

# CONTRACT CLASS INSTRUCTORS



NEWPORT BEACH RECREATION & SENIOR SERVICES DEPARTMENT  
949-644-3151 • RECREATION@NEWPORTBEACHCA.GOV

IN THE PHONE

FIRST CALL

UP THE CHAIN

## PARK PATROL

Locked out of a facility, need building or park patrolled, known unauthorized instructors in parks.

Available 9am-9pm  
949-795-2381  
parkpatrol@newportbeachca.gov

## FRONT DESK

**City Hall:** Class cancellation forms, transfers, Exhibit A submissions, & when unable to reach Coordinator/City staff.

949-644-3151  
recreation@newportbeachca.gov

**Community Youth Center**

949-644-3165

**Marina Park**  
949-270-8150

**Newport Coast Community Center**  
949-270-8100

**SOCIAL MEDIA**  
    
@cityofnewportbeach  
#NBRecreation

## COORDINATORS

Your initial contact for anything related to classes & camps.

### Cristin Sain

Marina Park Community Center, Newport Elementary, Peninsula Beaches & Bay  
Office: 949-270-8155  
Cell: 714-749-2391  
csain@newportbeachca.gov

### Maddy Gallardo

Community Youth Center, CdM Beach, Non-Staffed Community Centers, Parks, & School Sites  
Office: 949-718-1862  
Cell: 949-294-0873

### Omar Ordiano

Tennis & Pickleball Courts  
Office: 949-718-1993  
Cell: 714-600-9804  
oordiano@newportbeachca.gov

### Tu Phan

Newport Coast Community Center, Newport Coast Elementary, & Pools  
Office: 949-270-8103  
Cell: 714-390-5945  
tphan@newportbeachca.gov

## SUPERVISORS

Questions regarding instructor payments or any other contract & class issues.

**Danny Rice**  
949-270-8154  
drice@newportbeachca.gov

**Molly Patience**  
949-644-3145  
mpatience@newportbeachca.gov

**Cody Huson**  
949-644-3154  
chuson@newportbeachca.gov

**Cesar Armas**  
949-270-8109  
carmas@newportbeachca.gov

## MANAGEMENT

Available if outstanding issue is not resolved or supervisor is unavailable.

**Brason Alexander, Manager**  
balexander@newportbeachca.gov

**Brian Cordeiro, Manager**  
bcordeiro@newportbeachca.gov

**Racquel Valdez, Manager**  
rvaldez@newportbeachca.gov

**Justin Schmillen, Deputy Director**  
jschmillen@newportbeachca.gov



## INSTRUCTOR INBOX

All proposal, link, & proof related information ONLY.

All coordinators & supervisors see this inbox – no need to CC.

[newportinstructor@newportbeachca.gov](mailto:newportinstructor@newportbeachca.gov)



**WWW.NEWPORTBEACHCA.GOV/INSTRUCTORS.** This webpage is a dedicated resource specifically for contract instructors to find up to date forms, contact information, production schedules, logins and more.



**ActiveNet Portal:** Click on the **Instructor ActiveNet Login** button under the 'Current Contract Class Instructors' section and 'Login & Submit Proposals' tab. This is where instructors can find rosters, email participants, and monitor registration numbers.



**Registration:** For general registration needs visit [www.newportbeachca.gov/register](http://www.newportbeachca.gov/register)

**\*\*\*Reminder:** all participants must be registered before attending camp. Parents can register via a mobile device and show mobile receipt. For online registration extensions, please contact us.

# ARE YOU READY FOR CAMP?

- Updated Rosters with Contact Information
- Sign-In / Sign-Out Rosters
- Incident / Accident Reports
- Late Log
- Emergency & Going Home Form
- Instructor Badge
- City Contact Information
- Equipment & Supplies Packed
- **Staffed Facility:** Room Layout request sent to Newport Coast, Marina Park, or CYC
- **Unstaffed Facility:** Key, alarm code, and supply request sent to Coordinator



**CAMP EMAILS:** Send a reminder email to your participants before camp that includes: camp location, time, directions, and what participants should bring and wear. Include emergency contact information page for parents to complete and a reminder for any published material fees due.

**FORMS:** All instructor forms can be found at [newportbeachca.gov/instructors](http://newportbeachca.gov/instructors) under "Instructor Forms". **Accident & Incident reports** are legal documents and need to be clearly and completely filled out and submitted **within 24 hours!**

**🚫 Cancellations:** It is the instructor's responsibility to monitor enrollments and submit a completed "Cancelled, Refund & Transfer Activity" form to: [recreation@newportbeachca.gov](mailto:recreation@newportbeachca.gov) by 3pm the Thursday before camp starts. Please contact all participants before submitting your form. If the form is not submitted in time, you will be required to show up for camp on Monday. Full refunds will then be issued. A minimum of 3 participants is required to run a class/camp. *Not properly cancelling camps affects payments.*

**⚠️ Emergency:** Please have parents fill out if a child is biking, walking, or getting picked up by another adult.

**⚠️ Incident:** In the event of damages or behavioral issues, please submit a completed incident report to City Staff.

**⌚ Late Log:** Newport Beach charges \$1/minute a participant is picked up after the ending camp time. Please use and send to City staff for processing. *Instructors MUST stay until all participants are signed out.*

**FIRST AID:** First Aid kits are available at all City facilities. Instructors are encouraged to bring a first-aid kit for any programs on school sites. Remember, if you have the need to use any first aid supplies, please submit a completed accident report to City staff within 24 hours. *Reminder: participant epi-pens or medication should be kept with them where it can be easily accessed if needed.*

**BATHROOM POLICY:** Instructors should never be 1-on-1 with a participant or leave group unattended. Buddy system at all enclosed schools and facilities is permitted. Group bathroom trips are preferred and are required when there is only one instructor for a class.

**⚠️ ALERTS:** If you're experiencing any issues with access to a building or notice suspicious activity, please call our Park Patrol at 949-795-2381. For **non-emergency** concerns call our Police Dispatch at 949-644-3717. In the event of an **emergency**, please don't hesitate to call 9-1-1.



**INSTRUCTOR BADGES:** All instructors must be cleared with the Newport Beach Police Department and bring a city issued instructor badge to every camp. **Submit an Exhibit A** by scanning the QR code. Detailed instructions available on Instructor webpage. Please be sure you have received notification that your instructors are cleared to teach before they are scheduled for any programs. We will verify through routine audits.



**PARKING & PERMITS:** Teaching at beach & bay locations or Newport Elementary you are eligible for virtual instructor parking permits.

Permits may only be issued to an instructor that has a City issued instructor badge. The Work Permit Parking Application form can be found on the Instructor website and should be sent to your Coordinator. Permits are no longer purchased at the Civic Center and reimbursed by check. **Marina Park** instructors will need to come to the front desk for their free parking code. Download the **Parkmobile** app to your phone in advance to save time.

## FACILITY FACTS

**• Staffed:** Submit a room set up request for camps at Newport Coast Community Center (NCCC), Marina Park or Community Youth Center (CYC). Rooms will be set up upon your arrival. Staff will be able to help register participants on site.

**• Unstaffed:** Check out a key if utilizing an unstaffed facility (Bonita Creek, Carroll Beek, Cliff Drive, or Mariners VJC). Keys must be picked up the week before class starts. Make arrangements with your Coordinator. Rooms will not be set up, so please arrive early. Speak with your coordinator about class equipment and supply storage.

**• Locations:** There are detailed maps available for any of our larger parks and facilities. Please let us know if you're unsure where your classroom or field space is and be sure to familiarize yourself with location addresses in the event of an emergency. It's important you stay in your designated area.



**MOVE FOR MOWERS:** Please be mindful of mowing days sent in weekly emails and adjust your camp set-up accordingly. **Camps are required to move** for mowing & necessary field maintenance.



**EZ-UP:** If you would like to use a City EZ-up for your outdoor camp, please send a request to your coordinator to have one stored on-site in the nearest pipe-chase storage typically located next to the restrooms. Instructors to put away after each use. **RR key is needed to access. Must be weighted down.**



**LIGHTNING SAFETY:** If lightning occurs, instructors and their students are advised to seek shelter in the nearest facility, bathrooms, community centers, or schools. Instructors will need to notify parents to pickup and the location as soon as possible.



**BEACH TSUNAMI:** In the event of a tsunami, instructors and their students should proceed to the second floor of the Our Lady of Mount Carmel Church. They should remain until authorities arrive. See instructor handbook for more details.