

City of Tampa Parks and Recreation Department

Recreation Contract Instructor Manual



Parks&Recreation
CITY OF TAMPA

Updated April 2021

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Adventure Awaits!

Become a Recreation Contract Instructor

The City of Tampa Parks and Recreation Department is currently seeking instructors to offer recreation programs in our community. As a Recreation Contract Instructor, you will enter into an Independent Contractor Agreement with the City of Tampa that is designed as a 70/30 or 80/20 split. As a Recreation Contract Instructor, you will receive 70% or 80% of all course revenue and the City will retain 20% or 30% of the total monies collected from your course depending on the agreement. The Recreation Contract Instructor and City will determine a mutually agreed upon course fee. Registration fees are collected and deposited by the City of Tampa.

Recreation Contract Instructor Manual

Please review the information within this Recreation Contract Instructor Manual to acquaint yourself with the City requirements and processes. The Recreation Contract Instructor Manual is your resource for information about our Recreation Contract Instructor program as well as for instructions on how to apply to become an Instructor with the City of Tampa Parks and Recreation Department. The Manual also includes:

Recreation Contract Instructor Application
Recreation Contract Instructor Course Request Form

These documents are also available on the city website at: <https://www.tampa.gov/parks-and-recreation/get-involved/contract-instructors>. You may also pick up an Application and Course Request Form(s) at our Administrative office located at 3402 W. Columbus Dr., Tampa, FL 33607.

**You can request to have the information faxed, mailed, or emailed to you.
Please call (813) 274-8774 for information or email ryan.peters@tampagov.net**

Tampa Parks & Recreation Department

General Information

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:

| | |
|--|---------------------------------|
| 3,547 total acres of parkland | 194 parks |
| 88 ball fields | 165 tennis/multipurpose courts |
| 80 playgrounds | 25 community/activity centers |
| 30 football/soccer fields | 12 pools |
| 18 boat ramp lanes | 10 splash pads |
| 8 fishing piers | 8 gymnasiums |
| 5 art studios | 5 cemeteries |
| 3 skate parks | 1 marina |
| Joe Abrahams Fitness & Wellness Center | 70 miles of multipurpose trails |
| The department provides 1,600 cultural and recreational programs | 2 gymnastics & dance centers |

Core Values

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

Integrity

- Demonstrating honesty and sincerity in all 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

Recreation Programming

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 complement 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 class with a registration fee 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 on our Parks and Recreation website.
- Has a computer registration system that will allow us to maintain facility booking for your class and to process registrations in an efficient manner. Instructors will receive attendance reports and we will maintain the database to provide participant main contacts from all classes. Accepts cash, check and money order, American Express, Discover, Visa and Master Card for payments. We offer registration by online registration, telephone or in person.

Program Dates

Typically, programs are offered on a monthly basis throughout the year. However, during the summer months of June – August, the City of Tampa offers numerous youth summer camps and facility space for instructors may be limited.

The Season 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 |

Recreation Contract Instructor Information

How to Become an 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 they would like to teach.

For your convenience, you can find an Instructor Application and Course Request Form online at <https://www.tampagov.net/parks-and-recreation/get-involved/contract-instructors> (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, FL 33607 or email them to ryan.peters@tampagov.net. 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 Forms, the Contract Instructor Coordinator (CIC) will contact you and serve as your primary point of contact for the processing of your application. The CIC will review your paperwork and notify you if your application has been accepted. Once accepted, you must pass a background screening process and provide the required items listed below before being approved. Once approved, you may 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 City of Tampa Business Tax Receipt and Hillsborough County Occupational License. All businesses operating within the City of Tampa are required to obtain a Business Tax Receipt and an Occupational License.

City of Tampa Business License Tax Division
4900 W. Lemon St.
Tampa, FL 33609
(813) 274-8751
<https://www.tampagov.net/business-tax/contact-us>
Mon – Fri: 8 am – 5 pm
Fee = \$125.76

Hillsborough County Occupational Licenses
601 E. Kennedy Blvd. – 14th Floor
Tampa, FL 33602
(813) 635-5200
<https://hillsborough.county-taxes.com/btexpress>
Mon – Fri: 8 am – 5 pm
Fee = \$30.00

3. **Proof of your Corporation and/or Fictitious Name status** if applicable. While corporations must register with the Secretary of State, if you engage in business using any name other than your own, it must be registered under the Fictitious Name Act. It protects both business and the public. The Fictitious Name must be advertised one time in a newspaper in the county where the applicant's principal place of business will be located, and proof of publication need not be submitted.

4. **Proof of Worker's Compensation and Employer's Liability**, if you have employees. If you are an instructor without employees, the city will need a letter stating you are the sole proprietor.
5. Pay for and complete a City of Tampa Background Screening. No Contract Instructor may teach a class until they have been notified by the Contract Instructor Coordinator that they have cleared this process. Background screenings are at the cost of the contract instructor and will be done every three years and must be redone if there is a break in service of more than 6 months. The cost of the screening is \$45.25. (subject to change)
6. 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 or property shall enter into an Independent Contractor Agreement with the City. The Independent Contractor Agreement form has been approved by the City Legal Department and cannot be altered or changed. **Instructors are required to meet in person with the Contract Instructor Coordinator to review the agreement and sign. The Administration Manager will execute the agreement and an electronic copy will be sent to the instructor and Site Supervisor for their files.**

How to Submit a Course Request Form

Instructors with a lapse in agreement with the city 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 considered.

The forms will be reviewed by the Contract Instructor Coordinator. Once approved, the terms of the course offering cannot be changed without approval from the CIC.

Please be as detailed as possible when completing the Course Request Form. It is used to place your program at the appropriate facility to meet the needs of your program and the needs of the city's programming demands. It is also used when executing the agreement.

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 to provide commercial general liability insurance which shall not be less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Depending on the level of risk provided by the program, the instructor may be required to carry additional insurance such as participant liability. 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. However, the insurance company must be an A- level or better.

The City's Risk Management Division has the final decision in determining if an activity or program requires additional insurance coverage. Coverage standards for any program are subject to change from year-to-year.

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 Contract Instructor 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 Contract Instructor Coordinator or Site Supervisor. 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 description. 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 description may not be collected. The City of Tampa Parks & Recreation will not collect supply fees on behalf of the instructor. Supply fees are not subject to the revenue split.

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 Payments

As a Recreation Contract Instructor, you enter into an agreement to split your program revenue with the City. The level of the split is determined by the nature of the program(s). Instructors using staffed, indoor city facilities and pools have a 70% contractor to 30% city split. Instructors using outdoor and unstaffed city facilities have an 80% contractor to 20% city split.

Guidelines for City Collecting Fees

The Recreation Department assumes sole responsibility for the registration of participants, issuance of the City's Recreation Cards to participants, collection of the City's Authorization, Release and Waiver of Liability and Indemnity and collection of all registration fees including taxes. Percentages are paid to instructors based on their agreement which references what type of facility they are using. Payments made to the instructor by the city are paid at the end of a completed session. (A session is defined as a program with a starting and ending date such as an art class or computer class. Instructors that do not have a session that has a defined start and end date will receive their payments on a month to month basis.) We will not pay an instructor for 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 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.

If the program is offered at a non-staffed outdoor facility and accepts walk-ups, walk-ins, drop-ins or other unregistered participants to participate in the Program, the Instructor must obtain and submit all signed Activity Registration forms from those participant(s), or their parent/guardian(s), full waiver and release agreements holding the Recreation Department harmless from any and all liabilities resulting from or in connection with any activity relating to the Program. The original aforementioned forms are to be submitted with the instructor's payments.

Course Information

Registration

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

Registrations are processed on a first come first serve or City Residency priority basis as determined 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; however, please keep in mind that during the summer months of June – August, the City of Tampa offers numerous youth summer camps and facility space for instructors may be limited.

The City of Tampa observes the following holidays. Please mark these dates as these holidays may affect your class schedules.

| | |
|--------------------------------|--|
| New Year's Day | Labor Day |
| Dr. Martin Luther King Jr. Day | Veterans Day |
| Spring Day/Good Friday | Thanksgiving Day and the following day |
| Memorial Day | Christmas Eve |
| Independence Day | 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 (1) 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 (1) hour prior to the start of class. All substitutes must have an approved application and must have paid, completed, and passed a background screen before performing services at any Tampa Parks and Recreation facility. Substitutes and co-instructors must be listed on the agreement holder's insurance or have approved insurance on file with the City of Tampa.

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 must meet the minimum enrollment as outlined in the course request form or they will be cancelled or combined. If the activity or class is cancelled by the department, the department will inform the instructor and registered students and issue refunds for any money collected by the city.

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.

Attendance/Roster Sheets

The attendance/roster forms and evaluation forms will be available at the facility your class will be held. Staff can fax and/or email your attendance sheets to you if you make the request to (813) 274-8774 or at the front desk of the recreation center. 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 that they may not participate until registration fees are paid in full. All programs held at staffed facilities and pools require a Recreation Card.

Instructor Evaluation

The City of Tampa Parks & Recreation periodically offers our participants the opportunity to provide their opinions on our programs, instructors, and facilities. The Contract Instructor Coordinator also audits for programs and provides feedback to our instructors.

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 supplies needed, requirements and 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).

Releasing of Minors

At the end of the activity time, the independent contract instructor must not release children to anyone other than the authorized parent, guardian or to an individual authorized by the parent. The contract instructor must stay until all participants have left the facility.

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 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.

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 and/or Site Supervisor. Plan to have all equipment, materials, and copies provided at your expense.

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. Instructors who wish to bring their children to class for limited periods of time may do so if they can carry out their duties unimpeded and allow others to do the same.

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

- Call Park Security at 931-2168 for non-emergencies.

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 less than 18 years 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. Please advise the staff of any concerns or issues voiced by patrons concerning ADA.

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 Site Supervisor and Contract Instructor Coordinator.

Advertisement

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

Promotion by the Department

The City of Tampa will place your course description on our online registration site. Parks and Recreation also has Facebook, Instagram and Twitter accounts that highlights special classes and activities. You can promote your program by sending your photos along with the participant waivers to the Contract Instructor Coordinator via email.

Stay Connected

It is the responsibility of the instructor to maintain updated contact information with the Contract Instructor Coordinator and Site Supervisor.

For more information on the City of Tampa Parks and Recreation Department please call (813) 274-8774, email Ryan.Peters@tampagov.net , or visit us at [www.tampagov.net/Parks and Rec](http://www.tampagov.net/Parks%20and%20Rec).