

City of West Sacramento
Department of Parks & Recreation
Recreation Center



WSRC Class Instructor and Personal Trainer Handbook

2801 Jefferson Blvd, West Sacramento, CA 95691
(916) 617-4770

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About the Recreation Center

Thank you for your interest in becoming an Independent Contractor – Instructor or Personal Trainer (Contractor) at the West Sacramento Recreation Center (WSRC). We are excited about the possibility of working together to reach our common goals and serve our community. The Parks & Recreation Department is dedicated to building strong individuals, families, and community by providing recreation opportunities. Contractors are vital to the WSRC in connecting with passholders who are looking for fitness, leisure, and enriching classes.

The Mission of the West Sacramento Recreation Center

The West Sacramento Recreation Center (WSRC) joins in partnership with the Washington Unified School District (WUSD) to provide a quality oriented, comprehensive year-round program of diverse recreational opportunities. The WSRC will provide recreation and wellness opportunities that encourage health, exercise, relaxation, enjoyment, cultural enrichment, and learning. While ensuring the safety of students at River City High School (RCHS), our purpose is to:

- Foster an atmosphere that supports, motivates, and encourages participants in the lifelong pursuit of health and physical activity.
- Provide opportunities for individual development of knowledge, interests, and behaviors that promote and contribute to a healthy, well-rounded lifestyle.
- Provide a sense of belonging and a meaningful approach to life.
- Focus on educating the community by helping them to better understand the benefits of overall health and exercise.
- Provide quality facilities that will meet the diverse recreational services, needs, and interests of the residents of the City of West Sacramento.
- Provide equal access to recreation and exercise facilities regardless of social class, race, gender, or ability.
- Provide fee-based programs that are flexible and/or affordable using a tiered pricing structure.
- Be recognized and utilized as a significant community-wide entity.

At the WSRC, our role is to facilitate health, wellness, leisure, and recreation experiences for patrons of all ages in a clean, safe, and secure facility. As a team member of the WSRC, your role is to provide a pleasant experience to our guests of all ages and abilities.

This handbook details the processes, procedures, and policies that must be followed in your contracted work with the City of West Sacramento Parks & Recreation Department. This is a resource for information related to teaching classes at the WSRC and is intended for interested Contractors and current Contractors.

Becoming an Instructor or Personal Trainer

Contractors at the WSRC play a vital role within our team. Passholders pay a monthly fee for access to the facility and its classes. Contractors are paid an hourly rate for their standard classes at the WSRC. The rate will range between \$26-\$30 depending on the number of classes taught, personal training experience, and the longevity of the Instructor. Personal Trainers are paid an hourly rate for their standard sessions completed at the WSRC. The rate for Personal Trainers is between \$18 - \$33 per session which ranges from 30 minutes to 1 hour. Specialty classes or events that are excluded in the WSRC pass can be added throughout the year, a separate or additional fee will be required for attendees and payment to the Contractor may be in the form of a split percentage based on the number of registrations.

Submit a Class Proposal (Instructors)

The first step to becoming an Instructor at the WSRC is to submit a completed class proposal to the Recreation Supervisor at the WSRC. If the proposal is determined to meet the needs of the facility and community, then the suitability and availability of the facility, time frames, age range, and class descriptions are all discussed. An in-person demonstration with the WSRC staff may be scheduled to observe the instructor's style and class components. Once a verbal agreement is reached, a written agreement is created that states the specifics for

each class and service. A sample agreement is included as Attachment A. Two (2) descriptions are needed in the class proposal. The first one describes your program in detail. The second is a written description to sell your program to the public on the website and any printed publications.

[View the current schedule group exercise schedule on our website for available days/times.](#) Classes may be held in the Group Exercise Room, kinesio/spin studio, the competition or leisure pool, or in one of the community rooms. In some cases, the gym may be available for a class.

Most classes at the WSRC are open to passholders or patrons who purchase a day pass to the facility. This class is included with the cost of their pass. An example of this class is yoga or cardio kickboxing. Classes are not limited to fitness classes. Personal training is an additional fee that passholders pay to work with a personal trainer.

Submitting a proposal does not guarantee that the class or activity will automatically be added to the WSRC. Additionally, once added, no guarantees are made that the WSRC will automatically continue offering the activity or program.

Personal Trainers do not have to submit a Class Proposal form, interested Personal Trainers can submit their resume and contact the Recreation Coordinator to schedule a time to meet and discuss opportunities. An in-person demonstration with the Recreation Coordinator may be scheduled to observe the Trainers style.

Livescan Fingerprinting

All Contractors who are contracted to work at the WSRC will be required to pass a criminal background check. A memo will be sent to you when your proposal has been accepted; outlining the steps you need to take to be fingerprinted. This cost is paid by the City. Staff will assist in scheduling an appointment at the West Sacramento Police Department.

CPR and First Aid

All Contractors must have a current certification on file with the WSRC. A class may be available to take through the Department if needed, inquire with the Recreation Supervisor if you need certification.

Qualifications

An Instructor who is looking to teach a group exercise class must have a nationally recognized certification to teach Yoga, Zumba or any other trademarked exercise programs such as Les Mills with ideally a minimum of one (1) year of experience teaching group exercise classes. For classes that do not require certifications, Instructors should have at least one year of experience teaching their preferred class.

A Personal Trainer will need to possess a Certified Personal Trainer (CPT) certificate from any of the following certifying organizations: American Council of Exercise (ACE), Athletics and Fitness Association of America (AFAA), International Sport Science Association (ISSA), National Academy of Sports Medicine (NASM) and National Strength and Conditioning Association (NSCA). A minimum of one (1) year of experience working with one-on-one clients or semi-private training is preferred.

Contractors must be able to perform exercises and movements as demonstrated to the participants. Instructors looking to teach a non-fitness class should have demonstrated experience in the field of interest. All Contractors should have strong interpersonal and communication skills.

Both Group Exercise Instructors and Personal Trainers will need to possess a valid CPR & First Aid certification and be able to lift 50 lbs.

Payroll Schedule

- Instructors: Payout processing take place at the end of the month.
- Personal Trainers: Payout processing take place twice a month, on the 15th and the end of the month.

If you do not receive a payment within four (4) weeks after your class has ended, please contact the Recreation Coordinator to check on the status. Please notify the Recreation Supervisor if you have any contact information changes as soon as possible.

Compensation

Contractors will be paid the rates listed below.

Tier	Tier 1	Tier 2	Tier 3
Compensation	<p>Contract Instructor \$26-27* per completed class 45-60 minutes</p> <p>\$13 per completed class 25 -30 minutes</p> <p>Specialty Classes 65%</p> <p>Personal Trainer* \$18 per 30 minute session \$25 per 45 minute session \$30 per 60 minute session +\$9 add on session</p> <p>\$10 per hour up to 10 hours (per pay period) for floor hours</p> <p>Specialty Classes 65%</p> <p>*Tier 1 Personal Trainers will start at \$27</p>	<p>Contract Instructor \$27-28 per completed class 45-60 minutes</p> <p>\$13.5-14 per completed class 25 -30 minutes</p> <p>Specialty Classes 65%</p> <p>Personal Trainer \$21 per 30 minute session \$27 for 45 minute session \$33 for 60 minute session +\$10.50 add on session</p> <p>\$15 per hour up to 10 hours (per pay period) for floor hours</p> <p>Specialty Classes 65%</p>	<p>Contract Instructor \$29-30 per completed class 45-60 minutes</p> <p>\$14.50-15 per completed class 25 -30 minutes</p> <p>Specialty Classes 65%</p> <p>Personal Trainer \$22 per 30 minute session \$29 for 45 minute session \$35 for 60 minute session +\$12 add on session</p> <p>\$18 per hour up to 10 hours (per pay period) for floor hours</p> <p>Specialty Classes 65%</p>
Criteria	<p><i>Instructor:</i> New Contractor or Sub</p> <p><i>Personal Trainer:</i> New Trainer or less than 39 training sessions in a month period</p>	<p><i>Instructor:</i> Averaging 4+ classes taught over six (6) pay periods or a Personal Trainer.</p> <p><i>Personal Trainer:</i> 40 training sessions in a month period</p>	<p><i>Instructor:</i> Averaging 10+ classes taught over six (6) pay periods. Teaching at least one (1) specialty class per quarter.</p> <p><i>Personal Trainer:</i> 60 training sessions in a month period</p>

Floor Time Activities (Personal Trainers)

Personal Trainers are allotted a specific number of hours per month for additional duties they may perform in between clients. Duties can include: preparing for clients, talking to patrons about WSRC programs or personal training, demonstrating equipment, attending meetings, and programming for Fitness Challenge and other WSRC sponsored programs. Inquire with the Recreation Coordinator should you have additional questions.

Additional Benefits

All active Contractors at the WSRC are eligible to receive an individual Rec Center pass. If you'd like to upgrade your pass, please speak with the Recreation Supervisor. Each Contractor will also be given five (5) free day passes per year. Contractors needing to utilize the childcare program will have free access during their scheduled

classes. Childcare is available for children 6 months - 9 years of age. Reservations may be required, inquire with the Recreation Supervisor for additional information. Active Contractors also have access to register for programs at the resident rate.

Taxes

Contractor income is reported to state and federal income tax via form 1099, with no tax withheld.

Equipment

The Contractor is responsible for communicating equipment needs and problems with the WSRC. In the discussion about the agreement, the equipment needs should be identified.

Insurance

The West Sacramento Parks & Recreation Department is a member of YCPARMIA, Yolo County Public Agency Risk Management Insurance Authority. Although it is recommended for Instructors to purchase their own liability insurance, it is not required for Instructors hosting classes at a City facility. Personal Trainers must hold general liability insurance and the endorsement naming the City as additionally insured. Inquire with the Recreation Supervisor if you have additional questions regarding liability insurance.

Expectations

Contractor Expectations

- The Contractor must be on time and set-up must be complete ten (10) minutes before the program start time.
- If for any reason (beyond an extreme emergency) the Contractor is late, the City may penalize the contractor by issuing a 5% deduction for the class. Being late a second or third time may be cause for termination of the Agreement and forfeit of payment. The amount of time the Contractor is late will be added to the end of the session.
- The Contractor shall give any public relations materials to the Recreation Supervisor before distributing for approval.
- The Contractor must wear the appropriate safety gear when implementing the class. Every participant must also be wearing all safety equipment for the Contractor to teach the individual who has registered for the program.
- The Contractor must provide their own approved music and choreography.
- The Contractor must report any broken items, disruptive or difficult patrons, etc. to the WSRC staff.
- Review the roster provided, mark any no-shows and submit to WSRC staff.
- If patrons bring their children to class, kindly remind them children should be in childcare, they are not permitted to sit and wait for their adult inside or outside of the class area.
- Will not use the Recreation Center to solicit customers for other jobs or promote events/activities not sponsored by the City of West Sacramento.
- Substitutes: The Instructor has agreed that the services called for in this agreement are personal services, and the Instructor shall not assign this Agreement to another substitute or assistant. Any substitute must be an approved WSRC Instructor. If you are unable to attend your assigned class please contact the Recreation Coordinator, place your shift on the trade board through When to Work and message the other Instructors to assist with coverage.

WSRC Expectations

- The WSRC shall collect registration and provide access to registration rosters and support staff.
- The WSRC shall pay the Contractor as agreed upon in the Agreement.
- The WSRC shall provide access to City buildings (if applicable) and equipment as agreed upon.

WSRC Procedures

Registration for WSRC group classes

Passholders are required to pre-register for all classes that are included in their WSRC pass. This can be done online or at the front desk with a member of the customer service team.

Contractor Check-In

Contractors must check in at the WSRC front desk and sign-in. This sign-in sheet is used to cross check attendance for end of the month payments. If you are requesting the keys to the stereo, return them promptly to the WSRC staff.

When to Work

You will be sent an email to join the scheduling program, When to Work, this system is used to track Instructor's classes for payment, request time off, and search for a substitute Instructor. A simple tutorial on how to use When to Work will be provided.

Specialty Classes

If you are interested in hosting a specialty class or a one-time event you can work with staff to offer additional programs to the community. Specialty classes are fee-based activities that could include a 6-week TRX class or an 80s-night workout. These are specialty programs that are not free to WSRC passholders and require an additional fee to participate. You will be paid a percentage split based on the number of paid registrations, minus any non-resident or non-passholder fees.

Registration for Specialty Classes

Classes that are not included in the standard WSRC programming, and require an additional fee are available for registration in person or online through the registration software. Contractors should never collect registration money or registration forms, however, if a material fee is required by the Contractor, you may collect this directly from the class participants. Participant(s) who have not registered or paid may not participate.

Non-Resident Fees/Non-Passholder

Any additional fees associated with non-residents or non-passholders are not part of the Contractors percentage split and will not be included in the payout.

Refunds/Transfers

For specialty classes, participants inquiring about refunds or transfers to another class should be referred to WSRC front desk. Current policy allows refund requests received if the Parks & Recreation Department is notified five (5) business days before the start of the class.

No refunds will be granted if notification is received less than five (5) full business days before the start of the class unless a written medical verification is provided by the patron's primary physician for the injury or illness.

Class Cancellation

Occasionally a class must be canceled due to insufficient enrollment. The Instructor is informed of this no later than one (1) full working day prior to the scheduled start of the program and earlier if at all possible. Every attempt is made to give potential students an ample amount of time to enroll in the class, as well as anticipate the inevitable participants who sign up the day of the class. If a class needs to be cancelled by part of the Instructor, the Instructor must contact the WSRC as soon as possible. The WSRC staff will be responsible for contacting the participants regarding all class cancellation, rescheduling, transfers, or refunds.

Class Logistics

Liability Waivers

All participants must sign a liability waiver at the time of registration before engaging in an activity; Waivers protect the City and the Contractor. The liability waivers have been designed by lawyers to have force in litigation cases. Please do not allow participants to participate in an activity until you know that they are registered and have signed a waiver. Please direct these individuals to the WSRC front desk, where they can fill out the required form in a timely manner.

For WSRC group classes, the passholder or day passholder will have signed a waiver when they purchased their pass.

A copy of the waiver can be found in Attachment C.

Class Rosters

Group Exercise participants will register in advance at the Recreation Center front desk or online. The class roster will be provided to the Contractor. Recreation Center staff will be responsible for participant check-in to the facility. Contractors should note any no-shows on the roster.

For specialty classes, a roster will be provided by staff prior to the start of the session. It is the Contractor's responsibility to verify the class roster on the day of the class. If required, please take attendance at each class meeting using the class roster and submit to the Recreation Coordinator.

If your class has not reached maximum enrollment, please discuss options for increased publicity with the Recreation Supervisor.

Promotion

Class offerings will be posted online at www.westsacfun.org, in the Department Playbook (if/when feasible), and in the registration system. Additional flyers may be placed at the front desk with approval by the Recreation Supervisor. Staff will also promote the class on social media and through eNewsletters.

Management of Facilities

The Contractor is responsible for equipment and facility while in use. At the end of the class, equipment must be placed in designated storage areas.

Contractor Feedback

Inspection: The Recreation Coordinator or Supervisor will periodically inspect the work of Contractors. Inspections usually include a rating instrument with space provided to comment on the quality of services and to identify any obvious or hidden problems. The inspection can be completed with or without the Contractor's knowledge and can be completed by internal staff, other professionals, or volunteers.

Review of complaints: The Recreation Supervisor will review any complaints regarding the performance of the Contractor. Most dissatisfied people do not complain but simply quit using or seek alternative service providers. Thus, the West Sacramento Parks & Recreation Department will be vigilant in seeking out and addressing complaints.

Review of end-user satisfaction: A final monitoring technique is a user's or citizens' survey, which this Department reserves the right to conduct. This may take the form of a printed survey handed to the participants and collected afterward, dropped off at the front desk, or returned via mail; electronically (via Internet, email or phone call); or face-to-face dialogue with a staff person. Directly asking individuals what they believe to be the quality or quantity of the service may provide a much broader perspective than can be summarized by staff alone. Users of services are most knowledgeable of their level of satisfaction with services and what can be done

to improve the quality of operations.

Department Policies

The Parks & Recreation Department holds Contractors responsible for the following policies and procedures:

City of West Sacramento - Customer Service Philosophy

Contractors are expected to represent the City of West Sacramento with professional conduct. To some participants, the Contractor is the only representative of the City they will see. Contractors must conduct themselves in a professional manner including dressing and speaking professionally and supporting city policies and decisions.

Youth Participating in Programs

Our facility is set up to allow patrons aged 13+ to have access to the Cardio Room and Group Exercise Classes (unless specified differently on the group exercise schedule). Patrons ages 8+ can be in the facility without their adult present. If a patron brings their child (12 and younger) to class with them, please enforce that no children can be in the group exercise room nor the outside benches. Children under the age of 8 must be in childcare and cannot attend class. Children 13+ can attend class if they signed up for a time slot and are actively participating.

American with Disabilities Act (ADA)

The ADA is federal legislation, which 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 Parks & 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, unless an undue burden would result. Physical barriers must be removed if removal is readily achievable (i.e. easily accomplished and able to be carried out without much difficulty or expense). If not, alternative methods of providing the services must be offered. Public accommodations may not discriminate against an individual or entity because of the known disability of an individual with whom the public entity or its representatives is known to have a relationship or association.

Releasing of Minors and Participants with Special Needs

At the end of the activity time, the Contractor must not release children or participants with special needs to anyone other than the authorized parent, or guardian (for special needs, the person may be released to their attendant). Never release a child or individual with special needs to someone unknown or of whom the participant expresses fear or uncertainty.

Safety of Participants/Contractors

The Contractor's primary responsibility is to ensure the safety of participants involved with your activity. Visually inspect the facilities you are working in, if any aspect of the area appears unsafe, it is your responsibility to notify the Recreation Supervisor and to take actions that will ensure participant safety. Contact (916) 617-4770 to report any situation that needs immediate attention.

The Contractor must not have contact with a single participant unobservable by other staff, parents, or participants at any time.

Discrimination and Harassment

The City of West Sacramento 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 and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contractors are

responsible for their own actions/conduct and must never engage in discrimination and harassment.

Emergencies

The Contractor is responsible for ensuring that the class responds appropriately to fire alarms and all other emergencies. Fire extinguishers are located at all recreation facilities.

Emergency Contact Information

- Emergency: 911
- West Sacramento Police non-emergency: (916) 375-6474
- West Sacramento Public Works: (916) 617-4850
- West Sacramento Fire Department: (916) 375-6474
- West Sacramento Recreation Center: (916) 617-4770

Accident/Incident Report

Despite our attention to safety, sometimes people get hurt; it is essential that you complete an Accident/Incident Report Form (Attachment D). Even if the injured party is in the family of the participant, or a passerby, the form should be completed to provide necessary follow-up (and documentation if needed in the event of litigation).

Occasionally, interpersonal problems, accidents, and other incidents occur in class which must be documented – for your protection as well as that of class participants, staff, and the general public. The City of West Sacramento Accident/Incident Report Form should be filled out for occurrences such as fighting, theft, drugs/alcohol, physical assault, damage, and trespassing.

All Accident/Incident forms must be turned into the Recreation Supervisor within 24 hours of occurrence.

It is the Contractor'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 and you MUST fill out the minor incident log at the front desk. For serious accidents, DO NOT MOVE the injured participant, call 911.

If a minor is involved, notify the parent/guardian immediately.

Emergency Scenarios

In the event of a fire alarm, ensure patrons are evacuating out of the room in a timely manner, instruct them to exit the WSRC through the front doors and wait in the parking lot for further instructions.

In the event of a lockdown, you will lock the doors to the room you are in, locate the emergency information, take attendance with the log provided, and wait for further instructions from WSRC staff. You can allow patrons to leave of their own free will, however, it is recommended they stay in the locked room. Do not allow anyone to come into the room until clearance is provided.

Closing

Thank you for your interest in becoming an Instructor and/or Personal Trainer for the WSRC. We look forward to working with you to meet the needs of our community. Please contact the Recreation Coordinator or Supervisor with any questions regarding contracted employment with the City of West Sacramento.

Recreation Supervisor: Brandi Dionne, brandid@cityofwestsacramento.org, 916-617-4640

Recreation Coordinator: Jake Konkell, jakek@cityofwestsacramento.org, 916-617-4628

Updated: February 14, 2023

Attachments
Attachment A – Sample Agreement

City of West Sacramento
Parks and Recreation Department
1110 West Capitol Ave West Sacramento, CA 95691
(916) 617-4620

UPDATED: 03/01/2023

INDEPENDENT CONTRACTOR AGREEMENT

The Independent Contractor hereinafter called “Instructor”, enters into an independent contract agreement hereinafter called “Agreement” with the City of West Sacramento as an Instructor, and makes the following representations and agrees to do the work described in the course outline attached in accordance with the following terms and conditions:

Instructor Name:
 Program: Group Exercise
 Classes Day and Dates: Varies
 Time Offered: Varies
 Location: West Sacramento Recreation Center
 This agreement is initiated on: _____ and will terminate on: _____

Scope of Services: The services to be rendered by the Instructor are fully and completely described in the attached course proposal. The course proposal is an essential part of this agreement and is to be considered binding. The course proposal was designed by the Instructor and approved by the West Sacramento Parks & Recreation staff in charge and agreed to and understood by both Instructor and the City.

Payment for group exercise: Completion of the above-described services is a condition of payment. As consideration for the services described above, the City agrees to pay the Instructor:

Tier / Category	<input type="checkbox"/> Tier 1 Instructor	<input type="checkbox"/> Tier 2 Instructor	<input type="checkbox"/> Tier 3 Instructor
Compensation	\$26 per completed class 45-60 minutes	\$27-28 per completed class 45-60 minutes	\$29-30 per completed class 45-60 minutes
	\$13.50 per completed class 25 -30 minutes	\$13.50 - 14 per completed class 25 -30 minutes	\$14.50 - 15 per completed class 25 -30 minutes
	Specialty Classes 65% of total fees	Specialty Classes 65% of total fees	Specialty Classes 65% of total fees

For advancement criteria, see *Contractor Handbook* for details.

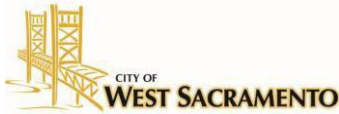
All active contract instructors are eligible to receive an individual Rec Center pass. If you’d like to upgrade your pass, please speak with the Recreation Supervisor.

Each instructor will be given 5 free day passes per year.

All instructors must make every effort to complete the agreed upon class times or are responsible for finding a cleared sub teach the class. All changes need to be reflected on When to Work.

Note: Any changes in the fees which are mutually agreed upon by and between the City and the Instructor shall be in the form of a written amendment to this Agreement. Program fee per participants is a valid Recreation Center pass. This fee payment shall constitute full payment for services rendered under this Agreement. There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by the City. The Instructor’s fee shall provide their own personal tools and supplied at their own cost and expense. Payment hereunder shall be due and payable during the next City of West Sacramento payable cycle. The payment shall be made within 30 days within the payable cycle following the end of a program month.

Termination: This Agreement may be terminated by the Parks and Recreation Department by giving ten (10) days written notice to the Instructor. In such event, the Instructor shall be reimbursed for services rendered on a prorated basis. Should the Instructor terminate services for reasons other than extreme emergency, such as illness, or otherwise fail to perform duties of this program, this Agreement will be null and void and no moneys shall be paid to the Instructor. In the event the Instructor



Attachment B – Waiver

City of West Sacramento Parks & Recreation

1110 West Capitol Avenue, First Floor • West Sacramento, CA 95691
 Phone: (916) 617-4620 • Fax: (916) 372-5329

Registration, Waiver of Liability, Medical Release and Indemnification Agreement

NEW Account Change of Information

Name of Participant (Last, First): _____ **DOB:** _____ **Gender:** _____

Street Address: _____ **City:** _____ **Zip:** _____ **Email:** _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Emergency Contact: _____ **Relationship:** _____ **Phone:** _____

Transportation: _____ **Relationship:** _____ **Phone:** _____

This person has my permission to pick up my child

Are there any specific accommodations desired/needed to provide the fullest participation in this activity (as related to medical condition, medicine, allergies; and/or developmental, physical, mental, learning, hearing, visual, or other specific considerations)?:

YES, please explain _____ **NO** If YES, please arrange an appointment after registration to further discuss appropriate accommodations. Our goal is to insure the fullest involvement and benefit possible to all participants.

Activity Name	Date	Fee

Waiver of Liability, Medical Release, and Indemnification Agreement for Minor and Adult Participant

In consideration for myself and my minor child(ren) being permitted by the said City to participate in the above listed activity (a more detailed description can be found in the registration system under the activity number and will also be available on your activity receipt) each of us hereby waives, releases, and discharges any and all claims for damages for personal injury, death, or property damage me or my minor child(ren) may sustain or which may occur as a result of my or my minor child(ren)'s participation in said activity. I understand and agree that:

1. This release is intended to discharge in advance the said City (its officers, employees, or agents) from and against any and all liability arising out of or connected in any way with the participation of me or my minor child (ren) in said activity, even though that liability may arise out of negligence or carelessness on the part of said City (or its officers, employees, or agents).
2. Each of us understands that the described activity may be of a hazardous nature and/or include physical and/or strenuous exercise or activity;
3. That serious accidents occasionally occur during the above-described activity; and that participants in the described activity occasionally sustain mortal or personal injuries and/or property damages as a consequence thereof; I also recognize the risk of a concussion in a program to the said minor and acknowledge the City's head injury information sheet prior to the said minors participation in the program listed above.
4. Knowing the risks involved, nevertheless each of us agrees to assume all risks of injury and to release and hold harmless the said City (its officers, employees, or agents) who through negligence or carelessness, might otherwise be liable to me or my minor child (ren). It is further understood that this waiver, release and assumption of risk is to be binding on the heirs and assigns of the undersigned. Legal guardians of a participant in a youth sports program acknowledge the risk of concussions and agrees to comply with the City's youth concussion protocol in compliance with California's Assembly Bill 2007.
5. Each of us further agrees to indemnify and to hold the said City (its officers, employees, and agents) free and harmless from any loss, liability, damage, cost or expense which they may incur as a result of any injury and/or property damage which myself or my minor child(ren) may sustain while participating in said activities, programs and events.
6. I certify that I have custody or am the legal guardian of said minor by court order.
7. I further agree to reimburse or make good any loss or damage cost that said City (its officers, employees, or agents) may have to pay if any litigation arises on account of any claim made by myself or my minor child (ren) or by anyone on behalf of said minor.
8. I agree that in the event said minor requires medical or surgical treatment while under the supervision of said City's recreation personnel in connection with the described activity, such supervisor may authorize treatment.
9. I also agree to pay all medical, hospital, or other expenses which said myself or my minor child (ren) may incur as a result of such treatment.
10. I expressly permit said minor child to travel by private automobile to activities and events related to the described activity.
11. Activities are not childcare as defined by the State of California.
12. I give consent to the City of West Sacramento to photograph or videotape me or my minor child (ren). I understand the pictures or video may be included in the promotion of all City programs.
13. (SKIP IF COMPLETING FOR AFTERSCHOOL PROGRAM) I, _____ (initial) further agree this Registration, Waiver of Liability, Medical Release and Indemnification Agreement is valid **one (1) year** from date signed.
14. (COMPLETE FOR AFTERSCHOOL PROGRAMS ONLY) I, _____ (initial) further agree this Registration, Waiver of Liability, Medical Release and Indemnification Agreement is valid for the **20_____ - 20_____ School Year.**

I have carefully read this Registration, Waiver of Liability, Medical Release, and Indemnification Agreement, and fully understand its contents.

I am aware that this is a release of liability and a contract between myself and the said City and I sign it of my free will.

Signature of Adult Participant or Parent/Guardian of Participant

Printed Name

Date

For office use only: Date entered _____

Staff initial: _____

Revised 05/03/18 FINAL



Attachment C – Accident/Incident Report

ACCIDENT/INCIDENT REPORT

West Sacramento Recreation Center
2801 Jefferson Blvd.
West Sacramento, CA 95691
(916) 617-4770



Please complete both sides of this form accurately within 24 hours.

Date of Accident _____ Time _____ Location of Accident/Incident _____

Injured's Name _____ DOB ____ - ____ - ____ Phone - day (____) _____ evening (____) _____
 Injured's Address _____
 City _____ State _____ Zip _____
 Name of Parent or Guardian, if Minor: _____
 Witnesses: **Check Box if COWS Employee.** Include Date of Birth (DOB) if under 18 years of age.
 Name _____ DOB ____ - ____ - ____ Phone - day (____) _____ evening (____) _____
 Address _____ City _____ State _____ Zip _____
 Name _____ DOB ____ - ____ - ____ Phone - day (____) _____ evening (____) _____
 Address _____ City _____ State _____ Zip _____
Please List Additional Witnesses on Additional Pages as needed.

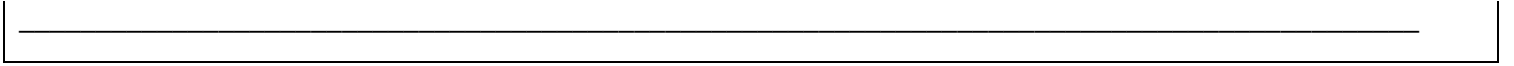
Describe Where Accident/Incident Occurred (Be specific) _____

 Describe How Accident/Incident Occurred (Please explain in detail, what happened, how it happened, what was the injured person doing- use additional pages as needed)

 Describe First Aid Procedures Used and by Whom _____

 If Treated by Doctor, Give Doctor Name and Address _____

 Person in Charge at the Time of the Accident/Incident (Name and Title) _____
 Was He/She Present at the Time of the Accident/Incident Yes____/No____
 Did the Injured Violate Any Rules - Yes____/No____ If Yes, Explain _____



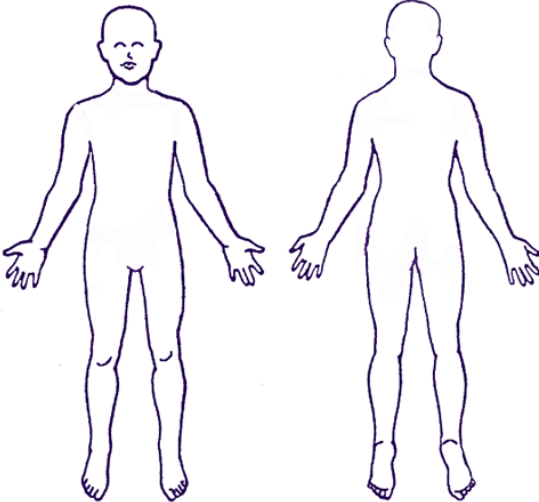
ACCIDENT REPORT - Page 2

Who was Notified of the Accident/Incident _____
Disposition of Injured After Accident/Incident Home Doctor Hospital Other (please explain) _____
Was Anything Else Done for the Injured Person? - Yes ___/No ___ If Yes, Explain _____

Remarks/Follow-Up (Include date and time) _____

Please indicate on the diagram the area and type of injury

A = Abrasion
B = Bruise
U = Bump
C = Cut
L = Laceration
P = Puncture
S = Scratch
F = Sprain/Fracture
O = Other _____



Apparent Nature of Injury (Include Part(s) of body injured) _____

Date of Report _____ Time _____
Completed by _____ Position _____
Reviewing Supervisor _____ Division Head _____
Assistant Administrator _____ Administrator _____
Other _____