



# Alberta Association of Recreation Facility Personnel

<b>Policy Title:</b>	<b>Education Policy</b>
<b>Approval Date:</b>	September 13, 2014
<b>Effective Date:</b>	January 1, 2015
<b>Revision Date:</b>	September 13, 2014
<b>Review Date:</b>	Annually
<b>Supersedes:</b>	Education Policies and Procedure – April 2011

## Policy Statement:

The Alberta Association of Recreation Facility Personnel (RFP) Staff and Board Members are responsible for ensuring that the Association's educational activities are conducted in a fair, honest and ethical manner.

## 1. Reason for Policy

- 1.1. Purpose
  - 1.1.1. Education is one of the founding principles of the Alberta Association of Recreation Facility Personnel.
  - 1.1.2. Education is consistently identified as one of the primary reasons for membership in the Association.
  - 1.1.3. Important considerations for persons making decisions about training are: perceived value of the information and cost for the course.
  - 1.1.4. Owner/operators of recreation facilities have finite training funds.
  - 1.1.5. The Association continues to move toward financial independence and away from reliance on Provincial government grants and funding.
  - 1.1.6. The education program subsidizes non-educational components of the Association.
  - 1.1.7. Courses offered by the Alberta Association of Recreation Facility Personnel are respected and valued by many segments of the recreation facility industry.
  - 1.1.8. Other courses have emerged into the marketplace that claims to offer similar programs, training methods and outcomes.
  - 1.1.9. Alberta Association of Recreation Facility Personnel courses were designed to meet the needs of the recreation facility operator in Alberta.
  - 1.1.10. Organizations and individuals that offer similar courses may express a desire to have their course considered being a prerequisite to the Alberta Association of Recreation Facility operator courses; this will be determined by the Executive Director.

## 2. Definitions

- 2.1. Instructor Cadre – the group of people that facilitate the Association Courses
- 2.2. Special Course – a course organized outside of the regularly scheduled courses for a specific organization and their invitees.

## 3. Responsibilities

- 3.1. Staff Responsibilities:
  - 3.1.1. Maintain the course participant database.

- 3.1.2. Arrange for the production and distribution of our brochure.
- 3.1.3. Process course participant registrations.
- 3.1.4. Confirm all course registrations, student prerequisites and payments.
- 3.1.5. Confirm the host community is aware of the course requirements and is properly equipped and prepared.
- 3.1.6. Send out course cards/certificates where applicable.
- 3.1.7. Investigate Grant Opportunities for Education Initiatives.
- 3.1.8. Administration of the instructor contracts.
- 3.1.9. Research & Development of current and new courses, in conjunction with the Education Representative.
- 3.1.10. Maintain appropriate files/correspondence on courses, and provide proper reporting where needed.
- 3.1.11. Ensure the Education Representative and President are up to date on education concerns.
- 3.1.12. Provide financial information regarding education activities to the Treasurer, Education Rep and President as required.
- 3.1.13. Advertise and promote courses.
- 3.1.14. To develop a slate of courses to meet the needs of our members and the financial needs of the association.
- 3.1.15. Ensure work is carried out meeting what is outlined in the Alberta Occupational Health and Safety Act, Regulation and Code

### 3.2. Education Representative Responsibilities:

- 3.2.1. Understand and adhere to this Policy.
- 3.2.2. Report to the Board.
- 3.2.3. Advise the Board on the setting of education policy.
- 3.2.4. Assist with the Research & Development of current and new courses.
- 3.2.5. Be pro-active to changes in technology and legislation with the Executive Director, the Cadre, industry leaders and government representatives.
- 3.2.6. Assist in the development of the annual program of courses.
- 3.2.7. Assist the Executive Director with the training plan for the professional development of instructors. Ensure all instructors are up to date on new technology and course content.
- 3.2.8. Assist with the evaluation of the competency and performance of instructors.
- 3.2.9. Conduct a review of the Education Policies and Procedures, which is to include instructor honoraria and expenses.
- 3.2.10. At the September Board Meeting of the calendar year lead a discussion on recommendations for course fees, instructor honoraria and expenses for the upcoming year.
- 3.2.11. With the Executive Director, organize and conduct the Annual Fall Cadre Meeting. At this meeting instructors are assigned to all scheduled courses for the following calendar year. Provide an opportunity for dialogue surrounding course fees, instructor honoraria and expenses and development of current and new courses.
- 3.2.12. At the November Board meeting of the calendar year present to the board any feedback from the Cadre on course fees, instructor honoraria and expenses as well as any recommendations for changes in policy and procedures for the coming year.

3.2.13. Actively promote RFP and our courses throughout the province.

3.3. Instructor Responsibilities:

3.3.1. Understand and adhere to this Policy, the Association Bylaws and the Code of Ethics.

3.3.2. Actively promote RFP.

3.3.3. Conduct the courses as assigned. Complete all Pre-Course, During-Course and Post-Course tasks.

3.3.4. Attend the annual instructor cadre meeting and assist in the evaluation and upgrading of the courses as required.

3.3.5. Participate in the evaluation of apprentice.

3.3.6. When the opportunity presents itself, recruit potential instructors from the participants in the course and send names to the Education Representative.

3.3.7. Instructors must remain in good standing with the Association

3.3.8. They must have completed the highest certification in the stream they are teaching.

3.3.9. Contracts between the Instructor and RFP will be signed annually outlining requirements.

3.3.10. Ensure work is carried out meeting what is outlined in the Alberta Occupational Health and Safety Act, Regulation and Code.

**4. Instructor Recruitment**

4.1. Selection Process

4.1.1. The Executive Director and Education Representative will post for instructors as required.

4.1.2. Potential Instructors may be recommended by a member of the Instructor Cadre or Board.

4.1.3. Potential Instructors will be asked to submit a resume to the Executive Director outlining their experience in the field, their training history, references and any relevant information to the conducting of RFP courses.

4.1.4. The Executive Director will formally invite successful instructor applicants to attend a Train the Trainer Course as required.

4.1.5. Potential Instructors having completed the Train the Trainer will enter the Apprenticeship Program in their stream of expertise.

**5. Discipline**

5.1. Discipline Process

5.1.1. Should a breach to the Association Bylaws or Policies and Procedures occur, then discipline shall be applied as outlined in Article III, Section 7 of the Bylaws.

**6. Exams**

6.1. Participants complete exams at the end of some courses.

6.2. If at any time a participant is unable to complete the written exam, due to having English as their second language or has a reading comprehension disability, the instructor will do an oral exam with the participant.

6.3. Passing grade-combined score is 75%.

6.4. Participants who fail will be contacted.

6.5. Participants who pass are issued a completion card or a certificate from the Association if the candidate is fully paid.

6.6. All exams must be returned to the office.

## **7. Program Development**

### 7.1. Identification of New Courses, .and Updating Current Courses

- 7.1.1. The development of new course material or course is important to the sustainability of the Association's business. Facility Operation will continue to evolve with technology and customer needs.
- 7.1.2. New courses may be identified by Staff, Education Representative, Members, Instructor Cadre, and the Board of Directors or external customers.
- 7.1.3. Current course material needs to be reviewed annually and should be updated as there are changes in the industry.

## **8. Student Achievement Awards**

### 8.1. Course Awards

- 8.1.1. The association strives to recognize high marks achieved by students in courses.
- 8.1.2. The awards are presented to the winners at the A.A.R.F.P. Awards Banquet at the Annual Conference.
- 8.1.3. The recipient will receive a free Conference Registration to the Conference at which they receive the award, a guest pass for the Banquet at which they receive the award, a commemorative plaque and a cheque for \$250.
- 8.1.4. Sponsorship can be sought out for each of the courses and awards.
- 8.1.5. Should there be a need to break ties in a course this will be overseen by the Past President's Committee.

## **9. Expenses and Honorariums**

### 9.1. Expenses

- 9.1.1. Expenses for Instructors will be administered as outlined in the Association Financial Policy and Procedures.

### 9.2. Honorarium

- 9.2.1. Honorarium Rates will be set by the Board of Directors and be reviewed each year.
- 9.2.2. Exam marking outside of course hours will be compensated up to a maximum of 14 hours.
- 9.2.3. Rates for the Apprenticeship Program will be set at one half of the rate of instructors.
- 9.2.4. Instructors travelling more than four (4) hours in one direction to teach a course may be compensated at the Instructor rate for the excess time past four (4) hours.
  - 9.2.4.1. This will be arranged between the instructor and the Executive Director.
  - 9.2.4.2. Up to 8 Hours per day may be claimed.
  - 9.2.4.3. These costs will be considered when evaluating the feasibility of the course and when pricing out Special Courses.

## **10. End of Policy**

Sandi Stewart  
President

  
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President (Signature)

September 30, 2014  
Date