

City of Tustin Parks and Recreation Department

Contract Instructor Guidelines

1. As representatives of the Parks and Recreation Department, all contract instructors must adhere to the Department Values.
2. Registration is conducted by the City of Tustin Parks and Recreation Department. Instructors may not obtain registrations or payments on-site.
3. You may only teach those who are registered in your class(es). Parks and Recreation staff will conduct random class counts to assure that all participants are enrolled.
4. The City of Tustin Parks and Recreation Department does not prorate classes.
5. All contract instructors who work with participants under 18 years of age must submit to a Live Scan fingerprint background check (form **must** be obtained from our office). Pursuant to State of California Education Code 10911.5, recreation program employers are mandated to fingerprint all employees having direct contact with any minor on or before the first day of activity. Due to the serious nature of this matter, if minors are allowed to participate in any classes taught by you or your employees without Live Scan clearance, we will be forced to terminate your contract.
6. For programs with more than one instructor (i.e. sports organizations, dance studios, etc.), only the company owner, manager, or head coach must submit to a Live Scan using the form provided by our agency. However, it is the responsibility of such companies to conduct their own fingerprint check for any employees working with minors under the City of Tustin's contract. The names and dates of clearance must be submitted on a "Contractor Background Certification" obtained from our agency. This form must be updated each time a contract instructor hires new staff.
7. All contract instructors, whether they teach at our facilities or their own, are required to provide Certificate of Liability Insurance naming the City of Tustin as additional insured in the amount of one (1) million dollars, an Additional Insured Endorsement, a 30-day Cancellation Endorsement, and a Primary and Non-Contributory Endorsement. A flyer with exact language and requirements can be obtained from our office. Staff will send you an email reminder up to four (4) weeks before your insurance documents expire. It is your responsibility to send your renewed policy on or before the due date. No further reminders will be given. **Information not on file or up-to-date will result in immediate termination of your contract.**
8. Instructors must have a valid mailing address, email address, and phone number on file. Much of the communication done with instructors will be handled electronically, so it is important that instructors check their email account. Instructors are responsible for providing updated contact information to our Department.
9. Instructor contracts must be signed, dated, and returned to the Recreation Coordinator prior to Registration Day of each session. Failure to do so will result in your classes being removed from the Tustin Today (if in design process) and/or cancellation of classes.
10. Rosters for each class will be emailed to instructors ten (10) business days and again four (4) business days prior to the first day of instruction. Please email staff at contractclasses@tustinca.org for any questions. Instructors should monitor enrollment in their classes by visiting <https://secure.rec1.com/CA/tustin-ca-recreation/catalog> and logging into the Instructor Portal.

11. Class changes or cancellations must be done at least four (4) business days prior to the start of class. Instructors must email contractclasses@tustinca.org, as well as notify students of any changes.
12. The Recreation Coordinator reserves the right to cancel classes if the minimum enrollment is not reached by the first day of class. Classes taught at City of Tustin facilities/parks with zero enrollment may be cancelled at the discretion of the Recreation Coordinator up to five (5) business days prior to the start of class.
13. In the event of inclement weather, Parks and Recreation staff will update the City of Tustin mudline at (714) 502-8010 with information on **field** closures. Should you plan on offering a make-up class, you will need to coordinate field availability with the Recreation Coordinator.
14. If you teach classes at a City of Tustin facility and your room is not ready or is being used by someone else, please see a staff member at that facility. For classes after regular businesses hours, and if you are unable to find a Parks and Recreation staff, contact the Tustin Police Dispatch desk at (714) 573-3225.
15. If you teach classes at a City of Tustin park, and a sports team or member of the public is using your designated space, ask to see a permit. If they are unable to provide you with proper documentation, contact the Tustin Parks and Recreation office at (714) 573-3326. If your class is after business hours, contact the Police Department dispatch desk at (714) 573-3225.
16. Instructors using City of Tustin facilities/parks may be moved to other locations within the City due to facility/park availability, special events, or other unforeseen circumstances. The Recreation Coordinator will make an effort to cause minimal disruptions to your classes but has the discretion to move classes as necessary.
17. Instructors teaching camps are required to have proper sign-in/sign-out procedures when parents drop off and pick up their children. Additionally, contract instructors are responsible for creating an Emergency Form to be completed by parents on or prior to the first day of class. Contact Recreation Coordinator if you need assistance with this. A copy of the sign-in sheet and Emergency Form must be submitted with your Instructor Contract.
18. Instructor/participant ratio must be adequate for each class. Instructors need to take into consideration age of participants and type of class being offered in order to establish a reasonable ratio. Note: Instructor to participant ratios at summer camps offered by the Parks and Recreation Department are as follows:
 - a. Ages 3 to 5, ratio 6:1
 - b. Ages 6 to 14, ratio 10:1
19. All promotional materials must be of professional quality and approved by the Parks and Recreation Department. Please submit a request to the Recreation Coordinator if you would like for our staff to design a flyer and make copies (limited to 100) for you. Requests will need to be made at least six weeks in advance.
20. Payment to instructors will be submitted after the last meeting of your class(es), but no more than 30 days after that.
21. Make sure the Parks and Recreation office has your current contact information. This can be updated on the Activity Information Worksheet or by sending the Recreation Coordinator an email.
22. Parks and Recreation contact information is as follows:
 - a. Parks and Recreation front desk: (714) 573-3326 or tprd@tustinca.org
 - b. Rosters/Class Cancellations: contractclasses@tustinca.org
 - c. Insurance: tprdinsurance@tustinca.org