

BC RECREATION & PARKS ASSOCIATION POOL OPERATOR INSTRUCTOR INFORMATION

POOL OPERATOR INSTRUCTOR GUIDELINES:

Instructor to be under an Agreement

- All instructors will enter into an agreement with BCRPA as an instructor of the BCRPA Pool Operators (Level 1 & 2)
- Instructors may be assigned to a geographical area and may not be hired to teach the course outside of that area.
- If courses are taught internally, an agreement will be made with employer, though the instructor is still representing BCRPA.
- The BCRPA will have the right to observe the trainings of the instructor for the purposes of quality assurance evaluations, checking operations, supplies, equipment, marketing and promotional materials. Evaluation results will be shared with the instructor and assistance will be provided where improvements are required

Term of Agreement

- Will apply for a specified term of three years.
- Instructors are expected to facilitate a minimum of one course per year during this time frame
- May be terminated by either side at any time with 15 days notice.

Protection of Intellectual Property

- Instructors will not divulge the contents of the instructors' manual or any other course teaching material and will not assist others to develop a similar course, within or outside this agreement. No copies will be made of the Participant Manual or Instructor manual.

Audit of performance

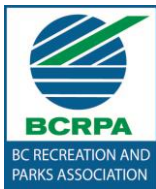
- Instructors will ensure that participants use course time to complete evaluations for each course delivered.
- Instructor performance may be audited and evaluated at any time without notice by a representative from BCRPA and/or its partners.

Promotion of the Course

- Instructors are expected to promote the course in their assigned community in cooperation with BCRPA and course sponsors.
- Instructors are expected to proactively seek out opportunities to facilitate workshops in their area.
- Instructors understand that their role includes expansion of the BCRPA Pool Operator program, and actively solicit opportunities with pools in their geographical region to run workshops which can include both municipal and commercial pools as well as hotels, motels and condos that operate pools and/or hot tubs

Promotional Material

- BCRPA will provide promotional material (in addition to the BCRPA website) for use by instructors.



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Registration for Courses

- All courses will be registered with the BCRPA office prior to the course date
- Hosts will be billed \$70 +GST per person for each Pool Operator course* + shipping according to the region they live in. This covers the cost of the Participant Manual each person receives, the data entry of their information and mailing of certificates to successful individuals
- Course price to participant to be determined by Host Facility.

**Rates charged are determined by BCRPA, and are subject to change at any time*

Remuneration for Course Instruction

- Recommended \$350 per full day of course delivery. Additional costs including travel & accommodation will be negotiated by BCRPA as liason between host site and instructor. BCRPA will pay instructors directly for workshop fees, including travel reimbursements.
- If internal, employer will be responsible for remuneration arrangements.

POOL OPERATOR INSTRUCTOR DUTIES & RESPONSIBILITIES:

Instructors will be responsible for:

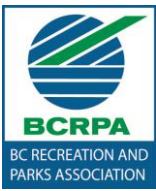
- Distribution of all course materials to participants.
- Contact with Host Facility to confirm arrangements including classroom, AV equipment etc.
- Input to ongoing development of course manual and instructional materials
- Invoicing instructor costs directly to BCRPA
- Forward all forms including the class roster, invoice and completed evaluations to BCRPA following each class (within 7 days from the course date)
- Cooperatively promoting classes
- Providing Temporary Cards for participants if required/requested.
- Wearing a BCRPA Pool Operator Training garment when they are teaching courses, at a minimum for the first day of the course
- Professionally representing BCRPA at all times

BCRPA will be responsible for:

- Ordering and provision of materials to instructor
- Distribution of course participant certificates
- Maintenance of program records and registration database
- Certification & assignment of instructors
- Cooperatively promoting classes

Host Facilities will be responsible for:

- Instructor travel and accommodation costs if applicable
- Provision of refreshments during the class (optional)
- Provision of an adequate room and pool space
- Provision of lunch is at the discretion of the Host.
- Cooperatively promoting classes



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For questions, or for clarification, please contact the **Partnerships and Events Coordinator** at 604-629-0965 ext 260 or by email at education@bcrpa.bc.ca.

Please initial, date and sign the below statement:

I have read and understood the terms of this document. My signature below indicates that I will adhere to the Pool Operator Instructor Guidelines, Duties and Responsibilities. I understand that failure to adhere to any part of this agreement would void my certification as a Pool Operator Instructor.

Signature
Pool Operator Train the Trainer Course Participant

Signed Date

Signature
BCRPA Partnerships and Events Coordinator

Signed Date