

Recreation Services Non-Contracted Instructor Policy



Section	Date	By-Law Number	Page	Of
Community Services	August 13, 2013	80-2013	1	2
Subsection	Repeals By-Law Number		Policy Number	
Kenora Recreation Centre Non-Contracted Instructor	102-2009		CS-3-1	

Purpose

To define the City of Kenora conditions for NON CONTRACTED Group Fitness instructors to conduct classes and run a business within City owned and operated facilities.

Policy

1. Group Fitness non contracted instructors must provide Proof of Certifications First aid, CPR, and Insurance, and submit a copy to be on file with the City of Kenora Fitness Consultant. These are to be updated annually and current.
2. Group fitness non contracted instructors will be solely responsible for all cancellation and booking of classes.
3. Promoting of classes can only take place in designated areas in the building.
4. City Staff is not permitted to act as a personal assistant towards non contracted group fitness instructors in any way.
5. Noncontract group fitness instructors and their clients will follow, promote and abide by all Kenora Recreation Centre rules.
6. Staff and the City of Kenora will not be responsible for non-contracted group fitness instructors own equipment of any kind. Equipment may not be stored on or at City of Kenora facilities without prior written consent from the Recreation Services Manager or designate.

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- 7. Non contracted group fitness instructors will not have access to City of Kenora equipment. Fitness equipment is not included in the price of a room rental without prior written consent from the Recreation Services Manager or designate.
- 8. All room rentals will be booked in advance through the City of Kenora’s Fitness Consultant and paid in advance of commencement of classes. Seven days prior written notice must be received for any cancellations.
- 9. Noncontract group fitness instructors must ensure that all clients have a paid admittance or hold a valid membership at the Kenora Recreation Centre, and check in at front desk prior to class.
- 10. Classes cannot conflict with existing classes being run by the Kenora Recreation Centre.
- 11. This policy shall be reviewed annually and updated as needed to best meet the needs of the City of Kenora.
- 12. Non contracted group fitness instructors will sign off that they have read, understood and agrees to abide by the conditions of this policy prior to conducting classes and or business on or in City of Kenora recreation facilities or property.

This Policy has been reviewed with me. I understand the policy and agree to abide by it.

Instructor Name (printed): _____

Instructor Signature

Date