



Recreation Division **INDEPENDENT CONTRACTOR MANUAL**



CITY OF SANTA BARBARA
Parks & Recreation
Enriching People's Lives



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Parks & Recreation
Enriching People's Lives

Dear Independent Contractor:

On behalf of the Parks and Recreation Department, I would like to welcome you to the Department and recognize your important contribution as an Independent Contractor.

It is through our Independent Contractors, such as you, that we are able to offer a wide variety of classes, sports programs, and workshops to the community. On the following pages you will find a handbook that has been created to assist you with Department policies and procedures. We hope that it will prove to be a valuable tool for you.

Thank you for your dedication and commitment. We look forward to working with you to provide quality programs that enhance the lives and the citizens of the City of Santa Barbara.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Rapp".

Nancy Rapp
Parks and Recreation Director

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I. INTRODUCTION

The Parks and Recreation Department proudly offers a wide range of recreation programs designed to serve the needs of the community. We are dedicated to providing the best possible recreation activities for the public's enjoyment and quality of life. Independent Contractors support us in achieving our goals by providing a variety of services such as:

- Instructors of recreation activities such as: dance, arts and crafts, sports, and yoga.
- Instructors in after school programs.
- Referees and umpires in sports programs.
- Tour guides in senior programs.

This manual provides information, policies and procedures to assist Independent Contractors in providing recreation services to the public for the City of Santa Barbara. Independent Contractors are to read this manual prior to the start of the activity. An Independent Contractor is not a City employee and, therefore, is not eligible for City benefits. An Independent Contractor is responsible to pay income taxes. As such, the City will report the Independent Contractor's earnings to the IRS through a W-9 form and issue a 1099 form for each year the Independent Contractor is with the City. An Independent Contractor is eligible and encouraged to contract with other agencies. Note: for clarification, the terms *contractor* and *Independent Contractor* are used synonymously in this manual.

Recreation Terms

Adult: Any person eighteen years of age or older

Aquatic activity: Any recreational or instructional activity occurring in, on, or near water.

Aquatic environment or area: The physical site of a specific aquatic activity. The aquatic activity for swimming may be a pool, a lake, the ocean or other body of water.

Certification: Required, specialized training certificate to provide recreation services.

Inclusion Recreation Leader: The person providing extra supervision and assistance for a participant with special needs.

Lifeguard: Staff member with the required training, skills and certifications to provide preventative lifeguarding rescue and emergency procedures.

Natural Hazards: The presence on environmental elements or other conditions of nature that may pose a risk to humans such as: animals, plants, weather, or geological features.

Participants: All persons registered and involved in the recreation activity.

Program activity: An individual event, class or instructional period occurring under staff leadership or supervision providing opportunity for recreational or educational participation.

Special needs participants: Individuals with physical, medical or behavioral characteristics that require special consideration in the activity setting. Examples include participants with physical disabilities, emotional disturbances, learning disabilities, mental retardation, or medical conditions such as diabetes, cancer and asthma. Special medical needs are physical conditions which require special medications, practices, or treatments prescribed by a physician to maintain the individual's capability to participate in the activity. Examples include chronic conditions such as epilepsy or insulin-dependent diabetes, illness such as cancer or AIDS or physical disabling conditions such as spina bifida.

II. BEING AN INDEPENDENT CONTRACTOR WITH THE CITY

Requirements placed on Independent Contractors so they may provide recreation services for the Parks and Recreation Department are reviewed below.

A. PRIOR TO START OF THE RECREATION ACTIVITY

Independent Contractor must satisfy the following four conditions prior to the start of services:

1) Complete an Agreement for Personal Services

The Parks and Recreation Department is responsible for preparing an *Agreement for Personal Services (Agreement)* and will send it to the Independent Contractor for required completion and signature. A copy of this manual is provided at that time. All Independent Contractors for the Parks and Recreation Department are required to:

- An Independent Contractor may set aside several **scholarships** annually to provide participation in recreation activities to deserving youth. To donate scholarships, contact the Section Supervisor during contract negotiations.
- Sign and return the ***Agreement for Personal Services (Agreement)*** to the Section Supervisor. If the signed *Agreement* is not received by the date established by the City, the contractor's activity is subject to cancellation and all fees will be forfeited.
- Sign the ***Independent Contractor's Manual Acknowledgement Form*** to verify this manual has been read and understood and that the contractor agrees to abide by the policies listed within. Return this form to the Section Supervisor with the *Agreement*.

2) Fingerprinting/Background Check

All Independent Contractors, their assistants and substitutes must have a background check and be fingerprinted when their activity is open to minors (youth under age 18). For the City of Santa Barbara, that means completing a Live Scan at the Santa Barbara Police Department. Contact the Police Department at 897-2300 to make an appointment or go to the Santa Barbara Police Department at 215 E. Figueroa Street, Monday-Friday from 8am-11am. The cost is \$42.00 and the Independent Contractor must pay IN CASH. Live Scan results can take 1 week to 3 months or longer to come back to the Department. Live Scan paperwork can be obtained from the Section Supervisor. The Independent Contractor is responsible for the payment of these fees.

3) Tuberculosis (TB) Testing Requirement

Independent Contractors are required to complete Tuberculosis Testing and provide payment for the cost for that test. Testing can be completed at the following locations for a fee of \$25. Test results from these specific clinics are valid for four years then Independent Contractor must be retested. Independent Contractors must provide proof of completed tuberculosis testing to the Section Supervisor.

Med Center

319 North Milpas Street
(805) 965-3011
Monday-Friday 8am-8pm
Saturday 8am-2pm

Med Center

2954 State Street
(805) 682-7411
Monday-Saturday 8am-8pm
Sunday 10am-6pm

4) CPR/First Aid Certification Requirement

All Independent Contractors are required to maintain current CPR and First Aid certification while working for the Parks and Recreation Department. Adult CPR certification is acceptable for contractors providing activities for older youth and adults. Contractors who are offering tiny tot and

children's activities must have Community CPR, which includes CPR for infants/children. Classes are available periodically through the Parks and Recreation Department or by calling the American Red Cross at 687-1331. Any cost associated with obtaining and maintaining this certification is the responsibility of the contractor.

B. DURING THE LIFE OF THE AGREEMENT

Throughout the life of the *Agreement*, the Independent Contractor must:

- Fulfill the terms specified in the *Agreement*. For instructors, this includes developing and implementing curriculum and course content, and providing course instruction.
- Correctly implement and abide by all policies and procedures set forth in this manual.
- Notify the Section Supervisor immediately regarding any change of name, address, or telephone number.
- Notify the Section Supervisor in advance if they intend to bring a guest speaker.

C. CONTRACTOR PAYMENT PROCEDURES & SCHEDULE

To be eligible for payment, all Independent Contractors must have a current *Agreement* on file with the Parks and Recreation Department and have completed a *Business Tax Application* for the City of Santa Barbara, Finance Department. In most cases, compensation is based on a percentage of gross revenue received for the activity and Independent Contractors will receive a payment percentage of the basic fees collected. The portion of the fee received for non-City residency will be retained in full by the Department. Terms and conditions concerning compensation are included in each Independent Contractor's contract. Independent Contractors should expect to receive their payment percentage no later than ten (10) working days from the last day of activity.

D. SERVING ON CITY ADVISORY COMMITTEE AND/OR BOARDS

As an Independent Contractor, your ability to serve on City committees or boards relating to your contract or program area may be limited or prohibited under conflicts of interest law.

E. INSURANCE

The City **does not** provide insurance of any type for Independent Contractors. Contractors may be required to provide insurance naming the City as an additional insured.

F. TERMINATION OF AGREEMENT

As noted in the *Agreement*, either party may terminate the *Agreement* with or without cause at any time upon fifteen (15) days written notice. In the event of such termination, the Independent Contractor shall be compensated on a pro rata basis for such services performed up to the point of termination.

The City expects the Independent Contractor to abide by the terms of the *Agreement* and the information, policies and procedures contained in this manual. Failure to do so may result in termination of the *Agreement*.

At the time of termination of the *Agreement*, the Independent Contractor must return to the Section Supervisor all City equipment and supplies (uniforms, keys, etc.). Failure to do so will result in being charged replacement value for each missing item.

G. PREPARATION, TIMELINESS & COURTESY

Participants often register for Parks and Recreation activities to learn and for other personal goals. For participants to fulfill their goals, it is important that each Independent Contractor be thoroughly prepared for each activity session, especially when they are responsible to provide instruction. Independent Contractors are to arrive prior to the start of the activity with plenty of time to set up and are to end activities on time. Prior to an Independent Contractor's activity, when another group is using the facility, wait until their activity is over before entering the room. Vacate activity area at assigned time in consideration of persons using the area next.

H. DRESS CODE

The Parks and Recreation Department has implemented standards for appropriate dress and appearance in line with being a public service agency, and, to present a professional, uniform image to the public. Independent Contractors must comply with these standards and present a positive representation of the Department. As needed, supplemental activity specific dress code requirements will be provided by the Section Supervisor prior to start of the activity.

- All attire will be clean, in good repair/condition, with no holes or shredded material.
- Attire will be worn neatly with shirts tucked in and pants that fit well.
- Shoes are to be appropriate for the activity
- If provided City apparel, the Independent Contractor is responsible for it. This includes laundering it and keeping it in good repair.
- If provided a uniform, it is to be worn on the job at all times.
- Uniforms and City apparel are to be worn only on the job (are not to be worn outside of work) and only by the person to whom it was given. It is not to be loaned or given to others during or subsequent to employment. This includes no donating City apparel to charities.
- Hats will be worn front first.
- No logos or sayings other than Department logos (unless very small) will be worn.

I. INDEPENDENT CONTRACTOR ABSENCE

In the event an Independent Contractor will be absent from an activity session due to illness, family emergency, etc. the following procedure will be followed:

- Independent Contractor is to arrange for a qualified substitute Independent Contractor to provide the contracted services at the prescribed time and place. This substitute must be "pre-approved" by the Section Supervisor.
- Independent Contractor notifies Section Supervisor of the substitute's name, address, telephone number and qualifications prior to the activity session.
- Any payment to the substitute shall be arranged between the substitute and the contractor.
- If an approved substitute cannot be arranged in a timely fashion, the activity session will be cancelled and added to the end (if possible). The contractor must notify the Section Supervisor and activity participants of the cancellation and the date when the activity will be rescheduled.
- In the event the contractor will be late to an activity due to an emergency, first notify the Section Supervisor then notify the center where the activity is being held so participants can be notified.

J. CANCELLATION OF ACTIVITY

If the Independent Contractor decides to cancel an entire activity or an individual session, they must inform the Section Supervisor. The contractor is responsible for notifying the participants enrolled in the activity. The Department will handle any necessary refunds if an activity is not rescheduled.

III. PUBLICITY OF RECREATION ACTIVITIES

The Parks and Recreation Department promotes recreation activities in its *Activity Guide* and on eRecreation as reviewed below in sections A and B. Independent Contractors may provide additional marketing and publicity per the guidelines provided in sections C and D.

A. ACTIVITY GUIDE

The Parks and Recreation Department publishes program and activity information in the Parks and Recreation *Activity Guide*. *Activity Guides* are distributed two times a year. The Independent Contractor is responsible for submitting activity information to the Parks and Recreation Department twice a year for the Spring/Summer and Fall/Winter issues. If the Independent Contractor does not submit activity information in a timely manner, the information will not be included in that publication. The Independent Contractor can coordinate with the Section Supervisor regarding submission guidelines and due dates. The Parks and Recreation Department reserves the right to edit text.

B. eRECREATION

eRecreation is a convenient, online registration service that is available seven days a week, twenty four hours a day at www.sbparksandrecreation.com. Almost all recreation activities are available for online registration. This is an important customer service allowing people to check activity space availability, continue to conveniently enroll in a favorite ongoing activity, and find out about new activities in which they might like to enroll in the future.

C. ACTIVITY AND INFORMATIONAL FLYERS

Independent Contractors are encouraged to create and distribute flyers to promote their Parks and Recreation activities. When they do, they are required to:

- Read and adhere to the guidelines below.
- Use the City flyer template and City and Department logos (Attachment A).
- Provide flyer draft and receive approval from Section Supervisor prior to flyer distribution.

The below guidelines have been developed to improve the quality and consistency of the materials from the City of Santa Barbara Parks and Recreation Department. The goal is to create guidelines that, when incorporated, create a consistent visual identity for the City of Santa Barbara and the Parks and Recreation Department. This “branding” of Parks and Recreation activities will provide reliable information, reinforce recognition and inspire confidence in the product allowing instructors to be creative and to meet their unique needs. A standard format for flyers has been developed (Attachment A). It is meant to provide standard design elements for flyer layouts. The Section Supervisor will provide an electronic copy of the flyer template and City and Department logos. Independent Contractors must design activity flyers as per the design guidelines below. We have found clear, simple flyers to be the most effective.

- **City Seal Usage with Parks and Recreation Logo** - By direction of the City Administrator and the City Communications Committee, the City Seal has been adopted as the primary identifier for all city departments, and **must** appear on all documents for public information. In addition, the Parks and Recreation logo must be used in conjunction with the seal to further reinforce brand recognition among our users. This requirement for use of the logo shall also apply to any documentation prepared by organizations which have a co-sponsorship agreement with the Department. The Word flyer template has the correct versions of the city seal and P&R logo for flyer use. However, there may be other occasions where the city seal or Parks & Recreation logo need to be used. These images may be found as follows:
- **Keep Within Border** - Flyers should be designed within the borders of the flyer template provided

(maximum copy space is 7.25 inches across).

- **Flyer Size** - All flyers should be 8 ½ x 11; no half-page flyers will be approved. Some exceptions will be made on an as-needed content basis for 8 ½ x 14 inch flyers using the same borders and logos.
- **Date Flyer** - At the right hand corner of the template are two dates: a post date and a take down date. Please fill these in to help those who display flyers know when they have expired.
- **Independent Contractor's business logo** - Materials requiring co-branding with the contractor's business logo must leave adequate white space (no less than ¾ inch) around the non-City logo and not interfere with the City and P&R logos.
- **Ink Color and Paper** - Ink should be black for cost purposes.
- **Photographs** - Please use photos that show participants or highlight the benefits of the activity. Try to avoid clip art wherever possible. Photos should be 110 line screen (220ppi) for best results when duplicating.
- **City of Santa Barbara Parks and Recreation Department** - This should always be upper and lower case when used in the body copy.
- **Font Usage** - Headline and subhead should be in a sans serif font such as Arial or Verdana. Body copy should be in a serif font, such as Times New Roman or Book Antiqua. Preferably two, and no more than three, fonts should be used in one flyer.
- **Headline and Subhead** - Use a bold, large, sans serif typeface, initial caps (all caps are hard to read unless the headline is very short). Try to make the title interactive, ask a question, state or imply outcomes, create a sense of curiosity or fun, and keep title simple and positive. When possible, the title should capture the greatest activity benefit. The headline should grab the reader and get their attention.
- **Activity Description** – The first one to two sentences of the description should be enticing, dramatic or otherwise interesting; the following two to five sentences should summarize the scope and content of the activity. The opener should NOT start with either the course or the teacher. Some opener techniques include: a definition; the end result; a question; a quotation; an impressive fact. Other techniques in writing activity descriptions include:
 - Use complete sentences.
 - Use the second person ("you")—make it personal and informal.
 - Address the goals of the participants through clear, concise benefit statements.
 - Use bullets.
 - Avoid extensive text and graphic clutter.

Remember, the main reason people sign up for an activity is to achieve a personal goal. It is important to address these goals in the narrative.

Also remember, only ONE space between sentences, not two.

- **Instructor Information** - This is another important aspect of marketing the activity while giving the instructor some recognition. Include it at the end of the activity description: make it brief and highlight why a participant should take this activity from this person (emphasize their relevant and practical experience).
- **Logistics** - Time, date, location, fee and for more information phone number/website. Make these easy to read but not larger than the narrative copy.
 - For fees, do NOT use a decimal...just the number (\$54 NOT \$54.00)
 - For times, do NOT use caps and periods, but lower case (5pm NOT 5 P.M.)
 - Always use the DAY as well as the DATE (Friday, March 7 NOT March 7)
 - Web sites do not need the <http://> . Start with www.etc.com

D. OTHER PUBLICITY AND MARKETING

Independent Contractors are encouraged to provide additional marketing and publicity for their activities. All media releases must be reviewed and approved by the Section Supervisor and the Marketing and Communications supervisor prior to their placement or distribution. The Section Supervisor will provide the *Independent Contractor Media Kit*. This kit contains contact information for local media companies and places where flyers can be posted in City buildings and other locations.

IV. RIGHT TO LEISURE & ACCESSIBILITY

The Parks and Recreation Department is committed to providing quality leisure opportunities that are assessable to all. As such, the Department has issued the following “Right to Leisure” and “Accessibility & Inclusion” statements. Independent Contractors directly assist the Parks and Recreation Department in achieving these goals.

Right to Leisure - The pursuit of leisure is a condition necessary for human dignity and well being. Leisure is a part of a healthy lifestyle and a productive life. Every individual is entitled to the opportunity to express unique interest and pursue, develop and improve talents and abilities. People are entitled to opportunities and services in the most inclusive setting. The right to choose from a full array of recreation opportunities offered in diverse settings and environments and requiring different levels of competency should be provided.

Accessibility & Inclusion - The Parks and Recreation Department welcomes the participation of persons with disabilities in our programs and facilities. Note that accommodation requests **require three weeks advance notice** to allow sufficient time for consultation between participant, contractor and parents (for children under 18) and, as needed, the participant’s physician, and to plan for reasonable and appropriate program accommodations. Additional information concerning medical condition, including a physician’s report and clearance, may be required prior to participation. See Attachment H for more information on the Department’s Inclusion program.

V. REGISTRATION

A. REGISTRATION PROCESS

To participate, an individual must, prior to participation:

- 1) Complete an *Activity Registration Form* (Attachment C) and sign the release agreement on it.
- 2) Provide full payment for the activity.
- 3) Deliver the registration form and payment to: Parks and Recreation Department, 620 Laguna Street, Santa Barbara, CA 93101. The office is open Monday - Friday from 8 a.m. to 5:30 p.m.

As reviewed in detail in the *Activity Guide*, a person may register for Recreation activities: 1) Online (using eRecreation at www.sbparksandrecreation.com), 2) By Mail, 3) By Fax, 4) In-Person (at 620 Laguna Street), OR 5) On-Site (Drop-in) at the activity (first two activity meetings only).

The Parks and Recreation Department provides activity registration, unless otherwise specified in the contractor’s *Agreement*, by registering participants and collecting payments for online, by mail, by fax and in-person registrations and:

- Providing a CLASS List (Attachment B) of persons pre-registered for the activity.
- Distributing activity supply lists.
- Issuing refunds and processing transfers.
- Providing other related administrative responsibilities.

Independent Contractors shall assist and help the Department finalize registration as reviewed here. Independent Contractor for the City of Santa Barbara Parks and Recreation Department has the option to accept on-site registration for any of the activities that they teach. If they choose to exercise this option, it is imperative they follow the below procedures. Compliance with this procedure is a condition of the *Agreement* with the City. Failure to do so will result in termination of on-site registration privileges.

Prior to each meeting of the activity:

- Contractor shall obtain a *CLASS List* (Attachment B) prior to the first meeting of the activity and as needed for subsequent meetings. *CLASS Lists* are available through the Section Supervisor's office or the Recreation Administration Office at 620 Laguna Street.
- Contractor shall use the *CLASS List* and ensure a copy of the *Activity Registration Form* for all minors (person under the age 18) is on-site.
- Before participation begins, read the special needs and medical information for each participant on the *CLASS List*, their *Activity Registration Form* if it is on site, and on any supplemental forms provided by the Inclusion staff. The contractor shall ensure they are aware of and prepared to properly support and supervise the participants with special needs and medical conditions.

At each meeting of the activity, use the CLASS List to:

- Take attendance.
- Identify any unregistered participants and register them per the below procedures.
- Collect any outstanding *Activity Registration Forms* or payment as indicated on the List.

Under no circumstances may an Independent Contractor allow any person - adult or child – to participate in a City activity without having first received a signed *Activity Registration Form* (Attachment C) or *Release Agreement* and, full payment. Resolve discrepancies with participants and/or their parents in a respectful, considerate manner, one that does not cause them embarrassment, especially in front of their peers. Avoid language that places the blame. The error could be ours. If the error was ours, apologize for any inconvenience it causes them.

The following rules apply when accepting on-site registration:

- Registration may only be accepted up to the second meeting of the activity.
- No auditing of activities is allowed.
- In general, there is no discount or prorated fee for partial activity participation. The full activity fee is charged, even if participant misses the first meeting. For some activities, participants may be allowed to attend a single activity meeting by paying the designated fee for a single session and completing an *Activity Registration Form*.
- If a registrant is a City Resident and wants to receive the resident discount (see section V.C), they must present their *Resident Discount Card* (RDC) to pay the lower fee. Confirm the card is valid (not expired) and the RDC number is indicated on the *Activity Registration Form*.
- When handed an *Activity Registration Form*, it is the contractor's responsibility to check it carefully and notify the participant if corrections/changes are necessary. Forms must be:
 - Legible - if any of the information is illegible, do not accept it.
 - Complete - If form is missing any pertinent information, do not accept it.
 - Accurate - Be sure activity #, name, dates & fee are correct before accepting it.
 - Filled out and signed by the participant (not the Independent Contractor) or for minors, by their custodial parent or legal guardian.
- When accepting payment, make sure:
 - It is for the total and correct amount of activity.
 - Checks are made payable to: CITY OF SANTA BARBARA.
 - Visa or MasterCard number is provided, along with expiration date (month/year).

- For participants indicating a special need or requesting inclusion support, immediately contact Section Supervisor.
- Registration forms and fees must be turned in to the Section Supervisor within 72 hours. Failure to forward registration forms and fees promptly could delay receipt of payment to the contractor. Section Supervisor will ensure the contractor is provided with a copy of all *Activity Registration Forms* for all minors before the next activity meeting.
- Administration Office staff will return unacceptable forms to the contractor unprocessed. The contractor must promptly resolve any discrepancies as payment is only made to contractors for forms and payments that have been fully processed.

B. ACTIVITY REGISTRATION FORMS & CLASS LIST

- An *Activity Registration Form* must be submitted for each participant.
- For participants under the age of 18 years:
 - Their *Activity Registration Form* must be on-site during the activity.
 - Contractors shall read the participants registration and supplemental forms prior to the start of the activity.
 - Registration forms must be transported with participants on field trips.
 - Contractors shall access registration form in the event of emergency, accident or incident. If the participant receives care by Emergency Medical Service (EMS), the contractor shall provide EMS the *Activity Registration Form* upon their arrival. If EMS takes the participant to the hospital, the form accompanies the participant. Be sure to obtain a replacement copy of the form for subsequent activity meetings.
- The *CLASS List* includes the name of all participants registered in an activity, with their contact, emergency and medical information.
- Contractors shall keep all information on *Activity Registration Forms*, *CLASS Lists*, and supplemental forms **confidential**. Disclosure or use of participant data contained on these by the contractor for any non-City activity related purpose is prohibited. Avoid situations where anyone other than program staff can read these forms. Discuss information from the forms with parents or Department staff and only as needed.

C. RESIDENT DISCOUNT PROGRAM

Santa Barbara City residents will be eligible to receive a 20% discount on designated fees paid for activities, programs, and facility rentals offered through the Parks and Recreation Department with a Resident Discount Card. To qualify for a resident discount, a person must register as a City resident to receive their free Parks and Recreation Department Resident Discount Card (RDC) and membership number. Santa Barbara City residents are eligible to receive a RDC after providing a California Department of Motor Vehicles Driver's license or Identification Card with a Santa Barbara City street address and zip code. P.O. boxes are not acceptable. The RDC can be obtained at a number of sites in Santa Barbara. Call 564-5418 for more registration information and location. Discount cards are valid for 18 months from the date the card is obtained. All family members living in the same household will be represented by one card. A RDC **MUST BE OBTAINED** prior to activity registration in order to receive the resident discount. Independent Contractors may only accept on-site registrations with a resident discount with a valid Resident Discount Card, even if the participant lives in the city limits. No refunds will be issued to anyone who obtains their Resident Discount Card after registering for an activity.

D. SCHOLARSHIPS

During contract negotiations, Independent Contractors may set aside scholarships annually to provide recreation activities to deserving youth. Section Supervisors receive and process requests for applications and notify Independent Contractor of approved applicants.

E. ACTIVITY FEES

The Parks and Recreation Department determines activity fees and, as much as possible, so they are consistent and competitive with similar activities. Fees are reviewed annually and revised if necessary.

F. ENROLLMENT

Registration of a minimum number of participants may be required in an activity. Approval of the Section Supervisor is required for exceptions. Independent Contractors will be notified one week prior to the activity start date and given the current enrollment numbers for the activity.

VI. CUSTOMER SERVICE

Providing outstanding customer service is a priority for the City. The conduct of contractors directly reflects on the Parks and Recreation Department, the City, and the contractor. Contractors must serve the public in a manner that is courteous, professional, fair, and effective. In all cases, the contractor is to act professionally and maintain an attitude customer service and not bring the City into disrepute. The Parks and Recreation Department has developed the Code of Conduct below. Complying with this Code of Conduct is a requirement for working for the City. As needed, Independent Contractors should contact their supervisor for advice and assistance on the interpretation or application of the Code of Conduct.

A. STANDARD OF CARE

Independent Contractors are expected and required to perform services in accordance with the accepted standard of care for instructors of their activity.

B. PARKS AND RECREATION DEPARTMENT CODE OF CONDUCT

Policy - The benefits of Parks and Recreation programs are numerous. Recreation is essential to personal health. Participation in Parks and Recreation programs enhances the quality of life and can build strong families and healthy communities. In order to ensure the quality and enjoyment of parks and recreation programs and to promote a safe and positive atmosphere for the programs, all participants, staff, parents and persons involved with the programs (i.e. spectators, coaches, volunteers, etc.) shall abide by the following Code of Conduct:

1. All persons shall act with respect towards other persons, their privacy and safety.
2. Physical or verbal abuse of any kind will not be tolerated.
3. All persons shall act with respect towards the public, private property and equipment.
4. Program rules and regulations shall be observed at all times.

Any City representative responsible for officiating, supervising or otherwise operating a parks and recreation program shall have authority to enforce the terms of this Code, as authorized by the Director of Parks and Recreation, empowered by Municipal Code Section 15.16.220. Failure of any person to abide by this Code of Conduct will result in disciplinary action, including (but not limited

to): 1) removal from the program area, 2) restriction on program participation and 3) suspension or expulsion from the program. Minors, under the age of 18, are required to have a parent or legal guardian sign the registration form.

No refund of fees shall be given for any suspension or expulsion from a program for violating the Code of Conduct. The Parks and Recreation Director shall review any expulsion or suspension longer than three days. Appeals of any suspension or expulsion shall be filed, in writing, with the Parks and Recreation Director within seven (7) days of action. Decision of Director is final.

Enforcement Procedure - When patrons or participants fail to adhere to the Code of Conduct, Independent Contractors are to follow the below procedure.

Minor Violation - Examples: Use of profanity, failure to follow facility or activity rules, or direction from staff.

1. Supervisor, staff or instructor gives verbal warning
2. Participant immediately complies

Major Violation - Examples: Confrontational behavior to staff or others, compromises to safety, damage to facility, repetitive minor occurrences, failure to correct behavior after verbal warning.

1. Supervisor, staff or instructor asks participant to immediately leave activity or facility for the day.
2. *Incident Report* completed and filed within 24 hours.
3. Notification of Manager.
4. Supervisor sends letter (or provides in future meeting) to participant requiring compliance in the future and advises participant of future potential disciplinary action.
5. Meeting with Supervisor at participant request.

Extreme Violation - Examples: Fighting, extremely confrontational behavior, breaking the law, harassment, repetitive incidents.

1. Immediate participant removal (using Police action if necessary).
2. Immediate verbal notification of Manager.
3. *Incident Report* completed and filed within 24 hours.
4. Supervisor recommends corrective measures.
5. Management reviews incident to determine: length of suspension; conditions or restriction of future participation; expulsion.
6. Manager sends letter to participant with determination, appeal process information and copy(ies) of *Incident Report*.

Appeal Process - The Parks and Recreation Director shall review any expulsion or suspension longer than three days. Appeals of any suspension or expulsion shall be filed, in writing, with the Director within seven (7) days of action. The Director's decision is final.

C. APPROPRIATE TOUCH

The program is a place where participants should feel safe. Young participants are often affectionate by nature and want hugs and to hold hands. It is appropriate to shake hands or touch a shoulder. Contractors shall avoid any and all appearances of inappropriate touching, and to ensure safe behavior that avoids injury. Contractors shall:

- Sit in a circle when talking to participants and ask that participants to put their hands in their lap and sit with their legs crossed. Whenever possible sit slightly above the group in a chair, on one's knees, or on a rock or raised step. This discourages participants from sitting on the contractor's lap.
- Not allow participants to sit on the contractor's lap or to ride on their shoulders.
- Avoid lying on the floor, the grass or anywhere where participants have the opportunity to climb on the contractor's back or stomach or elsewhere.
- Not allow participants to carry other participants.



D. MEDICATION

Contractors shall not administer or assist participants in the administration of medication. Administration of medication is the responsibility of the participant or their parent or guardian.

E. RESTROOM GUIDELINES

To help accommodate this need, have scheduled bathroom breaks such as before the program begins, after eating and refreshments, prior to departing on a field trip or starting certain activities. Adhere to these guidelines:

- Abide by all facility rules related to restrooms.
- For participants under age 18, encourage the 'buddy system' where two or more go together..
- Contractor's shall not enter a stall with a participant unless absolutely necessary.
- Note the time participants leave to use the restroom and follow-up if they do not return in a reasonable time.
- At the end of each day, contractors shall inspect restrooms used by program participants for cleanliness, pickup any litter in them, and report vandalism or repair needs.

F. ADHERING TO AND ENFORCING CITY POLICIES

Independent Contractors must personally adhere to and enforce participants complying with the City policies reviewed below.

1) Drugs & Alcohol Policy

The City of Santa Barbara in its efforts to provide a drug and alcohol free environment, has adopted this Drug and Alcohol Free Workplace Policy. The presence of drugs and alcohol on the job and the influence of these substances jeopardize the safety of staff, participants, and the public. It is the intent of the City, in adopting this policy, to meet the requirements of the Drug Free Workplace Act of 1988 (41 U.S.C. Section 701-707).

Independent Contractor's use of drugs or alcohol during activity hours is against City policy and will result in termination of Agreement including being under the influence of drugs or alcohol during the activity, even if the drugs or alcohol were not ingested during the activity. The use, possession, manufacture, dispensation or distribution of drugs and alcohol is prohibited in the workplace, during activity hours, and prior to activities so the Independent Contractor's performance is impaired.

Participant's use of drugs or alcohol during activity hours is against City policy and will result in expulsion from the activity including being under the influence of drugs or alcohol during the activity, even if the drugs or alcohol were not ingested during the activity. In this instances, refer to the Code of Conduct Enforcement Procedure (section VI.B) and the Incident procedure (section VII.A).

2) Smoking Policy

City and state law prohibits smoking in and around public buildings. Independent Contractors are to comply with and enforce the following restrictions. Smoking is prohibited in all enclosed City buildings and facilities. Smoking is prohibited within twenty (20) feet of any main building entrance, exit or operable window. Smoking in City vehicles is prohibited.

3) Sexual Harassment Policy

All Independent Contractors must adhere to the City of Santa Barbara's Sexual Harassment Policy and must read and sign a copy of the policy prior to start of activity.

Statement of Policy - The City of Santa Barbara recognizes that discrimination is unlawful and a violation of basic rights as protected by Title VII of the Civil Rights Act of 1964. Therefore, the City prohibits any policy, plan, program, custom or practice that has a discriminatory effect. The City of Santa Barbara considers sexual harassment unlawful sex discrimination. All City Independent Contractors are to be aware and understand the policy regarding sexual harassment. A violation of the policy will be grounds for speedy and appropriate disciplinary action including possible termination of *the contractor's agreement*. In the event that charges are filed against an Independent Contractor, ignorance of this policy will not constitute an affirmative defense or excuse.

Sexual Harassment Definition & Examples - Sexual harassment is unwelcome behavior of a sexual nature. The behavior can be verbal, nonverbal or physical. Such behavior is unacceptable when it:

- Subjects a person to unwanted sexual attention;
- Attempts to coerce a person into a sexual relationship;
- Punishes or threatens to punish a person a person for refusing to comply with demands of a sexual nature;
- Indicates sexual favors may be used as the basis for decisions regarding program participation;
- Has the purpose of effect of interfering with programming; or
- Creates an intimidating, hostile demeaning or offensive program environment.

Examples of some forms of sexual harassment are:

- Posters, calendars, cartoons, photographs or art work of a sexual, hostile or degrading nature;
- Repeated pressure on a person to socialize with or date another individual;
- Unnecessary and unwanted physical contact;
- Staring at a person; and
- Jokes or comments which are sexual, demeaning, offensive or insulting.

4) Responsibilities of Contractors

An Independent Contractor, by nature of their position of authority, is expected to be aware of any acts of sexual harassment within the program environment for which he/she is responsible. The Independent Contractor is expected to take immediate, appropriate action, and all necessary steps to prevent sexual harassment from continuing or recurring including, but not limited to below steps.

Failure to take appropriate action to prevent sexual harassment may result in termination of the *Agreement* with the Independent Contractor.

- Setting examples of acceptable conduct by not participating in or provoking behavior which is sexually offensive.
- Establishing and maintaining a program environment free from discriminatory intimidation, ridicule or insult. Disseminating information defining sexual harassment and informing persons of their rights as necessary.
- Ordering the removal of sexual visuals.
- Ordering the discontinuance of offensive verbal practices during programming.
- Expressing strong disapproval of discriminatory practices.

G. FIRST ACTIVITY SESSION AND FIRST TIME PARTICIPANTS

Review the following information on the first session and with first time participants.

- Give a warm friendly greeting to participants and their parents.
- Introduce yourself and the activity (description, format, and schedule).
- Take attendance and complete registration (see section V.A).
- Communicate activity rules and appropriate conduct and behavior expectations clearly.
- Review safety guidelines for activities, the nearest fire extinguisher, and the facility evacuation plan including the emergency exit plan.
- Get to know participants, their names, faces and interests. Correctly pronounce their names.
- Help participants settle in and to feel comfortable with program staff, activities and their surroundings. As needed, review the facilities, restrooms, etc.
- Set a positive tone. Express enthusiasm and excitement about what the activity.
- Promote eRecreation. Explain what it is. Encourage the participants to try it out. Hand out the eRecreation promotional flyer (obtain from Section Supervisor).

H. ACTIVITY SESSION DISMISSAL

- Contractors are to remain in the activity area while participants are there. Contractors are never to leave participants unsupervised or leave them in the activity area at the end of the activity.
- Do not let participants loiter in the parking lot or near the building(s).
- For participants under the age of 18:
 - Contractors must stay with the participants until their parents arrive. Ensure the participant leaves with a person so authorized on the *Activity Registration Form* or in a written letter subsequently provided by the custodial parent or legal guardian. Siblings and family members are allowed to pick up a participant only if specifically designated by the parent as previously described. As needed, ask for picture identification.
 - If the parent is late, the contractor shall call the family's telephone number first. If the parent does not arrive within one hour of the end of the activity, call the Section Supervisor and call Police Dispatch at 897-2300 to report an abandoned child. The contractor stays with the participant at the site until an authorized adult or Police picks them up.
 - Contractors shall notify the Section Supervisor if a parent continues to pickup their child late.

I. LAST ACTIVITY SESSION & ACTIVITY WRAP-UP

During the last activity session, Independent Contractors are to complete the following:

- Collect City equipment from participants.
- Promote future activities offered by Independent Contractor through the City. Pre-registration of returning participants should be encouraged by handing out forms early.
- Promote eRecreation.
- Participate in course evaluations.
 - All participants will be asked to evaluate the courses they attend or teach by completing a *Recreation Activity Evaluation* (Attachment F). Each section handles the distribution of evaluations in a different manner. Some will be distributed during the activity and others will be mailed directly to activity participants. Consult the Section Supervisor for specifics on evaluations. After the evaluations are tabulated, Independent Contractors will be mailed a summary statement. If the Independent Contractor would like to receive copies of the evaluation forms, they can request them from the Section Supervisor.
 - After the last activity session, complete *Independent Contractor Evaluation* form for the activity. Forward it to the Section Supervisor.
 - Failure to comply with these procedures may prohibit an Independent Contractor from providing services in future recreation activities for Parks and Recreation.
- Return all City equipment and supplies (uniforms, keys, etc.) to the Section Supervisor.

J. GUIDELINES FOR RESPONDING TO A PUBLIC COMPLAINT OR CONCERN

The immediate acknowledgement and timely handling of complaints and concerns is a department priority. Concerns received by participants and the general public should be handled immediately and in the following manner:

- Hear the concern. Give full attention to the participant. Convey respect. Maintain a positive attitude of helpfulness, concern and customer service. Do not argue. As needed, repeat the concern calmly and clearly. Make every reasonable attempt to resolve the concern.
- If unable to resolve the concern, refer to the Section Supervisor. Ask if they would like to leave a message or to contact the supervisor directly. If the participant wants to leave a message, ask for their name, phone number, and the best times to reach them. Otherwise, give the participant the supervisor's contact information.
- When a participant does not adhere to the *Code of Conduct*, apply the *Code of Conduct* enforcement procedures. Complete an *Incident Report* within 24 hours of the incident per the procedure in section VI.A. Always honor personal safety first.
- When a participant says they will escalate their concern to the Mayor, City Council or City Administrator, complete and file an *Incident Report* within 24 hours. Notify the Section Supervisor immediately.
- In a timely fashion, contact the Section Supervisor with concerns requiring their action such as calling the citizen, or addressing a condition or hazard reported by the participant.
- Supervisors are to respond within a reasonable time, generally one week.

K. PROVIDING INFORMATION TO THE PUBLIC OR MEDIA

Accurate - Information provided to the public must be accurate. When uncertain of the correct answer, refer the inquiry to the Section Supervisor.

Confidentiality – Independent Contractors are not to discuss information regarding the following topics with patrons. They are to refer patrons with related questions to the Section Supervisor:

- Past first-aid or rescue operations
- Accidents
- Incidents
- Personal phone numbers (including cell phone numbers)
- Whereabouts of City personnel

Information on *Participant Injury/Illness Reports* is confidential. Never express an opinion about responsibility for an accident to anyone other than the Section Supervisor or designated City personnel. Refer all requests for accident and/or liability information to Risk Management/City Hall.

News Media - Refer requests for information from the media (newspaper, radio, television) to the Marketing and Communications Supervisor at 564-5589. This is the designated spokesperson for the Parks and Recreation Department.

VII. SAFETY AND EMERGENCY RESPONSE

Independent Contractors are responsible for ensuring a safe environment is created and maintained for their activities. Independent Contractors are to proactively prevent safety problems and emergencies by identifying and correcting unsafe conditions. They are to understand and not allow under any circumstances hazardous conditions and activities. In addition, Independent Contractors are required to be familiar with and to abide by the following safety policies and procedures:

A. INCIDENTS

An incident is an event that 1) occurs on City premises; 2) is outside of normal course of daily activities; 3) involves the public, a patron or participant, and 4) potentially puts the safety of other patrons and/or staff at risk. When an incident occurs, follow the below procedure while meeting needs for personal safety, and remaining calm and professional. Examples of incidents include:

- The Police or Fire Department has been called.
 - A facility is evacuated.
 - A patron or member of the public involved in activity of criminal nature.
 - A member of the public breaks the Code of Conduct and a “major” or “extreme” violation enforcement procedure is applied. For example, a patron behaves in an aggressive or violent nature towards other patrons or staff.
 - A participant was missing for some period of time.
 - One citizen damages another citizen's property or person while using City facilities and issues a complaint.
1. **Signal other staff** – If possible, signal nearby staff that an incident is occurring. They should be available to witness the incident and assist if possible.
 2. **Call 911** - If the incident is of a serious, threatening, or criminal nature.
 3. **Stay with victim** - Provide comfort possibly by removing them to a quiet area.
 4. **Notify parents** - If the incident involves a minor.
 5. **Refer to Risk Management** – If a patron or participant has more questions regarding an incident or they want to file a claim against the City, refer them to Risk Management.
 6. **Notify** - Recreation Supervisor, or Recreation Programs Manager of the incident. Leave a message if they are not reached.
 7. **Complete Incident Report** and turn into the Section Supervisor within 24 hours of the incident. Refer to Attachment E for a blank copy of this report. This is a public document. Record only the facts with no opinions. Be as accurate and detailed as possible. Complete as much information as is known. Include names of person involved, dates, times and witnesses, and police report number. If present, assist Police in completing their documentation and discussion with victim.

B. PARTICIPANT INJURY

Follow this procedure when a participant or facility patron is involved in a serious accident or injury or is given first aid by contractor or City staff. Remain calm at all times.

1. **Signal City Staff** - If available, ask City staff to assist.
2. **Designate Assistance** - Alert closest City staff or other adult to bring the first aid kit while staying with the victim. Designate a City staff or a responsible adult to temporarily watch area and/or participants if unable to do so personally.
3. **Start First Aid** - Start giving standard First Aid.
4. **Call 911** - For critical emergency care and situations beyond contractor's training. Provide: name of victim; location of accident; and nature of accident.
5. **Refer to the Class List** – for emergency contact and medical information.
6. **Clear Area** - when situation is critical.
7. **Open Gates and Entrances** - For emergency services personnel and equipment. A member of the staff must be sent to the gate/entrance to provide admittance and direct emergency personnel to the appropriate location.
8. **Stay with Victim** - Stay with the victim until moved by the emergency personnel to the hospital or released to a parent guardian or doctor.

NEVER TRANSPORT participants or any injured party in a personal vehicle.

9. **Notify by Phone** – Contact the Section Supervisor. If unable to reach them, leave a message and call the Recreation Programs Manager. **MAKE SURE** a supervisor or manager is notified and informed of the accident.
10. **Notify Parents** – Section Supervisor will notify emergency contact person or parents. If patron is a minor and if the Section Supervisor is not available, notify parents as soon as possible after initial emergency steps have been taken. If applicable, provide name of facility to which the victim is being transported and by whom.
11. **Participant Injury/Illness Report** Within 24 hours of the injury incident, complete a *Participant Injury/Illness Report* and turn it into the supervisor. Refer to Attachment D for a blank copy of this report
 - This is a public document. Record only the facts with no opinions. Be as accurate and detailed as possible. Complete as much information as is known, but do not speculate. Be sure to document name of person injured, dates, times and witnesses.
 - Management will distribute copies to Risk Management and the Safety Committee and will return the top copy to the Section Supervisor.

Independent Contractors should not make any statements regarding the liability of any party, particularly the City. Refer inquiries by injured persons, media and others to Risk Management.

C. MISSING PARTICIPANT

Independent Contractors are expected to exercise proper care to protect against participants becoming lost.

Take advance precautions:

- Plan ahead. Know activities that will be involved and where they will take place. Evaluate risks and plan for proper supervision including additional staff, if necessary. Bring list of participant names. Be clear on area of responsibility and participants supervised.
- Gather participants into an area where supervision is easy, i.e. (sitting on the bleachers or a certain area of the pool deck), and be clear with other staff who is in charge of which area. Communicate with other staff.
- Always know the location of individual participants. Be aware of surroundings and know what is happening. Take note of strangers to the site and suspicious behavior. Be proactive and directly contact the person asking what help is needed.

Should a participant become missing:

If a participant becomes missing in a pool or other water environment: **Immediately** report the missing participant to the nearest Lifeguard, follow any direction given by the Lifeguard or Aquatic staff, and then follow the procedures below.

- **Gather** all participants in one place.
- **Determine** the following regarding the missing participant,:
 - Last known location
 - Time last seen
 - What they were wearing
- **Notify** City staff and designate someone to assist in conducting a brief search. For activities involving minors or participants who need special attention, be sure someone is providing appropriate supervision for the remaining participant group.
- If the participant is not found after a brief (5 minutes) search, contact 911. Be prepared to give the following information:
 - Name of participant
 - Description of participant: height, weight, gender, hair color, clothing
 - Last known location
 - Time last seen
- **Contact** the Section Supervisor immediately. If the lost participant is a minor, the Section Supervisor will contact the participant's parents.
- Section Supervisor determines further course of action including where to take the remainder of the participant group.
- **Complete Reports** - At conclusion of the incident, prepare the appropriate report(s): *Incident Report* and/or *Participant Injury/Illness Report*. Refer to Attachments D & E for blank copies of these reports.

D. FACILITY EVACUATION

Facilities need to be evacuated when conditions exist or may exist that put the safety and health of patrons and staff at risk such as during:

- Natural disasters (earthquakes, flooding, mudslides, fire, etc.)
- Chemical or gas leak in or around building
- Power outage

Independent Contractors are to follow this procedure when evacuating a facility.

- Alert City staff if evacuation is necessary.
- If the facility has a designated means of sounding an evacuation such as an audible alarm system or foghorn, use this mechanism to initiate the evacuation.
- Verbally instruct all patrons and staff to immediately exit the facility through designated emergency exits. An **Emergency Action Diagram** is posted in each building and indicates all emergency exits.
- Make sure patrons and staff evacuate to a safe distance from building, generally to the pre-determined safety area. Inform them to await further instruction. If safe, sweep the facility to ensure all patrons and staff has exited the facility and close doors and windows, and lock the facility.
- Call 911 as needed.
- Notify the Section Supervisor. Explain, in detail, what the problem is, the actions taken to remedy the situation, the current risks and potential danger.
- For emergencies that deal with facility maintenance or public works, alert the Public Works **Emergency Services**. They can be reached as follows:
564-5415 Weekdays 7:00 - 4:00 p.m.
963-4286 After hours & weekends/after hour's
- Await emergency crews.
- Keep patrons and staff informed of developments. Provide instruction ongoing as needed to provide for their continued safety.

E. DUTY TO REPORT CHILD ABUSE

Recreation professionals are **legally required** to report known or suspected instances of abuse of a child under age 18 to Santa Barbara County Child Welfare Services. The Penal Code describes "Child Abuse" as:

- Physical injury inflicted by other than accidental means on a child by another person.
- Sexual abuse of a child.
- Neglect of a child, which is the negligent treatment or maltreatment of a child by the person responsible for their well being resulting in harm or threatened harm to the child's physical health or welfare.

Any reasonable suspicion of an instance of child abuse must be reported. The law states that if a "child care custodian" fails to do so, he/she will be subject to criminal penalties. Failure to report is a misdemeanor and may result in a \$1,000 fine, six months in jail, or both. The reporting responsibility is an individual duty. "Reasonable suspicion" means if another person with similar training and experience were presented with the same observable facts as the recreation professional in question, they would reasonably have suspected child abuse, then the recreation

professional also should have suspected abuse. A recreational professional may have knowledge either from direct observation of the abuse, or if a child tells them that he/she has been abused. Do not weigh the credibility of a child's statement or account of any alleged abuse suffered. The child protective agency will determine the accuracy of the report. A recreational professional will not be liable because an alleged abuse proves to be untrue. The identity of the recreational professional who reports known or suspected child abuse is confidential, as is the information reported.

1. **Immediately report by telephone** any known or suspected instances of child abuse to the Santa Barbara County Child Welfare Services at:
(800) 367-0166 Monday – Friday 8 a.m. – 5 p.m.
(805) 692-5743 After hours, weekends, and holidays (Sheriff's dispatch)
2. **Submit a written report within 36 hours** of receiving information concerning the incident. Complete and either mail, drop-off or fax a *Suspected Child Abuse Report* to Child Welfare Services, 234 Camino del Remedio, Santa 93110, FAX: (805) 737-6006. Blank reports may be obtained through the Section Supervisor.

F. DUTY TO REPORT ELDER OR DEPENDENT ADULT ABUSE

Independent Contractors having knowledge of an elder or dependent adult he/she reasonably suspects of having been a victim of abuse has an absolute duty to report any such knowledge to the Section Supervisor and the County Adult Protective Services (APS) agency. Abuse may include physical abuse, sexual abuse, financial abuse, neglect (including self-neglect), isolation and abandonment. Elder refers to any person residing in the state of California 65 years of age or older.

Dependent Adult refers to any person residing in the state of California between the ages of 18 and 64 who has physical or mental limitations that restrict his or her ability to carry out normal activities or to protect his or her rights including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age.

1. **Immediately report by telephone**, or as soon as practicably possible, any known or suspected abuse to Santa Barbara County Adult Protective Services at:
(805) 681-4550 Monday – Friday 8 a.m. – 5 p.m.
(805) 692-5743 After hours, weekends, and holidays (Sheriff's dispatch)
2. **Submit a written report within 2 working days** of the suspected abuse. Complete and either mail, drop-off or fax a *Suspected Abuse Report* to Adult Protective Services, 234 Camino del Remedio, Santa 93110; Fax: (805) 681-4579. Blank report forms may be obtained from the Section Supervisor.

Failure to report is a misdemeanor and may result in a \$1,000 fine, six months in jail, or both. Where the abuse results in death or great bodily injury, failure to report may result in one year in jail, a fine up to \$5,000, or both. Independent Contractors are encouraged to address any questions regarding this procedure to their Section Supervisor.

G. FIRST AID KITS

The Section Supervisor is responsible for maintaining and stocking facility first aid kits. The kits are to be kept in an accessible location at activity facility and in all City vans. First aid supplies are available through the Section Supervisor. If the contractor notices supplies are low, notify the Section Supervisor.

H. EMERGENCY ACTION PLAN & EVACUATION DRILLS

An Emergency Action Plan (EAP) details how contractors and participants shall respond to an emergency. A *Facility Evacuation Plan* exists for each site. It diagrams emergency exits and evacuation routes. Prior to the start of the program, the contractor shall obtain a copy of this Plan from the Section Supervisor and review it. Contractors shall follow this plan in the event of an emergency or evacuation drill.

I. EARTHQUAKE

- At the first sign of an earthquake, the contractor should tell the participants to “drop.” Do not wait to see if the shaking gets severe.
- Then instruct participants to get under furniture such as desks, tables, etc. and drop to their knees with their back to the windows. Keeping the knees together, clasp both hands firmly behind the head and covering the neck. Use the arms to cover and protect the head and face. Keep eyes shut. Participants should stay in this position until the contractor instructs them otherwise.

If outside when the earthquake begins:

- Move away from buildings, trees, etc. that could fall or break causing injury or harm.
- Seek any type of protection (benches, gutters, etc.) or crouch or lay down.
- Cover and protect the head and face. Keep eyes shut. Stay in this position until the Site Director gives the “all clear” signal.

VIII. EQUIPMENT & SUPPLIES

- Independent Contractors utilizing City owned equipment for use in their activities are responsible for returning the equipment in good condition and are responsible for lost or damaged City equipment.
- Immediately report any loss or damage to the Section Supervisor.
- Any supplies needed for an activity will generally be the responsibility of the Independent Contractor as determined during contract negotiations. If supplies are to be obtained by the participant, the Independent Contractor is to provide the Section Supervisor with a supply list prior to the first day of registration.
- If a materials fee is required for each participant, the Independent Contractor must provide such information in order for it to appear in the *Activity Guide* and any press releases. The materials fees are to be paid at the first activity session directly to the Independent Contractor. Independent Contractors cannot make a profit from the sales of these materials.
- Storage is not available to an Independent Contractor unless it is specified in his/her *Agreement*.
- Independent Contractors shall not borrow, loan, or make use for personal needs City facilities, equipment, or supplies for any reason nor shall they remove City property from City premises for any length of time.
- The contractor's *Agreement* will be terminated for theft. This is a zero tolerance policy.
- The Section Supervisor must approve the contractor's use of any chemical or hazardous substance and provide a *Materials Safety Data Sheet* (MSDS) if so approved.

IX. FACILITIES

A. FACILITY ORIENTATION

Each Independent Contractor will receive an orientation to each of the facilities in which the activity will be held. The Section Supervisor will also provide information on emergency procedures including facility evacuation and safety procedures.

B. FACILITIES USAGE

The Parks and Recreation Department ensures facilities are clean and ready for general use. City staff open and close facilities unless a key is issued to individual Independent Contractors. Depending on the facility to be used, activity time and availability of City staff to open and close the facilities, some Independent Contractors will be issued keys to the building in which they teach. In those situations, it is the Independent Contractor's responsibility to make sure that the building being used is properly secured before leaving.

All Independent Contractors, whether or not they are issued a key, are responsible to:

- Only use facilities for contracted purposes.
- Avoid storage of personal equipment and supplies in any City facility.
- Complete activity specific set-up of tables, chairs or other equipment.
- Follow and enforce related policies, procedures and City policies and ordinances such as: smoking, sound and use of alcoholic beverages.
- Strictly adhered to room/area capacities.
- Ensure that no food or drink is consumed on areas with carpet.
- Leave facilities clean and in the same condition or better than when they arrived.
- Properly replace tables and chairs to the original arrangement.
- Secure all doors and windows.
- Turn off lights/air conditioner/heater/activity equipment.

Keys - When an Independent Contractor is provided with keys for a City facility, they must be aware of the following:

- Keys are not to be loaned out to anyone or duplicated.
- Extreme care must be taken not to lose or misplace keys.
- Lost or stolen keys must be reported immediately to the Section Supervisor.
- Turn keys in to the Section Supervisor the next working day or at the end of the assignment.

C. REPORTING OF FACILITY PROBLEMS OR PROPERTY DAMAGE

Property damage to City property includes, but is not limited to: damage to buildings, parking lot fixtures, City trees, fire hydrants, signs, traffic signals, and street lights. Independent Contractors must report to the Section Supervisor all incidents and investigations that involve damage to City property including when a citizen damages public property or City personnel are called to the scene, either for investigation, Fire or Police services, or repair of public property. If the Section Supervisor cannot be reached, call the Public Works **Emergency Services** for emergencies that deal with facility maintenance or public works. They can be reached as follows:

963-4286	After hours & weekends/after hour's
564-5415	Weekdays 7:00 - 4:00 p.m.

X. ATTACHMENTS

- A. ATTACHMENT A – ACTIVITY FLYER TEMPLATE**
- B. ATTACHMENT B - CLASS LIST (OF PARTICIPANTS)**
- C. ATTACHMENT C - ACTIVITY REGISTRATION FORM**
- D. ATTACHMENT D - PARTICIPANT INJURY/ILLNESS REPORT**
- E. ATTACHMENT E - INCIDENT REPORT**
- F. ATTACHMENT F – RECREATION ACTIVITY EVALUATION**
- G. ATTACHMENT G - INDEPENDENT CONTRACTOR EVALUATION FORM**
- H. ATTACHMENT H – CONTRACTOR BUSINESS TAX LICENSE APPLICATION**
- I. ATTACHMENT I – INCLUSION PROGRAM POLICY & PROCEDURES MANUAL**



Name of Activity Here Initial Caps

Subhead Information Same Font but Smaller

Description of activity should be brief and include what participant may expect to learn and the benefits of the activity... what it will do for them. Add instructor bio information. Don't forget to use the second person (you) and make the first two sentences exciting.

You can bullet benefits to make them easier to read:

- xnxnxsdk
- dlshio, weid
- ekldjisoe wldnoijtwg jwperjrweleej

When: Day of week, dates, time

Location: Name of building, address

Fee: Cost of activity or series. Drop-in fee where applicable.

For more information, please call 888-8888.

Add your logo/website if applicable centered.

Leave at least ¾ inch white space between this and the bottom P&R logo

Do not make your logo larger than the P&R logo.



www.sbparksandrecreation.com (805) 564-5418

Posted 3-24-03; Expires 7-1-03



Class List with Prompts (entered by)

Printed: 04-May-06, 02:57 PM

User: jibryan

Barcode Number: 8046

Status: Active/Completed

Getty Malibu Villa Tour**ESDT25 - 2006 FALWMN - 001**

Course Barcode: 8046

Supervisor:	Jason Bryan			Complex:	Misc. Facility			
Instructor:				Facility:	Misc. Facility - Call for details			
Age:	All Ages			Starts:	Sat Sep 02 06 08:00 AM - 06:00 PM			
Registered:	5 of 43			Ends:	Sat Sep 02 06 08:00 AM - 06:00 PM			
Fee:	Fee		\$50.00	Runs:	10.00 hrs. 1 classes Sat			
Pos	Person	Age	M/F	Home Phone	Work Phone	Main Contact	Amount	Entered By
1	Bryan, Jason	35	M	(805) 921-3009	(805) 897-2519	Bryan, Jason	\$50.00	jbryan
	Emergency Contacts	Murphy, Neil John Bull Mary Poppins			Home (805) 921-3009 (123) 554-8795 (546) 878-5452	Work		
	ADD, ADHD	Yes						
2	Byrne, Dot	92	F	(805) 687-5386		Byrne, Dot	\$50.00	jbryan
	Emergency Contacts	Sue Hodges			Home (805) 689-7171	Work		
3	Ingram, Petria	85	F	(805) 687-3243		Ingram, Petria	\$50.00	jbryan
	Emergency Contacts	John Ingram			Home (805) 964-2017	Work	(805) 964-4711	
4	Kammer, F. George	81	M	(805) 569-2254		Kammer, F. George	\$50.00	jbryan
5	McCarty, Marilyn	76	F	(805) 966-2996		McCarty, Marilyn	\$50.00	jbryan



ACTIVITY REGISTRATION FORM

FOR OFFICE USE	S
Verified By	_____
Date	_____

Complete **BOTH SIDES** of this form for **EACH** participant. We must receive a completed, signed, legible registration form and payment for each participant to allow participation. Mail, fax or drop off this form with payment as soon as possible to: **Parks and Recreation Department, 620 Laguna Street, Santa Barbara, CA 93101. PH: (805) 564-5418 Fax: (805) 564-5480**

PARTICIPANT'S LAST NAME										FIRST NAME														
Address _____										City _____ Zip _____														
Phone Number _____										Birth Date ____/____/____ <input type="checkbox"/> Male <input type="checkbox"/> Female														
Email Address _____																								
INFORMATION FOR PARTICIPANTS UNDER 18 YEARS OLD																								
School _____										Grade Sept/2006 _____														
Custodial Parent / Legal Guardian _____										Phone _____														
Others authorized to pick up the participant _____																								
ACTIVITY AND PAYMENT INFORMATION																								
Complete this section when registering in-person, by mail, fax or online. Enter the activity sessions for which you are registering the above participant. If you have registered online using eRecreation, do not complete the fee or payment information.																								
To receive discounted fees for residents, you must provide your User ID from your Resident Discount Card (RDC). Visit our website for more information on the Resident Discount Program.																								
															RDC USER ID: _____									
Activity Code #	Activity Name & Session														Start Date	Fee								
Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check to City of Santa Barbara <input type="checkbox"/> Registered online															TOTAL FEES: _____									
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard # _____ Exp _____ Name on Card (print) _____																								
EMERGENCY CONTACT					Relationship					Home Phone					Work Phone					Cell Phone/Pager				
1. _____																								
2. _____																								
3. _____																								
It is the responsibility of the participant to disclose all relevant information regarding the participant's health and special needs. Additional information and/or a physician's clearance may be required for participants with special needs or medical conditions. Information will be kept confidential and used only to determine appropriate assistance.																								
HEALTH & SPECIAL NEEDS					YES		NO		If yes, explain and list current medications															
ADD, ADHD					<input type="checkbox"/>	<input type="checkbox"/>																		
Allergies					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe																	
Asthma					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe																	
Communicable diseases					<input type="checkbox"/>	<input type="checkbox"/>																		
Diabetes					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Is independent in diabetes self care <input type="checkbox"/> Needs daily assistance																	
Diet or activity restrictions					<input type="checkbox"/>	<input type="checkbox"/>																		
Medications					<input type="checkbox"/>	<input type="checkbox"/>																		
Seizure Disorder					<input type="checkbox"/>	<input type="checkbox"/>	Date of last seizure: ____/____/____ Seizure type: _____																	
Other conditions/disabilities					<input type="checkbox"/>	<input type="checkbox"/>																		
Wheelchair user					<input type="checkbox"/>	<input type="checkbox"/>	Transfers: <input type="checkbox"/> Independently <input type="checkbox"/> Partial Assistance <input type="checkbox"/> Full Assistance																	
Requesting assessment for disability (Inclusion) support					<input type="checkbox"/>	<input type="checkbox"/>	Contact 564-5421 for more information on our Inclusion program.																	

PERMISSION TO AUTHORIZE TREATMENT FOR MINORS: In the event of emergency injury or illness while the participant is attending the recreation activity, I hereby authorize the Parks and Recreation Department to consent to medical treatment on behalf of my child. The undersigned, as parent or legal guardian of the child identified on this form, hereby authorizes the Parks and Recreation Department and its adult officers, employees and agents into whose care the registered child has been entrusted, to consent to any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a licensed physician or surgeon. This authorization is given pursuant to the provisions of section 6910 of the Family Code of California. It is understood that if time and circumstances reasonably permit, the Parks and Recreation Department will endeavor, but is not required, to communicate with the parent or guardian prior to consenting to such treatment. The undersigned further agrees to RELEASE, WAIVE, DISCHARGE AND COVENANTS NOT TO SUE the City of Santa Barbara, its employees, officers and agents on behalf of the undersigned, the registered minor and their personal representatives, assigns, heirs, and next of kin for any loss, damage, or claim therefore on account of any injury to the minor associated with any medical care performed or provided with consent given pursuant to this authorization. This authorization to consent to treatment of the minor identified above is given to the Parks and Recreation Department in conjunction with any activity or event in which the minor's care is entrusted to the Parks and Recreation Department. **INITIAL HERE** _____

PERMISSION FOR FIELD TRIPS FOR MINORS: Some recreation activities include field trips to parks or public sites. Staff and participants arrive at their destination by either walking or riding on public buses, trolleys or other City-approved vehicles. I hereby consent to the staff of Parks and Recreation Department taking my child on field trips during the recreation activity. **INITIAL HERE** _____

PARTICIPANT SWIM ABILITY ASSESSMENT FOR MINORS: The Recreation Program may include aquatic activities at a pool, beach or other location with water. Please check the box below with the description that most closely fits the participant.

<input type="checkbox"/> Type I	Does not know how to swim or is uncomfortable or nervous around water. Cannot put their face in the water, hold their breath, right themselves or float
<input type="checkbox"/> Type II	Can hold their breath, fully submerge their head under water, right themselves, float unsupported for five (5) seconds, flutter kick and to turn over from front and back. Is uncomfortable in water over their head and is unable to propel themselves beyond ten (10) yards.
<input type="checkbox"/> Type III	Comfortable in deep water, can demonstrate basic swimming stroke techniques with controlled breathing, can propel themselves twenty five (25) meters and tread water for two minutes.
<input type="checkbox"/> Type IV	Comfortable in deep water, can demonstrate advanced swimming stroke techniques with controlled breathing, can continuously propel themselves for a minimum of 100 meters, tread water for four (4) minutes and swim fifteen (15) meters under water

PHOTOGRAPH RELEASE FOR ALL PARTICIPANTS: The Parks and Recreation Department may take and use photos of participants for publicity purposes. Photos of participants are used in the City's activity guide and other media publications. I hereby grant the City of Santa Barbara permission to use my likeness, name, voice and words in any broadcast, telecast or print media account of this event or activity free of charge. **INITIAL HERE** _____

CODE OF CONDUCT FOR ALL PARTICIPANTS: By submitting this application, you, for yourself or on behalf of your minor child, agree to abide by the policies and conditions of the City of Santa Barbara Parks and Recreation Department "Code of Conduct." (For the complete Code of Conduct policy, see our website www.sbparksandrec.com on the "About Parks & Recreation" page or the current Parks and Recreation Activity Guide.)

RELEASE AGREEMENT FOR ALL PARTICIPANTS: CITY OF SANTA BARBARA RELEASE AGREEMENT IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE OR USE OF ANY CITY FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE THE CITY OF SANTA BARBARA, ITS EMPLOYEES, OFFICERS AND AGENTS (hereinafter referred to as "releasees") from all liability to the undersigned, his or her personal representatives, assigns, heirs, and next of kin for any loss, damage, or claim therefore on account of injury to the person or property of the undersigned, whether caused by any negligent act or omission of the releasees or otherwise while the undersigned is participating in a City activity or using any City facilities in connection with the activity.

2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS releasees from all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the releasees right to indemnity or incurred on appeal) resulting from involvement in this activity whether caused by any negligent act or omission of the releasees or otherwise.

3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE while upon City property or participating in the activity or using any City facilities and equipment whether caused by any negligent act or omission of releasees or otherwise. The undersigned expressly agrees that the foregoing release and waiver, indemnity agreement and assumption of risk are intended to be as broad and inclusive as permitted by California law and that if any portion thereof be held invalid, notwithstanding, the balance shall continue in full legal force and effect.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING and that I am aware of the legal consequences of this agreement, including that it prevents me from suing the City or its employees, agents, or officers if I am injured or damaged for any reason as a result of participation in this activity. I further acknowledge that no oral representations, statements or inducements have been made.

IF THE PARTICIPANT IS A MINOR, his or her custodial parent or legal guardian must read and execute this agreement. I hereby warrant that I am the custodial parent or legal guardian of ☒ (PRINT PARTICIPANT'S FULL NAME) who is a minor, on my own and said minor's behalf to the terms and conditions of the foregoing agreement.

☒ Participant or Parent/Guardian (print) _____ Signature _____ Date _____



**City of Santa Barbara
Parks and Recreation Department**

PARTICIPANT INJURY/ILLNESS REPORT

INSTRUCTIONS: Attending staff completes this report when a participant suffers an injury or illness. **Print and press firmly.** Forward to supervisor within 24 hours. Distribution: Original - Section's files; Yellow - Division Safety Committee; Pink - Risk Management.

PERSON INJURED Name: _____ Age: _____ Sex: M F (Circle)

Complete Address: _____ Phone: _____

ACCIDENT Date: _____ Time: _____ AM / PM (circle)

Exact Location: _____

Description of Occurrence (*apparent cause, persons involved and how they were involved, etc*):

RESULT OF INJURY OR ILLNESS (*Wounds, dysfunction, symptoms*):

WITNESSES	Name	Age	Complete Address	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FIRST AID ADMINISTERED (*Action and by whom*): _____

FIRST ATTENDING MEDICAL PROFESSIONAL Type (*Doctor, 911, Hospital-ER etc*): _____

Name: _____ Company: _____

Complete Address: _____ Phone: _____

ADVICE GIVEN Was injured person advised to seek follow-up treatment: Yes No (Circle)

By whom: _____ Describe: _____

FURTHER REMARKS: _____

SECTION: _____ Program: _____

Submitted by: _____ Title: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____



**City of Santa Barbara
Parks and Recreation Department**

INCIDENT REPORT

INSTRUCTIONS: Attending staff completes this report. **Print and press firmly.** Forward to supervisor within 24 hours. Distribution: Original - Section's files; Yellow - Division Safety Committee; Pink - Risk Management.

INCIDENT Date: _____ Time: _____ Location: _____

PARTIES INVOLVED	Name	Age	Complete Address	Phone
------------------	------	-----	------------------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

WITNESSES	Name	Age	Complete Address	Phone
-----------	------	-----	------------------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

DESCRIBE WHAT OCCURED: _____

OFFICIALS CONTACTED (Fire, Police, Ambulance, etc.):

Name	Report #	Time	Phone
------	----------	------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

ACTION TAKEN (investigation, corrective action, contacts): _____

SECTION: _____ Program: _____

Supervisor contacted: _____ Time: _____

Submitted by: _____ Title: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____



We appreciate your participation in our activities and invite your feedback to assist us in their continued success and improvement. **Please return this form to activity staff or to Parks and Recreation Department, Attn: Program Evaluation, 620 Laguna St., Santa Barbara, CA 93101. Thank you!**

RECREATION ACTIVITY EVALUATION

Activity Name _____ Activity Dates _____

Instructor _____ Facility Name _____

Activity	Excellent	Very Good	Good	Fair	Poor
Overall quality and worth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General enjoyment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility / Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff					
Organization and preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge/Teaching Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive relationship with participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership and role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to your concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration Process					
Convenience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helpful and friendly staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet registration (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Satisfaction with Class/Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What did you most enjoy _____

Least enjoy _____

Would you recommend this activity to others ☐ Yes ☐ No _____

Comments _____

To assist us with future programming, please help us get to know you better:

How did you hear about us? ☐ Activity Guide ☐ Newspaper ☐ Radio ☐ TV ☐ Website ☐ Flyer ☐ Friend
☐ Movie Theater ☐ Other _____

Participant's Age: ☐ 0-12 ☐ 13-18 ☐ 19-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-69 ☐ 70+

Preferred days for activities: ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Preferred times for activities: ☐ Early morning ☐ Late morning ☐ Midday ☐ Late Afternoon ☐ Evening

Other activities you would like us to offer _____

Number of Children in Household under Age 12 _____ Ages 12-18 _____

Household Income: ☐ < \$15K ☐ \$15-24K ☐ \$25-34K ☐ \$35-49K ☐ \$50-74K ☐ \$75-99K ☐ \$100K+

Name and Phone (Optional) _____



**CITY OF SANTA BARBARA
PARKS & RECREATION DEPARTMENT**
P.O. Box 1990
Santa Barbara, CA 93102-1990
(805) 564-5418

INDEPENDENT CONTRACTOR EVALUATION

1. Activity: _____ 2. Dates/Time: _____
3. Independent Contractor Name: _____
4. Activity Description:
5. Number of participants:
6. Was the location adequate?
7. Was the time of the activity suitable?
8. Was the length of the activity (time per session) adequate?
9. What did Independent Contractor do to recruit participants?
10. Activity Outcome/Accomplishments:
11. Were the Parks & Recreation Staff helpful?
12. Would the Independent Contractor like to offer this activity again? If yes, what changes would Independent Contractor make to this activity?
13. Other comments/suggestions/concerns/questions



CITY OF SANTA BARBARA

APPLICATION for INDEPENDENT CONTRACTOR

(CITY PAYING INDIVIDUAL FOR SERVICES RENDERED)

Finance Dept B/L

License Track
Charge Code
1088

Date of Application: _____

☐ New

☐ Renewal

Applicant's Name: _____

Address (include street, city, and zip code): _____

Mailing Address (if different from above): _____

Telephone Number: _____

Social Security Number: _____

Description of Service Provided: _____

Term of Contract. From: _____

To: _____

Note: Please include your Social Security Number and correct address. Failure to provide this information could result in delays in receiving payment and year-end tax form 1099. ALSO, if your contract is terminated or cancelled, it is your responsibility to call the Finance Department at 564-5341 to close your independent contractor's business license. Penalties are assessed the first day after the license expires.

I hereby certify, under penalty of perjury, the information reported on this form is true and complete, to the best of my knowledge.

Applicant Signature

Date

Fee Schedule:

Under \$1,200 gross, pay	\$ 5.00 + \$4.00= \$9.00
From \$1,201 to \$20,000 pay	\$25.00 + \$4.00= \$29.00

STATE MANDATE AB1147 – DISABILITY ACCESS requires cities to impose a \$4 state fee on all business licenses issued on or after Jan 1, 2018. The fees will be used to increase disability access and compliance with construction-related accessibility requirements and to develop education resources for businesses to facilitate compliance with federal and state disability laws. For more information: visit www.santabarbaraca.gov/Business.

Amount to be Paid: _____

Make check payable to "City of Santa Barbara"
Mail this form and payment to: City of Santa Barbara, Finance/Licenses and Permits,
P.O. Box 1990, Santa Barbara, CA 93102