

**SAMPLE TEMPLATE – Contract for Instructor**

\_\_\_\_\_ **COMMUNITY LEAGUE**

**PROGRAM INSTRUCTOR AGREEMENT**

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Name of Instructor: \_\_\_\_\_ Phone: (Daytime) \_\_\_\_\_ (Evenings) \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Program Details:**

Title: \_\_\_\_\_  
Times: (Days of the week) from \_\_\_\_ p.m. to \_\_\_\_ p.m.  
Dates: \_\_\_\_\_ to \_\_\_\_\_ (10 weeks)  
Target participants: Children ages 8 to 12  
Location: \_\_\_\_\_ Hall, (address)  
Registration fee: \$\_\_\_\_ for members / \$\_\_\_\_ for non members  
Class size: Minimum 10 / Maximum 15

**Instructor will be responsible for:**

- completing an Edmonton Police Service security clearance\* and submitting its results to the program director,
- collecting all registration fees and submitting fees to the program director,
- completing the master registration information form and submitting it to the program director,
- opening and locking the facility before and after each class,
- ensuring the facility restored to a clean and tidy state after each class, with supplies stored,
- purchasing all supplies and submitting receipts to the program director for reimbursement, and
- assuming legal responsibility for any injuries sustained as a result of class participation and purchasing personal liability insurance if desired.

In the event the instructor is unable to attend a class for any reason, he/she will be asked to:

- a) contact each participant directly in advance of the class, or
- b) arrange for a third party, who must be at least 18 years of age, to be at the facility to inform participants on class day and ensure their safety if they should arrive without a parent, and
- c) provide an alternate class time for participants.

\* \_\_\_\_\_ Community League requires all staff and volunteers working with participants under the age of 18 to complete this security clearance.

\_\_\_\_\_ **Community League program director will be responsible for:**

- arranging for adequate janitorial services,
- providing a key to the facility; this key will remain the property of the \_\_\_\_\_ Community League. It may not be copied and must be returned to the program director when \_\_\_\_\_ classes described above have ended,
- submitting all registration fees to the treasurer for deposit,
- arranging for reimbursement of expenses to the instructor within \_\_\_\_ days of expenses claims,

- arranging for reimbursement to the instructor following the last class at a rate of 90% of all registration fees collected (for a minimum of \$\_\_\_\_\_ and a maximum of \$\_\_\_\_\_), and
- ensuring that liability insurance is in place relating to the use of the facility itself.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_ Community League

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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