

City of Sacramento Department of Parks and Recreation



*Come Teach
With Us!*

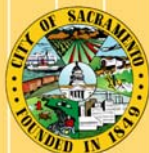
Leisure Enrichment Instructor Manual



CITY OF SACRAMENTO



DEPARTMENT OF
PARKS AND
RECREATION



WELCOME

The City of Sacramento, Department of Parks and Recreation offers a variety of classes, workshops, seminars and activities. We would like to thank you for your interest in contributing your knowledge and expertise to enrich the lives of others in our community. Your participation and involvement will compliment the diversity of our programming and contribute to the overall success of the programs.

The information in this manual is intended for current Contract Instructors and those who are interested in becoming a Contract Instructor. The manual is a resource of information related to teaching a “fee” course for the City of Sacramento, Department of Parks and Recreation.

Why teach a Course for the City of Sacramento?

The City of Sacramento, Department of Parks and Recreation is committed to improving the quality of life by providing recreation and leisure experiences in our community.

What can the Department of Parks and Recreation offer you as an Instructor? Here are just a few features that our department can offer you:

- The City has great facilities. We have classroom facilities, auditoriums and parks available for Leisure Enrichment courses. These facilities are maintained to assure the comfort of instructors and participants.
- The City of Sacramento will place your course description in our Recreation Catalog which is distributed to more than 25,000 customers three (3) times a year.
- The City uses a technologically advanced computer registration system. The “Class” system allows us to maintain facility booking for your course and to process registrations in an efficient manner. Instructors receive attendance reports, waitlist reports and we maintain the database to provide participant main contacts from all courses. The system automatically reserves spots for waitlist participants when a cancellation in a course occurs. We accept cash, checks, Visa and MasterCard for payments. We offer registration through four (4) easy customer friendly ways including: online registration, mail, fax, or in person.



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SESSION DATES

Winter/Spring
January 1 – April 30



Summer
May 1 – August 31



Fall/Winter
September 1 – December 31



For more information on Leisure Enrichment please call (916) 808-5641, or questions can be e-mailed to bharris@cityofsacramento.org

CITY OF SACRAMENTO

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www.cityofsacramento.org/parksandrecreation



HOW TO BECOME A CONTRACT INSTRUCTOR

Instructors are hired on a contractual basis. In order to become a Contract Instructor for the City of Sacramento, a potential instructor must first do the following:

- Submit an Instructor Application.
- Submit a Course Request Form: If your course is accepted the Course Request Form will be used to book your room/space, provide you with an activity number and place your course information into the Recreation Catalog.

Once you have submitted your Instructor Application and Course Request Form a representative from the City of Sacramento will contact you and serve as your primary point of contact for the processing of your course proposal. This person will review your instructor application and notify you if the City would like to proceed with the course. If the City decides to proceed with the course, the potential instructor will sign a "Recreation Services Contract" to become a "Contract Instructor".

Before the City of Sacramento can enter into the Recreation Services Contract the following documents must be obtained from a potential instructor:

- A copy of photo identification (California Driver's License or I.D. card).
- Business Operations Tax (BOT) Certificate: A City of Sacramento BOT Certificate is required to sell, expose for sale, or offer for sale any goods, wares, or merchandise in the City of Sacramento. The cost of a BOT is \$35. Applications can be obtained from the Revenue Department located in City Hall, at 915 I Street on the 1st Floor.
- Workers' Compensation and Employer's Liability: If you have employees Workers' Compensation and Employer's Liability with limits of \$1,000,000 per accident is required as set forth by the California Labor Code. If, you are an instructor without employees we will need a letter stating you are the sole proprietor.
- Fingerprints: Contract Instructors are required to participate in fingerprinting and a background check. It is the potential Instructors responsibility to obtain and pay for a "Live Scan" appointment with the Sacramento Police Department. No Contract Instructor may teach a class until they have been notified by City staff that they have cleared this process. You will receive Live Scan forms once your course has been approved.
- Insurance: If, insurance is required for your course the City of Sacramento requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011.

COURSE FEES

The Contract Instructor and Leisure Enrichment Coordinator will determine a mutually agreed upon course fee. Your Leisure Enrichment Coordinator will provide assistance on current market conditions.

All registration fees are collected and deposited by the City of Sacramento. Your Recreation Services Contract is designed as a 70/30 split. As a Contract Instructor you will receive 70% of all course revenue and the City will retain 30% of the total monies collected from your course (including registration fees and/or late fees). Any equipment or material fees may be paid by students directly to the instructor at the first course.

INSTRUCTOR PAYMENT

The City's policy provides for payment after receipt of services; therefore, advance payments are not possible. Approximately, two weeks before the conclusion of the last class taught, the payment process will begin. The instructor will receive a check for class(es) taught from the City of Sacramento approximately 14 days after services have been rendered. Payment will be based on the number of students enrolled at the time the payment process is started.

The City of Sacramento will not withhold money for social security or federal income tax. Annual payments to the "Contract Instructor" from the City in excess of \$600 will be reported to the Internal Revenue Service. 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 courses. Registrations are processed on a first-come, first serve basis by the City of Sacramento. No registrations may be taken in your course. There are (4) four quick and easy ways to register for courses:

1. On-line Registration: Participants may go to www.parksandreconline.cityofsacramento.org to register online.
2. Mail: Participants may mail completed registration forms to:
Park Reservations
4623 T Street
Sacramento, CA 95819
3. Fax: Participants may fax completed registration forms to (916) 454-3956.
4. In Person: Participants may register in person at any of the locations listed below:

Coloma Community Center, 4623 T Street
10 a.m. – 4 p.m., Monday through Friday

South Natomas Community Center, 2921 Truxel Road
10 a.m. – 5:30 p.m., Monday through Friday

Samuel C. Pannell Meadowview, 2450 Meadowview Road
8 a.m. – 4:30 p.m., Monday through Friday

Belle Coolegge, 5699 South Land Park Drive
8 a.m. – 4 p.m., Monday through Friday

ABSENCES, SUBSTITUTES, REFUNDS & COURSE CANCELLATIONS

- A. Absences: If an instructor is ill or unable to meet with his/her class, the instructor must notify the facility where the course is scheduled. If the course is scheduled in a Park or at an unstaffed facility the instructor must notify the Park Reservation office at (916) 808-6060. It is the Instructor's responsibility to notify students of a course cancellation of this nature.
- B. Substitutes: If an instructor has made arrangements for a substitute the Department must be notified. All substitutes must be approved by your Leisure Enrichment Coordinator. Substitutes, who are not Contract Instructors with the City of Sacramento, must submit an Instructor Application and enter into a Recreation Services Contract before instructing.
- C. Refunds/Withdrawals: Students who withdraw from a course before it ends will be given a pro-rated refund. Refunds will be based on the day that the student notifies the City of their desire to withdrawal. Instructors will be compensated based on the revenue after pro-ration.
- D. Course Cancellations: The City of Sacramento reserves the right to cancel, combine or divide courses; to change the time, date or place of courses; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participants. If the Department of Parks and Recreation cancels your course the Department will notify students, and issue any necessary refund.

BRINING YOU CHILD TO CLASS

The City of Sacramento acknowledges that children may be present in the work place in some situations. The responsibility of instructors is meeting their contractual obligation to the City of Sacramento. Instructors who wish to bring their children to class for limited periods of time may do so if they can carry out their duties unimpeded and allow others to do the same. Your Leisure Enrichment Coordinator must give specific, advance approval to the proposal to bring your child into the classroom.

COURSE SCHEDULING

Instructors are responsible for submitting course schedules through the Course Request Form annually. Staff will attempt to accommodate instructor's schedule request.

The City of Sacramento observes the following Holidays; please keep them in mind when programming your courses as they may affect your schedule:

New Year's Eve
New Year's Day
Martin Luther King Day
Presidents' Day

Cesar Chavez Day
Memorial Day
Independence Day
Labor Day

Veterans' Day
Thanksgiving and day after
Christmas Eve
Christmas Day

HOW TO SUBMIT A COURSE REQUEST FORM

Course Request Forms must be submitted annually. Forms will be mailed each fall for the following calendar year. Returning instructors will not be able to automatically continue offering the activity or program without submitting a Course Request Form. Submitting a Course Request Form does not guarantee that the course will automatically be added to the City of Sacramento, Leisure Enrichment program. There is no exclusivity to instructors or the courses they teach.

A separate Course Request Form is required for each course you wish to teach. Course Request Forms are accepted year round. The following information is required on all Course Request Forms:

- **Course Title:** Course titles should be creative and non-descriptive. You want the reader to become curious about the course and continue reading.
- **Course Description:** Discuss what the course is about. Include topics of discussion and what will be learned by the participant. Descriptions should be informative but not give away all the information covered in the course. Most important, the description should be short, concise and to the point. Your written description will be used to sell your program to the public in our Recreation Catalog. Course description may be up to 65 words.
- **Dates/Time:** You must include the dates and time of your proposed course (be specific). This information will be used to check facility availability.

Courses for which the Department will not accept proposals for are as follows:

- Programs that are similar to programs we currently offer (please review the Recreation Catalog available online at www.cityofsacramento.org)
- Programs we have offered in the past that have been cancelled (unless you can show that you have the necessary number of participants who are interested).

COURSE TIMES

Instructors are responsible for providing instruction for the specified number of hours agreed upon and advertised.

FACILITY USAGE

All Contract Instructors using City of Sacramento facilities are allowed to set-up their classrooms 15 minutes prior to the start of their course. The room must always be left in the condition in which it was found. This means instructors must clean up any materials (art supplies, paper, etc.) after the course ends.

CHECKING YOUR COURSE ENROLLMENT

You can inquire about your enrollment at any time. The Leisure Enrichment Office can be reached at (916) 808-5641, or through email at bharris@cityofsacramento.org. Instructors can also check their course enrollment on-line at www.parksandreconline.cityofsacramento.org.

PROMOTING YOUR COURSE

All advertisement materials to promote your courses must be approved by the City of Sacramento. All advertisement must include "Sponsored by the City of Sacramento, Department of Parks and Recreation" and our contact number for registration (916) 808-6060.

- Advertisements: There are several excellent weekly papers which offer low cost advertising for local businesses.
- Press Release: The Parks and Recreation Department will prepare press releases pertaining to courses twice during each Recreation Catalog cycle.
- Special Events: The Parks and Recreation Department offers many special events. With prior approval instructors are welcome to provide demonstrations, participate as artists, or hand out flyers at Department events. Contact your Leisure Enrichment Coordinator to arrange your attendance at an event.
- On the internet: Develop your own Website. Contact your local internet provider for information on how to create a site. Most internet companies provide free web space as part of their service.
- Promotion by the Parks and Recreation Department: The City of Sacramento will place your description in our Recreation Catalog. Additionally, your course description will also be listed on our Department On-line Registration web page.

ACCIDENTS/INCIDENT REPORTS

All accidents and incidents must be reported, no matter how minor they may appear. If you are in a facility that has City of Sacramento staff present, it is the staff's responsibility to report and prepare an incident report. If you are in an unstaffed facility please follow the procedures listed below:

- Act calmly, promptly and effectively;
- Prepare an incident report immediately while the patron is still under your care. All accidents on the grounds shall be reported, whether or not witnessed by the Contract Instructor.
- Forward the completed Incident Report to your Leisure Enrichment Coordinator within 24 hours.
- Incident Reports will be provided to instructors with their course packet.

EMERGENCIES

Fire Alarm/Bomb Threat

- Clear the area in an orderly manner, use course roster to account for participants;
- DO NOT re-enter the building until appropriate personnel give you permission to do so;
- In case of evacuation where participants are unable to return to the building, make sure participants under 18 years are held in a safe area until a guardian can pick the minor up.

Earthquake

- Stay indoors, get under a desk, table or strong doorway;
- Watch for falling, sliding or swaying objects, stay clear of all windows and glass doors;
- After earthquake clear the area, use course roster to account for participants;
- DO NOT re-enter the building until appropriate personnel give you permission to do so;
- In case of evacuation where participants are unable to return to the building, make sure participants under 18 years are held in a safe area until guardian can pick the minor up.

Medical Emergency

- Locate a phone and call 911, or if using a cell phone call (916) 732-0100;
- Certified individuals should administer immediate first aid.

AMERICANS WITH DISABILITIES ACT (ADA)

The ADA is federal legislation, which gives civil rights protection to individuals with disabilities similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications.

It is the policy of the City of Sacramento 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 that they can have an equal opportunity to participate or benefit, unless an undue burden would result. Physical barriers must be removed if removal is readily achievable (i.e. easily accomplished and able to be carried out with out 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.

HARASSMENT IN THE WORKPLACE

Harassment can be defined as any behavior that is disrespectful and causes discomfort to another person. Harassment, whether physical or verbal, destroys morale and impairs teamwork and workplace efficiency. The City of Sacramento has a strong policy against any form or type of harassment to any person. It is important for all persons to recognize that harassment based on any of the protected characteristics or race, color, religion, sex age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status and sexual orientation is illegal.



CITY OF SACRAMENTO INSTRUCTOR APPLICATION LEISURE ENRICHMENT

4623 T Street, Sacramento CA 95819

Phone: (916) 808-5641 / Fax: (916) 808-3565 / bharris@cityofsacramento.org

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City	State		ZIP
Phone	E-mail Address		
Social Security Number (Required for payment)			
Proposed Class			
Have you taught this course before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Location		Dates	
May we contact them as a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> Phone: ()
Location		Dates	
May we contact them as a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> Phone: ()
Location		Dates	
May we contact them as a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> Phone: ()

EDUCATION

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Degree

REFERENCES

Please list two professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship

Company		Phone ()
Address		
RELATED EMPLOYMENT		
Company		Phone ()
Address		
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Convictions: Convictions of a crime is not necessarily a bar to provide contract services to the City of Sacramento. Each case is considered separately based on the services provided. Some services may require a FINGERPRINTING check as verification. You may omit: a) Traffic violations (driving under the influence convictions must be reported); b) Any conviction committed prior to your 18th birthday which was finally adjudicated in Juvenile Court or under a youth offender law; c) Any incident sealed under Welfare and institutions Code Section 781 or Penal Code Section 1203.45; d) Any marijuana conviction more than two (2) years old, described in labor code section 432.8.		
Have you ever been convicted by a court of a misdemeanor? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever been convicted by a court of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If "YES" to "1" or "2", state WHAT Conviction, WHEN, WHERE, and DISPOSITION of CASE		
DISCLAIMER AND SIGNATURE		
<p>Contract Instructors are contracted with the City to provide instruction for specialty recreation activities, and are therefore not employees of the City of Sacramento. Contract Instructors shall be dismissed at any time if the Department finds their instruction to be inadequate or their behavior, attitude, or appearance to be unacceptable. Please attach any additional information about yourself that would further explain your desire to be a Contract Instructor. I certify that all statements in this application are true and complete. I agree and understand that any incorrect statements or omissions of material facts herein will cause forfeiture on my part of all rights to contracting with the City of Sacramento. I authorize the City of Sacramento to investigate any of the information provided by me. I also authorize the previous employers, persons and references named or any other person named to give any and all information regarding employment, scholastic records, together with all other job related information that may or may not be on record. I release all individuals who provide information to the City from all liability regarding the use of such information.</p>		
Signature		Date



CITY OF SACRAMENTO

COURSE REQUEST FORM

LEISURE ENRICHMENT

4623 T Street, Sacramento CA 95819

Phone: (916) 808-5641 / Fax: (916) 808-3565 / bharris@cityofsacramento.org

INSTRUCTOR INFORMATION

Last Name	First	Date
Street Address		Apartment/Unit #
City	State	ZIP
Phone	E-mail Address	

COURSE INFORMATION

Course Title		Minimum Enrollment	Maximum Enrollment
Catalog Session (Check all that apply)	<input type="checkbox"/> Winter/Spring January 1- April 30	<input type="checkbox"/> Summer May 1 – August 31	<input type="checkbox"/> Fall/Winter September 1 -December 31
Participant's Age	Registration Fee	Enrollment Fee	Material Fee
Course Length	<input type="checkbox"/> One Day	<input type="checkbox"/> Two Days	<input type="checkbox"/> Four Weeks
	<input type="checkbox"/> Five Weeks	<input type="checkbox"/> Six Weeks	<input type="checkbox"/> Eight Weeks
Day of the Week (Check all that apply)	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
How many course per Session?	Course Date(s)		
Start Time	End Time	Location	Room Set-up
Are there any dates your Course will not be held? If yes, when?			
Would you like your Course information placed in the Recreation Catalog?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If, you are a returning instructor would you like use your Course Description from the previous Catalog?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Detail Course Description: (This information will be used in the catalog, please include any information your participant must have knowledge of such as, dress requirements or lab fees.) Course Description may be up to 65 words. **Attachments accepted.**

DISCLAIMER AND SIGNATURE

Returning instructors will not be able to automatically continue offering the activity or program without submitting a Course Request Form. Submitting a Course Request Form does not guarantee that the course or activity will automatically be added to the City of Sacramento, Leisure Enrichment program. There is no exclusivity to instructors or the courses they teach.

Participants must pre-register for all courses. Registrations are processed on a first-come, first serve basis by the City of Sacramento. The City's policy provides for payment after receipt of services; therefore, advance payments are not possible. Approximately, two weeks before the conclusion of the last course taught, the payment process will begin. The instructor will receive a check for course(s) taught from the City of Sacramento approximately 14 days after services have been rendered. Payment will be based on the number of students enrolled at the time the payment process is started.

Signature	Date
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CITY OF SACRAMENTO
Department of Parks and Recreation

RECREATION SERVICES CONTRACT

THIS CONTRACT IS MADE AND ENTERED INTO ON _____ BETWEEN THE City of Sacramento (hereinafter referred to as City), and _____.

SERVICES: Contractor shall provide services as described in Exhibit A. Services are to be provided at a time and place that is mutually agreeable to both City and Contractor.

MATERIALS: Contractor will provide all materials needed for this event.

PAYMENT: City shall pay Contractor for services rendered pursuant to this Contract as specified in Exhibit A. Payment shall be made in the times and in the manner set forth in Exhibit B.

LICENSES & PERMITS: Contractor represents and warrants to City that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract any applicable licenses, permits, or approvals which are legally required for Contractor to practice its profession, including a City business operation tax certificate. This agreement may create a possessory interest subject to property taxation. Contractor shall pay any taxes levied on the possessory interest by the County of Sacramento.

CRIMINAL BACKGROUND CHECK: To the extent permitted by law, Contractor and Contractor's employees may be fingerprinted and checked for criminal convictions to ensure that all laws concerning contact with minors and other vulnerable participants in recreational programs are enforced if the Contractor's services will result in contact with minors, older adults or the disabled. Contractor agrees that, upon request by the City, Contractor and Contractor's employees shall be fingerprinted by the City.

INSURANCE: During the term of this Contract, Contractor shall maintain insurance coverage in an amount satisfactory to the City's Risk Manager. City does not insure Contractor against all or any part of Contractor's liability for injury resulting from an act or omission in the Contractor's performance of any work or services under this Contract. If Contractor has employees, Workers' Compensation and Employer's Liability is required as set forth by the Labor Code of the State of California and Employers' Liability with limits of \$1,000,000 per accident.

INDEPENDENT CONTRACTOR: At all times during the term of this Contract, Contractor shall be an independent contractor and shall not be an employee of the City. City shall have the right to control Contractor only insofar as the results of Contractor's services rendered pursuant to this Contract. City shall not have the right to control the means by which Contractor accomplishes services rendered pursuant to this contract. Contractor will be required to give progress reports upon request. Contractor shall indemnify the City against any liability arising out of an allegation or finding that Contractor is not an independent Contractor.

CONTRACTOR NOT AGENT: Except as City may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this Contract, to bind City to any obligation whatsoever.

ASSIGNMENT PROHIBITED: No party to this Agreement may assign any right or obligation pursuant to this Contract. Attempt or purported assignment or any right or obligation pursuant to this Contract shall be void and of no effect.

NONDISCRIMINATION: Contractor agrees not to discriminate against any person because of race, color, religion, sex, national origin, age, disability, marital status or sexual orientation in any activity for which Contractor is providing instruction under this Contract.

TERMINATION: Either party shall have the right to terminate this Contract at any time by giving notice of such termination to Contractor. In the event City shall give such notice of termination, Contractor shall immediately cease rendering services pursuant to this Contract.

INDEMNIFICATION: Contractor shall fully defend, indemnify and save harmless, City, its officers, employees, agents, and volunteers, and each and every one of them, from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by City staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "liabilities), to which any or all of them may be subjected, as a direct or indirect result of the activities of Contractor, whether or not such liabilities are litigated, settled or reduced to judgment.

Contractor shall, upon the City's request, defend at Contractor's sole cost any action, claim, suit, cause of action or portion thereof which asserts or alleges liabilities resulting directly or indirectly from the activities of Contractor, whether such action, claim, suit, cause of action or portion thereof is well founded or not.

In the event that a final decision or judgment allocates liability by determining that any portion of damages awarded is attributable to the City's negligence or willful misconduct, City shall pay the portion of damages which is allocated to its negligence or willful misconduct. The existence or acceptance by City of insurance coverage's required by this Contract shall not affect any rights City may have under this section. The provisions of this section shall survive any termination of this Contract.

EXHIBIT A –SERVICES-

Scope of Services ~

- a. Provide classes for a fee mutually agreed upon.
- b. Provide appropriate supplies and materials to adequately carry out the program.
- c. Maintain accurate records to include but not limited to registration forms, attendance records, fee-turn in sheets and invoices.
- d. Contractor is not to collect registration fees on City's behalf. All checks shall be made payable to the "City of Sacramento".
- e. Contractor and any of its employees or sub-contractor shall receive a criminal clearance through criminal background checks including livescan fingerprinting preformed by the State of California Department of Justice and Child Abuse Index Clearance.
- f. Additional scope and/or services may be rendered if mutually agreed upon by both parties within a total contract amount not to exceed \$15,000 per fiscal year.

Time of Performance ~

- a. Schedule will be determined tri-annually as outlined in submitted program proposal.
- b. Recreation Services Contract is valid May 1, 2007 through May 1, 2008

Contractors will be required to have their Contractual Service Invoice submitted within seven (7) days after the services have been rendered. Contractor agrees to assume responsibility for materials, equipment, and supplies of whatever nature is required. Contractor also agrees to return borrowed materials in good working order and cleaned, so as they may be immediately reissued to another party. All materials and facility keys (where applicable) will be returned within 72 hours of the completion of the service.

EXHIBIT B – PAYMENT-

For full performance of this agreement, City shall pay Contractor 70% of the fees collected per registration in an amount not to exceed fifteen thousand dollars. Notwithstanding any other provision of this Contract, City reserves the right to require Contractor to impose a per-participant fee in addition to the monthly registration fee. City shall determine the amount of the per-participant fee, and City shall retain one hundred percent (100%) of the per-participant fee. Payment shall be due and payable upon completion of services rendered and submission of a Contractual Services Invoice. Payment by check will be made no more than thirty (30) days from submission of all paperwork by the Contractor. City shall make no payment for any extra, further, or additional services pursuant to this Contract unless such extra service and the price thereof is agreed to in writing and executed by an official of the City authorized to obligate the City thereto.



Class List

Printed: 24-Dec-07, 11:37 AM
User: brandih

Start Date From: 01 Jan 2008
Status: Active/Completed
Session: 2008 Winter/Spring Registration Session

Start Date To: 31 Jan 2008
Instructor: Donovan, Kellie

Baton Twirling BBT - 2008 WINTSPRING - 001

Course Barcode: 22168

Supervisor: Brandi Harris	Complex: Coloma Community Center
Instructor(s): Kellie Donovan	Facility: Auditorium
Age: 4Y - 12Y	Starts: Fri 04 Jan 08 05:15 PM - 06:00 PM
Registered: 4 of 20	Ends: Fri 25 Jan 08 05:15 PM - 06:00 PM
Fee(s): Class Fee \$32.00	Runs: 3.00 hrs. 4 classes Fri

Pos	Client Name	Age	M/F	Grade	Home	Work	Main Contact
1	Harris, Brandi 4623 T Street Sacramento CA 95819	Adult	F				Harris, Brandi
2	Jackson, Teresa 4623 T Street Sacramento CA 95819	Adult	F				Jackson, Teresa
3	Ly, Phong 4623 T Street Sacramento CA 95819	Adult	F		(916) 808-2344		Ly, Phong
4	Quinonez, Erin 4623 T Street Sacramento CA 95819	Adult	F				Quinonez, Erin



Instructor Payroll Percentage Report-June2007

Printed: 24-Dec-07, 11:35 AM
User: brandih

Start Date From: 01 Jan 2008
Status: Active/Completed
Session: 2008 Winter/Spring Registration Session

Start Date To: 31 Jan 2008
Instructor: Donovan, Kellie

Donovan, Kellie

Pos	Person Name	Registration Fee	Net Rate	Net XFee	Net Amount
Baton Twirling					
BBT - WINTSPRING 2008 - 001		Barcode: 22168	Rate: 70 percent	Based on Fee amount:	
1	Brandi Harris	\$32.00	\$22.40	\$0.00	\$22.40
2	Phong Ly	\$32.00	\$22.40	\$0.00	\$22.40
3	Erin Quinonez	\$32.00	\$22.40	\$0.00	\$22.40
4	Teresa Jackson	\$32.00	\$22.40	\$0.00	\$22.40
					\$89.60
Baton Twirling					\$89.60
Total for: Donovan, Kellie					\$89.60
Report Total:					\$89.60