

# **Independent Contract Instructor Handbook & Proposal Process**



**Town of Discovery Bay Community Services District**

Revised: 9/2016

**District Offices**

1800 Willow Lake Road  
Discovery Bay, CA 94505

**Community Center**

1601 Discovery Bay Boulevard  
Discovery Bay, CA 94505  
(925) 925-634-1733

## I. Introduction

The information in this handbook is intended for current instructors and those interested in becoming instructors for the Town of Discovery Bay Community Services District. The handbook is a resource of information related to teaching a user fee based class for the Town of Discovery Bay.

Recreation programming is split into three sessions annually.

### ***Program start dates:***

Winter/Spring (February 1 – May 30)

Summer (June 1 – September 30)

Fall (October 1 – January 31)

### ***Proposal Submission Deadlines:***

October 1

February 1

May 1

## II. Available Locations

The Town of Discovery Bay has access to one (1) indoor facility and a variety of park locations that may be used for instructional classes, camps, and sports programming:

### **Discovery Bay Community Center**

1601 Discovery Bay Boulevard.

#### ***Available Areas***

Multipurpose Room – Max occupancy 35 people

Reception Area – Max occupancy 80 people

Arts/Classroom - Max occupancy 35 people

8 Tennis Courts

Aquatics / Pool

Lawn Area & BBQ

### **Ravenswood Park**

Intersection of Poe & Cullen

#### ***Available Areas***

Lawn Area (Soccer - small field)

Zero Depth Water Park (Splash Pad)

### **Slifer Park**

Intersection of Newport & Slifer

#### ***Available Areas***

Lawn Area (Soccer – Full size field)

Basketball court

### **Regatta Park**

Intersection of Porthole & Sailboat

#### ***Available Areas***

Lawn Area (Soccer – Full size field)

(Backstop – Baseball/softball)

Basketball Court

### **Cornell Park**

505 Discovery Bay Blvd.  
(Restrooms)

#### ***Available Areas***

Softball/Baseball Field

Tennis Court

2 Pickle Ball Courts

2 Bocce Courts

Basketball Courts

Lawn area (Soccer -Full size field)

Horse shoe pits

Picnic Area with BBQ's

### **III. Submitting a Proposal**

Complete the proposal and return to the Town of Discovery Bay Community Center, 1601 Discovery Bay Blvd., Discovery Bay, CA 94505 or by email to [mgallo@todb.ca.gov](mailto:mgallo@todb.ca.gov). Proposals are accepted year round.

Please fully read this handbook prior to submitting a proposal with the Town of Discovery Bay. You should keep this booklet for future reference.

The entire class proposal form needs to be completed (see attached). Course descriptions should be specific and include details on your program.

**You must include the dates and times of your class (be specific).** Do not leave them blank. We will not be able to determine facility availability to house your class or program with any sections left blank.

**You must calculate your own price.** Instructors will be paid a percentage of all fees collected for their class. Payment split for the Instructor/Town of Discovery Bay is currently 75/25.

NOTE: Submitting a Proposal does not guarantee that the class or program will automatically be selected. Returning instructors will not be able to automatically continue offering the same activity or program without our department receiving a proposal. There is no exclusivity to instructors or the classes they teach. Proposals will be selected based upon the quality of services offered.

### **IV. Process After Selection**

After a proposal has been selected for the District's recreation programming, the instructor will be contacted to schedule a meeting to discuss a possible contract.

Once a contract is successfully negotiated, instructors will receive two copies of their contract. Both contracts must be signed and returned to the District. An original, signed contract will be returned after approval by General Manager, or designee.

Continuing Instructors will receive a contract amendment for each new session. The amendment will reflect current classes being taught and outline the fee schedule. Please take time to review the amendment to your contract; sign and return all copies. A fully executed original will be returned.

A staff member will send out a Program Status Report, attendance sheet and evaluation form (if applicable) at least ten (10) business days prior to the start of a new session. You will be contacted five (5) days prior to the first scheduled class to confirm that the class will be held.

It is the Instructor's responsibility to take attendance at each class. This is especially important for large classes where occasionally participants have shown up to class without paying. Please inform individuals who have not paid that they must register for the class. Participants should either be on your attendance sheet or have receipts before they are admitted to your class.

## V. Facility Use

Instructors need to specify what his/her class needs are in their class proposal in order to have their desired facility properly booked.

All Contract Instructors using Town of Discovery Bay Community Services District facilities will be allowed to set up their classrooms **15 minutes** prior to the commencement of each class session. Instructors must leave the facility in the condition in which it was found.

The Community Center building has part-time staff assigned to open and close the facility. If staff is not present to open or close, the Contract Instructor may contact (925) 634-1733 or (925) 392-4575 any time.

Instructors may not use the copy machines, fax machines or computers at any of the facilities. Plan to have copies of any handouts printed at your expense.

## VI. Class Scheduling

Instructors are responsible for submitting class schedules with the Class Proposal Form. All reasonable efforts will be made to accommodate instructors schedule requests.

When scheduling your class, please keep in mind that the Town of Discovery Bay Community Services District observes the following Holidays, which may affect your program:

\*\* Denotes that the Discovery Bay Recreation and Community Center will be closed (The swimming pool will be open on Memorial Day, Independence Day, and Labor Day for recreational swim).

New Year's Day**	Labor Day
Martin Luther King Jr. Day	Veteran's Day
President's Day	Thanksgiving Day (and day after)**
Memorial Day**	Christmas Eve (half day)**
Independence Day**	Christmas Day**

## VII. Collection of Fees

Registration Fees shall be collected by The Town of Discovery Bay Community Services District through set registration procedures implemented by designated District staff. Contracted Instructor is not authorized to collect fees. Following the collection of fees from registration, District shall confirm the number of participants enrolled. Contractor will be compensated only for participants who have paid.

## VIII. Payment for Services

Contract Instructors shall submit invoice, class attendance sheets and class evaluation forms after completion of final class. **All invoices must be submitted within forty five (45) days from the completion of the class. Invoices received after forty five (45) days of the final class will not be processed. Contract Instructors will receive payment within 30 days of submission of their invoice.** All paperwork shall be submitted to the Discovery Bay Community Center

**All Independent Contract Instructors, if selected to provide Contract services with the Town of Discovery Bay Community Services District, will be required to provide the following additional information listed below unless waived by authorized Town representative:**

1. Proof of Identification (State issued Driver's License or Identification Card, Passport, Military ID)
2. Provide proof of Auto Insurance. Unless an instructor's class is taking place at their own place of business, all instructors are required to provide proof of auto insurance.
3. The Town of Discovery Bay Community Services District requires all Contractors obtain general liability insurance (\$1,000,000) with an additional insured endorsement listing the Town of Discovery Bay Community Services District, its agents, officers, employee and volunteers as "additionally insured".
4. Request for Live Scan Service. Each instructor is required to submit to fingerprinting. The Town of Discovery Bay Community Services District is prohibited from hiring an instructor who has been convicted of certain crimes under the California Public Resource Code Section 5164. Our offices will supply you with additional information on fingerprinting locations and requirement. The instructor is responsible for all costs associated with fingerprinting/background check.
5. The Town of Discovery Bay requires that all contractors working with the public provide proof of current T.B immunization. If it has been some time since you were tested, please schedule an appointment with your health care provider and complete the testing. Most health care providers provide T.B. testing at no cost. The Town of Discovery Bay Community Services District will need a copy of your current test results for our file.
6. Completed W-9 Form. Under the United States Internal Revenue Code, the Town of Discovery Bay is required to report the payment(s) we make to contract instructors.
7. Proof of Workman's Compensation coverage for any additional paid staff administering the program or a letter stating that you are the sole proprietor of the business.
8. Instructors must sign two original contracts. Once completed by the Town of Discovery Bay, one of the originals will be returned to the Instructor for his/her records.
9. Mandated Reporter – Instructor must agree that only those who have been trained in mandatory reporting as required by Penal Code §§11164et.seq. (Child Abuse Neglect and Reporting Act) ("Mandated reporters") will perform instruction services. Upon Town's request, instructors will be required to produce Statement of Mandated Reporter Forms that are completed and signed by all mandated Reporters providing instruction services. Statement of Mandated Reporter forms are available from the State.



## CLASS PROPOSAL for NEW INDEPENDENT INSTRUCTORS

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

Instructor's Name: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email \_\_\_\_\_

Website Address: \_\_\_\_\_

**Activities Guide Editions:**

**Program Edition Dates:**

\_\_\_\_ Winter/Spring

February 1 – May 31

\_\_\_\_ Summer

June 1 – September 30

\_\_\_\_ Fall/Winter 2016/2017

October 1 – January 31

***Note: Independent Instructors are encouraged to utilize a current Town of Discovery Bay Activities Guide in completing the following information:***

Course Title: \_\_\_\_\_

**Detailed Course Description that will appear in Town's Activities Guide:**

---

---

---

---

---

---

Participant's Ages: \_\_\_\_\_

**Class Session Dates:**

---

---

---

---

---

**Frequency class will be held:**

Once a week \_\_\_ Twice a week \_\_\_ Three times a week \_\_\_ Five times a week \_\_\_  
\_\_\_Monday \_\_\_Tuesday \_\_\_Wednesday \_\_\_Thursday \_\_\_Friday  
\_\_\_Saturday \_\_\_ Sunday

Number of Sessions: \_\_\_\_\_ Date of first Session: \_\_\_\_\_ Date of last Session: \_\_\_\_\_

Class Fee Requested: \$ \_\_\_\_\_ (Note: Currently the Instructor/Town fee split is 75/25)

Minimum Number of Students per Class \_\_\_\_\_

Maximum Number of Students per class \_\_\_\_\_

Type of Facility Requested: \_\_\_\_\_

Supplies fee / Additional costs (if any): \_\_\_\_\_ (Additional fee not included in class fee)

Describe: \_\_\_\_\_

---

In order to assist us in properly evaluating your proposal, please attach a copy of your resume or other pertinent trainings, certifications, etc.

References:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_