

# CONTRACT CLASS INSTRUCTORS

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



## FRONT DESK + IN THE FIELD

**City Hall:** 949-644-3151, recreation@newportbeachca.gov

**Community Youth Center (CYC):** 949-644-3165

**Marina Park:** 949-270-8150

**Newport Coast Community Center (NCCC):** 949-270-8100

**Park Patrol:** 949-795-2381, parkpatrol@newportbeachca.gov

*Available After Hours and Weekends, 9am-9pm*

## Stay in Touch



- ☐ Class cancellation form link
- ☐ Fingerprinting
- ☐ ActiveNet login help
- ☐ Unable to reach Coordinator
- ☐ Locked out of a facility
- ☐ Need building/park patrolled
- ☐ Unauthorized users in parks

## COORDINATORS

*Marina Park Community Center, Newport Elementary ACE, Peninsula*

**Cristin Sain:** 949-270-8155, csain@newportbeachca.gov

*CYC, CdM Beach, Non-Staffed Community Centers, Parks, ACE (Eastbluff, Harbor View, Mariners, Newport Heights)*

**Maddy Gallardo:** 949-718-1862, mgallardo@newportbeachca.gov

*Tennis & Pickleball Courts*

**Omar Ordiano:** 714-600-9804, oordiano@newportbeachca.gov

*NCCC, ACE (Lincoln, NCE), & Pools*

**Tu Phan:** 949-270-8103, tphan@newportbeachca.gov

## First Call

Your initial contact for anything related with daily operations of classes & camps. Contact the specific Coordinator where your program is being held.

- ☐ Room set-ups
- ☐ Parking passes
- ☐ Easy-ups

## SUPERVISORS

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

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

**Sports Supervisor:** Vacant

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

## MANAGEMENT

**Brason Alexander,** Manager, 949-644-3150, balexander@newportbeachca.gov

**Brian Cordeiro,** Manager, 949-644-3156, bcordeiror@newportbeachca.gov

**Racquel Valdez,** Manager, 949-270-8156, rvaldez@newportbeachca.gov

**Justin Schmillen,** Deputy Director, 949-644-3160, jschmillen@newportbeachca.gov

## Up the Chain

- ☐ Instructor payment questions
- ☐ Class schedules or issues
- ☐ Contract
- ☐ Mandated Reporting
- ☐ Any unresolved issues or other staff not available



**INSTRUCTOR INBOX:** instructor@newportbeachca.gov

Shared inbox for all Coordinators + Supervisors, no need to CC.



**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 **Login to Your ActiveNet Account** link under the 'Current Contract Instructors' section and 'Logins' tab. This is where instructors can find rosters, email participants, and monitor registration numbers.

**Registration:** For general registration needs visit **www.newportbeachca.gov/register**



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

## Resources

**CAMPNEWPORT.COM**

This website is maintained exclusively for camps to include a list of camps by week, location, contractor, or subject category. There is also contact information and detailed maps of camp locations. 📍

## ARE YOU READY FOR CAMP?

- |   |   |
|---|---|
| <input type="checkbox"/> Rosters with Contact Information | <input type="checkbox"/> City Contact Information                         |
| <input type="checkbox"/> Sign-In / Sign-Out Rosters       | <input type="checkbox"/> Equipment & Supplies Packed                      |
| <input type="checkbox"/> Incident / Accident Reports      | <input type="checkbox"/> Room Layout request for staffed facility         |
| <input type="checkbox"/> Late Log                         | <input type="checkbox"/> Key or alarm code secured for unstaffed facility |
| <input type="checkbox"/> Instructor Badge                 | <input type="checkbox"/> Emergency & Going Home Form                      |






**INSTRUCTOR BADGES.** All instructors must be cleared with the City of Newport Beach Police Department and bring a city issued instructor badge to every class. Submit digital **Exhibit A** form. \$63 is due to the Recreation Department. Fingerprinting is done at the NB Police Department by appointment only. Please be sure you have received notification that your instructors are cleared to teach **before** they are scheduled for any classes (we will verify through audits).


**CLASS EMAILS.** Send a reminder email to your participants before class that includes: exact 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.


Cancellation form required for single day cancellations of a class or camp due to instructor illness, weather, etc.


**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 objectively, 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" digital form at least 3 business days before class 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 the first day of class. Full refunds will then be issued. A minimum of 3 participants is required to run a class.  *Not properly cancelling classes 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 class time. Please use and send to City staff for processing. *Instructors MUST stay until all participants are signed out.*

 **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.



**PARKING & PERMITS.** If you teach at beach & bay locations, Sunset Ridge Park or Newport Elementary School 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 Forms dropdown of the Instructor website and should be sent to your Coordinator as soon as the form is completed.



**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.

**STAFFED FACILITY:** Submit a room set up request if you have class at CYC, Marina Park, or NCCC. Rooms will be set up upon your arrival. Staff will be able to help register participants on site.



**UNSTAFFED FACILITY:** 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. Return all spaces to original condition.

**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.

**ILLNESS.** If a participant becomes ill, the parent or guardian should be notified to pick them up.

**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.*



**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.**



**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.*



**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.