



**ROSS RECREATION**  
P.O. BOX 117 Ross, CA 94957  
(415) 453-6020  
**CONTRACT INSTRUCTOR'S INFORMATION PACKET**

**INTRODUCTION**

Ross Recreation is a Department of the Town of Ross that provides recreational activities, community events and services for the residents of Ross and their neighbors. The department offers programs for Youth and Adults including: sports, after-school enrichment (Ross School & Bacich School) and instructional classes. Ross Recreation also offers exciting Summer Camp programs for children of all ages including youth sports camps, art camps, incoming kinder camps and much more. Classes are conducted and promoted through the Town of Ross website, agency's website, press releases, mailings and email blasts.

**CLASS PROPOSALS AND ACCEPTANCE CRITERIA**

Use the attached Class Proposal Form to submit your class proposal. Prospective classes are reviewed and selected based on the following criteria:

1. The qualifications of the instructor.
2. Course content and/or reputation and quality of the class.
3. Diversity of the program in relation to other programs already being offered.
4. The availability of an appropriate facility.

**CONTRACT AGREEMENTS**

Contracts are negotiated between the instructor, who is an Independent Contractor, and the Recreation Manager. The contractor and the agency are to carry out their responsibilities pursuant to the contract agreement that is signed by the contractor and a recreation representative when a contract agreement is reached.

**Please carefully review the overview of responsibilities of the agency and the contractor, on the reverse side, prior to submitting the Class Proposal Form.**

### **Ross Recreation Responsibilities:**

1. Provide and collect all necessary paperwork; written contract, W9, proof of general liability insurance, and background check for all youth instructors.
2. Provide a suitable facility. A facility where the services will be provided is stated in the contract. Room assignments at the facility are determined by space available. Room changes may be necessary.
3. Publicize the class.  
*Note: Because this is a responsibility of Ross Recreation, the contractor shall not advertise, print or publish any promotional material in connection with the instruction or service to be conducted without prior written approval from the recreation representative.*
4. Collect fees, process registrations, cancellations, and transfers according to Ross Recreation registration policies.  
*Note: We ask that contractors refer all questions relating to registration, requests for transfers, and refunds to the recreation office.*
5. Provide contractor with a class roster.
6. Process paperwork to pay contractor in accordance with the contract.

### **Contractor Responsibilities:**

1. All those that work with Ross Recreation must comply with all Town of Ross and Ross Recreation related organization policies. All must show proof of general liability insurance, naming the Town of Ross as additionally insured, and forgo a background check in order to work with children.
2. If the contractor plans on instructing tennis classes on Town of Ross tennis courts, the contractor acknowledges and agrees that no private lessons are allowed.
3. The contractor controls the content of the class and the manner of presentation. As an independent contractor of a children's class, the instructor must be capable of maintaining control of their class during the scheduled time agreed to, thus eliminating disruption to other events in the facility, and ensuring the safety of the children in their care.
4. The contractor agrees to follow up on absent children by calling their parent/guardian as to the child's whereabouts **immediately following the start of class** or inquiring with the school office as to whether the child was absent from school. The contractor may contact the recreation office or staff on site for assistance with this procedure.
5. The contractor agrees to remain with the children enrolled in their class and supervise them until they are picked up at the end of class. **Children may not be left unattended.** If there is a consistent problem with late pick-ups, please notify the recreation office.
6. The contractor must have an emergency plan to ensure the safety of participants and include that plan on the Class Proposal Form.
7. Pursuant to the independent contractor relationship to be established, the contractor is responsible for providing items A – C listed below:
  - A. Town of Ross withholds no taxes or social security from the contractor's payment. It is the Contractor's responsibility to report all earnings to the State and Federal Governments.

B. Town of Ross does not provide workman's compensation benefits, unemployment insurance, or any other benefit for the Contractor or Contractor's employees. It is the contractor's responsibility to obtain these benefits for themselves and their employees.

C. Town of Ross provides no insurance program for the participants or the Contractor. If the Contractor desires any insurance protection, the Contractor must acquire it independently. Proof of liability insurance is required for all classes.

4. Classes are taught according to a mutually agreed upon schedule. Once the schedule has been published, the contractor must notify Ross Recreation prior to making any changes to the teaching schedule. If the changes are mutually agreed to, it is the contractor's responsibility to notify the students, and provide the office and students with a make-up schedule.
5. The contractor is responsible for purchasing and maintaining his or her own program supplies. On-site storage of supplies is not guaranteed.
6. The contractor must verify enrollment and immediately notify the recreation representative if the class registration roster and the contractor's attendance records do not correlate.

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**CLASS PROPOSAL FORM**

CONTRACTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SS # or Fed. ID #: \_\_\_\_\_

BRIEF TEACHER BIOGRAPHY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIFIC QUALIFICATIONS / CERTIFICATIONS THAT PERTAIN TO THE CLASS PROPOSED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLASS TITLE: \_\_\_\_\_

CONTRACTOR'S DESIRED RATE (per participant): \_\_\_\_\_

TYPE OF FACILITY NEEDED TO CONDUCT CLASS: \_\_\_\_\_

MINIMUM/MAXIMUM # OF PARTICIPANTS: \_\_\_\_\_

CLASS PROMOTIONAL DESCRIPTION (see examples from Ross Recreation website):

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CLASS CONTENT / OUTLINE / TEACHING METHODS:

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CLASS CONTENT / OUTLINE / TEACHING METHODS (cont'd):

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REFERENCES (PLEASE PROVIDE 2 PROFESSIONAL REFERENCES):

NAME	YEARS ACQUAINTED	EMAIL	PHONE

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date