



Ortho-Bionomy® Australia Ltd.

Suite 313, 585 Little Collins St Melbourne Vic 3000
Ph: (03) 8679 3355 Email: oba@ortho-bionomy.org.au
www.ortho-bionomy.org.au

Instructor & Coordinator Financial Agreement

This document outlines the **possible** responsibilities and expectations that can exist in the working relationship between an instructor and their coordinator. It is intended to be used either in its current format **or** as a starting point for a customised document.

This agreement can be modified as individuals require, but OBA Ltd strongly recommends such an agreement be used, in all cases, to protect the interests of both parties. Further information can be found on the OBA Ltd website in these documents: Code of Conduct for Ortho-Bionomy Ltd Instructors (members’ section) and our general Code of Ethics.

It is difficult for the board of directors of OBA Ltd. to assist in the case of any dispute between coordinators and instructors that may arise over conflicting expectations (excluding breaches of our codes of ethics and conduct), if this or a similar agreement has not been signed by both parties.

Instructor’s financial responsibilities (circle where appropriate):

- Payment of personal travel expenses where applicable..... Y / N
- Payment of personal accommodation..... Y / N
- Payment of personal meals & refreshments..... Y / N
- Payment of venue hire..... Y / N

- Funding of lesson material..... Y / N
 - Funding and supply of advertising material..... Y / N
 - Funding of morning/afternoon refreshments Y / N
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Coordinators responsibilities (circle where appropriate):

- Distribution of promotional materials for the course e.g. emails, flyers..... Y / N
 - Discussion of advertising with instructor where applicable..... Y / N
 - All correspondence with students..... Y / N
 - Hire of suitable venue (consider capacity, location)..... Y / N
 - Provision of sufficient number of bodywork tables..... Y / N
 - Provision of morning/afternoon tea..... Y / N
 - Retain receipts of all expenses made..... Y / N
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Payment/compensation towards the coordinator for fulfilled duties shall occur as one, or some, of the following (circle where appropriate):

A - Free attendance of the course coordinated..... Y / N

B - Financial payment of an agreed upon amount/percentage after agreed upon instructor fees and workshop expenses have been deducted..... Y / N

Agreed amount/percentage:

C - Another agreed form of payment, which shall be agreed upon between instructor and coordinator **before** their working relationship takes place; e.g. this opportunity can be given should the coordinator not wish to Y / N

participate in the course.....

Payment method:

In the event of a course being held at a private residence due to remoteness or insufficient number of students, the instructor and coordinator will need to agree on a payment sufficient, to cover overnight stays, meals and refreshments for the instructor.

This agreed upon sum is:

Personal contact details provided by students to an instructor when signing up to attend a class must not, by law, be shared with any other person.

The coordinator may use the email addresses of those students to send them notices of that instructor's classes but must not give those addresses to another instructor as this would contravene the privacy laws of this country.

Instructors are not entitled to ask coordinators for student contact information (i.e. email addresses, names, other details) for students who have attended other instructors' classes.

If an instructor is willing, a coordinator may provide a mailing list sign-up form at classes to which students may add their contact details if they wish to be notified about classes in their area given by any instructor. Coordinators must ask the instructor if they are willing to have this form available at their class and the instructor may refuse it if they wish.

Instructor name:.....

Signature: Date:.....

Coordinator name:

Signature:..... Date:.....