

Program Instructor Agreement

1. Instructor Schedules

Instructor schedules are based on program needs and are arranged with the Recreation and Parks Department prior to the start of a session. Once a schedule is agreed upon, the instructor assumes responsibility for running the class. Schedules are arranged on a session-to-session basis.

2. Professionalism

Program instructors are a visual representation of the Avon Recreation and Parks Department and the Town of Avon. As a result, instructors must maintain a professional image with class participants and the public. Professional behaviors include an enthusiastic personality, politeness, being informed, and being skilled in the area of instruction. All instructors should use appropriate language and instruct a quality course throughout the class duration.

3. Class Supervision

It is the instructor's responsibility to maintain a safe and fun environment. Program participants must be supervised at all times. This includes making sure the program location is free of hazardous conditions and making sure students are exhibiting appropriate behaviors (i.e. language, no bullying, etc.). The instructor should wait with the students until they leave class with a parent/guardian. Children are only allowed to leave with a guardian or with a note from a guardian authorizing another adult for pick up.

4. Instructor's Attendance

Instructors are required to attend all classes as scheduled. In the event of an extenuating circumstance (medical issue, family emergency) you will be required to contact the Recreation and Parks Department immediately to determine possible solutions. If you are late (or running late) to a class you must contact the Recreation and Parks Department immediately. You must also contact your class participants. Repeated tardiness will not be tolerated.

5. Reporting of Incidents

In the event that an incident occurs (i.e. bullying, argument, hitting, etc.) during a program the Recreation and Parks Department needs to be contacted as soon as possible. All incidents must be documented on an Incident Report and submitted to the Recreation and Parks Department promptly.

6. Program Promotion

The promotion of programs is the responsibility of both the Recreation and Parks Department and the instructors. Each instructor should encourage participants to sign up for the next session and recommend similar programs they may be interested in trying out. Refer them to our website, seasonal brochures, flyers, and the Town of Avon Facebook Page. Be enthusiastic and informative!

7. Class Minimums and Maximums

If a class does not meet the minimum number of students required one week before the start date of the class, the Recreation and Parks Department reserves the right to cancel the class.

8. Class Cancellation Reminders

In the event of unexpected class cancellations, the instructor will e-mail participants unless otherwise arranged. Each instructor should stay informed of their class schedules and inform all students of upcoming no class dates or changes in class location.

9. Organization of Supplies/Class Materials

It is the instructor's responsibility to prepare and arrange materials for classes before the start of a program. The instructor is required to request necessary equipment from the Recreation and Parks Department with at least 2 weeks' notice to the start of a program. Money will not be collected by instructors.

10. ADA Compliance

The Recreation and Parks Department supports all participants according to the ADA guidelines. The Recreation and Parks Department will provide and pay for requested reasonable accommodations made by program participants. Instructors will be notified if there is a participant requiring accommodations in their program and a plan will be made that works for both the instructor and participant.

11. Payment

Instructors are required to submit their timesheets to the Recreation and Parks Department every two weeks (before the last Friday in the payroll period). The timesheets should reflect the program agreement made between the instructor and the Recreation and Parks Department. The timesheet will then be approved by the Director of Recreation and Parks. Please allow up to two weeks for processing through the Town's Finance Department. The money will be directly deposited into your account or a check will be mailed.

12. Rosters/Attendance

All instructors are required to have an account at www.Avonrec.com. Once an account has been created the Recreation staff will link your classes to that account. Instructors will then be able to view class rosters 24/7 by logging into www.Avonrec.com. Instructors are required to have expanded rosters/attendance sheets with them at all times. Instructors should consult their account for any last-minute registrations and educate themselves on any class participant allergies or medical conditions. Only students on the roster may be admitted into class. Please make sure only registered participants are present. If there is a participant at the class that is not on the roster they cannot stay or participate in the class until they are registered.

13. Emailing Participants

Please make sure when emailing participants that you put the email addresses in the BCC box so that participants cannot see other participants' email addresses. All emails sent to participants must also be CC'd to the Recreation and Parks Department.

14. Accidents/First Aid

In the event of a serious injury please call 9-1-1, the emergency contact of the individual injured, and contact the Recreation and Parks Department when it is safe to do so. You will also be required to complete an Accident Report within 24 hours of the accident and provide a copy to the Recreation and Parks Department.