



County of Powhatan
Parks and Recreation Department

INSTRUCTOR
Guidelines & Procedures

3834 Old Buckingham Road
Powhatan, Virginia 23139

Phone: (804) 598-6122
Fax: (804) 598-7835

County of Powhatan
Department of Parks and Recreation
INSTRUCTOR GUIDELINES AND PROCEDURES

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Programming Season Schedule

Winter – January, February, and March

Spring – April, May, and June

Summer – July, August, and September

Fall – October, November, and December (Holiday break is scheduled from Dec 21 – Jan 3)

Procedures

Please ensure that you read all of the following information carefully. If you have any questions concerning the policy and procedures, please contact the Director and or the Program Coordinator. All Class Instructors and Programmers will be expected to follow all of the following Center Guidelines, expectations and procedures.

1. All class registration forms and money will be turned into the County of Powhatan Parks and Recreation program staff.
2. Instructors will be paid at the end of the session for each class conducted during the particular session. The percentage paid will be 75% (own facility) and 65% (county facility) of the total participant fees for each class. 70% will be the pay rate for all instructors. Each class needs to begin and end in accordance to the session time frame.
3. Rosters will be provided for all classes. Class registrations will be accepted during our regular office hours of 8:30 a.m. to 5:00 p.m. and during classes at night until 8:30 p.m. until the class registration deadline. Please see your programmer for anything you need.
4. If you are cancelling a class due to any circumstance please call the Parks and Recreation Department and personally speak with the Director or Program Coordinator to inform them.
5. Classes must adhere to the set class times. Classes may not begin early or end late.
6. Minimum and maximum class participant numbers will be set for each class. We will work together to establish these numbers. Classes that do not meet the minimum number will be cancelled, and classes that meet the maximum will have to register participants for another class or add them to the class wait list.

7. Absolutely under no circumstance shall any person participate in a class without completing the proper class registration form and signing the assumption of liability.

8. All classes will have to have the proper paper work completed for them. Please use the Class Proposal Form to describe your class in full detail with all of the necessary dates that you will need.

9. Attendance will be kept for all classes. It is the responsibility of the instructor or program attendant to report the total class attendance number for each class to the Parks and Recreation Staff . Session attendance sheets need to be turned in to department at the end of each class.

10. **REFUND POLICY AND PROCEDURE:** Requests for refund must be made in writing and received ten (10) working days prior to the beginning of the program. Requests for refunds will be evaluated on an individual case basis.

11. Participants may sign up for classes until the registration deadline. If the class has met twice the participant must sign up for the next session that the class will be offered. We do not pro-rate registration fees or allow participants to sign up for classes after the deadline.

12. **SCHEDULE OF HOLIDAYS OBSERVED:**

New Year’s Day	January 1 st and 2 nd
Lee-Jackson	Friday preceding 3 rd Monday of January
Martin Luther King, Jr.	3 rd Monday of January
George Washington Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran’s Day	November 11 th
Thanksgiving Holiday	4 th Wednesday, Thursday and Friday in November
Christmas Eve and Day	December 24 th and 25 th ’09
New Years	December 31 and January 1

Holidays falling on Saturday or Sunday shall be taken the Friday or the Monday respectively as approved by the Board of Supervisors and announced by the County. Please be aware that the Governor will occasionally grant additional holidays, County of Powhatan Parks and Recreation Department will adhere to those additional dates when added.

Instructor's Agreement

This document represents a binding agreement between _____, referred to as the "INSTRUCTOR" and The County of Powhatan Parks and Recreation Department referred to as the "CLIENT".

- I. CLIENT agrees to hire the INSTRUCTOR, to teach the above titled class. The INSTRUCTOR will receive 75% (own facility) and 65% (county facility) of the total participant fees brought in for the class. Class payments will be made upon the completion of each session.
- II. The INSTRUCTOR agrees to be present and on time to teach all classes during each session except in the case of an extreme emergency situation or inclement weather.
- III. INSTRUCTOR will teach the above mentioned class for the following Seasons and Sessions at the listed times.
- IV. **SEASON:** _____
SESSION: _____
TIME _____

V. INSTRUCTOR INFORMATION:

Name: _____ Email: _____
Home Address: _____ City: _____ Zip: _____
Phone: (Home): _____ (Work): _____
Birth date: ____/____/____ Social Security #: _____

This contract shall be governed by the State of Virginia.

IN WITNESS WHEREOF, the parties here agree to the terms set forth above

County of Powhatan Parks and Recreation Department _____

Director / Programmer

Instructor Name (Print)

Signature of County Representative

Signature of Instructor

3834 Old Buckingham Road Suite A

Street Address

Street Address

Powhatan, VA 23139

City/State/Zip

City/State/Zip