

# Guidelines for Private Swim Instructors

## Teaching Swim Lessons at Carpenter Village Pool

### GOALS FOR PRIVATE SWIM INSTRUCTORS

1. To provide a safe and comfortable environment for all swimmers
2. To teach all swimmers safety in and around the water
3. To provide quality instruction that improves the skills and development of the student

### REQUIREMENTS FOR ALL PRIVATE SWIM INSTRUCTORS

1. At all times while within the Carpenter Village Pool facility, each instructor/contractor must abide by all policies, regulations, and rules found in the current Carpenter Village Pool Handbook. The handbook may be found under Pool Committee documents on the official Carpenter Village web site, [www.ourcarpentervillage.com](http://www.ourcarpentervillage.com).
2. INSTRUCTOR/STUDENT/PARENT REQUIREMENTS:
  - a. Instructor shall individually Contract with Parent of Student for Lessons and Payment
  - b. Instructor shall require Parent-completion of the CV HOA Private Swim Lessons Waiver
  - c. Instructor shall provide signed CV HOA Private Swim Lessons Waiver to Pool Committee
  - d. Instructor shall require Parent or Guardian to remain at the pool during the entire lesson
  - e. Instructor may require Parent-completion of a Satisfaction Report, provided by Instructor

### CV HOA PRIVATE SWIM LESSON CLASS REQUIREMENTS

1. **Group Lessons** may be offered Monday - Thursday with Friday used as a make-up day only. No more than eight students may be enrolled in any group class. No Group Lessons are permitted on holidays falling on weekdays.
2. **Private Lessons** may be offered on the basis of one student per class any time the pool is open.
3. **MAKE-UP LESSONS** must be offered for classes missed due to inclement weather or unforeseeable pool closures.
4. For more detailed information, please refer to the specific "Policy for Private Swim Instruction" on page 18 of the Handbook.

### CV HOA REQUIREMENTS FOR A SWIM INSTRUCTOR TO PUBLICLY ADVERTISE FOR CV RESIDENT-STUDENTS TO BE TAUGHT AT CV POOL

*(Without meeting the following requirements, no private swim instructor may publicly advertise to contract for swim instruction at Carpenter Village Pool.)*

1. PROVIDE CURRENT CERTIFICATIONS from Instructor/Contractor's Insurance Company:
  - a. Public Liability Insurance with limits of at least One Million Dollars (\$1,000,000) per occurrence, and bodily injury and property damage with at least One Million Dollars (\$1,000,000) per occurrence.
  - b. Workmen's Compensation Insurance on all employees, per NC law.

NOTE: Insurance Certifications must remain current during entire season, or the instructor must provide additional certification upon renewal of policies.

## 2. PROVIDE CURRENT INSTRUCTOR CERTIFICATIONS

- a. For ALL Instructors
  - i. Red Cross (or equivalent) CPR Certification for both adults and children
  - ii. Red Cross (or equivalent) First Aid and Safety Certifications
- b. For ANY Instructor who will teach GROUP lessons (classes with more than one student)
  - i. Current Lifeguard Certification
  - ii. Red Cross Water Safety Instructor Certification

NOTE: Certifications must be kept current. If expiration occurs during a summer swim season, current certifications must be provided no later than the expiration date.

## 3. PROVIDE ALL ABOVE TO THE CV POOL COMMITTEE, ATTENTION POOL COMMITTEE CHAIR

- a. E-Mail Certifications to the Pool Committee Chair, to arrive a minimum of four weeks prior to any advertisement for lessons to be held at CV Pool, to allow enough time to receive Board approval prior to advertising.
- b. The Pool Committee will present all required documentation to the CV HOA Board of Directors for their consideration of approval to advertise. Their decision shall be final.

## 4. RECEIVE WRITTEN APPROVAL to advertise from the Board of Directors of Carpenter Village HOA

- a. The Pool Committee Chairman will notify the instructor/contractor of approval or denial, in writing, via email.
- b. Board approval shall be limited to permission to advertise for CV resident swim lesson students. Instructor/Contractor shall have no contract with CV HOA for swim instruction at CV Pool and must independently contract with each resident for payment.

## 5. WHEN APPROVED, DO THE FOLLOWING:

- a. Provide a list of employed instructors who will teach at Carpenter Village. Provide this list at the beginning of the swim season, prior to any swim lessons being conducted on the premises of Carpenter Village Pool. If instructors change, provide a revised list to CV.
- b. Provide a schedule of ALL lessons offered at Carpenter Village Pool. This schedule must indicate which lessons being offered are Group lessons.
- c. Provide a schedule of contracted lessons, including student/parent names and addresses, to be used for membership verification. Only CV residents may enter into these contracts.