



Instructor's Handbook

About Us

Thank you for your interest in becoming an Independent Contract Instructor (Instructor) with the Leland Department of Parks, Recreation and Environmental Programs (Department). We are excited about the possibility of working together to reach our common goals and to serve the community. The Department is dedicated to building strong families and individuals through the provision of recreational opportunities. We believe that the benefits of participating in recreational programs, classes, and events are even more important than the activity itself.

How it Works

The Department utilizes Independent Contract Instructors to provide recreational services to our community. Programs may be designed for preschoolers, school-age children, teens, adults, families and seniors.

The process begins with the Instructor proposing a program or activity. There is a form enclosed in this handbook for you to utilize. The proposal is then submitted to the Department.

Department staff then reviews the proposal and assesses the content of the program/activity to determine its potential in meeting the Department's vision and goals. You may be contacted for a more detailed discussion at this point.

The proposal may then be submitted for review and approval by the Leland Parks and Recreation Board.

If approved by the Parks and Recreation Board, you will then work with Department staff to determine the specific design of a program/activity in regards to facility suitability, facility availability, fee structure, course time frames, participant maximums or minimums, age ranges, course descriptions, etc.

Once Department staff and the Instructor verbally enter into an agreement, a written contract will be produced that details the programs or services that you agree to provide.

The Contract

Before a contract is approved, the Instructor must have a business license on file with the Town of Leland and submit information for criminal background checks.

The Town of Leland's insurance does not cover Instructors. You will be required to provide proof of liability insurance to the Town before your contract is finalized.

The Town of Leland does not withhold state or federal income taxes, but does report the Instructor's income to the IRS via form 1099.

The contract duration will most likely coincide with the Town's fiscal year, July 1 – June 30.

To place your activities in the Activity Guide, time must be allotted to create, edit and print the guide. Therefore, agreements must be completed by the following deadlines:

Winter/Spring – October 1

Summer /Fall – March 1

Course Delivery Policies

Registration and Liability- Program registration will be accepted in the Parks and Recreation Department office during normal business hours until registration deadline. Instructors are not authorized to accept registration. Under no circumstance will any person be allowed to participate in any scheduled program or class without completing the proper Program Registration Form and Liability Waiver.

Promotion – All programs that meet publication deadlines will be listed in the Activity Guide. The Department will also regularly post information in local newspapers and on the Town Web site. The Department will create flyers for your course and display them at Parks and Recreation facilities. The Instructor may seek additional locations for their distribution. All advertising done by the Instructor must represent it as a Parks and Recreation program, contain the Leland Parks and Rec. logo and be approved by Department staff.

Program Rosters - A list of all program participants should be obtained prior to the start of each program. Attendance will be recorded by the instructor for all classes based on the roster provided by the Department.

Program Minimums and Maximums – The required level of participation will be decided by agreement between the Instructor and the Department. In the event that the minimum requirement for participation is not met per class, the scheduled program will be cancelled. Registration over the set number established for maximum capacity will be added to a waiting list for the next scheduled program with agreement of participant.

Cancellations - In the event that a class needs to be cancelled due to illness, weather or other unforeseen reasons, the Instructor must contact the Department immediately. All efforts will be made to reschedule the class. Department staff will contact the participants regarding all cancellations, reschedules, or refunds. Substitute instructors are not allowed.

Evaluations – Program Evaluation Forms should be obtained from the Parks and Recreation office, given to participants on the final day of the program, and returned to the Parks and Recreation office.

Contractor Instructor Payment - Instructors receive a percentage of the participant fees. The percentage is generally an agreed 75-25% split with 75% paid to the Instructor and 25% retained by the Town. The Instructor is responsible for the cost of materials or supplies. This should be taken into account when determining program fees. Larger participation levels will yield a larger income for the Instructor. Payment is generally made after the completion of each program.

Parks and Recreation Policies and Procedures

The Department also holds Instructors responsible for the following policies and procedures:

Representing the Town - Though not employees of the Town of Leland, Instructors do represent the Town. Instructors must conduct themselves in a professional manner that includes dressing and speaking professionally, and supporting policies and Town decisions.

Release of Minors - At the end of the activity time, the Instructor must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty. The Instructor must stay until all participants have left the facility.

Instructor's Relationship with Participants - The Instructor must not have contact with a single participant unobservable by staff, parents or other participants at any time. Parents should be invited and encouraged to visit program sites at any time on a drop-in basis and do not need to ask permission to do so.

Safety of Participants - The Instructor's primary responsibility is to ensure the safety of participants involved with the activity. Visually inspect the facility in which you are working. If any aspect of the area appears unsafe, it is your responsibility to notify the Department and to take actions that will ensure participant safety.

First Aid Provision - It is the Instructor's responsibility to know where the first aid kit is located for all facilities where they provide services. For minor first aid (band-aids, etc.) the first aid kit will suffice. For serious accidents, do not move the injured participant, and then call 911. If a child is involved, notify the parent/guardian immediately. CPR certification is required to teach some courses.

Closing of Facilities - When leaving a facility, the Instructor must ensure that all doors are locked securely, alarms set, and all lights and a/c are turned off. If other authorized Instructors or Department staff are present, please notify them of your departure.

Discrimination and Harassment - The Town of Leland prohibits any type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment. Violation of this is grounds for immediate termination of the contract.