

## **Leisure Enrichment Instructor Structure**

- There is a 65% / 35% revenue split.
- The city processes instructor payments monthly, for completed courses. Courses should be structured to occur monthly.
- Instructors are responsible for communicating cancellations or class changes with their participants and with their City of Sacramento contact.
- Cancellations and class transfers should happen 1 week prior to the first scheduled day of the course. An example of when shorter notice is acceptable would be a last-minute change in the weather resulting in a rainout.
- The city offers seasonal activities; therefore, instructors must meet deadlines for seasonal activity planning.
- Instructors will work with their direct contact to update marketing efforts as needed ([COAP](#), social media, etc.)
- Instructors must provide staff with a clear refund policy so they can manage customer service/ expectations effectively. Your refund policy will be included on your customer receipts as well as in your class descriptions.

## **CONTRACT REQUIREMENTS**

### **Business Operation Tax Certificate (BOTC)**

All businesses that operate in the city must pay a business operations tax. Apply for a BOTC here:

<https://www.cityofsacramento.gov/finance/revenue/business-operations-tax>

### **Certificate of Insurance**

General Liability Minimum Scope and Limits of Insurance Coverage:

*Commercial General Liability Insurance is required providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, arising out of activities performed by or on behalf of the Contractor and subcontractors, products and completed operations of Contractor and subcontractors, and premises owned, leased, or used by Contractor and subcontractors, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy shall provide contractual liability and products and completed operations coverage for the term of the policy.*

*The City, its officials, employees and volunteers shall be covered by policy terms or endorsement as additional insureds as respects general liability arising out of: activities performed by or on behalf of Contractor and subcontractors; products and completed operations of Contractor and subcontractors; and premises owned, leased, or used by Contractor and subcontractors.*

### **Workers' Compensation Minimum Scope and Limits of Insurance Coverage**

Workers' Compensation Minimum Scope and Limits of Insurance Coverage. You only need to provide a copy of your Worker's Compensation Coverage if you have employees working with you in YPCE programs. If you are fully independent, this coverage is not necessary.

*Workers' Compensation Insurance is required with statutory limits and Employers' Liability Insurance with limits of not less than one million dollars (\$1,000,000). The Workers' Compensation policy shall include a waiver of subrogation in favor of the City.*

**Sexual Abuse or Molestation (SAM) Liability:**

For instructors working with Youth participants ages 17 and under

You must obtain either General Liability Insurance that **does not exclude** coverage for Sexual Assault & Molestation OR you must obtain an additional policy for Sexual Assault & Molestation coverage.

*As contractor's services include contact with minors or other vulnerable populations, Contractor's CGL policy referenced in Section 8.a. may not exclude coverage for sexual abuse or molestation. A separate policy with limits of not less than one million dollars (\$1,000,000) per occurrence may be purchased to satisfy this requirement. The City, its officials, employees and volunteers shall be covered by such policy terms or endorsement as additional insureds.*

Coverage requirements for SAM by class location:

**Community Centers:** \$100,000 per occurrence

**Parks:** \$1,000,000 per occurrence

**Parks and Community Centers:** \$1,000,000 per occurrence

**Certificate holder should appear as:**

City of Sacramento  
c/o Exigis LLC  
PO Box 947  
Murrieta, CA 92564

Alternatively, you can obtain a certificate of insurance through the City of Sacramento's broker. Please let the Leisure Enrichment program manager know.

Please note, the information on your insurance documents must match the information on your tax documents.

**Important: your information must match what is listed on your tax documents.**

**Background Check and Questionnaire**

Instructors, their employees, and subcontractors will be required to go through fingerprinting through the City of Sacramento. Forms and information will be provided by the program manager.

A signed background questionnaire is required for each on-site instructor. The questionnaire will be provided to you by the program manager.

**Mandated Reporter**

Instructors working with youth participants (defined as under 18) must complete a 2-hour mandated reporter training. Certificates will be kept on file and training links will be provided.