



Dear Prospective Instructor:

Thank you for your interest in providing programs for the Rim of the World community.

All programs offered through the Rim of the World Recreation and Park District serve within the Park District's boundaries (Crestline to Green Valley Lake). The Park District coordinates the provision of leisure, recreation, and education programs for Rim Community's demographic populations.

The following information is required in order for your program proposal to be considered. Please review the following information carefully and submit all required documents:

1. **Program Proposal Form**
2. **Class Related Certifications**
3. **Written References**
4. **Signed Contract Instructors Manual**

The Park District bases their selection of programs on the facility schedule and availability, public needs and interest, and the written program proposal submitted by the prospected Independent Contract Instructor. Program proposals will be considered on a first-come, first-serve basis and usually take 4-6 weeks for processing. Program Proposals that are similar will be evaluated and discussed by Park District Staff. Please note that if a similar program is accepted, the programs will not be scheduled on the same day.

Rim of the World Recreation and Park District Contract Instructors are expected to manage their programs as independent contractors of the Park District. This includes:

- Purchasing and preparation of supplies needed for programs.
- Additional marketing/advertising if needed (all marketing materials must be approved by the District Office)
- Contacting customers in certain situations.
- Set-up/take-down of equipment and furniture located in classrooms.
- Cleaning up after each class.
- Ensuring the quality of program content

If your program is approved you will be required to sign an Independent Contractor Agreement and other documentation on deemed necessary (W9 etc.). All Contract Instructors must be fingerprinted (live scan) and cleared through the California Department of Justice before their program begins.

As an Independent Contractor you are representing the Rim of the World Recreation and Park District. The Park District reserves the right to cancel, change, or terminate any program at any time.

Please don't hesitate to call the office if you should have any questions.

We look forward to hearing from you. Thank you.



Rim of the World Recreation and Park District

P.O. Box 8 - 26577 State Highway 18
Rimforest, California 92378
(909) 337-PARK
Fax: (909) 336-5239
www.rim-rec.org

PROGRAM PROPOSAL

(please allow 4-6 weeks for review)

Submission Date: _____ Fall/Winter Season: _____ or Spring/Summer: _____
(September-February) (March-August)

Name: _____ Phone: _____ Cell: _____

Physical Address: _____

P.O. Box: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Social Security No: _____ and/or Business Tax Id. No. _____

I. Program title: _____

II. Program objective: _____

III. Program content: _____

IV. Program information:

A. Class/Activity:

1. Number of meetings per week/session: _____

2. Length of session (Days, weeks, months) _____

3. Duration (Hours): _____

4. Preferred day(s): Option 1) _____
Option 2) _____

5. Preferred times: Option 1) _____
Option 2) _____

6. Class size: All Classes will start with a Minimum of 1 Participant

7. Age requirements: _____

8. Prerequisites (if any): _____

B. Facilities needed: Option 1) _____
Option 2) _____

C. Equipment needed: _____

D. Supplies:

Provided by instructor: _____ Student: _____ (Supply list provided by instructor prior to class)
Independent Contract Instructors may not charge monthly supply fees on top of monthly registration fees, supply fee must be paid through the Park District upon 1st time registration or be included in the monthly registration price.

E. Recommended fees charged: _____
(Instructor receives 70% of total registration collected)

F. Will you be offering any type of discount? If yes please write what type of discount:

Instructor background:

A. Experience and/or training: _____

B. Other related skills: _____

C. Experience in working with the public: _____

D. References:

| | <u>Name</u> | <u>Relationship</u> | <u>Address</u> | <u>Phone</u> |
|----|-------------|---------------------|----------------|--------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

For Office Use Only

Proposal received: _____ Reviewed by: _____
Program & Facility Coordinator

Initial start date: _____ Facilities approved: _____

Live Scan Completed: _____ Independent contractor service agreement completed: _____

Reviewed by: _____
Administrative Assistant General Manager

Comments: _____



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RIM OF THE WORLD RECREATION AND PARK DISTRICT

I. GUIDELINES FOR CONTRACT INSTRUCTORS

A. Recreation Division Purpose

1. To assist Contract Instructors in their program delivery.
2. To establish a basis for effective communication and working relationship between the Contract Instructor and the Recreation and Park District.

II. RESPONSIBILITIES OF CONTRACT INSTRUCTORS

A. Instructor Procedures

1. Holidays - The District facilities are closed on all major holidays. No classes will be scheduled on holidays. Class registrations will **not** be prorated for those months with holidays.
2. Programs are to adhere to the set schedule and/or advertised date, time, and location. The Park District is not responsible for or involved in any programs outside the written contract agreement and/or advertised date, time, and location made with the independent Contract Instructor (i.e., Recitals, Competitions, outside or additional class gatherings, field trips, extra practice, etc.).
3. Instructors are responsible to ensure all participants under the age of 18 are picked up prior to leaving their site. If child has not been picked up within five minutes after the class, call the telephone number listed on roster next to the participant's name. If the parent/guardian or emergency persons have not been contacted after one hour, call the Sheriff's Dept. (909) 336-0600. Inform them you have an abandoned child, explain the situation and ask that the child be picked up. Under no circumstances is the child to leave the contract class site by themselves or be transported by the Instructor. If the parent/guardian arrives before the police, explain the situation to them, and make sure the incident is reported/written down and all parties involved sign the report. Notify the police that the child has been picked up. **All other procedures must be preapproved by the District.**
4. Instructors must notify the District Representative 30 days prior to the time they will be unavailable for their program. Make-up classes may only be scheduled if space is available. It is the responsibility of the Contract Instructor to obtain a substitute who meets all requirements and District's approval. When obtaining a substitute, the Instructor must confirm the following procedures have been carried out:
 - a. Contact the District Representative at least 30 days in advance in writing.
 - b. Substitute must meet all District requirements including being Live Scanned before they sub for any program or class.
 - c. Contact the substitute and ask him/her to work on the specific day or days and time. Be sure to give the substitute adequate notice. Inform the substitute as to what will be taking place that day.
 - d. Confirm your substitute with the District Representative.

- e. Instructors are responsible for briefing and equipping the substitute on the program, operation of your class, and the District's rules and guidelines.
5. If an Instructor wishes to make any changes to a class such as fee changes, time changes, requesting a change of facility, class maximum or minimum changes etc., the request must be submitted in writing to the District Representative for consideration. The change must first be approved by the District prior to implementation. It is the responsibility of the Instructor to notify their class of the changes **ONLY** after it has been approved and implemented by the District. Request for new programs and/or program changes must be submitted at least 6 weeks prior to any publication or new program season.
 6. In case of an emergency or for any holiday, it is the Instructor's responsibility to contact the participants (and the District) and inform them of any class cancellations.
 7. The Park District Operates on the REC1/CivicREC system. This system manages the various services and programs the Park District offers. Through the REC1/CivicREC system the Park District allows instructors to access their rosters which provide the participant's registration information and payment information.
 8. Instructors are responsible for knowing who is attending their class, who has registered, signed the waiver, if the class fee was paid by the participant, and for obtaining their own class roster. Instructors may obtain their roster through the REC/CivicREC system or via email request to the Programs and Facility Administrator. The Park District is only responsible for those participants shown on the roster (this means the participant has completed the registration process with the Park District and has paid the program fee).
 9. Independent Contract Instructors who have children must register (enroll) their children into the program if they participate in the class **(For Insurance Purposes, children that are not registered may not participate or accompany the instructor as a tag-a-long).**

B. Live Scan

1. All Contract Instructors and their employees/volunteers must be Live Scanned if they meet the requirements of the State of California Education Code 10911.5 or Public Resources Code 5164.
2. Who Must Be Live Scanned? State law mandates that public recreation employees, volunteers, Contract Instructors, Assistant Instructors and Assistants over the age of 14 must be fingerprinted if they have direct contact with minors (children under the age of 18 years old). Under the laws working with minors means (1) direct contact with minors, or (2) in a position of supervisory or disciplinary authority over minors. Your District contact will notify you of clearance.
3. District policy also stipulates,

Section 8 - Policies and Procedures Governing Use of Parks, Recreation Areas and Facilities.

AK. Mandatory Fingerprint Policy

The District has approved a mandatory fingerprint policy for the protection of its residents and visitors. The objective is to permanently add protection for our children and young adults. The District will, at a minimum, follow the Public Resources Code Section 5164 and will furthermore reserve the right to increase restrictions beyond Public Resources Code Section 5164. The District, while it may increase requirements, will not violate any individual's civil rights.

The District will require the following categories of employees, officials and volunteers to be fingerprinted:

1. *Board of Directors*
2. *All part time and full time employees.*
3. *All volunteers.*
4. *All contractors in accordance with Public Resources Code Section 5164.*
5. *All user groups in accordance with District Policy Section 8, Letter AL.*
6. *Any person that a child may feel is an authority figure.*

Contract Instructors must be fingerprinted and cleared before their classes or programs begin.

The Contract Instructor must pay the District the necessary fees for themselves and their employees/volunteers to be fingerprinted. These fees must be paid prior to the fingerprinting.

The results of the fingerprint check for a criminal background search must reveal no convictions for the offenses listed in the State of California Education Code 10911.5 or Public Resources Code 5164. If the results show any convictions for these offenses, the Contract Instructor's contract will be terminated immediately.

C. Smoking

1. Smoking is not allowed during hours which the Rim of the World Recreation and Park District facilities are open. Any Contract Instructor or participant who wishes to smoke must do so outside the District facilities, at least 50 ft. from all entrance and exit doors. Instructors are prohibited from smoking during programs.

D. Commission

1. For services rendered pursuant to the Agreement of Services, the Contractor shall be compensated at the rate of 70% of net revenue (i.e., net of convenience fees, etc.), from class registration.
2. The compensation shall be paid on the 15th of the month for payments received in the prior month, except in cases where classes have not yet commenced in the month monies are received, in which cases payments will be allocated in the month following the month of commencement (or completion of classes for seasonal programs) of services. Please note, charter school payments from charter school participants may take 3 to 4 months to process due to their required purchase order billing system. Please understand that payment turn-around time for charter school students will apply as provided above according to the month the District actually receives the remittance from the charter school.
3. The Independent Contractor will be responsible for any additional program expenses. Outside facility rentals (i.e., pools, rental fees for equipped facilities) will be deducted from the program's gross income or otherwise paid by the instructor directly. This excludes facilities owned and/or operated by Rim of the World Recreation and Park District.

4. The District will record the instructor's revenue. If the amount earned is \$600 or more in a calendar year the District is then responsible to complete a 1099 form.

E. Personal Appearance

1. The District requires Contract Instructors be attired in a professional fashion appropriate to their program.

F. Public Image

1. Be polite and friendly to class participants, as well as the general public.

G. Class Evaluations

1. Class evaluations are a tool that allows participants to freely express their thoughts and views on the class.
2. Program evaluations will be distributed before the program's season close and available to the participants at the front desk throughout the year.
3. Park District staff will conduct evaluations for programs in regards to facilities, equipment, and independent Contract Instructors to insure safety and quality. It is in the Park District's discretion as to when class evaluations will be conducted.

H. Snow Day Policy

1. The ROWRPD Snow Day Policy is that all ROWRPD facilities and programs (Child Care & Recreation) will be closed on the first snow day that the School District calls, for each storm. If the School District calls a snow day on the 2nd day of a storm, then ROWRPD will evaluate each site as soon as possible for safety to determine when it can re-open. ROWRPD will post a notice on our Facebook and our website (www.rim-rec.org) home page by 7:00 am on snow days (subsequent to the first snow day called) to inform the public of what programs and facilities are available and which are closed.
2. It is the responsibility of the Contract instructor to cancel their program and inform their participants that class will be cancelled due to "Inclement Weather".
3. There are no refunds or credits for missed or cancelled classes due to weather, illness, etc.; therefore, make-up days, if any, are at the Contract Instructor's discretion.

III. REGISTRATION PROCEDURES

A. Participant Registration

1. Students must be preregistered prior to participating in the first class. Students are required to bring their receipt to the first class meeting of **EACH MONTH**. Contract Instructor should check and verify **ALL** students are registered and paid. The Contract Instructor is responsible for informing their participants to continue to pay for participation in their program each month. Instructors are

responsible for obtaining a class roster. Instructors may obtain their roster through REC1 or via email request to the Programs and Facility Administrator. The Park District is only responsible for those participants shown on the roster (this means the participant has completed the registration process with the Park District and has paid the program fee).

2. Walk-in Registration

a. Walk-in Registration can be done at the Park District Office, 26577 State Highway 18, Rimforest, CA 92378

3. Online Registration

a. Online registration is available at: www.rim-rec.org. All new online users will first need to create user accounts to register for classes online.

B. Class/Program Refunds

EXCERPT FROM RIM OF THE WORLD RECREATION AND PARK DISTRICT RECREATION PROGRAM REGISTRATION INFORMATION AND PROCEDURES/RULES

CANCELLATION/REFUNDS

- The Recreation & Park District reserves the right to cancel the program if participation is low and the min. number is not met.
- Full refunds will be processed should a program be cancelled by the Recreation & Park District.
- There will be no refunds or credits for missed or cancelled classes due to weather, illness, etc.
- You may request a refund minus a \$5.00 service charge prior to the first class meeting.
- All Refunds must be submitted in writing and received before first class meets.
- Transactions must take place during business hours; Monday - Thursday, 9:00 a.m.-5:00 p.m. & Friday, 9:00 a.m.-4:00 p.m.
- After a class or program has started, no refunds or transfers are allowed.

1. All requests for refunds must be made in writing to the District office.
2. A refund service charge of \$5.00 will be deducted from each requested refund. Classes canceled by the District are not subject to the \$5.00 service charge.
3. All program fees can be monthly or session based fees. Monthly based fees should be paid per calendar month. Session fees are paid up front and before the session have begun. It is the instructor's position to make sure their participants pay for the class.
4. Program fees are not prorated.
5. All programs will start once one participant is registered.
6. All programs will have a duration date (beginning and end).

C. Agreement, Waiver and Release

1. At the time of registration, all students and/or parents must sign a waiver and release form. DO NOT allow a student to participate until you have verified the participant is registered and/or is on your roster. If they are on your roster, they have registered, signed the waiver and have paid.

2. This policy applies to both adults and children.
3. Participants under the age of 18 must have a waiver form signed by a parent or guardian.

IV. EMERGENCY PROCEDURES

A. Accidents involving injuries of participants:

1. The Contract Instructor is not required to be certified in CPR and First Aid and is not to make a diagnosis.
2. Notify parent (if participant is a minor) of injury.
3. In case of serious injury, call the emergency number 911 and notify them of injury and request a paramedic.
4. Notify the District of the accident/injury.
5. A written report, completed on the District Incident Report form, is to be submitted to the District within 24 hours of the accident. **(Appendix B)**
6. In case of doubt, whether or not to report an injury, a report should be made.

B. Personal injury to a Contract Instructor:

1. Contract Instructors are not District employees and are not eligible for State Workers Compensation and/or any other District benefit. As an independent contractor you are responsible for your own coverage.
2. Notify the District Office as soon as possible.
3. A written report, completed on the District Incident Report form, is to be submitted to the District Office within 24 hours. **(Appendix B)**

C. Theft or Vandalism

1. Notify the District Office immediately. If after hours, leave a message for your District Representative before leaving the facility. Complete an Incident Report within 24 hours or by the next business day and submit it to the District office.

D. Fire

1. Call 911 and report information to fire dispatcher. Notify District staff for additional direction.

E. Incident/Accidents

1. Incident Reports are completed for any irregular action such as thefts, fights, police matters, irate parents, animal bites, or any other situations that would appear other than normal.
2. Reports are to be completed immediately by the Contract Instructor before leaving the facility, and must be reported immediately to the District Office. **(Appendix B)**

F. Suspicious Persons

If a suspicious person is loitering in or near the recreation facility, immediately contact the proper authorities for handling such cases.

V. PUBLICITY

A. All public relations material must be cleared by the Rim of the World Recreation and Park District before it goes public. Any publicity must be submitted 4 weeks in advance for approval and must meet all District requirements. The Rim of the World Recreation and Park District promotes recreational opportunities in the following ways:

1. Public Service Announcements/Press Releases will be submitted by the District to local media, and will be coordinated by the District. The District does not pay for program ads for contract classes or programs.
2. Flyers - Instructors may distribute their approved flyers and the District will have flyers available for the public. All flyers must be approved by the District prior to being distributed. Flyers are constructed using the Park District's flyer template.
3. Park District Newsletters will be printed quarterly. The newsletter will list contract classes, recreation programs, special events, direct public to website and social media outlets for more information, and include any other Park District news. Newsletter publication deadlines are listed below. New program proposals must be submitted at least 6 week prior to the publication deadline. It is the Park District's discretion on when and what newsletters will be mailed out to residents and what content get printed.
 - a. Winter Newsletter (Dec., Jan., Feb.) – Deadline October 1st
 - b. Spring Newsletter (Mar., April., May.) – Deadline January 1st
 - c. Summer Newsletter (Jun., July, Aug.) – Deadline April 1st
 - d. Fall Newsletter (Sept., Oct., Nov.) – Deadline July 1st
4. A "Park District Programs (all programs) Flyer" will be created and submitted to the Rim of the World School District for approval to distribute materials. Once approved the Park District is responsible for distributing to each of the appropriate schools.
5. Classes will also be advertised on our District web site.
6. Word of mouth/Personal contact is the most effective means of publicizing programs. Enthusiasm is contagious.
7. Programs will also be highlighted on various social media outlets.

VI. SUPPLIES AND EQUIPMENT

A. Supplies and Storage

Per your contract: “5.3 *Personal Equipment*: Contractor shall acquire, provide, maintain and repair at its sole cost and expense such equipment, materials, supplies, etc. as Contractor needs for its personal use for the proper conduct of the aforesaid instruction and/or services. ROWRPD will not be responsible for any supplies, material, equipment or personal belongings left at any facility used by any Instructor.”

B. Use of District Equipment

1. No indoor building equipment is to be used outdoors except when approved by the District.
2. No equipment is to be transferred to another room, building or facility without prior approval.
3. The Contract Instructor is responsible for payment of repair or replacement of any lost or damaged equipment.

VII. CLASSROOM PROCEDURES

A. Physical Inventory

1. Survey the room your class will be using. Notify District staff of any areas of concern or unsafe conditions. Using a facility will indicate the facility was inspected and deemed safe to use by your class.

B. Discipline

1. Contract instructors are responsible for the actions of both participants and spectators during class hours. Participant and spectator actions should not interfere with the welfare of themselves, others or the facilities.
2. Each instructor should submit to the District Representative a copy of the class rules for approval. Once accepted by the District, the instructor will be provided with a copy of their rules and an easel or similar way of posting them. Rules must be posted in a visible location in the classroom. It is the instructor’s responsibility to enforce these rules, and any questions or concerns from patrons regarding them will be directed back to the instructor. Understand that instructor rules will not be enforced by the District. Any requests for changes to the rules must be submitted by the instructor in writing.

C. Storage

1. Any storage must first be approved by the District.

2. All loose items must be boxed and labeled with the class name.
3. Instructors need to plan on completing all setup and cleanup within allotted class times.
4. Any special equipment must be reserved before each class meeting.
5. Items stored at District Facilities are stored at your own risk. If possible, the District can provide a limited amount of storage space. All equipment must be put away in the designated storage area daily prior to the Instructor leaving the facility. The District will assume no financial responsibility for lost or stolen items.
6. The District reserves the right to move stored items as needed.
7. Instructors will not install locking devices on cabinets, doors or closets without District approval and providing the District with a copy of the key and/or access code.

D. Cleanup

1. Instructors are responsible for cleaning up the room(s) used for classes.
 - a. Wipe off tables, counters, chairs, sinks if they were used during class.
 - b. Clean debris and trash from floor and table and discard in trash receptacles. Failure to comply will result in a cleaning fee.
 - c. Put everything back in its place. Do not leave anything unattended. Especially equipment that belongs to the Park District.



Receipt and Recognition of Independent Contractor Manual

I, _____, have received a copy of the Independent Contractors Manual and understand I must adhere to the terms and conditions of this manual and the terms and conditions of the Independent Contractors Agreement/Contract. Failure to do so may result in the cancellation of the contract/agreement and my program.

Contract Instructor Signature _____ Date_____

General Manager Signature _____ Date_____



RECREATION PROGRAM REGISTRATION INFORMATION AND PROCEDURES/RULES

Appendix A

GENERAL INFORMATION

- Except where noted, you must be pre-registered prior to attending your first class.
- Registration will not be taken in classes.
- There will be a \$25.00 service charge for all checks returned from the bank.
- Make checks payable to: **ROWRPD**
- You must bring your receipt to the first class meeting of each month.

WAITING LIST

- Once a class is filled, a waiting list is established.
- If we cannot place you during registration, your name is placed on a waiting list on request.

CLASS/PROGRAM RECEIPTS

- You must bring your class or program receipt to the first class or program meeting of each month.
- Mail-in registration receipts will be returned in your self-addressed, stamped envelope.
- Applicants who do not include a self-addressed, stamped envelope with their registration form will not be mailed receipts, but may pick them up at the District Office.

CANCELLATION/REFUNDS

- The Recreation & Park District reserves the right to cancel the program if participation is low and the min. number is not met.
- Full refunds will be processed should a program be cancelled by the Recreation & Park District.
- There will be no refunds or credits for missed or cancelled classes due to weather, illness, etc.
- You may request a refund minus a \$5.00 service charge prior to the first class meeting.
- All Refunds must be submitted in writing and received before first class meets.
- Transactions must take place during business hours; Monday - Thursday, 9:00 a.m. - 5:00 p.m. & Friday, 9:00 a.m. - 4:00 p.m.
- After a class or program has started, no refunds or transfers are allowed.

ONLINE REGISTRATION

- Visit our website for convenient online registration at: www.rim-rec.org
- Charter School purchase orders are not compatible with the online registration system. All Charter School participants must register by mail or walk-in. Please provide the purchase order number and/or a copy of the purchase order along with signed registration form and waiver.
- All registration and waiver forms must be brought into or mailed to the Recreation & Park District office in Rimforest.

MAIL-IN REGISTRATION

- Mail-in registration forms are available at the Park District office.
- Mail-in a separate check with a registration and waiver form for each class session or program sign-up.
- Mail in registration form with your check or money order to: Rim of the World Recreation & Park District, P.O. Box 8, Rimforest, CA 92378
- Some programs may be excluded from this registration option. Always read program flyer for registration options.
- Charter school participants must have a purchase order number and/or a copy of the purchase order along with signed registrations forms and waivers. You will be required to sign a charter school waiver form.

WALK-IN REGISTRATION

- Walk in registration will be accepted at the Park District office during business hours.
- Some programs may be excluded from this registration option. Always read program flyer for registration options.
- Charter school participants must have a purchase order number and/or a copy of the purchase order along with signed registrations forms and waivers. You will be required to sign a charter school waiver form.

Sports Team Registration

- A parent/guardian will be required to sign a Code of Conduct and Code of Ethics form for each minor enrolled in each individual sport. Each adult who registers for an adult sport will be required to sign a Code of Conduct and Code of ethics form for each individual sport.

RULES

- A parent or legal guardian must complete registration and waiver form on behalf of minor participants.
- No food or drinks are allowed in Park District facilities by participants or observers.
- Only Bottled water is permitted in Park District facilities.
- Only registered participants may participate in class programs and or use equipment.
- Observers / siblings must be supervised by an adult at all times.
- Participants under the age of 18 must be picked-up from the program within 15 minutes of the class ending.
- Participants can not arrive at the class more than 15 minutes prior to the class start time.
- Parking Notice: We ask that all Rim of the World Recreation and Park District participants **DO NOT** park in the parking spots in front of the Blue Jay Physical Therapy office. All participants may park in front of the Dance and Fitness Center, the District Office, across HWY 18 or behind our building off the street.

**Appendix
B
See Below**

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ACCIDENT REPORT

Rim of the World Recreation and Park District
P.O. Box 8, Rimforest, CA 92378
(909) 337-7275

DO NOT USE THIS FORM FOR EMPLOYEE INJURIES. HANDLE EMPLOYEE INJURIES ACCORDING TO WORKERS' COMPENSATION GUIDELINES. District staff (not the Injured person) should complete this form. After completing it, forward to the **District Investigator**, who should mail a copy to CAPRI and keep a copy for district files. All accidents should be reported, since there is always the potential for a claim. If an accident involves serious bodily injury or death, call CAPRI immediately, then follow up with a written report.

INJURED

Name of Injured: _____ Age: _____ Sex: _____

Address: _____

City, State, Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

Date of Accident: _____ Time: _____ Location: _____

Part(s) of body injured: _____

Describe how the accident happened. Include persons, equipment and objects involved: _____

Did the Injured cause or contribute to the injury or accident? (Y/N) ___ Describe: _____

Who was notified? _____ Relationship: _____

Where was the Injured taken? Home _____ Hospital _____ Doctor _____ Other _____

If "Other", where? _____

Was 911 called? (Y/N) _____ Was first aid provided? (Y/N) _____

Name of person giving first aid: _____

Address of person giving first aid: _____

Was the Injured participating in a district activity? (Y/N) _____

If "Yes", had the Injured (or Parent) signed a Waiver and Release? (Y/N) _____

Name of person in charge: _____ Phone: (____) _____

Was any property damaged: (Y/N) ___ If "yes", describe: _____

WITNESSES

Name: _____ Home Phone: (____) _____

Address: _____ Work Phone: (____) _____

City, State, Zip: _____ District Employee? (Y/N) _____

Name: _____ Home Phone: (____) _____

Address: _____ Work Phone: (____) _____

City, State, Zip: _____ District Employee? (Y/N) _____

Name: _____ Home Phone: (____) _____

Address: _____ Work Phone: (____) _____

City, State, Zip: _____ District Employee? (Y/N) _____

Was a police or fire report filed? (Y/N) _____ Was a citation issued? (Y/N) _____

Name of police department or fire department: _____

COMPLETED BY:

Print Name: _____ Title: _____

Signature: _____ Date: _____

REVIEWED BY:

Print Name: _____ Title: _____

Signature: _____ Date: _____