



# **Parks & Recreation**

## **Contract Instructor Booklet**

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## **Welcome**

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Dear Potential Instructor,

Thank you for your interest in the City of Napa's Parks and Recreation contractual programs. We are dedicated to providing the community with a variety of recreational activities as well as a high level of customer service to assist in building a strong community.

Within this program, our instructors are contracted quarterly on a 60/40 basis. This means the instructors received 60% of the base fees collected from the registrations for their classes/programs and the City receives the other 40% of the fees.

All new contract instructors will be required to complete a Live Scan as part of the new contract as well as liability insurance naming the City as additionally insured, unless their class is determined by the City's Risk Management Department to require no insurance. Contract instructors are also required to provide a current City of Napa business license. If you do not have a standard license, the City of Napa has provided a special Class A Recreation License that is for contractors who work exclusively for the Parks and Recreation Department. Cost is \$19 for the first year and \$9 every year after. The third-party business overseeing business licenses, HDL, will invoice you annually for renewal.

Please feel free to review the information in this packet, complete the included application and return it to [prscntr@cityofnapa.org](mailto:prscntr@cityofnapa.org) or our office located at 1500 Jefferson Street. If you have any questions, please do not hesitate to call 707-257-9529.

## **How it works...**

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- The process begins with the independent contract instructor "proposing" a course or program with the form enclosed in this packet. That proposal will then be submitted to the City of Napa's Recreation Department.
- The proposal will then be reviewed and assessed to determine the class/program's potential in meeting the department's visions and then contact you for a more detailed discussion regarding the specifics regarding facility suitability and availability, fee structure, course time frames, participant minimums and maximums, age ranges and course descriptions.
- Once the proposal has been accepted, a formal written contract will be produced which specifically outlines the agreement.
- Once the contract has been approved and executed, your class can begin. The recreation online catalog is updated roughly every four months (January, April & August) so you'll be asked to submit your class proposals and descriptions for each quarter.

## **Contract Sessions**

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- Winter/Spring Session: January – April
  - Proposals for this session will be due in October.
- Summer Session: May – August
  - Proposals for this session will be due in January.
- Fall Session: September – December
  - Proposals for this session will be due in May.

## **Additional Information**

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- **Facility Use**: City facilities may only be used for the classes listed in our online Recreation Catalog or approved by city staff. Any unapproved use of the facilities or unauthorized access to the facility may result in termination of the contract. An orientation for each facility will be provided before your first classes. However, please inform staff if you have any questions or concerns about the facility.
- **Marketing**: The City advertises all classes and programs in our online Recreation Catalog. Staff also highlights classes or activities on our Facebook page, e-newsletter and on our website. All instructors are encouraged to promote their classes through marketing channels available to them.
- **Instructor Payment Schedule**: Contract instructors are paid after the completion of classes for each session.