

RECEIVED AT BF MEETING ON 7-24-2018  
S. J. HALL L. R. DAVIS JR. Pres. Chair (BF-158)

## **COMMUNITY CLASSES POLICIES AND PROCEDURES**

### **Community Class Purpose:**

The mission of the Department of Parks and Recreation is, "to provide safe and satisfying opportunities for the residents and visitors of Maui County." One of the primary ways for the County of Maui Department of Parks and Recreation to meet this goal is through the community class program as it provides an affordable recreational opportunity for residents throughout all of the park districts. Private instructors in the community are used to supplement the department's existing programs to address the recreational needs in this community. Classes such as hula, aerobics, martial arts, and swimming, are available just to name a few.

### **Community Class Overview:**

1. Classes are scheduled at the discretion of the Department of Parks and Recreation.
2. Scheduling and class type will be based on the recreational needs of each district. Class determination and approval will be made by the Department of Parks and Recreation Recreational Specialist.
3. Classes must be recreation, health, or culturally related in nature.
4. Classes must be made available to the general public.
  - County sponsored program(s) will take precedent on the use of your permitted facility if ever a conflict occurs. If this occurs, the department will be responsible to advise you ten (10) business days in advance.
5. The intent of the Community Classes program is to provide recreational opportunities for the residents of Maui County. Instructors are brought on on an annual basis starting from November 1. A scheduled 2 week promotional period will be held about every 3 months during the one year permitted session. Instructors may choose to run a class for only a portion of the year also. These programs are recommended to run between two promotional periods.

Promotional Period Dates:

  - November 1 to November 14
  - February 28 to March 12
  - June 26 to July 9

These above promotional periods will be a time to do the following; observe and evaluate the instructor and the class and hold free classes to help boost new enrollment for the upcoming session. The department will participate in helping to market and advertise each class prior to these promotional periods.

**Equal Access Policy:**

The County of Maui prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. The instructor is responsible to make sure the Equal Access Policy is conformed to.

Instructor is responsible for providing reasonable modification when requested. Instructors should contact the Inclusion Specialist at (808) 270-7979 if they have any questions regarding requests for reasonable modification.

**How to become a Community Class Instructor:**

1. Contact the department's Recreation Specialist
  - Recreation Specialist will direct interested instructors to community class information website.
  - Instructors may browse website for information, review the policies and procedures packet, and look at listing of existing classes.
  - If interested, instructors may fill out an "Instructor Informational Sheet" and submit online, or mail to the community class office.
2. Recreation Specialist will review the Instructor Informational Sheet and send to districts to check on availability of facilities.
  - Districts will confirm availability with Recreation Specialist.
  - If no facility is available, we will contact instructor and place them on an active waitlist.
3. Instructor will have a meeting with the Recreation Specialist
  - Turn in all certifications, qualifications, and recommendations.
  - Discuss and sign the policy and procedure packet
  - Turn in copy of Liability Insurance
  - Receive all necessary community class paperwork (Only approved county paperwork should be used during the duration of each session.)
4. Instructor approved for class instruction
  - Must complete an FBI Criminal Background check and fingerprinting with the County.
  - Pay for facility permit (Type II CC) in specified district or main central permit office.

**Community Class Instructor Criteria:**

1. To be considered as an instructor, the applicant must submit the following if applicable:
  - Certification from a certified body that the instructor has received the proper training and is qualified to instruct the subject class. (Required)
  - References and letters of recommendation that support your skill level to show that you are qualified to instruct the subject class. (Required)
  - Awards or recognition received in subject matter of class.

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2. All instructors must have a federal criminal history background check and fingerprinting done at their own expense. (\$14.75)
  - Background checks must be clear of any criminal history that may endanger participants. (HRS 846.2.7)
  - Background checks and fingerprints will not be accepted from current job positions.
  - The department will assist in the fingerprinting and background checks by appointment only. Appointments will be made by the Recreation Specialist after approval of class is awarded.
3. All instructors must have a Hawaii GET (General Excise Tax) license in effect and it must be valid and current.
4. Instructors must carry a \$ 1,000,000 (one million dollar) general liability insurance policy. County of Maui 200 S. High St. Wailuku, HI 96793 should be named as the co-insured on the insurance policy. Insurance must always be in effect and current.
5. Instructors are to use the County Seal and the wording, "Sponsored by the Department of Parks and Recreation" on all program advertisement after class is approved. All fliers, on-line websites, public signs, etc. need to be approved by the Recreation Specialist before circulation, distribution, or advertisement.
6. Hanging of program banners or signs at permitted county facilities will be limited to only the day of your class session only. (If class is scheduled at 4 p. m. that evening, banners or signs may be displayed from 7 a.m.) Banners and signs must be removed immediately after each class has ended. Failure to remove banners in a timely manner may result in: Banner removal and confiscation by department staff, prohibition of future use of banners or signs, non-compliance warning issued which may result in class suspension for that session.
7. Additional instructors may teach under the direct supervision of the primary instructor holding the permit.
  - a. These instructors will be required to be fingerprinted and background checked at the instructor's expense.
  - b. **All instructors are required to have all Certifications deemed necessary.**

**Community Class Permitting Process:**

1. The department permit staff will be responsible to process all facility permits for community class instructors. Permits are renewed on an annual basis starting in the Fall. A receipt and copy of permit must be forwarded to Recreation Specialist by District/Department permit clerk.
2. Permits for use of facilities are not confirmed unless space is available and all requirements have been fulfilled. The Department has the right to discontinue classes at its own discretion. The decision to continue classes will be based on criteria such as but not limited to:
  - Meeting the needs of the community
  - Professionalism of class and/or instructor

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- Space availability
- Future trends
- Cooperation with department staff
- Number of class participants
- District's reports on instructor and/or class
- Participants' surveys
- Fulfilling program requirements in a timely manner

Should you disagree with your termination, a letter to appeal the decision must be submitted within 7 calendar days to the Chief of Recreation.

3. Facility permit payments shall be made in the park district that your class is being conducted, or at the Department of Parks and Recreation Main Permit Office.
4. Payment for your next facility permit must be made during the last month of permitted session. Permits will not be issued if all required paperwork is not turned in, or not up to date. A Community Class should not exceed 2 hours per class. NO exceptions will be made. Instructors will be allowed permitted time for set up and clean up. Facility Fee payment should be made at time of application for facility permit. Payment will be accepted only in exact amount of cash, bank cashier's check, money order, or personal check.
5. **Permits are non-transferable**
6. The permit must be in possession with the instructor at all times during class sessions.
7. The Department will determine the amount of similar classes/activities that will be permitted at the same facility or district.
8. Facility fees are assessed per class (2 hours) as per the Annual Budget Ordinance.

#### **Community Class Program Criteria:**

1. Minimum/Maximum Number of Class Participants: All community classes should maintain a minimum of 5 participants per class session, and a maximum of participants that does not exceed the capacity of the facility. The Department has the authority to terminate your class if these guidelines are not followed and will provide you with a 30 day notice prior to the actual termination date. Due to safety concerns for Aquatic related Programs a ratio of 4 students per instructor will be enforced.
2. Evaluations:
  - **PARTICIPANT:** Each registered participant will need to complete a participant evaluation of the community class at least once every six months. Participant evaluations can be filled out online on the community class website.
  - **INSTRUCTOR:** Each instructor will need to complete an instructor evaluation of their class at least once every six months. Instructor evaluations can be filled out online on the community class website.
  - **DROP IN'S:** Each instructor will have a drop in evaluation of their class, done by a county recreation staff member, at least once every six months. These

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evaluations will allow county department staff to keep instructors accountable in providing a quality recreational program.

3. Community class sessions will be held for a period of 12 months. There will be three 2 week promotional periods within this permitted year. No modifications or exceptions to this schedule will be accommodated. New classes can begin at any time throughout the year, however each will end at the same time, and new year will begin on November 1. Instructors are required to fill out monthly attendance logs of all class participants, submitted online. If instructors teach more than one class, different logs should be filled out for each one.

- During two week promotional period instructors must do the following:
  - Promote and advertise upcoming session to help generate interest.
  - Allow free promotional classes to help generate new participant interest and registration. New registrations must be submitted online or to the permitting office.
  - Maintain a satisfactory instructor/class evaluation

4. Fees: (Maximum of 2 hours per class)  
Children, Youth, and Senior Citizen Classes  
(Below 18 years old and 55 years old and over)

Up to \$5.00 per hour

Adult Classes

Up to \$8.00 per hour

- All participant fees shall be collected by the instructor with a copy of the receipt being made available to participants on request. Strict adherence to fee scale will be enforced.
- All fees during promotional periods are waived. Participants both registered and possible students are allowed to attend at no charge.

5. Number of class participants should not exceed the facility's capacity. It is incumbent upon each community class instructor to know the facility's maximum capacity.

6. Instructors are responsible for:

- a. Cleaning and locking facility
- b. Picking up loose rubbish
- c. Locking the restrooms
- d. Taking down all banners when leaving the premise
- e. Instructors will be responsible for replacing any broken items while using the facility during your permitted use. Be sure to fill out Accident/Incident Form.
- f. The custodial deposit may be forfeited if the conditions of the permit have not been complied with (e.g., area is left unclean, doors left unlocked, using rooms at times not permitted)

*I have read this policy and I understand and agree that I will comply with all policies and procedures as set forth in this document. I also understand that any non-compliance with these requirements may result in the termination of my facility permit and program.*

_____ Instructor (Print)	_____ Signature	_____ Date
_____ Recreation Specialist (Print)	_____ Signature	_____ Date

Policy Approved by: \_\_\_\_\_  
Kaeo Ah Sau, Chief of Recreation

\_\_\_\_\_  
Date

Policy Approved by: \_\_\_\_\_  
Ka'ala Buenconsejo, Director of Parks and Recreation

\_\_\_\_\_  
Date

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