



RECREATION SPONSORED CLASS POLICY

Summary:

- Instructors of Sponsored Classes shall be independent contractors.
- The Association shall provide facility space and advertising at no cost to the instructors.
- Instructors are responsible for setting class fees and collecting all payments.
- Class registrations shall be made through RecDesk – the Association’s registration platform.
- **Registrations may only be made by an Association resident. Resident can include up to 3 additional guests per class on their registration, including non-residents. The registered resident must be present for the class or activity for guests to participate. Non-resident only participation is discontinued.**
- All equipment and supplies to be provided by the instructor, unless otherwise agreed upon in writing.

These proposed terms are for informational purposes only. In the event of any conflict between this document and the Class Instructor Activity Agreement entered into between The Dobson Association, Inc. (the “Association”) and an instructor, the terms of the Class Instructor Activity Agreement shall prevail.

Classes sponsored by the Association are educational and instructional to benefit the residents of Dobson Ranch. All sponsored class offerings must be approved by the Recreation Department.

All classes are provided and supervised by instructors who are independent contractors, not employees of the Association. Instructors of Association sponsored activities shall provide the Association with a signed instructor contract, completed IRS W-9 form, certificate of liability insurance naming the Association as an additional insured, and a signed release form for each participant in their class or activity.

Class registration shall be made by Association residents through the Recreation Department. Residents may include up to three (3) additional guests, including non-residents, on their activity reservation. The registered resident must be present at the class and/or activity for guests to participate. All non-resident guests shall be disclosed and included in the resident registration.

Payment (i.e. aerobics, aqua aerobics, tennis, etc.), shall be made directly through, and to, the instructor. Instructors shall determine the payment rate and method of payment for their class. Instructors may charge different rates for residents and non-resident guests, at their discretion. Instructors shall notify the Recreation Department of class rates or any changes to rates.



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The Association shall provide facility space, free of charge, based on facility availability. Instructors shall coordinate with the Recreation Department to determine facility availability and class scheduling. The Association will post sponsored classes on the Association Event Calendar. The Association shall provide advertising for all sponsored classes, free of charge, via Ranchers Roundup, the Association website and digital app, email, and Association social media. Facility and advertising terms are subject to change with prior notice to class instructors.

Instructors shall be responsible for providing all equipment, supplies, and additional services necessary for their course, unless agreed upon, in writing, with the Association. Requests for special equipment or services provided by the Association shall be submitted to the Recreation Department in writing. The Recreation Manager will evaluate each request based on the needs of the total community and prepare a written response to the request. When appropriate, the Recreation Manager will make a recommendation to the Executive Director and/or the Board of Directors regarding expenditure of funds.

Instructors shall be responsible for compliance with any applicable safety standards and ensuring that all participants are aware of any risks associated with the activity. A waiver form disclosing activity risks involved, holding the Association harmless, and indemnifying the Association from liability caused by the participant's use of the facilities, shall be signed by all class participants and kept on file with the Recreation Department.

Instructor contracts for Association sponsored classes shall be for a maximum term of one (1) year. All instructors must complete the renewal process annually for each class offered. All required forms on file shall be updated and submitted as part of the annual renewal.

Association classes can lose their sponsored status by not adhering to all of the following:

- a. Non-participation in annual renewal process.
- b. Not adhering to requirements stated in this document or the instructor agreement.
- c. Failure to follow safety requirements at classes and activities.
- d. Avoiding consultation and cooperation with the Recreation Department staff.
- e. Ignoring facility procedures and regulations.
- f. Neglecting to file insurance release forms.
- g. Failure to disclose rosters or other records upon request by the Recreation Department.
- h. Not maintaining financial independence.

Furthermore, the Association may choose not to renew its agreement with an instructor in its sole discretion.