

First Colony Community Association Parks and Recreation Department

www.firstcolony.org

INSTRUCTOR POLICIES 2009

Description of First Colony & FCCA Parks and Recreation Department

First Colony Community Association (FCCA) is an energetic community that offers a unique lifestyle for all residents. As a premier master planned community, FCCA encompasses a wide variety of neighborhoods, businesses, schools, shopping areas, and recreational facilities and programs. There are over sixty (60) neighborhoods that make up First Colony servicing over 25,000 residents.

One of the services FCCA provides residents is recreational amenities such as parks, playgrounds, pools, community events, and programs such as classes, camps, and clinics which offer specialized instruction in a variety of recreational and educational activities. These facilities and programs are coordinated through the FCCA Parks and Recreation Department (FCPARD).

FCCA Parks and Recreation Department Instructors

FCPARD works with qualified instructors to offer residents recreational and/or educational classes, camps and programs. Instructors are considered independent contractors for FCCA and are paid a percentage of program fees, which are paid by participants enrolled in the program.

How to Become An Instructor

1. Interested instructors should review the FCPARD Instructor Policies & Agreement and submit a program proposal (see outline provided).
2. FCPARD will review the proposal and contact the instructor within ten (10) working days to set up a phone interview with the instructor and/or confirm whether the program will be offered and/or modified as submitted. Programs are offered according to community interest and facility space availability. FCPARD is under no obligation to offer a class/camp/program.
3. If confirmed, FCPARD will attempt to schedule Instructor *preferred* dates, times and space at one of the various facilities used for offering programs. The Instructor will be notified via phone, email and/or mail once a facility has been secured for the program. If recommended dates are not available, the instructor will be contacted to discuss options.
4. The Instructor shall submit a signed agreement with FCCA Parks and Recreation if a class or program is offered.

INSTRUCTOR POLICIES AND GUIDELINES 2008

1. FCPARD shall be responsible for the advertising of the program through FCCA's website (www.firstcolony.org) and the Association monthly newsletter – distributed to 9,500 homes. The Instructor may supplement advertising and promotion if he/she desires. All supplemental advertising for the class/program initiated by the Instructor must be approved by FCPARD.
2. FCPARD shall be responsible for registration of all participants in the program. Any program registration received by the instructor will be forwarded to FCPARD. Participants may not register during the scheduled class times. Participants may register with the FCPARD office (4350 Austin Parkway) by walk-in, phone or fax.
3. Instructor and FCPARD will mutually agree upon all fees established for the program.
4. Written requests for an increase in class fees must be submitted to FCPARD a minimum of sixty (60) days prior to the beginning of the next session of the program. Program fees should reflect material costs (For example, Art Class Program cost for participants should cover the costs of all art supplies provided by the instructor). NO ADVANCEMENT of payments shall be rendered in order to cover costs of materials.
5. Instructor will be paid by check for programs offered. An established percentage of total fees collected for program will be paid by FCPARD to the Instructor after the class roster has been finalized. Instructor payments will be mailed within thirty (30) days of the program starting date.
6. The percentage break down for the proposed program will be 80% to the Instructor and 20% to FCPARD. FCPARD retains a percentage of the program fees to cover costs associated with advertising, administration, registration and facility costs.
7. Program rosters will be available 1-3 days prior to the program start date. A final roster will be finalized after the second program date. Instructors will be responsible for verifying that individuals that attend the program have paid in full. Instructors may call FCPARD at (281)634-9555 one to three days prior to the program start date to inquire about roster information.
8. Programs that do not meet minimum enrollment three (3) days prior to the first day of the program are subject to termination. FCPARD and instructor will determine program minimums. In certain circumstances, FCPARD is willing to negotiate a new percentage break down with the Instructor for classes with less than minimum enrollment.
9. Refunds will be handled by FCPARD. Refunds are granted when the request is received prior to the start of the second program date, regardless of the reason. If the program is cancelled due to low enrollment, Instructor conflict, weather, etc., all students registered will receive a full refund of fees paid. After the second program date, refund requests will be determined by the Recreation Manager. Class registration will not be prorated for late registration unless authorized by the Instructor.
10. The Instructor shall be responsible for proper care and use of facilities for program purposes. The Instructor will make certain the facility is in the same condition as when arrived (e.g. chairs/tables in same place, floor vacuumed/cleaned/mopped/swept, garbage put in proper places, etc.). Any problems with the building or facility shall be reported immediately to FCPARD by calling (281) 634-9555.
11. All materials used in the class shall be provided by the Instructor unless otherwise agreed upon by the Instructor and FCPARD. The instructor is responsible for all copies of papers for participants, unless

otherwise agreed upon with FCPARD. *Please be aware that the Instructor will need to provide the following items if needed: overhead projector, television/vcr/dvd player and PA/stereo system.*

12. Instructor shall be responsible for the clean up of any equipment utilized by program, parents and/or students.
13. If an instructor is late to a class, it will be his/her responsibility to contact FCPARD as soon as possible. If tardiness continues over an extended period of time (more than three (3) occurrences for one session) the Instructor will be prohibited from teaching for FCPARD for the next scheduled session.
14. The Instructor shall be responsible for the dismissal of all program participants and must provide supervision of minors until parents pick them up. If a guardian has not picked up a minor 20 minutes after the conclusion of the program, please contact FCPARD at (281) 634-9555.
15. The Instructor shall not change the format of the class, location, price, supplies, etc. without first notifying FCPARD. All changes must be approved by FCPARD.
16. If the Instructor is unable to teach a program on a certain day, it is the sole responsibility of the Instructor to provide an acceptable, qualified substitute. The Instructor will be responsible for payment of services to the designated substitute. If the instructor must cancel a program on a certain date, FCPARD must be notified a minimum of 48 hours prior to the program so participants may be notified. Cancellations after 48 hours are only acceptable under unforeseen emergency situations. The Instructor will be responsible for coordinating a make up day with FCPARD and participants for the program cancelled.
17. Instructors are independent contractors. FCCA will not be responsible for deducting or withholding of social security taxes from any compensation paid to the Instructor and the Instructor may become liable, as a result of his/her relations with FCCA, for self-employment taxes. The Instructor will be further responsible for his/her own safety and FCCA does not undertake to provide worker's compensation or liability protection.
18. This Instructor agreement may be terminated at the sole discretion of FCCA.
19. The signing of this Instructor Agreement waives and releases any and all rights and claims of the instructor again First Colony Community Association, Inc. while providing instruction for said program.

I agree to abide by the 2009 policies and procedures as established in the First Colony Parks and Recreation Department's Instructor Policies and Guidelines document. I will return to this document to FCCA for review and approval.

SIGNED: _____

SIGNED: _____

PRINT: _____

PRINT: Bill Grantham, Recreation Supervisor

DATE: _____

DATE: _____

PROGRAM/CLASS INSTRUCTOR INFORMATION 2009

INSTRUCTOR NAME:

LAST

FIRST

MIDDLE (I)

ADDRESS:

STREET

CITY

STATE

ZIP CODE

FIRST COLONY RESIDENT: ___ Yes ___ No NEIGHBORHOOD: _____

DAY PHONE: _____ EVENING PHONE: _____ CELL PHONE _____

EMAIL: _____ SSN _____
For correspondence purposes *Must provide for payment purposes*

EMERGENCY CONTACT NAME: _____ PHONE _____

PAYMENT INFORMATION: Please indicate the following for payment processing.

CHECK PAYABLE TO: _____
Full Name

PAYMENT ADDRESS: _____
STREET CITY STATE ZIP CODE

ADDITIONAL INFORMATION: _____

FIRST COLONY PARKS & RECREATION DEPARTMENT

CLASS OUTLINE 2009

Please answer all questions THOROUGHLY. If you are teaching more than one class, please submit another form. If you have questions, please call (281) 634-9555 .

CLASS TITLE: _____
To be advertised in all program publications

CLASS DESCRIPTION:

Please include no more than 3 – 4 sentences to be included in all program publications

PROPOSED DAY(S): Choice #1 _____ Choice #2 _____

PROPOSED SESSION DATES:

Please note if there is more than one (1) session

*Example: On-going monthly class **OR** November 3 – December 15 **OR** Monday, October 25 etc.*

AGE RANGE: _____ to _____ (please specify only a minimum age if class is only for adults)

PROPOSED FEE: \$_____ per → _____ (class, session, month, etc.)

INSTRUCTOR RATIO: _____ students: _____ Instructor

MINIMUM PARTICIPANTS: _____ MAXIMUM PARTICIPANTS: _____

EQUIPMENT/SUPPLIES NEEDED*:

Please be aware the Instructor will need to provide the following items: overhead projector, television, VCR, DVD player & PA/stereo system

MATERIALS PROVIDED BY INSTRUCTOR: _____

MATERIALS TO BE PURCHASED BY PARTICIPANT (IF ANY): _____

PRICE: \$_____ LOCATION TO BE PURCHASED: _____

ADDITIONAL INFORMATION: _____

