



Parks & Recreation

Contract Instructor Booklet



Welcome

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. The 60/40 rate is used if the instructor is using a City provided facility. If the instructor chooses to use their own facility a rate of 70/30 would apply and in very rare situations an instructor may have a base rate of higher than 70/30.

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 contract instructors who work exclusively for the Parks and Recreation Department at a cost of \$6/year which the Finance department will invoice annually.

Please feel free to review the information in this packet, complete the included application and return it to me at hdeeter@cityofnapa.org or bring it into our office located at 1850 Soscol Ave., Suite 201. If you have any questions, please do not hesitate to contact me.

Sincerely,

Hannah Deeter
Recreation Coordinator

How it works...

- 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 guide/brochure is published roughly every four months (January, April & August) so you’ll be asked to submit your class proposals and descriptions for each guide cycle. Classes and programs can be started outside of the production schedule however, they will not be included in our publication.

Contract Sessions

- 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

- **Facility Use:** City facilities may only be used for the classes listed in our Recreation Brochure 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 printed and online Recreation Guide. Staff also highlights classes or activities on our Facebook page 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.