

ATTACHMENT 1

Comparative Report on Contract Instructor Recruitment Processes

Criteria	Culver City	Inglewood	West Hollywood	Los Angeles County	Corona	La Mesa	Hawthorne
Contract Class Availability	Available	Available	Available	Available	Available	Available	Available
Application Process	Application reviewed by Recreation Dept.	Reviewed by Director Personal interviews	Knowledge & affiliations required Class proposals	Risk assessed Insurance waived for low-risk classes	Interest application Interviews & background checks	Align with city needs Background checks	Application and interview process
Documentation Requirements	Insurance Signed agreement	Short Form Agreement Waiver of liability Proof of insurance	Class proposal Professional references Proof of insurance	High-risk classes need insurance documentation	Liability insurance (if applicable)	Insurance Signed contract	Insurance and permits as applicable
Insurance Requirements	\$1M general liability \$3M aquatic + additional insurance	\$2M general liability + additional insured	\$1M general liability + additional insured	\$1M per occurrence (high-risk); \$3M for aquatic classes	\$1M general liability (if applicable)	Specific in contract	\$1M general liability
Instructor Certifications	background checks; additional training	TB test	Staff training evidence	Detailed insurance discussions	Background checks	Mandated Reporter training	some specialized training
Recruitment Strategies	Online platforms, community events, and outreach	Online recruitment Community guides	Professional networks Application reviews	Coordinators assist based on class proposals	Seasonal brochures Social media Word of mouth	Local agency recommendations Community evaluations	Community programs and social media

*All require
Business License
Live Scan
First AID CPR