



Please provide the names of any agents acting on your behalf, in conjunction with, and/or as your subcontractor:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please give a brief, but exciting and detailed, description of your class (to be used to promote your class):

Please return this completed proposal and your resume, (which includes your experience and background in this activity) to the Recreation Superintendent. Once the proposal is reviewed, you will be notified and details can be discussed. **We require promotional information at least 3 months in advance.** Thank you for your interest in providing new recreation opportunities for the families in Newport.

Mailing Address:           City of Newport  
                                  Parks and Recreation Department  
                                  225 SE Avery St.  
                                  Newport, OR 97365

Email Address:           play@newportoregon.gov

## **INSTRUCTOR INFORMATION & GUIDELINES**

The purpose of this guide is to inform all instructors of the class/activity procedures and building policies of the City of Newport Parks and Recreation Department. To reduce confusion and to build communication between the staff and the instructors, please note the following information and guidelines:

### **I. REGISTRATION INFORMATION**

1. Registration dates and other information can be found in each issue of our current Activity Guide or on our website.
2. All registration is accepted in person or by mail. Payment (by check, cash, debit or credit card) is required at the time of registration.
3. Registration is taken on a first-come/first-serve basis. If enough interest is shown and facilities and instructors are available, the Recreation Center will look at scheduling another class.
4. The Parks and Recreation Department reserves the right to cancel any programs or trips due to insufficient registration. Participants registered in cancelled classes will be given a full refund or credit.

### **II. INSTRUCTOR GUIDELINES**

1. Classes will begin promptly at the designated time each week/day. Please adhere to your scheduled times by arriving on time and prepared for class. If extra time is needed, please notify the Finance/Administrative Specialist.
2. Instructors shall notify the Finance/Administrative Specialist of feedback received from participants (compliments and complaints).
3. Classes will be cancelled only due to injury or illness. Instructors must contact the Finance/Administrative Specialist AND the Control Desk as much in advance as possible if a class needs to be cancelled.
4. Check the holiday schedule with our Control Desk staff so students can be informed of the day(s) the facility is closed.
5. If registration for a program is below the set minimum number of students, the class will be cancelled unless the Instructor and Finance/Administrative Specialist agree otherwise.
6. Arrangement for class changes, registration fees, curriculum, and all details concerning your class(es) are handled through and with the approval of the Finance/Administrative Specialist.
7. **NO FEES SHALL BE COLLECTED BY THE INSTRUCTOR.** Registration fees will be collected by Control Desk staff.

8. **ACCIDENT REPORTING:** It is the instructor's responsibility to notify the Control Desk staff about any participant injury or incident and to complete an "Incident Report Form." If the injury requires first aid, the instructor must notify the Control Desk immediately. The form must be submitted by the next working day. Please notify the Recreation Superintendent or Finance/Administrative Specialist of any unsafe conditions/equipment in the classroom/facility.
9. Instructors are contracted by the Parks and Recreation Department to instruct the class for which they were hired. They do not have the authority to make decisions, changes and/or exceptions to any department rules or policies. If concerns or questions arise, instructors must contact the Finance/Administrative Specialist.
10. The instructor responsibilities outlined by the Parks and Recreation Department must be adhered to at all times. Any infraction of the policies, procedures, or guidelines will result in a verbal warning. Further infractions will result in a written warning. Immediate termination will occur if the instructor is grossly negligent in his/her responsibilities.
12. If you are instructing children, you may not leave the facility until all children have been picked up by a parent or guardian. Children cannot be left unattended.

### **III. BUILDING POLICIES**

1. Smoking and alcohol are not allowed in the building or anywhere around any participants.
2. The instructor is responsible for ensuring the area they are using is cleaned after each class.
3. Instructors are not permitted to use office telephones or equipment (i.e. copy, fax machines and computers) unless prior approval is given by the Control Desk staff.

Your adherence to these policies is expected and greatly appreciated. If you have any questions, please contact the Recreation Superintendent.