



CITY OF BANNING STAFF REPORT

TO: PARKS AND RECREATION COMMISSION
FROM: Ralph Wright, Parks and Recreation Director
PREPARED BY: Scott Foster,
MEETING DATE: January 21, 2026
SUBJECT: Update on Instructor Program

RECOMMENDATION:

Receive and File.

BACKGROUND:

Current Challenges

- **Insurance Requirements:** The City of Banning currently does not require instructors to have separate insurance for their classes.
- **Limited Space:** The City of Banning Parks and Recreation Department has limited space for classes.

Proposed Policy Objectives

The proposed updates aim to achieve the following:

1. **Insurance Requirements:** Instructors will be required to have their own insurance. They will have the opportunity to purchase this through a City program or provide their own insurance.
2. **Adequate Utilization of Space:** The City and instructors will review class attendance, satisfaction, and space requirements to make sure available space is being used adequately.

Impact Statement

Updating these requirements will reinforce the department's commitment to participant safety and professional excellence. While these changes may require additional compliance steps for some veteran instructors, the department will provide a two-month transition period to ensure all contractors have ample time to meet the new standards without disrupting current seasonal programming.

FISCAL IMPACT:

The new policies and procedures associated with the instructor class program will not require addition funding by the city. However, instructors will have nominal costs associated with the new requirement for program insurance and additional background checks. Additionally, it is the hope that with the more concise review and evaluation of ongoing classes and space utilizations, there will be a resulting

increase in department program revenue.

ALTERNATIVES:

No alternatives provided.

ATTACHMENTS:

1. [Contract Class-Program Propsal Request Form.pdf](#)
2. [Contract Instructor Handbook.pdf](#)
3. [Instructor Checklist.pdf](#)
4. [Instructor Letter.pdf](#)