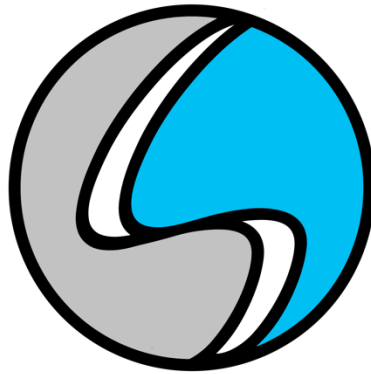


William Shore Metropolitan Park District

# Shore Aquatic Center Contract Instructor Manual



**SHORE**  
**AQUATIC CENTER**

# Come teach with us!

## **Become a Contract Instructor**

As a Contract Instructor, you will enter into an Independent Contractor Agreement with the Shore Aquatic Center that is designed as a 70/30 split, with the Instructor retaining the higher percentage. The Contract Instructor and the District Manager will determine a mutually agreed upon course fee (Contract Instructors teaching private swim sessions will be the same as private lesson fees offered by the Aquatic Center). All registration fees are collected and deposited by the Shore Aquatic Center.

## **What can the Shore Aquatic Center offer you as an Instructor?**

- The SAC uses a computer registration system that will allow us to maintain the facility booking for your class and to process registrations in an efficient manner. Instructors will receive attendance and waitlist reports prior to the first session.
- We accept cash, checks, Visa and MasterCard for payments. We offer in-person registration for all programs at SAC, as well as online registration.

## **Contract Instructor Manual**

Please review the information within this Contract Instructor Manual to acquaint yourself with the program. The Contract Instructor Manual is your resource for information on our Contract Instructor program as well as instructions on how to apply to become an Instructor with Shore Aquatic Center. The manual also includes:

Contract Class Proposal Form

You can request to have the information faxed, mailed, or emailed to you - please call (360) 417-9767 for information or email us at [info@sacpa.org](mailto:info@sacpa.org).

## **Contract Instructor Information**

### **How to become a Contract Instructor**

Instructors are hired on a contractual basis. In order to become a Contract Instructor for the Shore Aquatic Center, a potential Instructor must first submit a Contract Class Proposal Form for each course proposed.

For your convenience, you can find the Contract Class Proposal Form online on our employment page at [www.sacpa.org](http://www.sacpa.org). (You can also find a copy at the end of this manual.) Please complete this form and return it to the Shore Aquatic Center Manager at 225 E. 5<sup>th</sup>, Port Angeles, WA 98362. Contract Class Proposal Forms are accepted year-round.

Once you have submitted your Proposal Form the Manager will contact you and serve as your primary point of contact for the processing of your application. The Manager will review your paperwork and notify you if your Proposal Form has been accepted. Once accepted, you must provide the required items listed below before being approved. Once approved you will enter into an Independent Contractor Agreement with the William Shore Metropolitan Pool District. Once the agreement is executed, you will be able to offer the approved courses.

### **Items Required**

Before the district can enter into an Independent Contractor Agreement the following documents must be obtained from a potential Instructor:

1. **National background check**
2. A completed paperwork packet for payment

### **How to submit a Contract Class Proposal Form**

A separate Contract Class Proposal Form is required for each course you wish to teach. Contract Class Proposal Form are accepted year-round. Submitting a Contract Class Proposal Form does not guarantee that the course will automatically be approved.

There is no exclusivity to Instructors or the courses they teach.

### **Insurance**

By teaching for the William Shore Memorial Pool District/Shore Aquatic Center you are covered by the insurance of the district.

### **CPR/First Aid Certification**

All instructors must be certified in both CPR and Basic First Aid. This can be obtained by signing up for a class through the Shore Aquatic Center. Certifications already held must have been renewed within the last 6 months and included in the initial application.

### **Membership**

All Contract Instructors must have their own membership to use the facility when not teaching classes. Using the facility- including hot tub or sauna- before or after your class is not acceptable if you do not have a membership. Failure to comply will result in you being removed as an Instructor.

### **Equipment**

Contract Instructors cannot leave any equipment behind after their classes; only equipment owned by the district can be left on deck or in program storage. Contract Instructors can only use district equipment for programming, not equipment that belongs to the Coast Guard, Port Angeles Swim Team or Swim Club.

## **Class Fees**

All Contract Instructors set their class fees (except private swim lessons). The Manager will provide assistance on current market conditions. The Instructor and the District will determine a mutually agreed upon course fee. The District reserves the right to approve all class fees.

## **Refunds**

The Shore Aquatic Center refund policy reads as follows:

1. Credits/Refunds are gladly made if requested at least (3) working days prior to the first date of class/program. Credits cannot be offered to participant once the class has been started. Participants cannot switch their class fee over to another class once they have registered.
2. If you are not satisfied with your class/program, you must contact us within 24 hours after your first class/program meeting. Credits/transfers may not be given if doing so drops class enrollment below minimum required. Credits will not be given after the second-class meeting or for services already rendered.
3. Classes/programs that fail to meet the minimum enrollment may be cancelled. If a class/program is cancelled due to low enrollment, your registration fee will be credited to your account unless specified otherwise. William Shore Memorial Pool District/Shore Aquatic Center will make every effort to give 48 hours advance notice of low enrollment cancellations.

## **Instructor Payment**

As a Contract Instructor, you will receive a percentage of course revenue and the District will retain a percentage as follows:

70% Instructor/ 30% District Split

All registration fees are collected and deposited by Shore Aquatic Center. Percentages are paid to Instructors at the end of each class session. Requests for payments are accepted once every session or month. We will not pay out on participants who were not offered services or received a refund.

It is the District's policy to provide payment after receipt of services. Therefore, advance payments are not possible. Contract Instructors will receive payment within 30 days of the District receiving class attendance sheets and all class evaluation forms. It is the Instructor's responsibility to submit all required documents at the end of each class session to receive a timely payment.

Private swim lesson instructors will be paid on the 5<sup>th</sup> and 20<sup>th</sup> of each month. PSI will need to submit a full list of attendees at the end of each month listing the first, last and date of each lesson. Only those registered and paid for will be paid.

## **Course Information**

### **Registration**

Shore Aquatic Center shall be responsible for and have complete control over the registration of participants. Under no circumstances is an Instructor to accept payments, except for pre-approved supply fees.

No registrations may be taken by an Instructor. All participants must pre-register with the District before being allowed into any class/program. It is the Instructor's responsibility to ensure all participants are registered and fully paid prior to attending class. Participants can show via their phone, tablet, computer to an instructor that they have paid for the class if they are not listed on the printed roster. Rosters will be updated weekly.

### **Course Scheduling**

Instructors are responsible for submitting class schedules through the Contract Class Proposal Form. District staff will attempt to accommodate Instructor's schedule requests.

The William Shore Metropolitan Park District observes the following holidays. Please keep in mind that these holidays may affect your class schedules.

New Year's Day	Labor Day
Christmas Day	Thanksgiving Day
Christmas Eve (3pm close).	
Memorial Day	
Independence Day	

### **Absences, Substitutes, Cancellations**

If an Instructor is ill or unable to meet with their class, the Instructor must notify the Manager as soon as possible but no later than one hour prior to the start of class. It is the Instructor's responsibility to notify students of a course cancellation of this nature.

If an Instructor has made arrangements for a substitute the District must be notified no later than one hour prior to the start of class. All substitutes must have an approved application on file including national background check.

Classes without minimum enrollment will be cancelled or combined. If the activity or class is cancelled by the district, Shore Aquatic Center will issue a refund and inform the Instructor and students of the cancellation.

### **Course Times**

Instructors are responsible for providing instruction for the specified number of hours agreed upon and advertised. Instructors will be scheduled time to setup and tear down after their program, this scheduled time is the only time you will have access to the space.

### **Course Enrollment**

Once we have started registration for a new session, you can inquire about your enrollment at any time by calling the District Manager.

### **Attendance Sheets**

Be sure to fill out class attendance sheets before your program begins each day.

### **Taking Attendance**

It is the Instructor's responsibility to take attendance at each class. This is especially important for large classes where participants may have shown up to class without paying. Please inform individuals who have not paid to go to Shore Aquatic Center front desk or pay online and show receipt as proof of late registration. Participants must either be on your sheet or have a district issued receipt before you admit them to your class.

## **No-Shows**

If a participant does not show up for the first class, please let the District Manager know. SAC staff will give the participant a call to remind them of the next class (if you have multiple classes).

## **Facility Usage**

All Contract Instructors using District facilities will be allowed to set up their activity area 15 minutes prior to the beginning of class/program. The Instructor must always leave the area in the condition in which it was found. This means cleaning up any materials (equipment, mats, balls, etc.) and replacing any furniture and/or equipment back in its original location after the class/program ends.

## **Accident and Incident Reports**

All accidents and incidents, no matter how minor they appear, should be reported to the Manager. If an accident occurs in your class, please act calmly, promptly, efficiently and take care of the situation. Please fill out the Accident Report Form and provide to the Manager.

## **Child Abuse**

All contractors are legally required to report questionable bruises or marks that are repetitious and obvious to them. Likewise, should a child indicate to a contractor that abuse, either physical or sexual, is happening to them, it is their obligation to report the discussion to the District Manager.

## **Marketing Your Course**

### ***Social Media***

The Shore Aquatic Center will promote your classes on our Facebook page and our Instagram page a few weeks before the registration deadline.

### ***Website***

The Shore Aquatic Center will promote your classes on our facility's website. There will be a link for registration following your classes' description.

### ***Activity Guide***

The Parks and Recreation Department publishes three Activity Guides that are distributed at each of our locations as well as on our City website. Your classes will be published in the Activity Guides that coincide with your class dates.

### ***School Flyers***

If your program/classes pertain to youth participation we will advertise your class on school flyers with our monthly distribution. You will not be able to distribute your own flyers to the schools.

## **Stay Connected**

A lot happens throughout the year so stay connected to the William Shore Memorial Park District/Shore Aquatic Center by ensuring we have your current email address and phone numbers.

For more information on the William Shore Memorial Park District please call  
(360) 417-9767, or visit us at [www.sacpa.org](http://www.sacpa.org)



# Contract Class Proposal Form

PERSONAL INFORMATION	
Name	
Street Address	
City, State, Zip Code	
Day Phone	
E-Mail	

CLASS INFORMATION		
Class Title		
Class Description for Activity Guide *Not to exceed 30 words		
Ages:	Monthly/Ongoing Class? Yes      No	Session Dates:  Omit Dates:
Days of the Week:	Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday	
Start Time:	End Time:	Location:
Minimum # of Students:	Maximum # of Students:	
Proposed Fee to Students:		



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit completed information to:  
William Shore Metropolitan Park District.  
225 E. 5<sup>th</sup>, Port Angeles, WA 98362  
(360) 417-9767