



**Find Your
passion**



Dallas Park & Recreation

**CONTRACT FEE
INSTRUCTOR
MANUAL**



**Make a
Difference**

WELCOME

The City of Dallas 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 complement the diversity of our programming and contribute to the overall success of the Dallas Park and Recreation Department.

The information in this manual is intended for current Recreation Contract Instructors and those who are interested in becoming Recreation Contract Instructors.

Teaching and Benefits

Why teach classes for the Dallas Park and Recreation Department?

The 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?

- We have great facilities. We have gymnasiums, classrooms, meeting rooms, and athletic facilities with state of the art equipment and more.
 - The City has an advanced computer registration system. The RecTrac system allows us to maintain facility booking for your course and to process registrations in an efficient manner. Registration can be made in person or online. Recreation staff provides instructors with contact information for all participants. We accept cash, checks, Visa and MasterCard payments. Auto-debit is available for certain programs.
 - Instructors will have access to attendance and wait-list reports. We maintain the database to provide participant main contacts from all classes.
 - The City of Dallas will place your course description in our Recreation Activities Guide that is distributed electronically to more than 38,000 households (3) times a year.
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Recreation Contract Instructor Information

How to become a Recreation Contract Fee Instructor

Instructors are hired on a contractual basis. In order to become a Contract Fee Instructor, a potential instructor must first submit a Contract Instructor [Proposal Form](#) online at www.dallasparks.com for each course you would like to teach.

Instructor proposals are accepted year-round. Partially completed proposals will not be considered. Once you have submitted your proposal online a Recreation Representative will contact you and serve as your primary point of contact. The representative will review your paperwork and notify you if your class/activity is of interest. A meeting is then scheduled to further discuss your activity. Once accepted, you must provide the required items listed below before being approved.

Contractor Requirements

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

1. **Photo Identification:** (Texas Driver's License or Government issued ID card).
2. **Business License:** All businesses operating within the City of Dallas are required to register with Dun and Bradstreet as instructed on the City of Dallas website. As a business, you may register online <http://fedgov.dnb.com/webform> or by calling [866-705-5711](tel:866-705-5711). It takes 24 hours to obtain the number after all steps have been completed.
3. **City of Dallas Vendor Number:** All Contract Instructors must register as a vendor with the City of Dallas:
<https://bids.dallascityhall.com/webapp/VSSPROD/AltSelfService>
4. **Reporting Income:** The City of Dallas does not withhold state or federal income tax but will report the Contract Instructor's income via Form 1099. Instructors will receive a W-9 form to be completed.
5. **CPR/FA/AED Certification:** Instructors must be certified in Cardio Pulmonary Resuscitation, First Aid and Automated External Deliberator training. **Curriculum must include hands-on training and passing of written exam.** Instructors will obtain and maintain certification at their own expense for the duration of the contract. Certifications are preferred from the American Heart Association or the American Red Cross.
6. **Professional Certification:** Professional Instructor Certifications are required for the following disciplines (this list is not all inclusive): martial arts, gymnastics,

physical/personal/strength trainers, on-field/on-court officials, water safety instructors. Instructors will be required to maintain their certification at their own expense. See Appendix A.

General Liability Insurance: An Instructor's Independent Contractors' Proposal will be submitted to the Office of Risk Management (ORM) to determine the level of insurance to be carried by the Instructor. ***In most cases***, the City of Dallas does not require Contract fee instructors to purchase insurance, however there may be some instances where it will be required. If insurance is required, the Certificate of Insurance must be deemed as "compliant" by ORM before the program can begin.

As an independent contractor the City of Dallas strongly encourages instructors to purchase a Commercial General Liability Insurance policy with coverage in the amount of \$500,000 per occurrence and a \$1,000,000 general aggregate that names the City of Dallas as additionally insured.

Service Agreement

The City requires that all Contractors who perform a service in/on a City facility enter into a Service Agreement with the department. The Service Agreement is a standard form and cannot be altered or changed. Instructors are required to sign the original agreement. A copy of the original will be emailed back to the instructor once it has been approved and recorded by the department. Under the Service Agreement, Instructors act as independent contractors, and not as agents or employees of the City of Dallas. Instructors do not receive rights to retirement benefits nor other benefits provided to City employees. Although instructors are not employees of the City of Dallas, Instructors do represent the City and must therefore conduct themselves in a professional manner. Instructors must also support all City policies and decisions, including those set forth in this document as it may be amended from time to time.

- **Termination of Agreement** – The agreement may be terminated by either party without cause providing thirty (30) days written notification to the other party.

Personal Business

Contract Instructors are not allowed to solicit personal services or items to participants, guests, or staff. The Contract Instructor may not receive or make personal phone calls while performing services. We do ask instructors to please not bring their children to class.

Professional Conduct

It is imperative that Contract Instructors be helpful and courteous at all times. The City of Dallas does not condone inappropriate or offensive behavior by or towards Contract Instructors, participants, and City Staff. If a Contract Instructor, participant, or guest engages in activity that is deemed to be inappropriate or unsafe, he or she will be

asked to leave the premises. Possession or use of drugs or alcohol while conducting or participating in a class is strictly prohibited and may result in termination of the contract.

Instructors should approach a Recreation Representative when questions or concerns arise. Instructors are prohibited from entering staff areas.

Participant Safety

The Contract Instructor's primary responsibility is to ensure the safety of participants involved with the activity. If any aspect of the area appears unsafe, it is your responsibility to notify staff and to take actions that will ensure participant safety.

Class Fees

The Instructor and the department will determine a mutually agreed upon course fee. All Contract Instructors set their class fees based on the approved fee chart (Appendix B). The department reserves the right to approve all class fees.

Scholarship Guidelines

The program is required to have a minimum enrollment of 10 participants to offer scholarships. Once the class has met the minimum enrollment, scholarships may be offered to 10% of the class based on the total enrollment. Instructors are not obligated to scholarship participants; however, staff should be made aware of those who are for the purposes of proper registration.

Supply Fees

Any supplies needed for a class will be the responsibility of the Instructor and must be pre-approved by the Recreation Representative. If supplies are to be obtained by the student, it will be the responsibility of the Instructor to provide a supply list. If a supply fee is required for each student, the Instructor must provide this information on the Proposal Form, so they may be approved and published in the recreation guide. The supply fees are to be collected by the Instructor on at the first-class meeting. Supply fees not advertised in writing may not be charged or collected.

Equipment & Labor

Instructors are required to furnish all tools, equipment, apparatus, supplies, and materials necessary for their classes unless otherwise agreed to by the City. Instructors assume all risk of loss, damage, or harm to such equipment or materials arising in connection with their services. Instructors are not allowed to distribute and/or sell personal items or equipment, without prior approval from the Recreation Representative. See Appendix C.

Instructors Substitutes / Cancellations

If an Instructor is unable to meet with their class, they must notify the facility where the course is scheduled as soon as possible but no later than two hours prior to the start of class. It is the Instructor's responsibility to notify students of a class cancellation. If an Instructor secures an approved substitute the department must be notified no later than two hours prior to the start of class. All substitutes must be approved by Recreation Representative and passed a background screening before performing services at any City of Dallas recreation facility.

Refund Policy

- Full refunds or credits will be granted* when requested more than 5 working days prior to the start date of the course/program, less a \$5 administrative fee. Refunds requested less than one week prior to the start date of the course will not be granted.
- All fees are based on enrollment, regardless of attendance. There are no discounts, refunds or credits for sick days, vacation days or days a participant does not attend a scheduled class/session.
- A fifteen (15) day written notice is required to cancel auto debit transactions.

* Refunds cannot be granted for non-recoverable costs on some programs, pre-paid admission fees and supply fees. If a supply fee is paid, the Instructor will retain the entire material fee.

Medical Refunds

Medical Refunds dated prior to the start date of the activity will be granted in full.

- A doctor's note must be provided for all medical refunds to be processed. A prorated refund will be granted for medical refund requests received during or after the activity. Medical refunds must be requested, with proper documentation, within a month of participating in the activity.

Course Cancellations

The City of Dallas reserves the right to cancel, combine or divide courses; 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 Recreation Department cancels your course, the Department will notify students and issue any necessary refund. Contract Instructors are responsible for contacting the Recreation Representative immediately if they have reason to cancel a class. If a Contract Instructor cancels, they are responsible for informing students.

Instructor Compensation

Instructors are compensated a percentage of registration fees paid by class participants. Indoor program Instructors will receive 70% of the fees collected by the City. Outdoor Instructors will receive 85% of the fees collected by the City.

All registration fees are collected and deposited by the department. It is City policy to provide payment after receipt of services each month. Therefore, advance payments are not possible. Abiding by the Prompt Pay Act, Contract Instructors will receive payment within 30 days of the completion of the program. It is the Instructor's responsibility to verify class enrollment with the Recreation Representative in order to receive a timely payment.

Instructors will be provided with an IRS 1099 form. Instructors are personally liable for any federal or local taxes incurred, and the City will not withhold any deductions from these earnings. It is the sole responsibility of the Instructor to maintain complete and accurate records with respect to all services provided to the City.

Registration and Rosters

Program registration is mandatory for all participants in each session. All registrations and payments must be received by the Recreation Representative before a participant can attend their first class. This policy applies to new and returning participants. In the case of drop-in attendance, sign-in forms are mandatory.

Before or at the end of each class a Recreation Representative will provide the instructor with an Activity Visit Report / Class Roster.

Instructors must take daily attendance to ensure proper enrollment and payments. Instructors will only be paid for students that are on the roster provided by the Recreation Representative. Instructors will direct unregistered individuals to the front desk to register. Participants must either be on the roster or have a Recreation issued receipt before admitted to class.

Registrations are processed on a first come first serve basis by the Recreation Representative. 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. Please notify the Recreation Representative if you have a participant who is not listed on your roster.

Instructors must call the recreation center at least one week prior to the first scheduled class to verify enrollment. Instructors may pick up class rosters from the office or request one via e-mail.

Confidentiality

All data, documents, discussion, or other information developed or received by Instructors while providing services to the City must be kept confidential and not disclosed without the City's prior authorization unless disclosure is otherwise required by law. Information that identifies or relates to our students should be safeguarded as confidential. Class rosters contain the names and telephone

numbers of students enrolled. Such information is not to be distributed without prior City approval and is for the use of the Instructor only as it relates to the class or program.

Discrimination and Harassment

The City of Dallas has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct and must never engage in discrimination and harassment.

Americans with Disability Act (ADA)

In 1990 the Americans with Disabilities Act was signed into law. This act prohibits the denial of programs and services to people based on their disabilities. The City of Dallas is required to make reasonable effort to accommodate people with disabilities within our facilities and programs.

Reasonable effort includes: changing policies and practices, providing additional aides, and improving physical accessibility within the bounds of safety. As instructors at our facilities, this should be considered when determining class size and instructor-to-student ratios. Instructors must keep in mind that, by law, they may not deny any person participation based on their disability.

Releasing of Minors

Following the conclusion of the scheduled activity, the Contract Instructor is responsible for ensuring all minor participants are released only to the authorized parent, legal guardian, or to an authorized individual that the parent has designated. The contract instructor will not release the minor participant to anyone that is unfamiliar to you and/or the minor.

Following the conclusion of the scheduled activity, if a minor participant has not been picked up, the Contract Instructor will be responsible for making contact with the parent or guardian as well as notifying recreation staff of the situation. Recreation Center staff will assist by notifying the designated emergency contact. The Contract Instructor and/or Recreation Representative will stay with the minor participant until they are picked up by a parent, guardian, or authorized adult. If the conclusion of the scheduled activity is at center closing time, a recreation center staff member will stay with the Contract Instructor in the building for safety reasons.

The Dallas Police Department at 214-671-3001 will need to be contacted for minors who are not picked up after one (1) hour after the activity concludes. Instructor should

stay with the child until a Recreation Department Staff, police officer or the parent/guardian arrives.

Child Abuse

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

“IF A PROFESSIONAL HAS CAUSE TO BELIEVE THAT A CHILD’S PHYSICAL OR MENTAL HEALTH OR WELFARE HAS BEEN ADVERSELY AFFECTED BY ABUSE OR NEGLECT BY ANY PERSON, THE PROFESSIONAL SHALL MAKE A REPORT NOT LATER THAN THE 48TH HOUR AFTER THE HOUR THEY FIRST SUSPECT THAT THE CHILD HAS BEEN, OR MAY BE ABUSED OR NEGLECTED. A PROFESSIONAL MAY NOT DELEGATE TO OR RELY ON ANOTHER PERSON TO MAKE THE REPORT.”

Texas Family Code: Section 261.101

“A PERSON COMMITS AN OFFENSE IF THE PERSON IS REQUIRED TO MAKE A REPORT UNDER SECTION 261.101 (A) AND, KNOWINGLY FAILS TO MAKE A REPORT AS PROVIDED IN THIS CHAPTER.”

Texas Family Code: Section 261.109

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 roster).

Facility Usage

All Contract Instructors using Recreation facilities will be allowed to set up their rooms/activity area a minimum of 10 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, floor mats, etc.) and replacing any furniture and/or equipment back in its original location after the class/program ends. Instructors may not use any City owned property including copy machines, computers, materials, and/or equipment without prior written approval of the Recreation Representative. Instructors should plan to have all equipment, materials, and copies provided at their expense.

Accidents/Incident Reports

In the event an Incident/Accident does occur during your program, an Incident/Accident Report must be completed and submitted to the Recreation Representative immediately after attending to the incident. Forms are located at the front desk. It is the Contract Instructor's responsibility to know where the first aid kit and AED machine is located where they provide service. First aid kits are located at the front desk. Instructor should ask a Recreation Representative where the AED machine and trauma kits are located. For minor first aid (*only band-aids, ice packs are permitted*) the first aid kit will suffice. For serious accidents, **DO NOT MOVE** the injured participant, and call 9-1-1. If a child is involved, notify the parent/guardian and center staff immediately. *All, including Instructor accidents and incidents, must be reported, no matter how minor they may appear.*

Promoting your Course

All advertisement materials to promote your courses must be approved by your City of Dallas Park and Recreation Representative. All advertisement materials must include the Dallas Park and Recreation logo, contact number for information (214) 67X-XXXX (location phone number), and a contact number for the Instructor. The Instructor needs to provide current and frequent marketing materials monthly to keep up with the demand of the public.

- **Advertisements:** There are several weekly papers that offer low cost advertising for local businesses.
- **On the Internet:** Develop your own Website. Contact your local Internet provider for information on how to create a site.
 - **Promotion by Recreation Department:** The City of Dallas will place your description in our Recreation Activities Guide. Additionally, your course description will also be listed on our Online Registration page. Listing on the center's marquee will also be used, where available.
- **Special Events:** The Recreation Department offers many special events. With prior approval, Instructors are welcome to participate or hand out flyers, offer a class demonstration at Department events. Contact your Recreation Representative to arrange your attendance at an event.

Acknowledgement

Instructors must certify that they have read and understood and agree to abide by the policies and guidelines set forth in this manual by signing and returning this form to the City of Dallas Recreation Department prior to providing any services to the City. The City reserves the right to amend these policies and guidelines from time to time. The City will notify Instructors of any such changes within 30 days and Instructors will complete and return to the City an additional acknowledgement page.

I have read the above and fully understand and agree to these policies.

Instructor Name

Date

Instructor Signature

For more information on the City of Dallas Park and Recreation Department please call 214-670-8847 or visit us at www.dallasparks.org