



RECREATION AND GOLF SERVICES

1845 Strand Way, Coronado, CA
www.coronado.ca.us/recreation

Welcome!

Thank you for your interest in becoming an independent contractor with the City of Coronado. The Recreation and Golf Services Department works to promote community, health, and safety while building a culture of excellence. Being an independent contractor is a great opportunity for you to provide recreational and enrichment experiences for the community within your area of expertise.

Our facilities, including Coronado parks and beaches, Coronado Community Center, John D. Spreckels Center and Bowling Green, Coronado Club Room and Boathouse, Skatepark, and Aquatics Center all serve as host locations for recreation and enrichment programs.

As an independent contractor, you will develop and lead programs as listed in your Program Proposal. You are responsible to provide and maintain the program equipment, supplies, storage, attendance records and participant to instructor ratios. You and your staff (as applicable) will monitor program participants of all levels and abilities ensuring all participants are registered in advance through the City's registration system, and that the program experience meets the participant's expectations. It is expected that your staff possess the same qualifications and customer service philosophy as you.

As part of the relationship, the City of Coronado will provide a location for your program, participant registration, class rosters, collect registration fees, and assist in publicity of your program. Independent contractors receive 70% of the fees collected for each program session after an invoice is provided to the City.

To start the independent contractor process, please submit the attached Program Proposal and Background Information Form. Once your proposal has been reviewed and approved, and staff has coordinated the logistics for conducting your program, you will be required to sign a contract with the City, obtain a Coronado Business Certificate and submit all the required documents including a cleared a background check (LiveScan fingerprinting), negative TB Test, liability insurance, required certifications, and a W-9 form prior to the program being offered for registration.

This is an overview of the process to become an independent contractor with the City of Coronado. We look forward to receiving your proposal and discussing your program!



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Program Proposal Form

Company Name, Address, Phone, Web Contact, Registered Name, Tax ID, Last, First, Street, City, State, Zip, Business, Personal, Email, Company Website

Program Information

Program Title, Date, Day(s) of Week, Time, Number of Classes, Ages, Inst./Participant Ratio, Participants, Location, Fee*, Facility Req's, Description

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If this program is accepted as proposed, this form thereby becomes "Attachment A – Scope of Work" to the Recreation and Golf Services Department Independent Contractor Service Agreement.

Independent Contractor Signature, Date, Contractor Program Supervisor Signature, Date, Director of Recreation and Golf Services Signature, Date



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Independent Contractor Qualifications and Background

Company	_____	Registered Name (and DBA if applicable)	_____	Tax ID	_____
Name	_____	Last	_____	First	_____
Address	_____	Street	_____	City, State, Zip	_____
Phone	_____	Business	_____	Personal	_____
Web Contact	_____	Email	_____	Company Website	_____
CA Driver's License	_____	Number	_____	Exp. Date	_____
Employee Name(s)	_____	Last	_____	First	_____
(attach separate sheet if necessary)	_____	Last	_____	First	_____
	_____	Last	_____	First	_____

Educational Background		
Dates:	School Name:	Did you graduate: Yes <input type="checkbox"/> No <input type="checkbox"/>
Location:	Degree Received:	Major/Minor:
Dates:	School Name:	Did you graduate: Yes <input type="checkbox"/> No <input type="checkbox"/>
Location:	Degree Received:	Major/Minor:

Certificates and Licenses (attach separate sheet if necessary)		
Title/Name	Date Received	Expiration Date

Work/Teaching Experience (attach separate sheet if necessary)		
Dates:	Employer/Org.:	Title:
Supervisor:	Sup. Phone:	Sup. Email:
Duties/Program Description:		
Dates:	Employer/Org.:	Title:
Supervisor:	Sup. Phone:	Sup. Email:
Duties/Program Description:		
Dates:	Employer/Org.:	Title:
Supervisor:	Sup. Phone:	Sup. Email:
Duties/Program Description:		

Additional Information
Languages (speak/read/write):
Specialized Skills:
Workshops/Seminars (title/date):

Convictions			
Have you ever been convicted of a felony or misdemeanor?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a child molestation or firearms violation?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, list all convictions below:			
Conviction	Approx. Date	City/State	Sentence or Penalty

Contractor applicants and their staff are required to submit fingerprints for and pass a background check before contracts will be considered. By signing below, you fully consent to the City of Coronado performing a background check available under the law.

I declare under penalty of perjury under the laws of the State of California that all answers and statements in this document are true and complete based on my personal knowledge. I understand that untruthful, incomplete, or misleading answers are cause for immediate termination of my contract.

 Signature

 Date