

CONTRACT CLASS INSTRUCTORS

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



IN THE PHONE

PARK PATROL

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

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

FRONT DESK

City Hall

Class cancellation forms, transfers, Exhibit A forms, & if you can't get a hold of 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
#NBRrecreation

FIRST CALL

COORDINATORS

Your initial contact for anything related with classes & camps. Contact your specific coordinator.

Cesar Armas

Marina Park Community Center, Newport Elementary, Bay & Beach
Office: 949-270-8155
Cell: 562-716-6847
carmas@newportbeachca.gov

Michelle Lee

Community Youth Center, Non-Staffed Community Centers, Fields, School Sites, & CdM Beach
Office: 949-718-1862
Cell: 661-317-7910

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

UP THE CHAIN

SUPERVISORS

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

Molly Patience

949-644-3145
mpatience@newportbeachca.gov

Danny Rice

949-270-8154
drice@newportbeachca.gov

Cody Huson

949-644-3154
chuson@newportbeachca.gov

MANAGEMENT

Should be contacted if outstanding issue is not resolved or supervisor is unavailable.

Brason Alexander, Manager

Office: 949-644-3150
balexander@newportbeachca.gov

Brian Cordeiro, Manager

Office: 949-644-3156
bcordeiro@newportbeachca.gov

Racquel Valdez, Manager

Office: 949-270-8156
rvaldez@newportbeachca.gov

Justin Schmillen, Deputy Director

Office: 949-644-3160
jschmillen@newportbeachca.gov



INSTRUCTOR INBOX

All proposal, link, & proof related information ONLY.
All coordinators & supervisors see this inbox – no need to CC.

Email: 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

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



WWW.NEWPORTBEACHCA.GOV/ACE

This webpage is maintained for ACE programming where instructors can also find current schedules, important forms, contact information, proposals, and more.

ARE YOU READY FOR CLASS?

- 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

Late Log. Newport Beach charges \$1 per minute a participant is picked up after the ending class time. Please utilize the Late Log! Instructors **MUST** stay until all participants are signed out.

Class Cancellations. It is the instructor's responsibility to monitor enrollments and submit the "Cancelled, Refund & Transfer Activity Form" if necessary. The form must be sent to: recreation@newportbeachca.gov by 3pm the Thursday before camp starts. Please contact all your participants- you must actually speak with them, before submitting your form. If you do not submit your form on time, you will be required to show up for camp on Monday. Full refunds will then be issued. The City of Newport Beach requires a minimum of 3 participants in order to run a class/camp. **Not properly cancelling classes affects payments.**

Class Reminders Emails. Please send out a reminder email to your participants before class that includes: class 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.

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.

Forms. Cancelled, Refund & Transfer Activity Form, Exhibit A, Parental Consent Form-Background Check, Late Log, Emergency Forms, Accident Report, Incident Report, & Direct Deposit Change Form can all be found on newportbeachca.gov/instructors under "Instructor Forms".

Accident & Incident Reports are legal documents and need to be clearly and completely filled out and submitted. Reminder to submit these forms within 24 hours!

Emergency & Going Home Form. Please have parents fill out if a child is biking, walking, or getting picked up by another adult.

Incident Forms. In the event of damages or behavioral issues, please submit a completed incident report to City staff.

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, as any school nurses leave at dismissal. Remember, if you have the need to use any first aid supplies, please remember to 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.**



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 an Exhibit A form to recreation@newportbeachca.gov. \$63 is due when coming to the Recreation office. Fingerprinting is done at 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).



Parking & Permits. If you teach at beach & bay locations or Newport Elementary School you are eligible for (3) virtual instructor parking permits. Permits may only be issued to an instructor that has a city issued instructor badge. Permits are no longer purchased at the Civic Center and reimbursed by check. The Work Permit Parking Application form could be found on the Instructor Forms portal of the City 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.

FACILITY FACTS

Staffed Facility: Submit a room set up request if you have camp 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 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.

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.



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.



Outdoor Lightning Safety Procedures. 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 Information. In the event of a tsunami, instructors and their students should proceed to the second floor of the Our Lady of Mount Carmel Church, one block from the school. They should remain there until authorities arrive. Marina Park staff will be of assistance during an emergency. **See instructor handbook for more details.**