

Thank you for your interest in becoming an Instructor with the North of the River Recreation and Park District. We are excited about the possibility of working together to reach common goals and to serve our community.

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About North of the River

North of the River Recreation and Park District (NOR) is a Special District that provides recreation facilities, programs, and services to an area that encompasses 215 square miles in North Bakersfield and serves over 145,000 residents. We currently operate 24 parks, 3 community centers, 1 senior center, and 2 public pools.

Our Impact

Mission: To provide recreation programs and facilities for the benefit of the North of the River community.

Quality Assurance Statement: Through a total quality concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

We recognize the impact of our programs, services, and facilities. We:

- Reach over 5,000+ through the participation in programs
- Promote an active, healthy lifestyle for preschool, youth, teens, adults, and seniors
- Foster self-enrichment and personal development by offering a wide range of classes, programs, and activities
- Preserve and drive economic value in our community by providing well-maintained parks, diverse programs, and open space to attract and retain residents, businesses, and visitors
- Strengthen community engagement by working closely with local governments in our shared purpose
- Improve safety and security by providing positive recreational activities and safe environments for at-risk groups
- Preserve and protect the natural resources of California by conscientiously and proactively maintaining parkland

We are dedicated to enhancing the community's quality of life through the development of recreational opportunities and continuing to make an impact. To accomplish this, the district utilizes Staff Instructors and independent Contract Instructors.

About Instructors and Classes

The Intent of Our Partnership

NOR is looking to partner with businesses and individuals that have an aligned vision in providing recreational experiences for the community. A recreational experience is defined by NOR as one that enables people to participate in a physical activity or offers an opportunity to learn a new hobby, skill, or art.

Types of Instructors

NOR works with two types of Instructors:

Contract Instructors

Contract Instructors are Independent Contractors and are not employees of NOR and therefore, are not eligible for employee benefits. Typically, this type of Instructor is associated with a business or proprietorship that provides aligned services and/or classes and are able to provide required insurance coverage.

Contract Instructors complete a Professional Services Agreement with NOR which sets the parameters of the class and compensation, as well as expectations associated with insurance and other requirements.

Employee Instructors

These types of Instructors are NOR employees. Typically, this type of Instructor is associated with an individual with a background or expertise in an area and is interested in teaching interested residents but does not have a business or practice already offering this service. Employee Instructors may make a proposal independently or are recruited to support an established program. Employees are hired at an hourly rate.

Benefits of Becoming an Instructor

- **SPACE**

NOR operates a variety of facilities, including meeting rooms, gymnasiums, and parks which are all available, pending availability, for community classes. These facilities are maintained to ensure the comfort of Instructors and participants. *By becoming an Instructor through NOR, you will have access to space to share your course.*

- **MARKETING**

NOR includes all course descriptions in our Fun Book, which is distributed 3 times a year via mail and at centers. Courses are also shared on NOR's website and social media platforms. NOR maintains relationships with local school districts and distributes information about recreation opportunities to families. NOR also conducts outreach to share information about your program. *By becoming an Instructor through NOR, you will partner to advertise your program to the North of the River community and benefit from a robust marketing effort.*

- **REGISTRATION**

NOR utilizes a computer registration system that maintains the process of booking facilities for your course as well as to process registrations and collect payment in an efficient manner. Participants can easily register in-person, online, or over the phone. *By becoming an Instructor through NOR, all enrollment is managed by an efficient and established system.*

Process to Become an Instructor Through Course Proposal

See “How to Become an Instructor Checklist.” for a step-by-step checklist.

1. **STEP 1: Submit a Proposal | See “Criteria for Proposal.”**

The process begins when a potential Instructor “proposes” a course, program, or activity utilizing the “Course Proposal” bundle. This completed proposal is submitted to NOR electronically through NOR’s website. It is recommended that proposals are submitted three months prior to scheduled season; NOR cannot guarantee the timeline that proposals will be reviewed and processed, however, assigned Recreation Supervisors will apprise applicants of timelines and review status.

2. **STEP 2: Submission Review | See “Evaluation Process.”**

An NOR staff member(s) will review your proposal and assess the course, program, or activity to determine its potential in aligning with the District’s mission and goals. You may be contacted directly to discuss your proposal and its design regarding sustainability, availability, fee structure, time frames, participation requirements, age ranges, descriptions, or any facet of the proposal. NOR staff will review your expertise and the completeness of your proposal. A potential Instructor may be asked to interview and/or lead a pilot class where participants would only include NOR staff. Proposals that are not approved will not proceed to the next step in the process.

NOR retains the right to decide which classes to run, which classes to cancel, and which classes to discontinue regardless of the proposer’s expertise. NOR reserves the right to interview prospective instructors prior to making its determination on a submission. NOR reserves the right to rely on information from sources other than the information provided by the proposers.

3. **STEP 3: Approved Proposal**

If the District approves a proposal, confirms that it meets the necessary requirements, and ensures that it aligns with the District’s goals and mission, then the potential Instructor will be contacted to move forward and will be assigned a Recreation Supervisor as a liaison between you and NOR. Additionally, NOR staff will ensure that they understand the requirements and expectations of being an Instructor for the District.

4. **STEP 4: Become an Official Instructor | See “Instructor Requirements.”**

As the Instructor for the approved proposal, you must complete paperwork and submit documentation. Documentation expectations differ depending on if the Instructor is contracted or an employee. You will work with your assigned Recreation Supervisor and Human Resources to submit all necessary paperwork, complete fingerprints, complete any trainings, submit documentation, and finalize details or a signed agreement that details when the course will take place. For classes offered year-round, agreements are completed January annually for a one-year term.

5. **STEP 5: Prepare for Class**

You will work with your assigned Recreation Supervisor to solidify the description and information made available to the public about the class. Recreation Supervisors will submit class information for marketing purposes. If you have a flyer not created by NOR that you would like to share, then you will complete a Request for Approved Instructor Marketing Materials. Outside marketing materials such as this must be approved before dissemination. You will also work with your assigned Recreation Supervisor to confirm enrollment numbers as

outlined by the written agreement (for Contract Instructors) for your course.

6. **STEP 6: Conduct Class**

At every class, you will review the class roster and have your participants or guardians of the participants sign off on the provided Attendance Sheet as a record of who was present during the course. At every course, the Instructor should have both the CAPRI Accident Report and Recreation Services Contact List available as needed.

7. **STEP 7: Complete Class**

During the last class, you will distribute an NOR Course Evaluation to the participants or guardians to be filled out. At the end of the class, you will submit the signed Attendance Sheet and the completed Evaluations to your assigned Recreation Supervisor.

Evaluation Process

Once a proposal is submitted by a potential Instructor, both the course proposal and individuals are evaluated against a predetermined set of criteria and a list of desirable qualifications.

Criteria for Proposal

Every course proposal is reviewed by Recreation Supervisors against criteria that establishes the course as an appropriate offering by NOR; it is preferable that a course fulfills most or all established criteria. The program should:

- Enhance the recreational, social, and educational needs of the community.
- Have been requested, with documentation, by the NOR community.
- Provide an adequate financial return if it is offered.
- Not be an unnecessary duplication of service or compete directly with programs the District currently offers.
- Emphasize “hands-on” learning, as active programs are more successful than lecture programs.
- Emphasize recreation and leisure, as these goals are a higher priority and align more with the District’s mission than solely educational programs.
- Not pose an unreasonable safety risk to class participants.
- Not subject participants to investment advice, ventures that may cause financial risks or solicitation, and/or sale of any products or services.
- Not offer, imply, and/or infer religious instruction, practices or rituals, and is not a religious based program or service.
- Not promote alcohol, drug, or tobacco use, firearms or weapons, gambling, or adult-oriented or sexually explicit materials.

Desirable Qualifications of Instructors

Instructors should possess:

- The ability to deliver an appealing program that aligns with the mission and values of NOR.
- The ability to demonstrate experience and expertise in the proposed program area.
- The ability to demonstrate program performance through a variety of data collection methods, including but not limited to, participant surveys, testimonials, and reviews.
- The ability to provide excellent customer service and to utilize customer feedback in a way that improves the quality of service.
- A high quality of work regarding customer service including the management of customer complaints and concerns.
- The ability to serve customers with varying abilities or needs and provide reasonable accommodations.
- The ability to use collaborative and innovative marketing efforts, including social media, and plan outreach to ensure maximized class enrollment.
- The ability to use trends and recent data to develop class curriculum and programs that meet the diverse population of the District.
- The ability to demonstrate cost-effectiveness while ensuring positive revenue generation.
- Availability at minimum to be contacted via phone. Available to contact via email in addition is preferred.

Instructor Requirements

To become an Official Instructor upon course approval, Instructors must provide or complete:

Contract Instructor Only

- **Current Business License**
The name on the license must match the written agreement and insurance policies.
- **W-9 Form**
For Contract Instructors, NOR does not withhold state or federal income tax but does report the Contractor's income via Form 1099.
- **General Liability Insurance**
General Liability Endorsements
Policy limits during the term of service with NOR in an amount not less than \$1,000,000 per occurrence with no per person sub-limit; \$2,000,000 aggregate. This document must be in the name of the contractor, owner, or business' name. A Certificate of Liability and Endorsement naming North of the River Recreation and Park District as additional insured evidencing coverage.
- **Workers Compensation Insurance**
Workers Compensation Endorsements
Policy limits of \$1,000,000 per incident. This document must be in the name of the contractor, owner, or company's name. The name must match the name written on the agreement with NOR.

Employee Instructors

- **Completed NOR Application Online**

All Instructors

- **Fingerprint Clearance**
Background Check
Through the CA Department of Justice. Must be completed by all Instructors, including substitutes and employees of a business, that will be leading classes.
- **Policies Acknowledgement**
Sign and acknowledge the Instructor Behavior Expectations as well as additional policies.
- **Certificate of Completion**
Includes Harassment and for classes involving minors, Child Abuse Training.

***Please Note:** NOR does not insure Contract Instructors. The name on Contract Instructor's insurance must match the name on the written agreement with NOR. If there is an individual signing on behalf of the owner of a business, the owner will need to attach an authorization letter with the person's name, title, and explain their relationship with the business.*

Class Policies and Procedures

Assistants and Substitutes

All assistants and substitutes of a Contract Instructor must be disclosed to NOR and must complete a fingerprint clearance and background check.

Employee Instructors work directly with their liaison Recreation Supervisor to recruit assistants and substitutes if approved for a class.

Changes & Cancellations

It is important that classes and activities start, and end as advertised to maintain trust between NOR and the public. However, if changes must occur NOR staff will contact all participants and will inform them of the scheduling updates, rescheduled dates, refunds, and any other concerns. NOR retains the right to cancel any class as needed at any time. Instructors are also expected to remind participants of upcoming changes verbally as soon as possible at the beginning and end of instruction.

Class Cancellation & Insufficient Enrollment

Classes that have not met minimum enrollment before its scheduled first meeting will be cancelled. An Instructor and Recreation Supervisor may also agree to cancel a class due to low enrollment or other circumstances prior to the start of the class.

Class Changes

Any changes made to classes must be discussed with the Recreation Supervisor the Instructor is assigned to and must be agreed upon prior to the start of the class. Changes that deviate from the written agreement will require the completion of an updated written agreement.

Session Cancellations

If an Instructor is unexpectedly unable to teach during a scheduled class session, the Instructor should notify the Recreation Supervisor they are assigned to immediately. Contract Instructors operating through a business license must locate a replacement Instructor that has completed proper background clearances prior to teaching with NOR. If a replacement is unavailable for Contract Instructors, the Instructor must work with the Recreation Supervisor to schedule a makeup class for participants. If a class must be cancelled due to circumstances beyond the Instructor's control, every effort must be made to schedule a makeup class. Employee Instructors cannot place a replacement Instructor in their place and must coordinate with the Recreation Supervisor they are assigned to reschedule the class.

Class Observation

District staff may observe classes periodically to enforce NOR policies and procedures and may do so with or without notice.

Course Rosters

Instructors should obtain a list of all course participants one week prior to the start of each course. Instructors must have all participants or participant's guardians sign in and out at every class.

CPR / First Aid Certification

Instructors are not required to be CPR/First Aid certified; however, it is highly recommended.

Discrimination & Harassment | Policy: 4-302 Harassment, Discrimination, and Retaliation Prevention

NOR 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 or 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 or harassment.

Evaluations

On the last day of a class, official NOR evaluations should be distributed to attendees, to be filled out and returned to the Instructor before conclusion of the course. Instructors are to return these completed evaluations to the Recreation Supervisor they are assigned to.

Holidays

No classes or programs are to be held on District Holidays or observed Holidays. Large District events, trainings, or maintenance should also be considered for class and program scheduling. The District reserves the right to close facilities for District events and private rentals. Class rescheduling may apply.

Instructor Payment

Contract Instructors are paid based upon roster reports detailing the number of attendees at the course. Recreation Supervisors finalize payment processing with the District office.

Employee Instructors are paid an hourly wage as specified upon employment. Payment falls within NOR pay periods. Employee Instructors must complete timecards and their liaison Recreation Supervisor will approve them.

Instructor Performance

Recreation Supervisors will consider a combination of qualitative and quantitative information to evaluate whether a class will continue to be offered at NOR or whether an Instructor will remain with NOR. NOR staff will review information prior to finalizing class schedules in Spring, Summer, and Fall/Winter. Considerations will include results of class observation, evaluations, and attendance statistics.

Instructor Relationships

The Instructor must not have contact with a single participant that is unobservable by other staff, parents, or participants at any time. Parents should be invited and encouraged to visit program sites at any time on a drop-in basis and do not need to ask permission to do so.

Keys

Contract Instructors are not administered facility keys. During the course, an NOR Facility Attendant will be on-site to open and lock up the building.

Employee Instructors are administered keys and an alarm code to access the facility to carry out the course. Employee Instructors are prohibited from accessing office areas or from utilizing the facility beyond the scope of the approved course. Any use of the facility beyond its approval will result in an immediate agreement termination.

Mandated Reporting

By law under the California penal Code sections 11164-11174.3, all Instructors teaching youth, both contracted and employed, are legal mandated reporters. All Instructors must report reasonable suspicions concerning participants to child protective services or adult protective services (as applicable) and local law enforcement as soon as reasonably possible. Types of reportable situations regarding minors may include, but are not limited to, any type of possible physical injury, suspected sexual abuse, or exploitation, willful cruelty or unjustified punishment, unlawful corporal

punishment, neglect (severe or general), or abuse in an Out-of-Home Care (e.g. daycare). Types of reportable situations regarding elders may include, but are not limited to, any type of possible physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment resulting in physical harm or mental suffering.

Marketing

Unless noted otherwise in a specific program contract, NOR will list all classes and activities in the Fun Book, an NOR publication of programs and services made available in Spring, Summer, and Fall/Winter. This guide is mailed to a batch of residents that have participated in NOR programs prior and is distributed on-site at community centers. Instructors will be provided with 25 Fun Books for Distribution and should seek additional locations for distribution of the Fun Book within the boundaries of the North of the River service area which includes the 93312 and western 93308 zip codes. Programs will be shared on the NOR website.

All additional advertising done by Contract Instructors and third parties must be approved by NOR's Creative & Technical Services department and must represent the class as an NOR program (including NOR's logo, proper class listing and format [times, location, etc.]). The issuing of advertising materials without NOR approval may be grounds for termination of the class.

NOR may provide a premade marketing and/or social media toolkit for some, but not all, programs. NOR may choose to highlight programs for paid advertising, including but not limited to, social media advertisements, television commercials, radio ads, et cetera; however, NOR does not guarantee the availability of paid advertisements.

Onboarding

All new Instructors are required to attend an in-person Onboarding orientation held by the Recreation Team at NOR. For Contract Instructors, this is an unpaid event. For Employees, this is paid training. Onboarding covers information concerning NOR policies and expectations, reviews sample documents including rosters and surveys, and shares best practices for implementing courses. This is an opportunity to meet the Recreation Team and ask questions.

Participant Behavior Expectations Policy

It is the goal of NOR to provide safe, positive, and fun experiences for all participants in our programs. Participants agree to the Behavior Expectations Policy upon registration and Instructors agree upon becoming an Instructor. Consequences for violation of the policy are progressive and reflect the severity of the unacceptable behavior. Refunds are not given if a participant is dismissed from a program as a result of violation of the Behavior Expectations Policy.

Personal Business

Instructors should not receive or make personal phone calls, nor have their own children with them, while performing services.

Photographic Release

During registration, participants, or guardians, agree to a photo release. NOR may visit classes to photograph or film participants and user of facilities and use this material in promotional efforts. As an Instructor, Instructors grant full permission to NOR to use his or her name and photographs, videos, motion picture, or recordings for any publicity or promotions purposes without obligation or liability to the Instructor.

Quality Assurance

It is NOR's goal to provide our customers with high quality recreation programs, events, classes, and activities. On occasion, a customer may find that the experience did not meet their expectations. If they have attended the first day of the program or activity and are not completely satisfied, they can submit a Quality Assurance Request no later than 24

hours after the first class meeting. Once received and verified, they may transfer to another program, receive full credit to their household account, or be refunded. Instructors will not be compensated for any Quality Assurance refunded enrollments.

Refunds | Policy: 9-303 Program Refund Policy

For program cancellations by Instructor or District, full refunds are given to the participant. If a participant withdraws from a program prior to the beginning and requests a refund, a full refund is given. If a participant withdraws from a program after the program begins and requests a refund, the refund must be authorized by a Recreation Supervisor and will be prorated. If a participant withdraws from a program for which the participant has received equipment or materials, the cost of the equipment or materials will not be refunded. Refund requests may be submitted by the customer up to the beginning of the program and throughout the duration.

Rejected Course Proposals

Any Instructor disqualified may request reconsideration by the Superintendent of Recreation & Community Services by submitting an appeal to NOR. Appeals must include a detailed explanation of the objections to the decision, additional facts or factual errors, particulars relevant to the appeal, and a description of the outcome being requested. Appeals will consist of a review of the initial course proposal at the discretion of the Superintendent.

Registration

All class registrations take place through NOR's RecTrac system. Instructors should *not* collect money or registration forms. Participants pay for their participation in the course prior and participants that have not paid may not participate.

Releasing of Minors

Instructors must not release children to anyone other than their authorized parents, guardian, or individual previously authorized by parent. A child should never be released to someone who is unknown to the child or to whom the child expresses uncertainty. Instructors have the right to ask individuals for identification prior to releasing the child to them. The Instructor must stay until all participants have left the facility.

Representation / Professional Conduct

Though Contract Instructors are not traditional employees of NOR, both Contract and Employee Instructors *do represent* the District. To some participants, Instructors are the only representative of NOR that they will ever have contact with. All Instructors must conduct themselves in a professional manner including dressing appropriately for the activity, speaking professionally, and supporting policies and decisions of NOR.

Safety

The Instructor's primary responsibility is to ensure the safety of participants. Instructors are expected to visually inspect the programs and facilities they are working in. If any aspect of the area appears unsafe, it is the Instructor's responsibility to notify their assigned Recreation Supervisor.

Accident Report

If a participant is injured, notify your assigned Recreation Supervisor immediately. A completed Participant Report of Accident must be submitted to the Recreation Supervisor within 24 hours of the accident. In the case of a potentially life-threatening emergency, call 911.

Fire Extinguishers

Fire extinguishers are located in all recreation facilities. They are serviced and maintained. Should you find an issue with a fire extinguisher, notify the Recreation Supervisor immediately.

First Aid Provisions

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 be sufficient. Notify the front desk or other staff who are CPR/First Aid Certified of any injuries or medical emergencies that occur. For serious accidents, *DO NOT MOVE* the injured participant. Call 9-1-1 and notify the clerks immediately. If a minor is involved, notify the parent/guardian immediately. CPR and First Aid certifications are recommended for all Instructors. Instructors should only perform first aid and CPR skills that they are certified to perform.

Incident Report

If an incident occurs during the class with participants or a member of the public, a report should be completed and given to the Recreation Supervisor within 24 hours of the incident.

Supplies

Contract Instructors supply all materials and supplies. Certain supplies may be required by the participant, however, this must be arranged during course development with your assigned Recreation Supervisor. There is no guaranteed on-site storage of materials related to the class.

Employee Instructors work directly with their liaison Recreation Supervisor to procure necessary supplies to carry out the course and ensure on-site storage availability. Courses may need to be altered to limit excessive supply storage.

Termination of Agreement

Written agreements run January through December and automatically expire at the end of the calendar year in December. Seasonal addendums may be added as needed. NOR may terminate a Contract Instructor or Employee Instructor Agreement immediately upon any breach of performance specified in the Agreement or any violation of State, Federal, or local law. Either party may terminate the due to insufficient enrollment, unavailability of facilities, or the safety and security of participants are compromised. NOR reserves the right to terminate a contract for these or any other unlisted reasons.

Use of Facilities and Equipment

Instructors are responsible for class set up and cleanup of the facility and/or park. At the end of each class session, the Instructor must ensure that all facilities and equipment are restored to the way they were found.

District Policies

See Attached:

- Policy 4-302: Harassment, Discrimination, and Retaliation Prevention
- Policy 4-300: Drug-Free Workplace Policy
- Policy: 4-308 Fingerprint Policy

Contact List

STAFFED OFFICES & CENTERS

RIVERLAKES RANCH COMMUNITY CENTER
3825 Riverlakes Drive, Bakersfield, Ca 93312
661.392.2000 | 661.392.2041 FAX
Center hours: M – F, 8am to 5pm

GREENACRES COMMUNITY CENTER
2014 Calloway Drive, Bakersfield, Ca 93312
661.392.2010
Center hours: M – F, 8am to 8pm

RIVERVIEW COMMUNITY CENTER
401 Willow Drive
Bakersfield, Ca 93308
661.392.2020
Center hours: M – F, 8am to 5pm

RASMUSSEN SENIOR ADULT CENTER
115 East Roberts Lane
Bakersfield, Ca 93308
661.392.2030
Center hours: M – F, 8am to 5pm

ADMINISTRATION

ADMIN COMPLEX
3825 Riverlakes Drive, Bakersfield, Ca 93312
661.392.2000 | 661.392.2041 FAX
Office hours: M – F, 8:00am to 5:00pm

CONTACT INFORMATION

Jackie Tafoya
Recreation Supervisor / Aquatics
jtafoya@norrecreation.org
661.392.2000 x1030

Marlyn Silva
Recreation Supervisor
msilva@norrecreation.org
661.392.2010

Juan Bernal
Recreation Supervisor
jbernal@norrecreation.org
661.392.2000

Sonia Quill
Recreation Supervisor
squill@norrecreation.org
661.392.2020

Desiree Ingalls
Recreation Supervisor / Senior Services
dingalls@norrecreation.org
661.392.2030

CONTACT INFORMATION

Jasmin LoBasso
Superintendent of Recreation & Community Services
jlobasso@norrecreation.org
661.392.2000 x1504

Mike Evans
Superintendent of Parks & Facilities
mevans@norrecreation.org
661.392.2000 x1017

Esther Grijalva-Gonzales
Human Resources Director
egrijalva@norrecreation.org
661.392.2000 x1012

Roo Lowe
Payroll Coordinator
rlowe@norrecreation.org
661.392.2000 x1022

How to Become an Instructor Checklist

STEP 1: Submit a Proposal* | See “Criteria for Proposal.”

Course Proposal Bundle includes:

- Course Proposal Form (Submitted Online)
- Instructor Application
- Resume (Please include References)

Step 2: Submission Review | See “Evaluation Process.”

- Instructor Interview

Step 3: Approved Proposal

Step 4: Become an Official Instructor | See “Types of Instructors” and “Instructor Requirements.”

The Instructor must complete paperwork and submit documentation as per Instructor type.

Contract Instructor

- Finalize Professional Services Agreement (renewed in January annually)
- Current Business License
- Form W-9
- Fingerprint Clearance & Background Check through the CA Department of Justice
- Policies Acknowledgement
- Certificate of Completion (Harassment & Child Abuse)
- General Liability Insurance Certificate
- General Liability Endorsements
- Workers Compensation Insurance
- Workers Compensation Endorsements
- Attend Instructor Orientation

Employee Instructor

**Employee Instructors may bypass submission of a proposal if responding to an Instructor recruitment for a specific class.*

- Complete NOR Application via NeoGov
- Complete New Hire Paperwork
- Form W-9
- Fingerprint Clearance & Background Check through the CA Department of Justice
- Policies Acknowledgement
- Certificate of Completion (Harassment & Child Abuse)
- Attend Instructor Orientation

Step 5: Prepare for Class

- Confirm enrollment numbers with assigned Recreation Supervisor
- Request for Approved Instructor Marketing Materials (Approved by NOR Creative & Technical Services)

Step 6: Conduct Class | An Instructor should have readily available to access during class:

- Class Roster and Attendance Sheet
- CAPRI Accident Report
- Recreation Services Contact List

Step 7: Complete Class | Please submit following documentation to NOR at end of the class:

- Attendance Sheet Signed by Participants (or Guardians)
- Completed Program Evaluations

Instructor Handbook Acknowledgement Form

I, _____, an Instructor with the North of the River Recreation and Park District (NOR) have read the Instructor Handbook. By signing below, I certify that I have read and understand all of the contents including policies, procedures, and guidelines outlined in the handbook and its attachments.

Instructor Signature: _____ Date: _____

Example Class Roster

RecTrac Page: 2 of 3

Class Attendance Worksheet

Actv/Sec: 123456-A1 NOR Class

Date: 10/06/2022 Thru: 10/29/2022 Meeting Days: Sa Activity Location: Riverview Park-NP
 Time: 10:00am Thru: 11:00am Primary Instructor: No Instructor Linked Activity Facility: RV Multi-Purpose Room

SECTION: Enrolled Count: 9 Max Count: 15 Min Count: 5 Waiting List: 0

| Enrollee Name | Numb | Guardian Name | Primary Phone | Alt Phone | Sign In | Sign Out |
|----------------|------|---------------|---------------|---------------|---------|----------|
| Doe, Johnny | 1E | Loe Doe | (661)123-4567 | (661)123-4567 | _____ | _____ |
| Hudson, Kate | 2E | Olivia Hudson | (661)123-4567 | (661)123-4567 | _____ | _____ |
| John, Kelly | 3E | Miles John | (661)123-4567 | (661)123-4567 | _____ | _____ |
| Moe, Marta | 4E | William Moe | (661)123-4567 | (661)123-4567 | _____ | _____ |
| Major, Mary | 5E | Zachary Major | (661)123-4567 | (661)123-4567 | _____ | _____ |
| Miles, Richard | 6E | Paula Miles | (661)123-4567 | (661)123-4567 | _____ | _____ |
| Smith, Jane | 7E | Brett Smith | (661)123-4567 | (661)123-4567 | _____ | _____ |
| Smith, John | 8E | Grace Smith | (661)123-4567 | (661)123-4567 | _____ | _____ |
| Stinson, Jake | 9E | Poe Stinson | (661)123-4567 | (661)123-4567 | _____ | _____ |

RiverLakes Ranch Park/Comm User: RG Run Date/Time: 10/07/2022 @ 4:27pm