well as provides important policies, procedures and information to assist you throughout your experience as a Contract Instructor with our Department.
- 1.2 Our goal for this program is to maximize the use of our recreation space for the benefit of our local communities to fully enjoy the amenities as stewards of parklands while also providing work experience for local instructors. We are looking for instructors who offer classes that help us further our Mission, Vision and Values.
  - 1.2.1 DPR Mission: Serve as stewards of parklands, build healthy and resilient communities, and advance social equity and cohesion;
  - 1.2.2 DPR Vision: To be a world-class parks and recreation organization;
  - 1.2.3 DPR Values: Integrity and Dedication, Inclusion, Health and Wellness, Compassion, Stewardship and Sustainability, and Innovation.
- 1.3 Please note that Contract Instructors are not considered employees of the Department and therefore are not eligible to receive County employee benefits.
- 1.4 All of the documents needed to complete your application process can be found at <https://parks.lacounty.gov/becomeaninstructor>, as well as in the appendix of this handbook. Your first step in the application process is to apply for a County of Los Angeles Vendor number at <https://camisvr.co.la.ca.us/webven/>. During your vendor registration process, you must indicate you are “1099 reportable” in order to receive proper tax documents at the end of the calendar year. During this process you will be prompted to complete a direct deposit authorization in order to receive your pay from the department. You will then complete and submit a Contract Class Instructor Application (Attachment A) and a Contract Class Proposal Form (Attachment B). The application and proposal forms can also be filled in and submitted online. You will need to submit a separate class proposal form for each proposed class you would like to offer. These forms can be submitted by mail or email to the addresses listed at the bottom of the forms. We ask you to start your vendor registration process

first so that your request is already in process when we receive your CCP application and proposal.

- 1.5 Upon receipt of these documents, a CCP coordinator working in the geographical area noted on your class proposal form will reach out to you to help guide you through the rest of the process. They may contact you with any insurance or licensing requirements based on the types of classes you are proposing to offer. Timely completion of any requested information and/or requirements will avoid delays in the review and approval of your application and class proposal.
- 1.6 Once all necessary documents have been received, your application and class proposal form will go through multiple levels of review within our Department. While this review is taking place, your CCP coordinator may reach out to you if any adjustments to your proposal are needed prior to approval (e.g. schedule, location, price, etc.). Your CCP coordinator will also schedule a phone interview during the review process. You will receive written correspondence to notify you of acceptance or denial of your application and each class proposal form you submitted. Please refer to the Desirable Qualifications (section 2) and Selection Process (section 3) below for more detail.
- 1.7 Upon contingent approval of your application and at least one class proposal form, your CCP coordinator will request proof of your recent TB test if applicable (see section 5.5 for details) and ask you to fill out an IRS W-9 form. A representative from DPR Human Resources will contact you to schedule a background check appointment which includes fingerprinting. Timely completion of these requirements will help avoid delays in your final approval process. Upon receipt of your background clearance and all necessary information and requirements, your CCP coordinator will contact you to sign an Agreement (located on our website) with our Department. Before the start of your first season offering a contract class through our department, your CCP coordinator will schedule you to complete a CCP Instructor Orientation and Mandated Child Abuse Reporter Acknowledgement.
- 1.8 The Agreement will be effective for a maximum of one (1) year and shall expire on June 30<sup>th</sup> following the date of execution. A new Agreement will need to be executed each June. Your class proposal will be active for one season (fall, winter, spring, summer) and you will need to submit a new class proposal form for each proposed class each season. The Contract Class Annual Production Schedule (Attachment D) lists the dates of each season and important deadlines that must be met. Please carefully review the updated production schedule published each year to not miss any important dates or deadlines.
- 1.9 Further details on each of these processes can be found in the Responsibilities and Policies and Procedures (sections 4-6) below.

## 2. Desirable Qualifications

2.1 The below are a list of desirable qualifications for interested applicants:

- 2.1.1 The ability to deliver an appealing program that aligns with the mission, vision and values of DPR (section 1.2);
- 2.1.2 The ability to demonstrate experience and expertise in the proposed program area;
- 2.1.3 The ability to demonstrate program performance through a variety of data collection methods (e.g. client satisfaction surveys, testimonials, reviews, etc.);
- 2.1.4 The ability to provide excellent customer service and to utilize customer feedback in a way that improves the quality of service;
- 2.1.5 A high quality of work in regards to customer service including the management of customer complaints and concerns;
- 2.1.6 The ability to serve customers with varying abilities or needs and providing adequate reasonable accommodations;
- 2.1.7 The ability to use collaborative and innovative marketing efforts, including social media, and outreach plan to ensure maximized class enrollment;
- 2.1.8 The ability to use trends and recent data to develop class curriculum and programs that meet the diverse population of Los Angeles County;
- 2.1.9 Ability to demonstrate cost-effectiveness while ensuring positive revenue generation.

### 3. Selection, Denial and Evaluation Process

- 3.1 The information from your instructor application, proposal and phone interview will be used in the evaluation for your selection.
  - 3.1.1 Department staff will evaluate application and proposal submissions in accordance with the submission deadlines stated in the Contract Class Annual Production Schedule (Attachment D). The Department will notify “Qualified” and “Not Qualified” instructors through written correspondence once the evaluation process has been completed.
  - 3.1.2 The Department reserves the right to interview prospective instructors prior to making its selection. The Department also reserves the right to rely on information from sources other than the information provided by the respondents.
  - 3.1.3 The criteria by which the Department will evaluate applications and proposals are set forth in section 3 of this handbook.
  - 3.1.4 Final award shall be contingent upon the selected instructor accepting the Terms and Conditions set forth in the Contract Instructor Agreement, Contract Instructor Handbook, passing of a background check and receipt of any requested insurance or other requirements.
  - 3.1.5 Each member of the evaluation panel will independently evaluate each application and proposal using a 100-point system, as outlined in section 3.5 below.
- 3.2 A CCP Coordinator will ensure the following criteria is met before submitting your application and proposal to an evaluation panel.
  - 3.2.1 The proposed class is not a duplication of an existing class that sufficiently meets community demand;
  - 3.2.2 The proposed class does not pose unreasonable safety risk to class participants;
  - 3.2.3 The proposed class does not conflict with DPR’s Mission, Vision or Values listed in section 1.2 of this handbook;
  - 3.2.4 The proposed class does not subject participants to investment advice, ventures that may cause financial risks or solicitation, and/or sale of any products or services;
  - 3.2.5 The proposed class does not offer, imply and/or infer religious instruction, practices or rituals; is not a religious based program or service;

- 3.2.6 The proposed class does not promote alcohol, drug or tobacco use, firearms or weapons, gambling, or adult-oriented or sexually explicit materials.
  - 3.2.7 The Department reserves the right to reject any proposed class if it is determined not to be in the best interests of the County and/or participants or would create a conflict of interest for the County. Department staff designated by the Agency Deputy Director have authority to interpret class proposals based on the above-referenced criteria. Staff are responsible for notifying contractors about the status of class proposals no more than 30 days after Department receipt of the contract class proposal.
  - 3.2.8 Any objections as to the structure, content or distribution of this contract class instructor application and/or proposal must be submitted in writing to the Authorized County Representative. Objections must be as specific as possible and identify the selection criteria for class instructors and proposals listed in section 3.5, as well as a description and rationale for the objection.
  - 3.2.9 All objections, questions and inquiries must be received by the deadline stated in the Annual Production Schedule (Attachment (D)).
- 3.3 If an unsuccessful contract class proposer wants to dispute its eligibility, the objection must be submitted in writing using the Request for Review of Program Eligibility Form (Attachment C) no later than five calendar days after notification of final decision, detailing the grounds, factual basis and providing all supporting information. Failure to submit a timely written objection to the contact listed on the form will bar consideration of the objection.
- 3.4 Violations of Process Integrity: The following conduct may result in contract class instructor disqualification:
- 3.4.1 Offering gifts or souvenirs, even of minimal value, to the County officers or employees;
  - 3.4.2 Debarment from holding a County Contract or existence of any lawsuit, unresolved contractual claim or dispute between contract class instructor and the County;
  - 3.4.3 Evidence of contract class instructor's inability to successfully complete the responsibilities and obligations of the class proposal;
  - 3.4.4 Contact regarding the selection process with any County official, employee or evaluation team member other than the Procurement Contact from the time of issuance of this solicitation until the end of the protest period;

- 3.4.5 Evidence of collusion, directly or indirectly, among contract class instructors in regards to the amount, terms, or conditions of their proposals;
  - 3.4.6 Influencing of any County staff member or evaluation team member throughout the recruitment and selection process;
  - 3.4.7 Evidence of submitting incorrect information in the response to the recruitment of class instructions and selection or class proposals and/or misrepresent or fail to disclose material facts during the evaluation process;
- 3.5 All contract classes will be evaluated annually to determine and obtain all essential information to effectively manage the Department's contract class program. Based on evaluation findings, Department staff, as designated by the Agency Deputy Director, has the authority to recommend or reject future agreements and/or new class proposals. The point system listed below will be used to evaluate contract class proposals. Those receiving 70 or more points will be considered as qualified, however additional factors will be considered such as those outlined in sections 3.1, 3.2, 3.4 and as follows:

<b>Evaluation Criteria for Class Instructors</b>	<b>Points</b>
Proposal Responsiveness	Pass/Fail
Organizational Experience	25
Program Design	20
Customer Service	15
Marketing and Trend Analysis	15
Price and Promotions	10
Advances DPR Mission, Vision and Values	10
Local to Park	5
<b>Total</b>	<b>100</b>

- 3.5.1 Number of class participants and ability to meet minimum attendance requirements;
- 3.5.2 Satisfaction rating of class participants based on participant evaluation of instructor;
- 3.5.3 Financial analysis of classes, including revenue and city cost recovery;



- 3.5.4 Facility analysis addressing appropriate use of space and impact on assigned facility resources; and
  - 3.5.5 Compliance with contract class programs policy.
- 3.6 CCP coordinators in the assigned agency will review approved contract class proposals and determine which facilities classes will be offered at. CCP coordinators will consider the following requirements for selecting class offerings:
  - 3.6.1 Meets all criteria outlined in sections 3 of this handbook;
  - 3.6.2 Instructor is able to conduct class on a day and time when a facility is available for use;
  - 3.6.3 Instructor is in good standing with the Department and provides all requested certifications, licenses, insurance endorsements, legal and/or training documentation required to conduct proposed class.
- 3.7 Information on writing a successful class description and title has been provided under the instructor resources on our website.

## 4. DPR Responsibilities

- 4.1 **Administrative Procedures:** Department staff are responsible for the execution of all administrative procedures prior to implementation of any classes. Procedure are described in more detail in section 4 of this handbook and include:
- 4.1.1 Evaluation and approval of proposals in accordance with Section 3 of this handbook;
  - 4.1.2 Preparing and routing all agreement documents
  - 4.1.3 Securing course descriptions for seasonal e-brochure and ActiveNet compilation;
  - 4.1.4 Conducting all background checks and coordinating live scan fingerprinting processes;
  - 4.1.5 Performing all reference verifications for instructors; and
  - 4.1.6 Auditing classes on a quarterly basis and providing input to instructors on strengths and areas for course improvement.
  - 4.1.7 Evaluate class instructor performance through customer surveys, class observations, class enrollment data collection, or other means.
- 4.2 **Review of Proposals:** Each quarterly season the instructor will need to submit a Contract Class Proposal Form (Attachment B) for each proposed class they would like to offer by the deadline listed on the DPR Annual Contract Class Production Schedule (Attachment D). The proposal will collect information that will allow DPR to assess the community's need for a class and evaluate the proposal according to the information in Section 3 of this handbook.
- 4.2.1 In the event that two instructors are proposing to offer a similar class at the same time and a separate class schedule cannot be worked out for each class, an evaluation panel from another geographical area of the County will evaluate both proposals and any pertinent information from the instructors' applications. Prior approval of a class (including schedule and fees) does not guarantee the approval of future proposals.
- 4.3 **Facility set-up:** DPR will ensure all facilities are clean and ready for use.
- 4.3.1 DPR will arrange tables and chairs (if needed) according to the diagram submitted by the instructor on the approved class proposal form.

- 4.3.2 The instructor may request that DPR provide other available resources for a specific class, but approval will be on a facility basis and cannot be guaranteed.
- 4.3.3 DPR will provide staff to open and close facilities unless other arrangements are made.
- 4.4 **Marketing:** DPR will provide marketing for all contract classes alongside our department program offerings. Methods used to market each class include the following:
  - 4.4.1 Seasonal E-brochure – DPR publishes and distributes a seasonal online brochure of all programs, events and classes offered within our facilities
  - 4.4.2 Social Media – DPR will promote contract classes through our social media networks (Facebook, Instagram, Twitter, YouTube) and we welcome all Contract Instructors to post promotions amongst their own networks
  - 4.4.3 Facility Flyers – The department will post flyers (previously approved by the department) at our facilities to help advertise the class if the instructor provides such flyers.
  - 4.4.4 Preview at Community Events – DPR offers a number of community events at our facilities throughout the year; Many of these events would provide an appropriate setting for Contract Instructors to provide a preview of the classes they offer to increase interest and registrations in their classes
  - 4.4.4 Contract Instructors are asked to submit any marketing strategies and materials in their instructor application form (Attachment A).
- 4.5 **Participant Registration and Collection of Fees:** DPR will collect all participant registrations and activity fees through the ActiveNet system.
  - 4.5.1 Participants who choose to pay by check will have two options for submitting their registration. They can either register and pay in person at one of our cash collection sites, or they can mail their registration and payment to one of our cash collection sites.
- 4.6 **Pay Schedule:** DPR will pay all Contract Class Instructors 60% of the total program activity fees, less any refunds, upon receipt of an approved ActiveNet “payment due report” (procedures for instructors to submit these reports are listed in section 5.10).
  - 4.6.1 Once the CCP coordinator receives an ActiveNet payment due report from the instructor, the coordinator will verify the accuracy of the report using the Activity Roster Brief with Payment Report, the Activities

Revenue Report and the Activity Withdrawal/Transfer Report. The CCP Coordinator will then fill out a DPR expense claim form and submit all five documents to the expenditure unit. CCP Coordinator will handwrite on Payment Due Report "second payment" for classes that have already been paid out the first 50% (classes that last longer than 6 weeks). DPR has 30 days to issue the payment via direct deposit.

- 4.6.2 Any instructor who qualifies as a County Local Small Business Enterprise (LSBE) must be paid within 15 days of receipt of the payment due report.

## 5. Instructor Responsibilities

- 5.1 **Program Fees and Schedule:** Instructors will set the desired fee and schedule (subject to Department approval) for each proposed class on their class proposal form. Instructors should take into consideration the revenue split when setting their fees.
- 5.1.1 During review of the class proposal a CCP coordinator may consult with the instructor to ensure fees are affordable for the community and within range of similar class types.
  - 5.1.2 The instructor will propose a schedule by number of classes, dates, days and times for each proposed class.
  - 5.1.3 A CCP coordinator may work with the instructor to adjust times based on facility availability.
  - 5.1.4 All County holidays and facility hours must be observed when developing a class schedule. County holidays include: New Year's Day, Martin Luther King Jr Day, Presidents' Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Indigenous People's Day (formerly known as Columbus Day), Veterans Day, Thanksgiving Day, Friday after Thanksgiving Day, and Christmas Day.
  - 5.1.5 Any private instruction of a minor requires the minor's parent/guardian to be present for the entire time of instruction.
- 5.2 **Material/Supply Fee:** A material fee is an additional fee paid by the participant directly to the Instructor for materials needed to operate the class that can be taken home by the participants. A supply fee is an additional fee paid by the participant directly to the Instructor for supplies needed to operate the class that are kept by the Instructor. Supply fees may or may not be included in the class fee.
- 5.2.1 Any materials or supplies to be covered by a material/supply fee must be listed out in the appropriate section on each class proposal form.
  - 5.2.2 A CCP coordinator will review and approve any material/supply fees at the time of approving the class proposal form.
  - 5.2.3 Any material or supply needed for the program is the responsibility of the instructor. If a material/supply fee is to be paid by the participant, it is the responsibility of the Instructor to ensure that this is noted on the class proposal form.
  - 5.2.4 Material/supply fee transactions should take place at the first class meeting. The Department is not responsible for reimbursing an

Instructor for a material/supply fee not paid by a participant. Material/supply fees not listed in the program proposal cannot be collected.

- 5.2.5 The approved supply fee goes directly to the instructor and is not included in the 60/40% split. The material/supply fee is the only fee that should be collected by an instructor.
  - 5.2.5 Instructors are not authorized to sell anything to participants during a class session outside of the approved material/supply fee that is collected at the first class.
- 5.3 **Seasonal Class Proposals:** Each quarterly season (fall, winter, spring, summer) the instructor must submit a Contract Class Proposal Form (Attachment B) to their CCP coordinator. We have provided information on writing a successful class description under the instructor resources on our website.
- 5.3.1 A separate form must be submitted for each proposed class, each season.
  - 5.3.2 Approval of a class proposal form in a previous season does not guarantee approval of an identical class proposal form in a future season.
  - 5.3.3 The season dates and deadlines to submit class proposals for each season are listed in the Contract Class Annual Production Schedule (Attachment D).
- 5.4 **Background Requirements:** State regulation is in effect regarding fingerprinting contractors and volunteers involved in childcare and public recreation programs.
- 5.4.1 The Public Resources Codes Section 5164 requires screening and fingerprinting of prospective contractors having supervisory or disciplinary authority over a minor.
  - 5.4.2 As such, our Department requires that all Contract Instructors, subcontractors and individuals who assist in the supervision of minors be required to comply with the law. Additionally, our Department reserves the right to extend the Live Scan screening process to adult program instructors.
  - 5.4.3 Contract Instructors and individuals working with Contract Instructors (i.e. co-instructors, aides, volunteers or subcontractors) need to complete the Live Scan process with our department regardless if they have been Live Scanned previously with school districts, other organizations/recreation departments, etc. The Department of Justice will not allow transfer of information from one organization to another.

- 5.4.4 The process must be completed with the Human Resources Division (HR) of our Department in order to receive an individual's information and clearance status from the Department of Justice, no exceptions.
  - 5.4.5 No person shall be permitted to lead or assist with any activity if we have not received their clearance status.
  - 5.4.6 DPR is responsible for paying all fees related to the Live Scan process. An HR representative from our Department will reach out to the instructor and subcontractor to make an appointment for fingerprinting.
- 5.5 **TB Test Requirements:** Contract Instructors and individuals working with Contract Instructors must comply with the TB testing requirements.
- 5.5.1 Instructors must comply with requirements set forth in Section 5163 of the California Public Resources Code, verifying that the person (s) has provided evidence/verification of a negative TB skin test reading less than two (2) years old (if newly contracted) or within four (4) years (if current contractor) of the date of execution of the Agreement and every 4 years thereafter, if the contractor continues offering contract classes through DPR.
  - 5.5.2 For persons with a positive TB skin test reading, a physician's medical clearance must be obtained prior to services being provided as specified above.
  - 5.5.3 The Contract Instructor shall keep on file each "Certificate" of clearance for the persons described above and shall also make available a copy of each Certificate to DPR, if requested and allowed by law.
  - 5.5.4 "Certificate" means a document signed by a licensed examining physician or a notice from a public health agency or unit of the tuberculosis association which indicates freedom from active tuberculosis.
- 5.6 **Form W-9 Compliance:** The status of a Contract Instructor with our Department is that of an Independent Contractor.
- 5.6.1 Criteria established by the Federal Government determines the difference between an Independent Contractor and a paid hourly employee.
  - 5.6.2 The Contract Instructor will not be eligible for social security, worker's compensation or retirement benefits through the Department.
  - 5.6.3 Federal and State taxes will not be taken from the Contract Instructor's check.

- 5.6.4 The instructor will receive a 1099 form from the Los Angeles County Auditor Controller at the end of the calendar year listing their income earned from the department for tax purposes.
- 5.7 **License and Insurance Requirements:** General Liability Insurance requirements will be waived for all low-risk classes as determined by the County. Instructors teaching high-risk classes will have to provide a Certificate of Insurance or other evidence of General Liability Insurance coverage, which shall be primary to and not contributing with any other insurance or self-insurance maintained by the County and at a minimum meet the County required limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate, and a copy of the Additional Insured endorsement to the General Liability policy naming the County and its agents as an additional insured. For all aquatic related classes, the minimum General Liability Insurance coverage requirements are \$3,000,000 per occurrence and \$5,000,000 aggregate. Additional insurance coverage and/or higher levels of coverage may be required by the Department depending on the type of class. Workers compensation insurance coverage is required for instructors who employ their own staff in accordance with Labor Code § 3700 et seq.
- 5.7.1 During the application process, a CCP coordinator will cover any license and insurance requirements with the instructor based on their proposed class type and receive proof of such requirements from the instructor prior to a class proposal being approved.
- 5.8 **Instructor Orientation:** Each instructor will be required to participate in a one-time Contract Class Instructor Orientation prior to teaching their first Contract Class with the Department.
- 5.8.1 The orientation will cover the information outlined in the Instructor Agreement and this handbook as well as a child abuse reporter acknowledgement to ensure instructors have a full understanding of all the policies and procedures to remain compliant with their contractual obligations as a DPR Contract Class Instructor.
- 5.8.2 A CCP coordinator will reach out to the instructor to schedule their orientation.
- 5.8.3 If an instructor is found to be operating outside of the policies and procedures outlined in this handbook, DPR may require them to complete the orientation again before approving future seasonal class proposals.
- 5.9 **ActiveNet Account:** The instructor is required to create an ActiveNet account upon approval of their application. Steps for creating the account can be found in the ActiveNet Instructor Guide located on our website.



- 5.9.1 Instructors will need to download and print class rosters, sign-in sheets and participant waivers through their ActiveNet account unless they may prior arrangements with the facility where their class is held, in which case they will pick up sign-in/out sheets and waivers from the front office staff.
  - 5.9.2 The instructor should ensure that all participants sign in at the start of each class to be aware of any registered participants who did not attend.
  - 5.9.3 The instructor must ensure that only registered participants participate in any class session. DPR staff will conduct random audits of classes to ensure this policy is followed.
  - 5.9.4 Any person who tries to attend class that is not listed on the class roster must be directed to ActiveNet to register and pay for the class. Park office staff may be available to assist interested individuals in registering for a class.
  - 5.9.5 The instructor will login to their ActiveNet account to create a payment due report (Attachment F) at the designated times according to the instructor pay schedule in section 5.10. They will then forward the report to their CCP coordinator.
  - 5.9.6 All steps to complete ActiveNet procedures can be found in the ActiveNet Instructor Guide on our website.
- 5.10 Instructor Pay Schedule:** Instructors will receive payment through direct deposit within 30 days of submitting an undisputed payment due report, or within 15 days if the instructor qualifies as an LSBE vendor as outlined in section 4.5.
- 5.10.1 For any class lasting 5 weeks or less, the instructor must wait until the conclusion of their final class to submit their payment due report.
  - 5.10.2 For any class lasting 6 weeks or longer, the instructor may submit a payment due report for 50% of their pay half-way through the class series, and then another payment due report for the remaining 50% of their pay at the conclusion of their final class.
  - 5.10.3 All of the steps to complete a payment due report through ActiveNet are outlined in the ActiveNet Instructor Guide.
- 5.11 Communication:** The instructor must keep an open line of communication with their CCP coordinator and park staff at their assigned facility.
- 5.11.1 Instructors must respond to emails and calls from DPR within 48 hours of receipt (excluding weekends and holidays).
  - 5.11.2 DPR holds this same communication responsibility to the instructor.

5.11.3 The instructor is expected to arrive early to class for any necessary set-up. However, if the instructor is running late for a class, they should notify all class participants and staff at the class location immediately.

5.11.4 The instructor should reach out to any class participant who misses a class.

**5.12 Class Dismissal:** Class participants must never be left alone without the instructor present.

5.12.1 The instructor must make arrangements for set-up and use the bathroom outside of the designated class hours.

5.12.2 For any class involving minors, proper sign-in and dismissal procedures (listed in sections 5.12.2-5.12.5 below) must be followed.

5.12.2 Each minor will have a designated person(s) to drop them off and pick them up which will be listed on class rosters and sign in/out sheets.

5.12.3 It is the instructors' responsibility to check the ID of any person dropping off and picking up a minor to ensure they are one of the approved guardians listed on the class roster.

5.12.4 Park staff may inform the instructor if any last-minute calls are received to inform the department of changes to pick-up/drop-off/ designees.

**5.13 Expectations for Facility Usage:** Each facility has rules and regulations that must be followed for each type of teaching space within the facility. This information will be provided to the instructor by a CCP coordinator upon approval of a class proposal and selection of a designated facility.

5.13.1 The instructor is expected to leave the teaching space in the same or better condition as when they entered.

5.13.2 The instructor may reach out to staff in the park office if a broom or other equipment is needed to clean up after a class.

5.13.3 The instructor is expected to return all tables and chairs to their original placement.

5.13.4 The instructor is expected to close all doors and windows and turn off any lights, air conditioners/heaters before leaving their teaching space.

5.13.5 The instructor is expected to monitor that no smoking is taking place at the facility space.

5.13.6 Any maintenance issues experienced in the teaching space or surrounding facilities (i.e. bathrooms) should be immediately reported to staff at the park office.

5.14 **Avoid Accidents:** Each instructor has a reasonable responsibility to avoid accidents during contract classes.

5.14.1 The instructor should not ask or allow participants to do anything that could cause bodily or physical harm to themselves, other class attendees, or the facility/equipment.

## 6. General Policies and Procedures

- 6.1 **DPR Policies and Procedures:** Contract Class Instructors are expected to adhere to all DPR policies and procedures for facility use (Attachment E).
- 6.1.1 Instructors will not be granted exclusive use over any one facility or amenity and must be respectful of other classes taking place before, during or after their own instruction time.
- 6.2 **Instructor Courtesy and Professionalism:** While Contract Class Instructors are not employees of DPR, they do still represent our Department, and in some cases may be the only representative of our Department a participant may see or interact with.
- 6.2.1 Contract Class Instructors are expected to present themselves in a professional and courteous manner including dressing and speaking appropriately and supporting DPR policies and decisions.
  - 6.2.2 Instructors are expected to arrive early enough to complete the setup of all their class materials before the start of their scheduled class time.
  - 6.2.3 Instructors are responsible for maintaining a respectful classroom environment where all participants feel welcome and accepted.
- 6.3 **Instructor Absence:** If a Contract Instructor is unable to teach a class due to an emergency, they are expected to notify the Department immediately.
- 6.3.1 The Instructor is expected to call their CCP Coordinator immediately to inform them of the cancellation.
  - 6.3.2 The instructor is expected to contact staff at the facility where their class is hosted immediately to inform them of the cancellation.
  - 6.3.3 The Instructor is expected to contact their class participants immediately to inform them of the cancellation.
  - 6.3.4 The Instructor must work with their CCP Coordinator to determine a time for a make-up class
  - 6.3.5 If the scheduling of a make-up class cannot be accommodated, the class participants will receive a prorated refund for that class which will be reflected in the instructor's pay.
- 6.4 **Participant Refunds:** In support of the Department's effort to achieve 100% customer satisfaction, at the sole discretion of the Department, the Department may refund the fee for the remaining classes in the event a customer is not satisfied with a program or the Contract Instructor. In the event of a refund, there will be a

corresponding deduction from the percentage of the fee otherwise due to the Contract Instructor.

- 6.4.1 **Weekly Class Refund Policy:** A full refund will be given when notice is received by the Department at least five working days prior to the first scheduled class. Requests received by the Department at least two days after the first scheduled class will be refunded for the remaining classes. No refunds will be issued more than 2 days after the first scheduled class.
  - 6.4.2 **One to Three-Day Workshop Refund Policy:** A full refund will be given when notice is received by the Department at least five working days prior to the start date of the workshop. No refunds will be issued after this time.
  - 6.4.3 Participants will work with staff at the facility office to request their refund and sign the necessary refund request forms.
- 6.5 **Class Cancellations:** The Department reserves the right to cancel a class at any time for any reason.
- 6.5.1 It is the goal to avoid cancellations whenever possible; however, when courses do not meet their minimum enrollment agreed upon by the Department and the Instructor by the registration deadline, classes may be cancelled. The Department will make every effort to work with the Instructor to run classes at the absolute minimum required.
  - 6.5.2 If a scheduled class is cancelled by the Department due to low enrollment, the Department will refund and inform students and the Instructor of the cancellation. In the event a class is cancelled by the instructor due to weather, Instructor illness, etc., it is the Instructor's responsibility to notify the Department and participants according to procedures outlined in section 6.3 of this handbook.
  - 6.5.3 Refunds for cancelled classes will be given back to participants, and Instructors will not receive compensation for cancelled classes. Instructors may contact their CCP coordinator to see if arranging a make-up class is possible.
  - 6.5.4 Classes may be cancelled if the instructor is found to be operating outside of the Department policies and procedures or the guidelines set forth in this handbook.
  - 6.5.5 In the event of a major disaster, health crisis, need for homeless shelters/cooling centers or other unforeseen events, the Department reserves the right to cancel a contract class.

- 6.6 **Class Waitlists:** Once a class has reached its enrollment maximum, a waitlist will be created for the class.
- 6.6.1 Activity fees will not be accepted from a waitlisted participant until the class has an opening.
  - 6.6.2 Waitlisted participants who are allowed late registration after a class session has begun may receive a prorated fee based on the number of missed classes.
- 6.7 **Class Fulfillment:** Instructors have a responsibility to fulfill all obligations outlined in their Agreement, this handbook and their class proposal.
- 6.7.1 This includes the obligation to meet all goals and objectives outlined for the class in their proposal form, as well as offer the full number of classes approved in each session.
  - 6.7.2 Surveys will be distributed to class participants by the Department at the end of each class session and may be considered when evaluating future class proposals submitted by the instructor.
  - 6.7.3 DPR staff will conduct random audits of contract classes to ensure all policies and procedures are being followed.
- 6.8 **Compliance with Health Orders:** All class instructors are responsible for complying with the Department's communicable disease plan guidelines and COVID-19 restrictions, monitoring and maintenance protocols which are located on our website.
- 6.9 **Incident Reporting Procedures:** When any type of injury occurs during a class, the instructor must fill out an "accident report."
- 6.9.1 The instructor must immediately inform facility staff of the incident and request the accident report form (P&R 10). Facility staff will provide the form to the instructor.
  - 6.9.2 When filling out the form, the instructor must be as specific as possible. For example, write "deep laceration on right palm near thumb joint" as opposed to "cut hand." Be sure to include information on any witnesses including driver's license number and date of birth (if applicable).
  - 6.9.3 Facility staff can assist in answering any questions the instructor may have when filling out the form.
  - 6.9.4 Department staff may contact the instructor if they have any questions regarding the incident.
- 6.10 **Concussion Protocol:** Concussion Protocol for Certain Activities: Instructor shall perform its obligations under the Agreement in conformance with Health and

Safety Code Section 124235. For any applicable activity provided in Health and Safety Code Section 124235, Instructor shall comply with the concussion protocol which includes but is not limited to the following:

- 6.10.1 Be required to immediately remove from play participant who is suspected of suffering a concussion or head injury;
  - 6.10.2 Prevent that participant from returning to play for the remainder of the day and not returning until evaluated by a licensed health care provider who provides a written clearance;
  - 6.10.3 If the participant has sustained a concussion, there shall be a graduated return to play over seven days after receiving medical clearance to return to play;
  - 6.10.4 Parents or guardians of players under 18 shall be notified of the date of injury, symptoms observed, and any treatment provided;
  - 6.10.5 A yearly fact sheet will be provided to all participants and if the participant is under seventeen to their parent. The fact sheet shall be signed and returned to the Instructor;
  - 6.10.6 Each of the Instructor's Coaches and Administrators shall complete concussion training at least once before supervising a participant in an activity of the Instructor.
- 6.11 **County Policy on Equity:** Instructor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.bos.lacounty.gov/pdf/PolicyOfEquity.pdf>). The Instructor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The Instructor, their employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of Instructor, their employees or subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the Instructor to termination of contractual Agreements as well as civil liability.
- 6.12 **Emergency Procedures:**
- 6.12.1 In case of an emergency involving facility breakdowns that could affect the welfare of patrons or cause damage to facility (e.g., broken water line, electrical failure, broken plumbing, etc.), immediately notify the facility staff and your assigned CCP Coordinator.
  - 6.12.2 In the event of a major disaster, all public facilities are potential evacuation centers and will be made available to such agencies as the

Fire Department, the Sheriff's Department and Police and Forrest Service. In this event, programs will need to be postponed or cancelled.

6.12.3 When there is an accident which involves profuse bleeding, broken bones or brain concussion, the instructor should render emergency first aid (if able) or contact the facility personnel to do so, as is necessary without moving the accident victim. For a suspected concussion, the instructor should follow the concussion protocol outlined in section 6.8 of this handbook. For serious injuries, the instructor should immediately dial 911 and give a description of the injury and address of the incident. Next, telephone the guardians (if minor) or emergency contact person. Remain with the injured person until qualified help arrives. Do not transport injured person to their home, doctor's office, or hospital. Lastly, follow the incident reporting procedure outlined in section 6.7 of this handbook.

6.13 **ADA Notice:** Pursuant to the American with Disabilities Act (ADA), the County of Los Angeles Department of Parks and Recreation has designated an ADA Coordinator to effect compliance with the non-discriminatory provisions of the ADA. Upon 3-day request/notice, sign language interpretation and related materials in alternative formats (Braille-transcript, large print, audio-record, video captioning, etc.) or any other accommodations are available for County sponsored activities and events. For more information you may contact the ADA Coordinator's Office at (626) 588-5140, TTY (800) 855 -7100, Fax (626) 458-5526.

6.14 **Contact Information:** We have CCP Coordinators assigned to different geographical areas of the County. During your application process, you will be assigned one of the below coordinators to work with. For general inquiries, please email [ContractClasses@parks.lacounty.gov](mailto:ContractClasses@parks.lacounty.gov).

6.14.1 North Agency CCP Coordinators covering the Antelope Valley District, the Santa Clarita District and the Foothill District:

Sam Estrada: [SEstrada@parks.lacounty.gov](mailto:SEstrada@parks.lacounty.gov); (626) 798-6335

William Champion: [WChampion@parks.lacounty.gov](mailto:WChampion@parks.lacounty.gov); (661) 940-7701

6.14.2 East Agency CCP Coordinators covering the East LA District, the Heights District and the San Gabriel Valley District:

Brian Ceballos: [BCeballos@parks.lacounty.gov](mailto:BCeballos@parks.lacounty.gov); (626) 333-3250

Traci Anthony: [TAnthony@parks.lacounty.gov](mailto:TAnthony@parks.lacounty.gov); (626) 333-1369

6.14.3 South Agency CCP Coordinators covering the Southeast District, the Southwest District and the Central West District:

Susan Curry: [SCurry@parks.lacounty.gov](mailto:SCurry@parks.lacounty.gov); (626) 934-7041



Lorraine Martinez: [LMartinez@parks.lacounty.gov](mailto:LMartinez@parks.lacounty.gov); (626) 333-1369

Alejandro Noriega: [ANoriega@parks.lacounty.gov](mailto:ANoriega@parks.lacounty.gov); (562) 908-7763

6.14.4 Regional Agency CCP Coordinator covering the Regional facilities across all of LA County:

Chris Mowry: [CMowry@parks.lacounty.gov](mailto:CMowry@parks.lacounty.gov); (661) 257-4050

## Contract Class Instructor Handbook Acknowledgement

I, \_\_\_\_\_, an independent contract class instructor with the Los Angeles County Department of Park and Recreation have read the Contract Class Instructor Handbook. By signing below, I certify that I have read and understand all of the contents including policies, procedures and guidelines outlined in the handbook and its attachments.

---

Instructor Signature

Date

## **ATTACHMENTS**

Attachment A  
Contract Instructor Application



# County of Los Angeles Department of Parks and Recreation Contract Class Instructor Application (to be submitted annually)



ORGANIZATION/INSTRUCTOR CONTACT INFORMATION			
Last Name	First Name	M.I.	Date
Business Name			
Street Address		Apt/Unit #	
City	State	Zip	
Primary Phone		Secondary Phone	
Website		Email Address	
Vendor ID Number (or date applied for)			
INSTRUCTOR/SUBCONTRACTOR CONTACT INFORMATION (if different than above)			
Last Name	First Name	M.I.	
Business Name			
Street Address		Apt/Unit #	
City	State	Zip	
Primary Phone		Secondary Phone	
Website		Email Address	
BUSINESS STATUS			
<input type="checkbox"/> Sole Proprietor		Name	
<input type="checkbox"/> California Corporation		Name	
<input type="checkbox"/> Partnership/Limited Liability Company		Name	
TELL US ABOUT YOURSELF & THE TYPE OF CLASSES YOU OFFER			
LIST ANY CERTIFICATIONS THAT QUALIFY YOU TO TEACH THIS TOPIC			
PLEASE LIST ORGANIZATIONS WHERE YOU HAVE TAUGHT BEFORE			
DESCRIBE YOUR EXPERIENCE, EDUCATION & AWARDS RELATED TO YOUR INSTRUCTOR EXPERIENCE			
CUSTOMER SERVICE			
Describe your philosophy on customer service and provide examples of how you will successfully implement those strategies in carrying out your class/workshop			

**PLEASE LIST THREE PROFESSIONAL REFERENCES** New Instructor (submit 3 references) Continuing Instructor (no references necessary)

Reference Name and Title

Phone Number

1)

2)

3)

**MARKETING**

Please list your social media platforms and handles, and any strategies you will use to market your class

Please attach any marketing materials (i.e. flyers) that you would like us to use in the promotion of your class

The Contract Class Program (CCP) Coordinator will review this application and determine its potential to meet the Department's mission, vision, values and community needs, before contacting you for an interview. Submission of this application does not guarantee you will become a Contract Instructor. Approval of this application is still contingent upon passing a background check.

Contract Instructors are not employees of the department and are not eligible for employee benefits. If the department approves this application, and the instructor passes a background check, the instructor will have to sign an Agreement with the department and follow guidelines and procedures set forth in the CCP Instructor Handbook.

By signing below, you agree to the above statement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Date Received:

Approved/Denied

Staff Initials:

Date:

Approved Instructor:

Interview Date: \_\_\_\_\_

Approved/Denied

Staff Initials: \_\_\_\_\_

Reference Check Date: \_\_\_\_\_

Approved/Denied

Staff Initials: \_\_\_\_\_

Orientation Date: \_\_\_\_\_

Requirements Met:

Yes/No

Live Scan Clearance: Yes/No

TB Clearance:

Yes/No

Confirmed Vendor #: Yes/No

Confirmed DD:

Yes/No

Approved Subcontractor:

Interview Date: \_\_\_\_\_

Approved/Denied

Staff Initials: \_\_\_\_\_

Orientation Date: \_\_\_\_\_

Requirements Met:

Yes/No

Live Scan Clearance: Yes/No

TB Clearance:

Yes/No

Confirmed Vendor #: Yes/No

Confirmed DD:

Yes/No

Denied Instructor:

Criteria/Requirement Not Met: \_\_\_\_\_

Notified Date: \_\_\_\_\_

Denied Subcontractor:

Criteria/Requirement Not Met: \_\_\_\_\_

Notified Date: \_\_\_\_\_

Return Application Forms to:

Mail:

Attn: LA County Parks and Recreation - Contract Classes  
1000 S Fremont Ave. Unit 40, 3<sup>rd</sup> floor  
Alhambra, CA 91803

Email:

ContractClasses@parks.lacounty.gov

This form can also be filled in and submitted online at <https://parks.lacounty.gov/becomeaninstructor>.

Attachment B  
Contract Class Proposal Form



# County of Los Angeles Department of Parks and Recreation Contract Class Proposal Form (to be submitted seasonally)



ORGANIZATION/INSTRUCTOR CONTACT INFORMATION			
Last Name	First Name	M.I.	Date
Business Name			
Street Address		Apt/Unit #	
City	State	Zip	
Primary Phone		Secondary Phone	
Website		Email Address	
Vendor ID Number (or date applied for)			
INSTRUCTOR/SUBCONTRACTOR CONTACT INFORMATION (if different than above)			
Last Name	First Name	M.I.	
Business Name			
Street Address		Apt/Unit #	
City	State	Zip	
Primary Phone		Secondary Phone	
Website		Email Address	
CLASS DESCRIPTION			
Title of Class			
Class Description (40 words maximum)			
Specify the learning objectives for this course including benefit to community			
TELL US HOW YOUR CLASS WILL REFLECT OUR DEPARTMENT MISSION, VISION AND VALUES			
<i>Mission: Serve as stewards of parklands, Build healthy &amp; resilient communities, Advance social equity &amp; cohesion</i>			
<i>Vision: To be a world-class parks and recreation organization</i>			
<i>Values: Integrity &amp; Dedication, Inclusion, Health &amp; Wellness, Compassion, Stewardship &amp; Sustainability, Innovation</i>			
CATEGORY (select one)	LENGTH (select one)	SUBCATEGORY (select one)	
<input type="checkbox"/> Children (ages 2-5)	<input type="checkbox"/> Workshop (3 days or less)	<input type="checkbox"/> Special Interest	<input type="checkbox"/> Martial Arts
<input type="checkbox"/> Youth and Teen (ages 6-17)	<input type="checkbox"/> 4 weeks	<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Sports/Active
<input type="checkbox"/> Adult (ages 18 and up)	<input type="checkbox"/> 6 weeks	<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> Golf
<input type="checkbox"/> Older Adult (55+)	<input type="checkbox"/> 8 weeks	<input type="checkbox"/> Health	<input type="checkbox"/> Tennis
<input type="checkbox"/> Private Instruction	<input type="checkbox"/> 10 weeks	<input type="checkbox"/> Exercise and Fitness	<input type="checkbox"/> Gymnastics
<input type="checkbox"/> Other	<input type="checkbox"/> 12 weeks	<input type="checkbox"/> Other	
If other, please describe		If other, please describe	



**PROPOSED CLASS SCHEDULE**

Start Date	End Date	Day(s) of Week	Start Time	End Time	Total # of Classes

Any dates when class will not be held

**County Observed Holidays:** New Year's Day, Martin Luther King Jr Day, Presidents' Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Indigenous People's Day (formerly known as Columbus Day), Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day

**CLASS REGISTRATION INFORMATION**

Registration Minimum	Registration Maximum
Age Minimum	Age Maximum
Any materials or special clothing participants should bring/wear to class	
Proposed Class Activity Fee \$ _____	Desired Class Registration Deadline
Check One (if applicable)	<input type="checkbox"/> Supply Fee (operational cost) \$ _____
Fee will include	<input type="checkbox"/> Material Fee (participants keep) \$ _____

**DESIRED/AGENCY DISTRICT(S) TO TEACH IN (check all that apply, refer to recreation district map on website)**

<input type="checkbox"/> Antelope Valley District	<input type="checkbox"/> East Los Angeles District	<input type="checkbox"/> Southeast District
<input type="checkbox"/> Santa Clarita District	<input type="checkbox"/> Heights District	<input type="checkbox"/> Southwest District
<input type="checkbox"/> Foothill District	<input type="checkbox"/> San Gabriel Valley District	<input type="checkbox"/> Central West District
<input type="checkbox"/> Regionals North County	<input type="checkbox"/> Regionals East County	<input type="checkbox"/> Regionals South County

**DESIRED TEACHING SPACE AT FACILITY**

<input type="checkbox"/> Kitchen	<input type="checkbox"/> Dance Studio	<input type="checkbox"/> Martial Arts Studio	<input type="checkbox"/> Nature Studio
<input type="checkbox"/> Gymnastics Studio	<input type="checkbox"/> Fitness/Weight Room	<input type="checkbox"/> Classroom	<input type="checkbox"/> Computer Lab
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Amphitheater	<input type="checkbox"/> Tennis Court	<input type="checkbox"/> Basketball Court
<input type="checkbox"/> Tee-ball Field	<input type="checkbox"/> Baseball Field	<input type="checkbox"/> Softball Field	<input type="checkbox"/> Soccer Field
<input type="checkbox"/> Outdoor Green Space	<input type="checkbox"/> Equestrian Area	<input type="checkbox"/> Skatepark	<input type="checkbox"/> Other

If other, please describe

Specify any special equipment needed

**IF TABLES AND CHAIRS ARE NEEDED, PLEASE DRAW DIAGRAM OF DESIRED SETUP**

The Contract Class Program (CCP) Coordinator will review this proposal and determine its potential to meet the community needs, before contacting you for a more detailed discussion. The CCP Coordinator will work with you to determine the specific class/activity design regarding facility suitability and availability, fee structure, course timeframes, participant minimums and maximums, age range, course description, etc. Completion of this proposal does not guarantee that your class will be accepted. Please note the department will not accept program proposals that are similar to programs currently offered or similar to past programs that were cancelled due to lack of community interest.

By signing below, you agree to the above statement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## OFFICE USE ONLY

Date Received:	Approved/Denied	Staff Initials:	Date:
Approved Proposals:	Notified Date: _____	Staff Initials: _____	
Denied Proposals:	Notified Date: _____	Staff Initials: _____	
Criteria/Requirement Not Met: _____			
<i>Return Proposal Forms to:</i>	<i>Mail:</i>	<i>Attn: LA County Parks and Recreation - Contract Classes 1000 S Fremont Ave. Unit 40, 3<sup>rd</sup> floor Alhambra, CA 91803</i>	
	<i>Email:</i>	<i>ContractClasses@parks.lacounty.gov</i>	
<i>This form can also be filled in and submitted online at <a href="https://parks.lacounty.gov/becomeaninstructor">https://parks.lacounty.gov/becomeaninstructor</a>.</i>			

Attachment C

Request for Review of Program Eligibility Form

# REQUEST FOR REVIEW OF PROGRAM ELIGIBILITY FORM

*This form must be submitted to the DPR Contract Class Coordinator at [contractclasses@parks.lacounty.gov](mailto:contractclasses@parks.lacounty.gov) no later than five (5) calendar days after notification of final decision.*

Proposer Name:	Date of Request:
Proposal District/Agency:	Proposal Season:

I am requesting a **Selection Review** for the following reason(s): *(check all that apply)*

- The **minimum requirements**, desired qualification, and/or evaluation criteria unfairly disadvantages my proposal. *(Explain below)*
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses from prospective instructors. *(Explain below)*
- Disqualification** was based on a factual error. *(Explain below and provide factual support on each ground asserted)*
- Unsuccessful proposal was due to Department's material **failure to follow the evaluation criteria** procedures specified in the CCP Handbook. *(Explain below)*
- Unsuccessful proposal was due to identifiable **mathematical or other errors** in evaluating proposals, resulting in the proposer receiving an incorrect score. *(Explain below)*

For each area contested, Proposer must explain in detail the factual reasons for the requested review. *(Attach supporting documentation.)*

Request submitted by:

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Title)*

Attachment D

Contract Class Annual Production Schedule

**County of Los Angeles Department of Parks and Recreation  
Annual Production Schedule for Contract Class Instructors  
2020/2021**

<b>Task</b>	<b>Summer June – Aug (13 weeks) 6/1-8/31/20</b>	<b>Fall Sept – Nov (12 weeks) 9/1 – 11/30/20</b>	<b>Winter Dec – Feb (12 weeks) 1/4/20 – 2/26/21</b>	<b>Spring Mar – May (13 weeks) 3/1 – 5/30/21</b>	<b>Summer June – Aug (13 weeks) May 31 – 8/31/21</b>
Solicit New Contractors & Proposals	Feb 17-March 13	June 15-26	Aug 17-Sept 11	Nov 16-Dec 11	Feb 15-Mar 12
DPR to Host New Contractor Virtual Informational Session	March 2-6	June 11 & 18	Aug 26 & Sept 2	Nov 30 & Dec 8	Feb 24 & Mar 3
Contractor Applies for Vendor Number and Direct Deposit (for new vendors)	March 13	June 15-26	Sept 11	Dec 11	Mar 12
Contractors Submit Proposal Form (s)	March 13	June 15-26	Sept 11	Dec 11	Mar 12
DPR Reviews Proposals, Interview New Instructors/Conduct Reference Checks	March 16-20	June 26-July 3	Sept 14-18	Dec 14-18	Mar 15-19
Contractor Submits Vendor Number to Coordinator	March 23-27	July 6-10	Sept 21-25	Dec 21-30	Mar 22-26
Confirm Selection of Instructor/Proposals & Notify Instructors	March 23-27	July 6-10	Sept 21-25	Dec 21-30	Mar 22-26
Live scan New Instructors & TB Test	April 6-10	July 13-24	Oct 12-16	Jan 11-15	Apr 5-9
New Virtual Instructor Orientation	April 10	July 27 (AM/PM)	Oct 21 (AM/PM)	Jan 20 (AM/PM)	Apr 14 (AM/PM)
Priority registration (children's programs)	May 4	Aug 10	Nov 9	Feb 8	May 10
Registration Opens	May 11	Aug 17	Nov 16	Feb 15	May 17
Session Begins	June 1	Sept 1	Dec 1	Mar 1	May 31
Session Ends	Aug. 14	Nov 20	Feb 27	May 22	Aug 20
Class Evaluations to Participants & Instructors	Aug 17-21	Nov 30-Dec 4	Feb 22-26	May 24-28	Aug 23-27
Make-Up Week	Aug 17-21	No Make-Up Week	No Make-Up Week	May 24-28	Aug 23-27
Instructor Submits ActiveNet Payment Due Report (if they do not have a make-up class)	Aug 19	Nov 25	Mar 3	May 26	Aug 25
Break (no contract class/camp or after school offerings)	Aug 24-31	Nov 23-30	Dec 24-Jan 1	May 24-28	Aug 23-31
No Classes on Observed County Holidays	July 3-4	Sep 7; Oct 12; Nov 11	Jan 18; Feb 15	Mar 31	May 31; July 4-5

Attachment E  
General Facility Use Policy

## **General Facility Use Policy**

Instructor is expected to leave the class area in the same or better condition as when they arrived. All setup and cleanup must be completed by the instructor within their designated time. Instructor may be charged for any cleanup or unusual repairs required as a result of the class.

No business advertisements (outside of marketing for DPR Contract Classes), circulation of petitions, solicitations or charges will be allowed without prior written approval from the Department of Parks and Recreation.

Smoking and consumption of alcoholic beverages is prohibited in County parks by County Ordinances 17.04.440 and 17.04.645, except as otherwise approved by the Director.

Contract Class Instructor agrees to indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers (County Indemnitees) from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to the contracted class.

In Compliance with Titles VI and VII, as a sub-recipient of Federal funds, the County of Los Angeles Department of Parks and Recreation cannot discriminate against anyone on the basis of race, color, national origin, creed, political affiliation, age, sex, marital status, disability or medical condition in the provision of its service to the public. If you believe that you have been subjected to discrimination, a complaint may be filed with either the Los Angeles County Department of Parks and Recreation, 1000 South Fremont Ave. A-9 West, Alhambra, CA 91803; or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

The Department of Parks and Recreation has consent to photograph (still or moving photography, film pathography, video photography, live transmission or other reproduction of a likeness) the contracted class and use the photograph(s) for informational, educational, promotional or publicity purposes concerning the county and its services. The photograph(s) may be used on the Department's website, or in official Department publications or displays, public newspapers, magazines, reports, or other public documents; or electronic or digital recordings. The photograph(s) may be used without any further consent or authorization from the Contract Instructor. The Department may modify the photograph(s) in the process of editing, and the instructor will not be entitled to any compensation for use of the photograph(s). The Department, its officers, employees, or agents, are free from any and all liability arising out of or connected to the use of the photograph(s) as stated above.



Attachment F

Example Instructor Payment Due Report

# Instructor Payment Due Report



Activity: 6304 Test - Instructor Notification  
Activity Status: Open

Instructor: Zemp, Trevor  
30393 Falls Dr  
Castaic CA 91384

Primary Phone: +1 (818) 887-8558  
Instructor ID:  
SSN:

Activity Information				Instructor Role	Sessions		General Hours		Ongoing Preparation
Activity Name - Number Season	# Enrollees	# Drop-Ins	Key Fees All Fees		Attended	Absent	Attended	Absent	
Test - Instructor Notification - #6304	0		\$0.00		5		5.0000	0.0000	0.0000
SPRING 2020			\$0.00		0		0.0000		
		0	\$0.00		5		5.0000		
		All Fees Total:	\$0.00						
General Payroll		=	\$0.00						
Up-front Preparation Payroll		=	\$0.00						
Ongoing Preparation Payroll		=	\$0.00						
								Total Owed for Activity:	\$0.00
								- Total Paid for Activity:	\$0.00
								= Balance Due for Activity:	\$0.00
								Grand Total Owed for Zemp, Trevor:	\$0.00
								- Grand Total Paid for Zemp, Trevor:	\$0.00
								= Grand Total Balance Due for Zemp, Trevor:	\$0.00