



## Contract Instructor Information Sheet

### Overview of Application Process

#### 1. Program Application Deadlines

- Spring Session (Mar, Apr, May) - December 1
- Summer Session (Jun, Jul, Aug) - March 1
- Fall Session (Sep, Oct, Nov) - June 1
- Winter Session (Dec, Jan, Feb) - September 1

#### 2. How the Process Works

Once an application has been submitted you will be contacted if your proposed program fills a current need of the MAC. If your program is not considered for the applied brochure session it may still be considered for future sessions. Submitting an application is not a guarantee of a contract employment.

#### 3. Scheduling

Instructors will propose the days, times, length and format of a program based on their teaching experience and availability. If the proposed program is accepted, the Coordinator will discuss facility availability with the instructor.

#### 4. Fee Structure and Instructor Payment

Instructors are paid 65% of each public registration collected. The City does not withhold taxes on your behalf and you will be responsible for taxes on the income you receive as a contract instructor. You are responsible for any salaries of assistant or substitute instructors.

#### 5. Program Details

All the details of the program; i.e. public registration fee, minimum and maximum number of students, age range, course description, supplies needed, etc., will be proposed by the instructor on the application and discussed with the Coordinator if the program is chosen.

#### 6. MAC Card Required

Anyone taking a program taught at the MAC is required to purchase a MAC Card. Contract Instructors will receive a free MAC Card for themselves and their immediate family.

#### 7. No Selling

The City does not allow Contract Instructors to sell and/or advertise merchandise or any other businesses in class taught through the Mansfield Activities Center.

#### 8. What the MAC Provides

The MAC staff processes all registrations and collects all registration fees. Instructors should not collect money for any reason other than an agreed upon supply fee. The MAC also provides a room, tables and chairs, and advertising for any program. We have a white board, projector and laptop for class use when available. We have a limited amount of recreation equipment (mats, balance beams, sports balls, free weights, etc.) that may be used for classes as approved by the Recreation Coordinator or Center Supervisor. All programs must share equipment with other programs scheduled at the same time.

**9. What the Instructor Provides**

Instructors must provide any specialized materials or equipment for program. Instructors may charge a supply fee to the participant, per PARD approval, or include the cost of supplies in registration.

**10. Program Proposal**

In addition to completing the Contract Instructor Application, you need to submit a general course description along with a detailed curriculum of what you will teach in your class with your application.

**11. Assistant/Substitute Instructors**

You are expected to be at each class. However, this is not always possible. You may appoint an assistant instructor or substitute instructor. Before they can teach at the MAC, they must have a signed Assistant/Substitute Instructor Form on file with the MAC and they are subject to a criminal background check.

**12. Program Promotion**

The MAC reserves the right to alter program titles and descriptions for marketing/formatting purposes. All MAC programs will be published in the quarterly MAC brochure, listed on the MAC's online registration website and listed on flyers distributed at the MAC and other area facilities. You may also produce your own flyers with the approval of the Recreation Coordinator or Recreation Program Specialist.

**13. Attendance**

Instructors will receive a list of everyone registered for the program. Instructors are responsible for taking attendance and turning the sheet into the front desk at the end of the session. If a person's name does not appear on a roster, they have not registered for the program and therefore the instructor will not be paid for them. It is the instructor's responsibility to send those not registered to the front desk to register before allowing them to participate.

**14. Classroom Expectations Overview**

Instructors must dress appropriately as when teaching for the City you are representing the City to the public. Instructors must arrive at least 15 minutes before the start of your class to set up the room if necessary and take care of any registration issues, etc. that may come up. You are expected to hold all published class dates for the full amount of time and number of sessions. Any participants that pose behavioral problems should be reported to a supervisor at the MAC. Instructor may not collect any monies from participants unless agreed upon between them and the Recreation Coordinator or Recreation Program Specialist.

**15. Coordinator Contact Information**

Nick Garcia  
*Recreation Program Specialist*  
Nick.Garcia@mansfield-tx.gov

Mary Jones  
*Recreation Coordinator*  
Mary.Jones@mansfield-tx.gov

Phone: 817-453-5420

Fax: 817-453-8516

[www.mansfieldparks.com](http://www.mansfieldparks.com)

Please keep this sheet for your records.