

City of Tampa Parks and Recreation Department

Recreation Contract Instructor Manual

Updated November 2010



*It Starts in Parks ... Achievement, Community, Conservation, Economic Development,
Health, Heritage, Nature and Florida's Future.*

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The Parks and Recreation Department’s highest priority is to meet the Mayor’s goal of advancing the quality of life in Tampa’s neighborhoods by delivering consistent services; maintaining the safety and appearance of city parks and recreation facilities; and instilling community pride.

Mission

Our mission is to provide and preserve quality parks and recreation opportunities for all.

Vision

Our vision is a quality park system that meets the community's need for recreation and learning opportunities to benefit health and well-being.

Parks and Recreation at a Glance

3,543 total acres of parkland	178 parks
96 ball fields	85 multipurpose courts
79 playgrounds	108 tennis/racquetball
30 football/soccer fields	23 community centers
18 boat ramp lanes	14 pools
8 fishing piers	7 gymnasiums
5 art studios	4 cemeteries
3 activity centers	2 marinas
2 skate parks	60 miles of multi-purpose trails
Joe Abrahams Fitness & Wellness Center	

Core Values

We hold our core values, as a measure for everything we do:

Integrity

- Demonstrating honesty and sincerity in all of our dealings
- Upholding only the highest ethical principles
- Making decisions that reflect the highest standards of proper stewardship and accountability of resources

Excellence

- Being accountable for our actions
- Delivering every product and service of City government in an outstanding manner
- Developing a quality workforce
- Showing pride in our efforts and the community, in which we live and work

Teamwork

- Working in full cooperation and mutual support that inspires trust and respect to achieve a common goal
- Creating a spirit of service

Respect

- Showing consideration or regard for an individual or institution
- Judging all people on their merits
- Being tolerant and appreciative
- Accepting individual differences

WELCOME

The City of Tampa Parks and Recreation Department 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 Recreation Contract Instructors and those who are interested in becoming Recreation Contract Instructors. This manual is a resource of information related to teaching a “fee” class for the Parks and Recreation Department.

Teaching & Benefits

Why teach classes for the Parks and Recreation Department?

The Parks and Recreation Department is a progressive municipal agency committed to improving the quality of life for our residents and visitors by providing recreational and leisure experiences in our community.

What can the department offer you as an instructor?

The Parks and Recreation Department:

- has great facilities. We have gymnasiums, classrooms, meeting rooms, fine art facilities, aquatic and athletic facilities as well as parks available for recreation courses.
- will place your class description in our online class listing, an advanced computer registration system that allows us to maintain facility booking for your class and to process registrations in an efficient manner. Instructors will receive attendance reports, wait list reports and we will maintain the database to provide participant main contacts from all classes. The system will automatically reserve spots for wait list participants when a cancellation in a class occurs. Participants will be able to register through the internet for classes and programs.
- accept cash, check, money order, Visa and Master Card for payments. We offer registration through easy customer friendly ways including: mail, online registration, telephone, fax, or in person.
- gives priority registration to Tampa residents. They receive a one-week priority registration period when registering for Parks and Recreation Department programs, after which registration will also be open to non-residents.

Program Dates

There are three “Programs” each calendar year: Winter/Spring, Summer, and Fall/Winter.

The Program dates vary each year but are approximately:

Winter/Spring	January 1 through May 31
Summer	June 1 through August 31
Fall/Winter	September 1 through December 31

Each program has multiple sessions. Please see current calendar for session dates.

Recreation Contract Instructor Information

How to become a Recreation Contract Instructor

Instructors are hired on a contractual basis. In order to become a Recreation Contract Instructor for the Parks and Recreation Department, a potential Instructor must first submit a Recreation Contract Instructor Application and a Course Request Form for each course you would like to teach.

For your convenience you can find an Instructor Application and Course Request Form online at www.tampagov.net/parksandrec on the Information Resources Page. You can also find a copy at the end of this manual. Please complete these forms and return to the Parks and Recreation Office at 3402 W. Columbus Dr., Tampa, Florida 33607. Instructor Applications and Course Requests are accepted year round. Partially completed Applications and/or Course Requests will not be considered.

Once you have submitted your Application and Course Request Form(s) the Program Coordinator will contact you and serve as your primary point of contact for the processing of your application. The Coordinator will review your paperwork and notify you if your application has been accepted. Once accepted, you must provide the required items listed below before being approved. Once approved you will enter into an Independent Contractor Agreement with the City of Tampa.

Items Required

Before the department can enter into an Independent Contractor Agreement the following documents must be obtained from a potential instructor:

1. A copy of photo identification (Florida Driver's License or Government issued ID card).
2. A copy of Business Tax Receipt and Occupational License. All businesses operating within the City of Tampa are required to obtain a Business Tax Receipt and an Occupational License. Businesses operating in Hillsborough County, outside the City of Tampa, are required to have an Occupational License only. If your business operates outside Hillsborough County, please contact our program coordinator for information on your requirements.

City of Tampa Business License Tax Division
2105 N. Nebraska Ave. – Ground Floor
Tampa, FL 33602
(813) 274-8751 Mon – Fri 8 a.m. – 5 p.m.
Fee = \$125.76 (some fee exemptions apply)

Hillsborough County Occupational Licenses
601 E. Kennedy Blvd. – 14th Floor
Tampa, FL 33602
(813) 635-5200 Mon – Fri 8 a.m. – 5 p.m.
Fee = \$30.00

3. Proof of Worker's Compensation and Employer's Liability, if you have employees. If you are an instructor without employees we will need a letter stating you are the sole proprietor.
4. Pay for and complete a city of Tampa Background Screening. No Contract Instructor may teach a class until they have been notified by the Program Coordinator that they have cleared this process. This must be redone if there is a break in service of more than 6 months.
5. A Certificate of Insurance on a standard ACORD form with the City of Tampa listed as the certificate holder as well as an additional insured with respects to general liability. An endorsement naming the City of Tampa, its officers, officials, employees, and volunteers must accompany the certificate of insurance. This endorsement is often referred to as page CG 2011.

Independent Contractor Agreement

The Parks and Recreation Department requires that all Independent Contractors who perform a service in/on a City facility enter into an Independent Contractor Agreement with the City. The Independent Contractor

Agreement form is standard and cannot be altered or changed. Instructors are required to sign three original contracts. One of those originals will be mailed back to the instructor once it has been approved and signed by the department.

How to submit a Course Request Form

Course Request Forms will be mailed each fall for the following calendar year. Returning instructors will not be able to automatically continue to offer the activity or program without submitting a new Course Request Form. Submitting a Course Request Form does not guarantee that the course will automatically be approved and/or added to the Program Guide. 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. Incomplete Course Request forms will not be accepted.

Please note, that the Course Request Form will be used to book your room/activity area, provide you with an activity number, and place your course information in the Program Guide. Therefore, please be as detailed as possible.

Insurance

As an Independent Contractor for the Parks and Recreation Department, there are a few things you should know about liability and insurance.

The City is self insured and therefore is committed to providing safe programs and minimizing liability.

The department requires all Recreation Contract Instructors provide commercial general liability insurance which shall not be less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate. The cost for this coverage is the sole responsibility of the instructor. You are free to shop around for the best coverage at the best price.

Your contract with the department is as an instructor of a specific class or program. It does not in any way provide insurance coverage for you as an independent contractor. Therefore, if a liability claim occurs against you and the City (and/or the department), you will be responsible for defending yourself, and potentially for paying a claim brought against you.

It is the department's policy that ALL instructors are required to have insurance.

Class Fees

All Recreation Contract Instructors set their class fees. The Program Coordinator will provide assistance on current market conditions. The instructor and the department will determine a mutually agreed upon course fee. The department reserves the right to approve all class fees.

Supply Fees

Any supplies needed for a class will be the responsibility of the instructor and must be pre-approved by the Program Coordinator. If supplies are to be obtained by the student, it will be the responsibility of the instructor to provide a supply list with the Course Request form.

If a supply fee is required for each student, the instructor must provide this information on the Course Request form so they may be approved and published in the program guide. The supply fees are to be paid at the first class meeting and directly to the instructor. Supply fees that are not published in the program guide may not be collected.

Refunds

The Parks and Recreation Department's refund policy reads as follows: A refund request must be received thirty (30) days prior to scheduled date of use, except for illness or family emergencies, in which case, proof must be provided, and the Refund Request Form must be received within seven (7) days following absence. Daily refunds are not available. Since supply fees are paid directly to the instructor, refunds for supplies will be the responsibility of the instructor. An applicant seeking a refund shall be required to submit a Refund Request on the form provided by the department. Refund checks will only be issued in the name of and delivered to the person whose name(s) appear(s) on the original receipt.

Instructor Payment

As a Recreation Contract Instructor you will receive a percentage of course revenue and the department will retain a percentage as follows:

Contract Instructor – use of indoor facilities	70% Instructor/ 30% City split
<i>Includes aquatics, fine arts, programming, athletics</i>	
Contract Instructor – use of outdoor facilities	80% Instructor/ 20% City split
<i>Includes tennis, athletics, programming</i>	

All registration fees are collected and deposited by the department. Percentages are paid to instructors on a predetermined schedule. Requests for payments are accepted once every session. We will not pay out on participants who received a refund.

It is the City's policy to provide payment after receipt of services. Therefore, advance payments are not possible. Recreation Contract Instructors will receive payment within 30 days of the Parks and Recreation Department receiving class attendance sheet and all class evaluation forms. It is the instructor's responsibility to submit all required documents at the end of each class session to the site supervisor in order receive a timely payment.

The City will not withhold money for social security or federal income tax. Annual payments to a Recreation Contract Instructor from the City in excess of \$600 will be reported to the Internal Revenue Service. It is the instructor's responsibility to satisfy any taxes due in an appropriate manner.

Course Information

Registration

The Parks and Recreation Department shall be responsible for and have complete control over the registration of participants. Under no circumstances is an instructor to accept payments, except for pre-approved supply fees.

Registrations are processed on a first come first serve, City Residency priority basis by the department. No registrations may be taken by an instructor. All participants must pre-register with the department before being allowed into any class/program. It is the instructor's responsibility to ensure all participants are registered and fully paid prior to attending class.

Course Scheduling

Instructors are responsible for submitting class schedules through the Course Request form. Parks and Recreation staff will attempt to accommodate Instructor's schedule requests.

The City of Tampa observes the following holidays. Please keep in mind that these holidays may affect your class schedules.

New Year's Day
Dr. Martin Luther King Jr. Day
Spring Day/Good Friday
Memorial Day
Independence Day

Labor Day
Veterans Day
Thanksgiving Day and the following day
Christmas Eve
Christmas Day

Absences, Substitutes, Cancellations

If an instructor is ill or unable to meet with their class, the instructor must notify the facility where the course is scheduled as soon as possible but no later than one hour prior to the start of class. It is the instructor's responsibility to notify students of a course cancellation of this nature.

If an instructor has made arrangements for a substitute the department must be notified no later than one hour prior to the start of class. All substitutes must have an approved application on file, must provide proof of insurance coverage, and must have paid, completed, and passed a background screen before performing services at any Tampa Parks and Recreation facility.

The department 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. Classes without minimum enrollment will be cancelled or combined. If the activity or class is cancelled by the department, the department will issue a refund and inform the instructor and students of the cancellation.

Course Times

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

Course Enrollment

Once we have started registration for a new session, you can inquire about your enrollment at any time by calling the facility in which your class will be held. A staff member will call you five (5) days prior to the first day of your class to confirm that the class will be held.

Attendance Sheets

The attendance sheets and evaluation forms will be in the instructor's box at the facility in which your class will be held. We can fax and/or email your attendance sheets to you if you make the request to 274-8023. Be sure to pick up your attendance sheet and evaluation forms before you go to your class.

Taking Attendance

It is the instructor's responsibility to take attendance at each class. This is especially important for large classes where participants may have shown up to class without paying. Please inform individuals who have not paid to go to the Parks and Recreation staff to register. Participants must either be on your sheet or have a Parks and Recreation issued receipt before you admit them to your class.

No Shows

Instructors should give all participants a courtesy call prior to the start of class. This is a good time to introduce yourself, remind participants of any supply, etc. requirements and of the date and time of the classes. If a participant does not show up for the first class, please give the participant a call to remind them of the next class (if you have multiple classes). It is the participant's responsibility to remember the classes

they have signed up for, but its good customer service to call your participants (phone numbers are printed on the attendance sheet).

Facility Usage

Classes are held in various locations throughout the City.

All Recreation Contract Instructors using Parks and Recreation facilities will be allowed to set up their rooms/ activity area 15 minutes prior to the beginning of class/program activities. The instructor must always leave the room/ activity area in the condition in which it was found. This means cleaning up any materials (art supplies, paper, etc.) and replacing any furniture and/or equipment back in its original location after the class/program ends. All facilities have Parks and Recreation staff assigned to open and close the facility.

If staff is not present to open or close, the instructor should contact the facility's supervisor (their name and number will be provided on your attendance sheets).

Instructors may not use any City owned property including copy machines, fax machines, computers, materials, and/or equipment without prior written approval of the Program Coordinator. Plan to have all equipment, materials, and copies provided at your expense.

Accident and Incident Reports

All accidents and incidents, no matter how minor they appear, should be reported. If an accident occurs in your class, please act calmly, promptly, and efficiently and take care of the situation.

Notify a Parks and Recreation staff member on duty immediately. They will be responsible for preparing the accident and incident report.

Emergencies

Park Security 931-2168

Fire Alarm/Bomb Threat

- Clear the area in an orderly manner, use course roster to account for all 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 of age are held in a safe area until a parent/guardian can pick them up.

Medical Emergency

- Locate a phone and dial 9+911.
- 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 Tampa and the Parks and Recreation Department 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.

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 Tampa 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 of race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status and sexual orientation is illegal.

Child Abuse

All contractors are legally required to report questionable bruises or marks that are repetitious and obvious to them. Likewise, should a child indicate to a contractor that abuse, either physical or sexual, is happening to them, it is their obligation to report the discussion to the Parks and Recreation Staff.

Marketing Your Course

Promoting your classes

All advertisement materials utilized to promote your classes must be approved by the Program Coordinator.

Advertisement

There are several excellent, weekly periodicals, which offer low cost advertising for local businesses.

Press Release

The Parks and Recreation Department will do press releases pertaining to all of their classes twice during each session. Normally the press release highlights on a couple classes.

Special Events

The Parks and Recreation Department offers many special events throughout the year. Instructors can do demonstrations, participate as artists, or pass out flyers to participants at the event(s). The Program Coordinator will coordinate the arrangements to promote your program in these events.

Promotion by the Parks and Recreation Department

The City of Tampa will place your course description on our internet registration site.

Stay Connected

A lot happens throughout the year so stay connected to the Parks and Recreation Department by ensuring we have your current email address and phone number.

For more information on the City of Tampa Parks and Recreation Department please call (813) 274-8023, email us at InfoParksandRec@tampagov.net, or visit us at [www.tampagov.net/Parks and Rec](http://www.tampagov.net/Parks%20and%20Rec).