



# Instructor Handbook

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## Introduction

Thank you for your interest in becoming a Carmichael Recreation and Park District (CRPD Independent Contract Instructor, hereinafter referred to as Instructor. CRPD offers a wide variety of events, classes, and activities for all age groups. Our goal is to provide recreational opportunities to enrich the quality of life for our community. We are interested in improving and expanding programs and classes to meet the dynamic community needs. We look forward to working together to reach common goals to serve our community.

The information in this handbook is intended for current and prospective Instructors. The handbook is a resource for information related to teaching a class for CRPD.

## Independent Contract Instructor Application and Proposal

Application and Course Proposal– Prospective Instructors must submit a Contract Instructor Application with a course proposal to CRPD for review. The Instructor must provide a course outline, sample materials, and information about the organization.

**Criteria for Proposal** – Proposals that meet the following criteria will be considered:

- 1) The class/program will enhance the recreational, social and education needs as it relates to leisure time.
- 2) The class/program is being requested by community members.
- 3) The class/program will provide adequate financial return.
- 4) CRPD does not currently have a similar class/program.

### How to Submit a Proposal

- 1) **A Description is needed.** CRPD wants to know what goes on in your class but in addition, we need a description to sell your program to the public in our seasonal activity guide. Space is limited so be sure to use your words wisely and effectively to truly get across what your class will include as well as the benefits students will receive from taking it. Please keep descriptions 45 words or less. The District may need to edit your description further based on space availability in our activity guides.
- 2) **Include Proposed dates, days, and times of your class.** You must be specific. Do not leave them blank.
- 3) **You must compute your own class price.** You can figure the per student class fee rate in this way:
  - a. Select the lowest fee per hour you will work.
  - b. Multiply this number by the number of hours you will spend teaching the class.
  - c. Divide this number by the minimum number of students you will teach.
  - d. Divide this number by .6 (typically instructors are paid 60% of the fees collected)
- 4) **References** – Add a list of other places you currently, or previously, contracted your services with.

**Interview and Reference Checks** – Qualified Instructor candidates will be invited to an interview. Requirements, CRPD policies, procedures, expectations, and contract will be reviewed. CRPD staff will follow-up on provided references.

## Business License

All Instructors must secure a business license from the County of Sacramento. All documents pertaining to business licenses need to be submitted to CRPD staff prior to signing an agreement.

## Insurance

All Instructors are required to purchase liability insurance. A current Certificate of Insurance and all required endorsements is due to CRPD staff at least 30 days before the first day of the class or the class may be cancelled.

See Appendix B for complete Insurance Requirements.

## Fingerprinting and TB Testing

All Instructors must complete a background screening. Instructors must complete and submit the Certification of Background Checks form (Appendix C). This form must be resubmitted if/when any additional contractor employees, volunteers, or subcontractors hired by the or Instructor change.

California State regulations require any person employed in connection with a park, playground, or recreational center to produce a valid TB test certificate prior to working with minors. Instructors must complete and submit the Certificate of Tuberculosis Results (Appendix D) for themselves and their employees.

## Contract and CRPD Agreement

Upon mutual agreement with the Instructor candidate, CRPD staff will complete a contract with the required signatures (Instructor and CRPD staff). The term of the contract shall commence at the discretion of CRPD staff and shall remain in full force for a term mutually agreed upon. No Instructors may teach without a signed contract agreement.

Instructors must also complete a Contract Instructor Information Sheet (Appendix E) and a Contract Instructor Employee Information Sheet (Appendix F).

## Facilities

**Facilities Available** – CRPD has a variety of facilities available for hosting classes. CRPD will select an appropriate facility for classes based on facility availability, class needs, and estimated class size. CRPD reserves the right to move a class within an appropriate time frame.

**Facility Set-Up and Take-Down** – Instructors may arrive at least ten (10) but no more than fifteen (15) minutes prior to the class start time, unless otherwise arranged with CRPD staff. Instructors are responsible for setting up and taking down the equipment needed for their class. CRPD does not provide storage for Instructor's equipment or supplies.

## Equipment

**Available for Use** – The following are available for use at no charge to Instructors:

- Tables – Please clean tables after use or use table covering.
- Chairs – Please carry and not drag chairs.
- Whiteboard (must provide own dry erase markers) – 800 Room only.

- PA with Microphone – John Smith Hall only

**Not Available for Use** – Instructors are not allowed to use CRPD’s copy machines, fax machines, computers, or phones at any of the facilities and must bring their own easel paper, markers (for paper and dry erase boards), laptops, projects, speakers, etc.

## General Class Information

**Fees** – Each Instructor sets the resident fee for their class. CRPD imposes a non-resident fee for individuals who do not live within CRPD’s boundary. Instructors are responsible for providing all materials and supplies needed for their classes.

**Registration Options**– Participants must pre-register for all classes. Registrations are processed on a first-come, first-served basis by CRPD. Payment options include cash, credit, or checks payable to CRPD.

There are four easy ways to register for classes:

- 1) Online: [www.carmichaelpark.com](http://www.carmichaelpark.com)
- 2) Phone: (916) 483-7826
- 3) In-Person: La Sierra Community Center, 5325 Engle Rd, Suite 100
- 4) Fax: (916) 483-7861

Drop-In Registration with Payment – This may be approved for some classes that occur outside of regular business hours. If approved, payment is collected by the Instructor and must be dropped in the facility drop box the day it is collected along with a completed registration form and signed waiver indicating payment was received. All checks must be made to CRPD. Classes are audited by CRPD staff to ensure proper cash handling procedures are followed.

## Class Scheduling

Class Dates, Days, and Times – Instructors are able to select the dates, days, and times of their classes. Due to facility use schedules, the more flexible Instructors are with days and times, the more likely CRPD will be able to offer the class. Please note that priority may be given to ongoing and returning Instructors.

Holidays – Please keep holidays in mind when programming your classes as some of these holidays may affect your schedule. CRPD observes the following holidays:

New Year’s Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Lincoln’s Birthday	Veteran’s Day
Washington’s Birthday	Thanksgiving Day
Cesar E. Chavez Day	Friday following Thanksgiving Day
Memorial Day	Christmas Eve
4 <sup>th</sup> of July	Christmas Day
	New Year’s Eve

## Monitoring Enrollment

Participants, Minimum/Maximum – Instructors must include the minimum and maximum number of participants for each class. Please remember it is CRPD’s goal to limit the number of cancelled classes, and we reserve the right to not offer classes that have the minimum number of participants set too high. The minimum for first-time classes should be set low (e.g., 4-5 people) in order to build the class’s reputation.

Checking Class Enrollment – Instructors can inquire about class enrollment at any time by contacting the Recreation Supervisor. Instructors must work with email to receive rosters, important class information, etc.

**Rosters** - Rosters will be issued at the start date of each class. Instructors should email the Recreation Supervisor to receive class rosters and updates. It is the Instructor's responsibility to make sure that those attending the class matches the registration roster for each class. It is important Instructors get updates on rosters for each class to ensure accuracy as it is their responsibility for ensuring all participants have registered. The registration process, and the name present on the roster, indicate the participant has completed the necessary paperwork, including waiver of liability, and payment to CRPD. Each session requires new registration and a new class roster. CRPD cannot allow anyone who has not registered to attend class. Classes are regularly audited by CRPD staff.

**Participants Under the Age of 18** – When teaching anyone under the age of 18, Instructors must remember the following:

- 1) Mandated Reporter: Instructors are Mandated Reporters under the California Penal Code sections §11164-11174.3. Instructors are obligated by law to report suspected cases of child abuse and neglect, based on information obtained in his or her professional capacity or within the scope of his or her contract or service. A report must be filed with the local Child Welfare Agency as soon as possible. "Reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. "Reasonable suspicion: does not require certainty that child abuse or neglect has occurred, nor does it require a specific medical indication of child abuse or neglect; any "reasonable suspicion" is sufficient.
- 2) At the end of the activity time, the Instructor must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. The Instructor must stay until all participants have left the facility. The Instructor should contact the parent or guardian if a child is not picked up. If a parent/guardian cannot be reached and more than 15 minutes has passed, the Instructor should contact CRPD staff and Sheriff's Department. Instructor should stay with the child until CRPD Staff, an Officer, or the parent/guardian arrives.

**Class Observations** – CRPD staff may observe classes periodically. Instructors are encouraged to invite CRPD staff to any class culmination ceremony.

**Participant Course Evaluations** – Feedback from participants is very important. At the end of each session, CRPD staff will email an evaluation to every participant. Instructors can contact the Recreation Supervisor for specific feedback on a class.

**Refunds** – A full refund or credit will be issued to a participant only if a class/activity is canceled by CRPD. Prorated refunds will be issued to a participant unable to attend due to medical reasons, with a physician note.

Participants who withdraw from a class more than seven business days before the date of the first class may receive:

- A credit to their recreation account minus a \$5 processing fee per transaction.
- A refund by check or credit card minus a \$15 processing fee per transaction.

Participants who withdraw four to seven business days before the first class will only receive an account credit minus a \$5 processing fee per transaction. Participants who withdraw three business days before the date of the first class, no refunds or credits will be given.

**Cancellations** – CRPD reserves the right to cancel, combine or divide a course, change the time, date, location of courses, change the Instructor, and to make other changes when necessary to ensure a quality experience for all participants. If CRPD cancels a course, CRPD staff will notify students and issue any necessary refunds that have been warranted.

Any changes in course, initiated by the Instructor (i.e., time, description, moving people to different classes, skill levels, location, scheduling make-up classes, etc.) must be approved by the Recreation Supervisor in advance.

**Rain Out** – If weather prevents a class from running on schedule, CRPD staff will try to schedule a make-up class. If the make-up cannot be held, the participants will receive a refund of the cost of the single class.

## **Marketing and Advertising**

### **The District's Role**

Below are ways in which CRPD will promote classes/programs:

- 1) Activity Guide
  - CRPD will put the class description in the District's Activity Guide.
  - The dates for the Fall/Winter guide are from the beginning of September to the end of February.
  - The dates for the Spring/Summer guide are from the beginning of March to the end of August.
  - The guide is mailed out to about 26,000 residents twice per year.
- 2) Flyer Displayed
  - La Sierra Community Center
  - Carmichael Park
  - Other Park Sites with Bulletin Boards
  - CRPD Events – The District offers many special events throughout the year. Class/program flyers will be displayed at the CRPD booth.
  - SJUSD Students – Elementary aged classes/programs will be distributed to schools.
- 3) CRPD Website
  - Classes will be listed on the District webpage with full class description, dates, fees, and any other necessary information.
- 4) CRPD Social Media
  - Classes may be promoted on the CRPD Facebook, Instagram, and Twitter pages.

### **The Instructor's Role**

The following are ways Instructors can help promote their class/program:

- 1) Provide CRPD with a detailed course description. CRPD strongly encourages instructors to "sell" the class in a fun and descriptive context. This description must not exceed 45 words (content subject to editing by CRPD staff).
- 2) Submit photos of CRPD class to the Recreation Supervisor. Pictures taken during CRPD class

can only be used for CRPD promotional purposes and cannot be used by the Instructor for any self-promotion or promotion for other classes.

- 3) Events – With prior CRPD approval, Instructors are welcome to provide demonstrations, participate as an artist, or hand out flyers at CRPD events.
- 4) On the Internet – Develop your own website or social media site/campaign. Remember any pictures taken of classes with CRPD are to be used by CRPD only and is not permissible to be used for Instructor's promotional or marketing purposes.
- 5) Instructors may not use CRPD classes to recruit for personal business or promote their business during class hours or on CRPD premises. Instructors shall not market products that are sold as part of their business. Instructors shall not utilize CRPD class rosters for business promotional or marketing purposes.

## **Compensation**

**Payment** – The Instructor's compensation is based off a 60/40 percentage split, meaning the instructor receives 60% of class fees collected and CRPD retains 40%

**Payment Schedule** – Instructors will receive a check from the County of Sacramento 4-6 weeks after the class ends due to the payment procedure and process. Payment will be based on the class revenue amount at the time the payment process is started. Instructors must keep their mailing address up to date to ensure payments are received.

## **Contract Instructor Conduct**

Instructors must show good customer services and be helpful and courteous at all times. CRPD does not condone inappropriate or offensive behavior by or towards Instructors, participants, and CRPD staff. If an Instructor were to engage in an inappropriate or unsafe manner, he or she will be asked to leave the facility.

Instructors are expected to dress appropriately and professionally for the setting and nature of the class. Instructors should show up on time, be prepared for class, and give participants an excellent experience. Facilities are expected to be kept neat and clean.

Instructors are not allowed to solicit personal services or items to participants, guests, or staff. The Instructor may not receive or make personal phone calls while performing services.

Smoking is not permitted. Possession or use of drugs or alcohol while conducting a class is strictly prohibited and may result in termination of the agreement.

## **Safety of Participants**

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

Emergency evacuation can occur for many reasons. It may include fire alarm, weather, or other hazardous conditions. During an evacuation, Instructors are responsible for the participants in their class/program. Instructors' responsibilities are as follows:



- 1) Instructors are expected to ensure the safety and supervision of their participants in the event of an evacuation.
- 2) Instructors should take roll and have their attendance or class roster to record everyone at the beginning of the class and after the evacuation.
- 3) After an evacuation, Instructors will stay with the participants under the age of 18 until they have been released to a parent or guardian.

## **Absences and Substitutes**

**Absences** – If an Instructor is ill or unable to conduct class, the Instructor must notify the Recreation Supervisor and participants as soon as possible.

**Substitutes** – If an Instructor has made arrangements for a substitute Instructor, CRPD must have prior notification and the substitute must have prior authorization from CRPD to teach. Substitutes must submit an Instructor Application and complete the background check by CRPD at the expense of contracted business.

## **Americans with Disabilities Act (ADA)**

CRPD makes every reasonable effort to comply with the American with Disability Act (ADA) and will not discriminate against any individuals with special needs. ADA guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services, and telecommunications. Participants are asked to call CRPD at least three weeks in advance if special accommodation(s) are needed.

## **Harassment Prevention**

CRPD has a 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. Instructors are responsible for their own actions/conduct and must never engage in discrimination and harassment.

## **Incident Reports**

In the event that an incident/accident does occur during the class/program, a report must be completed by the Instructor and submitted to CRPD staff by noon the next business day. It is the Instructor's responsibility to know where the first aid kit is located for all facilities in which they provide services. For minor first aid (band-aids, etc.), 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 immediately, and then contact CRPD staff. All accidents and incidents must be reported, no matter how minor they may appear.

## **Making Appointments**

Instructors are asked to make an appointment with the Recreation Supervisor when there is something to discuss. Unexpected visits are difficult to accommodate with busy work schedules. Please call or email in advance to select a time to meet during business hours.



## Independent Contract Instructor Application and Proposal

APPLICANT INFORMATION			
Last Name:	First Name:	M.I.:	Date:
Street Address:			Apartment/Unit #:
City:		State:	Zip:
Phone:	Email Address:		
Proposed Class Name:			
Have you taught this class before? If Yes, where?			

EDUCATION
High School:
College / Other:

REFERENCES (PLEASE LIST TWO)	
Full Name:	Relationship/Title:
Company:	Phone:
Email Address:	
Full Name:	Relationship/Title:
Company:	Phone:
Email Address:	

**RELATED BUSINESS/SERVICES**

Company:		Phone:
Job Title:		
Responsibilities:		
From:	To:	Reason for Leaving:

**CLASS INFORMATION**

Business Name:		Sacramento County Business License #:	
Class Title:		Minimum Enrollment:	Maximum Enrollment:
Age Range:	Session Date(s):		No Class Date(s):
Day of Week Preference(s):			
Start Time:	End Time:	Location:	Fee:
Alt Start Time:	Alt End Time:	Alt Location:	
Type of Facility Needed:		Equipment Needed (tables, chairs, etc.):	
Promotions/Marketing you will provide:			
Recreation Guide Description (include supply requirement, i.e., ballet shoes, yoga mat, etc.):			
Additional Information (may attach any supporting documents):			

**DISCLAIMER AND SIGNATURE**

It is understood and agreed that Contractor (including contractor’s employees) is an independent contractor and that no relationship of employer-employee exist between the parties hereto. Contractor’s assigned personnel shall not be entitled to any benefits payable to employees of District as an independent contractor. Contractor hereby indemnifies and holds District harmless from any and all claims that may be made against District based upon any contention by any third party that an employer-employee relationship exist by reason of this agreement.

I hereby certify that all statements made in this application are true, complete, and without omission. I authorize investigation of all matters represented by this application. I agree and understand that any misstatement or omission of material face on this application will cause forfeiture on my part of all rights of becoming an instructor with the Carmichael Recreation & Park District no matter when said misstatement or omission is discovered or comes to light. I also authorize employers, schools, or persons from employers listed in this application to give any information regarding my employment, qualifications, and character. I hereby release said employers, schools, persons, and the Carmichael Recreation and Park District from any liability or damages for receiving, using, or releasing information.

Signature:

Date:

***All prospective Independent Contract Instructors will be subject to a background check and those working with children will be required to be fingerprinted for a more thorough check.***



## Independent Contract Instructor Insurance Requirements

It is the Contractor's responsibility to notify his or her insurance provider(s) regarding coverage, limits, forms, and other insurance requirements. It is understood and agreed that the District shall not pay any sum to Contractor under this Agreement unless and until the District is satisfied that all insurance required by this Agreement is in force at the time services are rendered. Failure to maintain insurance as required in this Agreement may be grounds for material breach of contract.

Without limiting Contractor's indemnification, Contractor shall maintain in force at all times during the term of the Agreement and any extensions or modifications thereto, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the Agreement by Contractor, its agents, representatives, or employees.

### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be *at least as broad as*:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Automobile Liability:
  - a. Commercial Automobile Liability for corporate/business owned vehicles including non-owned and hired, \$1,000,000 Combined Single Limit. **OR**
  - b. Personal Lines Automobile Liability for Individually owned vehicles, \$250,000 per person, \$500,000 each accident, \$100,000 property damage.
3. **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. (**Note** – required only if Contractor has employees).
4. **Sexual Abuse or Molestation (SAM) Liability:** If the work will include contact with minors, and the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than **\$1,000,000** per occurrence or claim.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

### **Other Insurance Provisions**

The general liability policy is to contain, or be endorsed to contain, the following provisions:

- 1. The Carmichael Recreation and Parks District and the County of Sacramento, their governing Boards, officers, directors, officials, employees, and authorized agents and volunteers are to be covered as additional insureds** with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations.
2. For any claims related to this contract, the **Contractor's insurance coverage shall be primary** insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the District and the County of Sacramento, their governing Boards, officers, directors, officials, employees, and authorized agents and volunteers.
3. The Insurance Company agrees to **waive all rights of subrogation** against the Carmichael Recreation and Parks District and the County of Sacramento, their governing Boards, officers, directors, officials, employees, and authorized agents and volunteers for losses paid under the terms of any policy which arise from work performed by the Contractor for the District. **This provision also applies to the Contractor's Workers' Compensation policy.**
4. Each insurance policy required above shall not be canceled, except with notice to the District.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

### ***Verification of Coverage***

Contractor shall furnish the District with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to District before work begins. The District reserves the right to require complete copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.



## Independent Contract Instructor Certification of Background Checks

\_\_\_\_\_ ("Contractor") acknowledges that pursuant to California Public Resources Code §5164 that no person (e.g., employee of Contractor, volunteer, or independent contractor or subcontractor hired by Contractor) may be in a position having supervisory or disciplinary authority over a minor (any person under the age of eighteen) if that person has been convicted of any of various specified offenses<sup>1</sup>. This prohibition applies to Contractor, Contractor's employees or volunteers, and any contractors or subcontractors used by Contractor, or the employees or volunteers of those contractors or subcontractors.

Contractor certifies that Contractor has required each person who may be in a position of having supervisory or disciplinary authority over a minor to have had fingerprints taken and submitted to the California Department of Justice for verification, and that such person has not been convicted of the disqualifying offenses, and that Contractor will be notified of any future disqualifying offenses. All such persons are identified below:

Name of Employee, Volunteer, Contractor, Subcontractor, or any Other Relevant Person	Position	Date of Background Check

Contractor is required to provide updated information to the District as these persons change. Contractor further acknowledges that by this Certification of Background Checks, Carmichael Recreation and Park District will not independently verify the information provided by Contractor; so therefore the Contractor shall indemnify, defend and hold harmless the District, its elected and appointed officials, and its employees from and against any and all claims, loss, liability and damages resulting from injury or death to any person arising out of or in connection with the misrepresentation or inaccuracy of any information provided herein.

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Violations or attempted violations of §§ 220, 261.5, 262, 273a, 273d, or 273.5 of the California Penal Code, or any sex offense listed in § 290 of the Penal Code, except for the offense specified in subdivision (d) of § 243.4 of the Penal Code, within ten (10) years of the date of such person seeking to be employed or serve as a volunteer of Contractor.



## Independent Contract Instructor *Certification of Tuberculosis Results*

\_\_\_\_\_ ("Contractor") acknowledges that pursuant to California Public Resources Code §5163 that no person (e.g., employee of Contractor, volunteer, or independent contractor or subcontractor hired by Contractor) shall initially be employed in connection with a park, playground, recreational center, or beach used for recreational purposes by a city or county in a position requiring contact with children, or as a food concessionaire in that area, unless the person produces or has on file with the city or county a certificate showing that within the last two years the person has been examined and has been found to be free of communicable tuberculosis.

Contractor certifies that Contractor has received a "Certificate" from each person below to verify that within the last two years the person has been examined and has been found to be free of communicable tuberculosis. An annual chest X-ray is required if the person is unable to take a TB test due to possible past exposure.

Name of Employee, Volunteer, Contractor, Subcontractor, or any Other Relevant Person	Position	Test Results, Read Date	Chest X-Ray Date

Contractor is required to provide updated information to the District as employees change and as test results are updated. Contractor further acknowledges that by this Certification of Tuberculosis Result, Carmichael Recreation and Park District will not independently verify the information provided by Contractor; so therefore the Contractor shall indemnify, defend and hold harmless the District, its elected and appointed officials, and its employees from and against any and all claims, loss, liability and damages resulting from injury or death to any person arising out of or in connection with the misrepresentation of any information provided herein.





**Independent Contract Instructor**  
*Contract Instructor Information Sheet*

**General Information:**

Instructor Name:	Date:
Name of Class:	Home Phone #:
Address:	Work Phone #:
City, State, and Zip:	Cell Phone #:
Email Address:	
Website:	

**Contact Information for Students:**

Phone number for students to contact you with questions:
Email Address for students to contact you with questions:

**Emergency Information:**

Emergency Contact:	Relationship:
Daytime Phone Number:	Evening Phone Number:
Address:	
City, State, and Zip:	



**Independent Contract Instructor**  
*Contract Instructor Employee Information Sheet*

<b>Contractor Name:</b>	<b>Date:</b>
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Please fill in the following contact information for your employees who will be conducting classes, and which classes they will be teaching or assisting with:

<b>Employee Name</b>	<b>Name of Class</b>	<b>Date(s) of Class</b>	<b>Phone Number</b>