



**EMPLOYEE HANDBOOK**

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## **PART 1: Introduction**

### **Mission Statement**

The Gainesville Circus Center’s mission is to build community through quality instruction and performance of circus arts. As a social circus, we aim to provide circus arts experiences to all, especially at-risk youth, who stand to benefit the most from circus arts. We understand at-risk youth as those facing challenges based on socioeconomic status, race or gender identity.

### **Center Philosophy and Goals**

Circus arts have the power to build strength on physical, emotional and mental levels; and to promote cross-cultural and inter-generational collaboration. Gainesville Circus Center is dedicated to teaching circus arts to anyone willing and interested in learning for the purpose of bettering their physical, mental, social and spiritual self.

Gainesville Circus Center offers classes for kids and adults, camps, workshops, and performances. Both our youth and adult programs employ highly skilled instructors who adhere to our code of ethics to ensure a fun and safe learning environment for all students. We encourage self-expression, physical discipline, collaboration and cooperation through the

practice of circus arts. Our school accepts both recreational and professionally minded practitioners of circus arts.

The Gainesville Circus Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It doesn't discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

### **Gainesville Circus Center Background**

Gainesville Circus Center, Inc. (GCC) is a product of the projects sponsored by S-Connection, LLC (2007-2017) performing arts and entertainment company. S-Connection, LLC (renamed Ascendance Entertainment, LLC in 2018) is an umbrella organization for various performing arts and cultural exchange projects. In 2017, S-Connection, LLC officers determined that the educational component of their program warranted its own business entity, and launched the Gainesville Circus Center, Inc (January 2018) as a non-profit organization to seek public support for this program. The school offers classes, workshops, professional training and performances in a variety of circus arts. Gainesville Circus Center holds classes for children and adults, with a strong focus on developing conscious citizenship within Gainesville's youth and adolescent community.

GCC understands citizenship as an individual's rights and obligations to his/her community. GCC maintains two mottos. The first is: think globally and act locally. In this case, locality begins with healthy individuals, who are then able to form healthy partnerships, communities, and by extension, a healthier world. The second motto: connecting communities through cultural exchange, speaks to the implementation of circus arts to hone students' communicative, expressive, creative, physical, mental and emotional skills. Lastly, GCC is dedicated to addressing the needs of at-risk youth by providing full and partial scholarships for individuals from underprivileged communities.

Think Globally - Act Locally: As a young person, the universe is comprised of all that is in your immediate vicinity. This works well with our goal of starting "locally," as we encourage students to think first about developing themselves as healthy individuals. With a focus on mind/body integration, students learn to develop healthy practices for the body, which lead to a

clear mind, thus producing capable and competent individuals ready for the social realm. Through circus arts, dance and yoga, students experience physical training demanding a healthy body. Furthermore, an emphasis on recycling, repurposing, renewable and sustainable energy use is addressed through our program's artistic productions.

Connecting Communities Through Cultural Exchange: Nothing fosters cross-cultural understanding quite like the performing arts. Kinesthetic and aural stimulations allow individuals to find common ground regardless of language, ethnic and class barriers. Our programs implement a variety of performing arts genres to encourage students to build a sense of community among their peers. Our program focuses on circus arts with aerial dance on silks, trapeze, and lyra, hula hooping, juggling and partner acrobatics. We also offer classes in West African dance, Brazilian dance, ballet, modern dance, and yoga. Students not only learn skills for individual practice, but participate in annual productions, which foster the skills necessary for collaborative group projects. We consider these skills essential to survival in the modern world.

The Gainesville Circus Center adult and youth programs collaborate regularly with outside partners to achieve this goal with events such as: The Two Hawk Country Circus, Gainesville Downtown Festival & Art Show, Levy County Public Library Series and the Gainesville Roller Rebels Derby, to name a few.

## **Code of Ethics**

### Non-discrimination

Gainesville Circus Center, Inc. shall provide equal opportunity and treatment for all students in all aspects of the activities program without regard to race, creed, color, national origin, gender and/or non-program-related physical, sensory or mental disabilities.

### Harassment, Intimidation and Bullying Policy

Gainesville Circus Center, Inc is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

-Physically harms a student or damages the student's property; or

- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

In addition to the code of ethics listed above, Gainesville Circus Center, Inc adheres to the code of ethics established by the [National Association for the Education of Young Children](#).

## PART 2: Personnel Qualifications & Job Description

### Code of Conduct

Our Code of Conduct outlines our expectations regarding staff behavior towards their colleagues, supervisors and overall organization. We promote freedom of expression and open communication, but expect all staff to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

**Scope:** This policy applies to all our staff regardless of employment agreement or rank.

Gainesville Circus Center, Inc staff are bound by their contract to follow our Code of Conduct while performing their duties.

**Compliance with law:** All staff must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect staff to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

**Respect in the workplace:** All staff should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization.

**Protection of Company Property:** All staff should treat Gainesville Circus Center property, whether material or immaterial, with respect and care. Staff shouldn't misuse GCC equipment or use it frivolously. Staff should respect all kinds of incorporeal property. This includes trademarks, copyright and other intellectual property (choreography, studio syllabus, etc.) Staff should use them only to complete their job duties. Staff should protect GCC facilities and other material property from damage and vandalism, whenever possible.

**Professionalism:** All staff must show integrity and professionalism in the workplace. All staff must follow our dress code and personal appearance guidelines.

**Corruption:** We discourage staff from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

**Job duties and authority:** All staff should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders'

instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout Gainesville Circus Center.

**Absenteeism and tardiness:** Staff should follow their schedules. We expect staff to be punctual when coming to and leaving from work. In the event of a schedule change, we expect staff to make every effort to coordinate with their colleagues to get their shift covered.

**Conflict of interest:** We expect staff to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

**Collaboration:** Staff should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

**Communication:** All staff must be open for communication with their colleagues, supervisors or team members.

**Benefits:** We expect staff to not abuse their studio benefits. This can refer to misuse of equipment, teaching clients "off the clock" during open gym time, requesting extra use of open gym for a friend or family member, asking to borrow equipment or costumes, etc.

**Policies:** All employees should read and follow our company policies. If they have any questions, they should ask an administrator.

**Disciplinary actions:** Our company may have to take disciplinary action against staff members who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. If a staff member is found in violation of the code of conduct three times, their position will be taken under consideration by the board of directors. A staff member found in violation of the code of conduct five times, will result in automatic termination.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.
- Legal action may be taken in cases of corruption, theft, embezzlement or other unlawful behavior.

## Personnel Qualifications

Gainesville Circus Center is an Equal Opportunity Employer and will not discriminate against anyone applying for a position.

### Center Director

The following is required for initial employment as the Center Director.

1. Minimum B.A. degree in performing arts, humanities, small business management or related field or 5-years experience in small business management.
2. Director's Credential as recognized by the Florida Department of Children and Families.
3. Valid CPR/First-Aid certificate.
4. Minimum 3 years practice of circus arts or dance (any discipline)

The Center Director is responsible for overseeing all aspects of adult and youth programs. Although the Director may not be solely responsible for all responsibilities listed below, she/he is responsible for hiring and delegating activities to the appropriate person or third-party organization to meet the needs of the program.

1. Hiring and staff training
2. Curriculum Development
3. Produce annual events: Spring and Fall student showcases, Christmas Circus, Aerial stage at Downtown Arts Festival.
4. Produce community outreach events, such as: Artwalk, public school engagements, Active Streets, TEDxUF, among others.
5. Grant management
6. Purchasing supplies
7. Scheduling necessary studio maintenance
8. Marketing / PR

### Assistant Director

The following is required for initial employment as the Assistant Director.

1. Minimum B.A. degree in performing arts, humanities, small business management or related field or 2-years experience in small business management.
2. Valid CPR/First-Aid certificate.

3. Minimum 3 years practice of circus arts or dance (any discipline)

The assistant Director will assist Director in administrative duties as needed by the director. The Assistant Director's primary duties include: maintain client records; create and update schedules; create and share studio promotions and assist in event production. Assistant Director is expected to maintain the same professional standards and personal characteristics as instructors. Assistant Director may perform, as needed, the following duties: open and close the studio; make sure clients are informed of studio policies, perform daily maintenance such as light cleaning, rigging maintenance (and/or maintain rigging maintenance logs). Furthermore, Assistant Director may also have to resolve client or staff conflicts, adhering to the code of to maintain a professional atmosphere while helping our clients to have the best experience possible.

1. Open the Gym:

- a. Open gate if locked
- b. Unlock front door
- c. Turn on lights in lobby, kitchen and main floor: next to front door, gender neutral bathroom and circuit breaker on back wall.
- d. Lower 2 thermostats back wall and next to women's restroom to 72 degrees.
- e. Check bathroom, front area for cleanliness. Empty trash if needed. Full trash bags may be stacked by back door (to the left of women's restroom).

2. Attendance/Payments:

- a. Make sure all new students have signed a waiver and paid for class.
- b. Observe various pricing options for: Aerial, Non-Aerial, Workshops, Groupon, UF Leisure Courses, Santa Fe Community Education and Peerfit courses.
- c. Students may pay in cash or checks payable to "Gainesville Circus Center, Inc". Cash and check payments must be placed in cashbox. Credit card payments are processed through FitDegree.
- d. Administrator must review studio policies with each new client and make sure the student receives the welcome packet.

- e. Studio policies include, but are not limited to: removal of jewelry, set-up client login in FitDegree, observe the late cancel / no-show policy, observe expiration dates on class purchases, observe appropriate level for each class, observe student-only training & non-student waiting areas, observe photo/video policy.

### 3. Daily Tasks:

- a. New students must be added to FitDegree on a daily basis, and forms filed in accordion folder corresponding to current year. Watch out for clients with duplicate accounts (sometimes clients create them online, then we recreate them in the office), which must be merged through “manager tools” in FitDegree.
- b. Administrative staff maintain daily log of responsibilities as they are achieved: events promotions and daily posts on Facebook business page and group, schedule updates, checking client balances and accounts due, etc.
- c. Use the weekly log sheet as a guideline to prioritize office tasks.
- d. Client Index (advanced, intermediate, child etc.) must be kept up to date.

4. Class schedule & costs: Please refer to website [www.gainesvillecircus.com](http://www.gainesvillecircus.com) for most recent schedule & prices.

### 5. Maintenance

- a. GCC has a weekly cleaning service, however, admins may also be assigned cleaning and/or maintenance hours with tasks including (but not limited to): check that toilet paper is stocked; empty trash in bathroom, lobby and office; occasionally: cleaning mirrors, wipe down mats and tables.
- b. Rigging – Always pay close attention to equipment status. Common items that need replacement: tape on bars, fabric (washing and/or replacement if tears), rigging posts (replace carpeting on beams), wear/tare on span sets. Notate any items of concern and advise a manager immediately to inspect.

### 6. Closing the Studio

- a. Make sure all rigging is secure, out of the way, and tidy.
- b. Set all thermostats to 80 degrees.
- c. Turn off speakers and charge Ipad &/or speakers as necessary.
- d. Make sure no random items are left out on the practice floor or around the gym. No personal items left out.

- e. Turn off all lights.
- f. Lock front door
- g. If last to leave parking lot, lock gate. If other businesses have clients, ½ close gate.

### Instructors

The following is required for initial employment as an aerial arts instructor:

1. Pass the Florida State Patrol Criminal History background check.
2. Hold a valid CPR/First Aid Certification Card or be enrolled in a CPR course.
3. Be at least 21 years of age to be considered an instructor
4. Hold a teaching certificate in aerial arts or acrobatic coaching with a nationally or internationally recognized institution.
5. Engage in on-going training and professional development through: classes and workshops offered by GCC exclusively to staff; classes and workshops relevant to the field of circus arts offered by other nationally or internationally recognized institutions.

Additionally, instructors for the Circus Kids / Afterschool Circus program teaching more than 10 hours/month must complete the [40-hour DCF training](#) for school age programs or enroll in the training within 90 days of employment.

Instructor Responsibilities:

1. Teach fundamentals relevant to circus arts – proper warm-up, stretching, conditioning, alignment necessary for working safely in the air.
2. Teach safety precautions specific to each activity.
3. Maintain discipline of students.
4. Ensure students have mastered fundamentals before moving on to more advanced techniques.
5. Teach in accordance with (but not exclusively) the GCC syllabus for each discipline.
6. Conduct quarterly student evaluations with the GCC levels checklist.
7. Contribute to the quality of the program by acting as a role model for students.
8. Provide positive leadership for students and colleagues.
9. Participate in monthly staff trainings.

10. If you have an assistant, work efficiently with your assistant. Delegate tasks to them giving clear instructions to improve the flow and safety of class.

#### Organization Skills:

1. Demonstrate care of equipment and facilities.
2. Commit appropriate time to preparation for teaching and/or performing.
3. Delegate responsibility to assistants when appropriate.
4. Organize effective training sessions for students.
5. Prepare lesson plans for classes.
6. Maintain attendance through studio software.
7. Refer students to office if their records show they have a balance due or missing documents.

#### Professional Relations:

1. Communicate effectively with fellow instructors, performers, crew members and clients.
2. Cooperate with building administration.
3. Cooperate with manager, artistic director, choreographer, visiting instructors, etc.
4. Attend teacher training sessions and other professional meetings.
5. Cooperate with media and respond to reasonable requests.
6. Maintain professional relationship with city officials, observing restrictions on zoning compliance and related permissions for performance at public events.

#### Personal Characteristics:

1. Is enthusiastic and self-motivated
2. Is punctual
3. Maintains sense of humor
4. Maintains poise and composure during classes and performances
5. Appropriate appearance/dress: remove jewelry before teaching or training; do not use clothing with buttons, zippers or other metal objects; no clothing containing obscene or offensive material; hair tied back for teaching or rehearsing; appropriate legwear

for the type of aerial work to be performed.

#### Studio Software

All instructors will receive login credentials for FitDegree App at time of hire. You can access the app on your smart phone or through the studio I-Pad. Instructors must use the app to take attendance and verify important client information: All group class purchases have an expiration date.

- a. All students must create their own login/password to register and reserve classes through FitDegree.
- b. All members on contract must have payment information on file in their FitDegree profile.
- c. New students must fill out liability form. Minors must have minor liability waiver filled out by a parent or legal guardian.
- d. Students must observe dress code and remove all jewelry before taking any class involving aerial silks or hammocks.

#### Assistant Instructor

The following is required for initial employment as an aerial arts instructor:

1. Pass the Florida State Patrol Criminal History background check.
2. Hold a valid CPR/First Aid Certification Card or be enrolled in a CPR course.
3. Be at least 16 years of age to be considered an instructor
4. Hold a teaching certificate in aerial arts or acrobatic coaching with a nationally or internationally recognized institution.
5. Engage in on-going training and professional development through: classes and workshops offered by GCC exclusively to staff; classes and workshops relevant to the field of circus arts offered by other nationally or internationally recognized institutions.

Additionally, assistant instructors for the Circus Kids / Afterschool Circus program teaching more than 10 hours/month must complete the [40-hour DCF training](#) for school age programs or enroll in the training within 90 days of employment.

Assistant Instructor Responsibilities – the following duties are performed as needed at the request of the lead instructor:

1. Take attendance
2. Lead Warm-up
3. Teach fundamentals to small groups of students
4. Assist with spotting students through skills
5. Assist with set-up and break-down of class equipment
6. Observe students for adherence to studio policies (ex: removal of jewelry, safe and best practices of acrobatic arts) and inform instructor of any areas of concern.

### **PART 3: Additional Considerations**

#### **Instructors**

##### **Be Prepared**

Arrive at least 10 minutes prior to the start time of your class to ensure that equipment is set for your class and to introduce yourself to new students (if necessary).

##### **Keep a class journal**

Documenting skills taught each session, so that you have a plan to build on previous work for the following class. Refer to course syllabus for lesson plans. Instructors of intermediate and advanced classes, as well as dance classes are expected to teach new routines every 4-8 weeks. It is each instructor's responsibility to make time to plan accordingly. All instructors have 1 free hour of open gym per week to train and prepare their classes.

##### **New Students**

Students may not try class before purchasing class(es). Be sure to refer student to administrative personnel for more information. Pay *extra attention* to new students' skill levels, strength and coordination during warm-up in order to have an idea how they will handle more complex class work. Adjust your exercises for them accordingly.

##### **Protect Yourself**

Unless you are using class as your own workout, you will want to preserve your strength and stamina for your own training. Use experienced students to demonstrate common moves for new students. The experienced student will be put to the test to execute moves correctly while new student is learning what to do. New students should not execute all the moves that experienced students are executing, even if they are strong, flexible and coordinated. ALL students need time

(several classes) to become familiar with the equipment, and their first experience at Gainesville Circus Center, Inc should be a BASIC INTRODUCTION, not a test of how much they can learn in an hour.

### **Communication**

Do not offer to share personal contact information with students.

Refer them to website or office staff for more information on classes and any other activities sponsored by Gainesville Circus Center, Inc. Encourage your students to join Gainesville Circus Center Group on Facebook, like our business page and follow GainesvilleCircusCenter on Instagram.

### **Hydration**

Encourage students to bring their own water bottle. Alternatively, you may wish to issue a 5-minute water break halfway through your class. Remind students (and yourselves) to leave water bottles in cubbies and/or along outer walls of training space. No GLASS along outer walls/on floor – Glass containers MUST remain in cubbies.

### **Attire**

Students and instructors should be properly dressed for aerial work. The best way to get students to dress appropriately is by setting the example. ABSOLUTELY NO: rings, bracelets, necklaces or clothing adornments with metal for use on aerial fabric. Form-fitting athletic wear is required for aerial work. Leotard with leggings or tights is preferred. Hair should be tied back and out of the face. Consider the skills you plan to teach on a particular day and dress appropriately.

Example 1: If you plan to teach spider walk, warn students the week prior to come prepared with a long sleeve shirt. Example 2: If you plan to teach repel, warn students to come prepared with an extra layer of leggings.

### **Safety**

Safety is of the utmost priority. Students are not permitted to try advanced tricks before mastering intermediate tricks, nor may they try intermediate tricks before mastering beginner level tricks.

- a. Observe students' posture, alignment and strength especially during warm-up.
- b. Analyze students' weaknesses for possible safety hazards with the skills you plan to teach each session.

- c. Student weaknesses are an opportunity to utilize (and create) exercises specifically focused to strengthen that particular element (core, flexibility, coordination, etc).
- d. Crash mats are required under the apparatuses during any and all inversions, or any and all skills practiced above 5 ft. Low level conditioning skills may be practiced without a crash mat if the skill requires firm footing for precise execution of the movement. However, when in doubt, USE A CRASH MAT.
- e. Sanitize all equipment after each class. Students also have the option to sanitize equipment between turns using the spray bottles provided.

### **Personal Care**

As an aerial arts instructor, your job is physically demanding, requiring you to maintain a high standard of personal care. This means: adequate sleep (8 hours), injury prevention and recovery therapies, supplemental workouts/training sessions to prepare you to teach, hydration (minimum of 2 liters of water per day), healthy diet, and abstinence<sup>1</sup> from drugs and alcohol. The Gainesville Circus Center office staff are happy to share resources for injury prevention, recovery and advice on nutrition.

### **FitDegree & Website**

You will receive a login to On the Go by FitDegree APP. If you do not have a smart phone you will use the iPad provided by the school. This will allow you to take attendance and check clients in. Within 1 week of your first class you will be required to submit a brief instructor biography and photograph that will be used in FitDegree and on our website.

### **Hand washing procedures**

- Employees must wash hands before and after eating and after using the restroom.
- Employees must follow standards established through CPR / First Aid training and can refer to hand-washing posters located in the restrooms for review.
- Classroom teachers must ensure that all students wash hands upon arrival at the center, before and after snack and after using the restroom.

### **Student Evaluations**

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<sup>1</sup> Gainesville Circus Center, Inc does not promote the use of drugs or alcohol, however, it is understood that some intake of alcohol may be customary in certain social conditions.

- Classroom teachers will conduct quarterly evaluations for skill development using our studio syllabus checklist.
- Teachers may also use the checklist on an on-going basis as skills are achieved, and as time permits to use the list, however, there will be a dedicated evaluation day each month to assess progress and placement of students for small group breakouts.

#### Absences

##### **Studio closure**

GCC will close for roughly 2.5 weeks per year: 1 week during winter break, 1 week over the summer and 3 days for Thanksgiving.

##### **Vacation Days**

An additional 10-days TBD in coordination with studio admin. Vacation days must be requested with a minimum 2-weeks notice.

##### **Sick Days**

5 sick days. If more than 5 sick days are needed, you can borrow vacation days, however, sick days cannot be borrowed for vacation days. In the event of emergency or illness, we ask that you make every best effort to communicate with peers to arrange appropriate coverage for absence and call the office immediately, so that appropriate alternatives can be arranged.

OBS: If your absences hinder the flow of the program, your hours may be reduced as a result.

##### **Jury Duty**

Documented jury duty will not affect an employee's income or reduce vacation/sick days.

##### **Family Medical Leave**

As indicated by the U.S. Department of Labor ([Public Law 103-3](#)), Any employee meeting the requirements for family medical leave may do with no penalty or threat to their employment with the Gainesville Circus Center.

#### Drug/Alcohol and Smoking Policy

- We have a no-tolerance policy for use of drugs and alcohol on the job.

- If you are on any sort of medication that may inhibit your ability to perform your job safely, you must notify a GCC administrator so that a determination can be made about your ability to meet the demands of the position.

#### Confidentiality

GCC staff will not discuss details of any child in our program outside of the center or with anyone other than: other staff members working with the child and/or the child's parents or caregivers.

When discussing a child with other staff or their parents, be sure to move away from other students and speak softly so as to protect the privacy of the student.

#### Child Abuse reporting

GCC staff are required by law to report any suspected instance of child abuse to the [Department of Children and Families](#). Refer to your DCF training as to the signs of abuse or neglect. If you suspect abuse or neglect, you must report it by calling: 1-800-962-2873. Do not report abuse or neglect to the child's parents or caregivers.

#### Cell Phone use

Personal cell phones may be used for tracking attendance on our studio app (On the Go by FitDegree), referring to lesson plans and/or taking pictures & video of classroom projects/performances for later study. We recommend you put your phone on "Do Not Disturb" to avoid unnecessary distractions.

#### Medication authorization

In general, we do not administer medication to students. If a student requires emergency medication to be kept with them at all times, (such as an epi-pen) we must obtain a signed medical authorization form from the parent.

#### **Flying Trapeze Classes**

The same general studio policies of teaching technique and professionalism are required for flying trapeze (FT) as with any studio class, however, flying trapeze requires specific rigging

knowledge and class structure. For this reason, FT staff must complete the GCC FT staff training course and participate in regular staff training sessions to maintain their skills or demonstrate comparable experience gained elsewhere. All FT staff, regardless of where training was obtained, must purchase and read *Discovering Flying Trapeze* by Alistair Pilgrim within their first month of work for GCC.

1. Each FT class consists of 1 lead instructor and 1-2 assistant instructors. Lead instructor will dictate responsibilities of assistants. Responsibilities include: set-up FT class; client check-ins and warm-up; FT class operation; breakdown.

a. Set-up FT class

- i. Set-up 10x10 client shade tent and place disinfectant spray & hand sanitizer in tent.
- ii. Check all stakes and upright cable tension for safety. Notate any stakes needing adjustment for the next available rigging day.
- iii. Set-up Net – set-up spreaders, tighten spreaders & 4 corners of net poles. Check net tension by hanging from landing area with bent knees and heels tucked to butt. An average person (5’8”, 150lbs) should be able to hang in this position with their knees 6” off the ground. Perform test swing (low swing) after passing the hanging test, once ladder and bar are set.
- iv. Set-up practice bar and landing mats.
- v. Set-up ladder using ratchet straps.
- vi. Set-up fly-bar and chalk.
- vii. Place work gloves & spray bottle near python (safety lines).
- viii. Set-up catch trap if class includes a catch session (may be performed later during class, closer to time of catch session).

b. Client Check-in & Warm-up

- i. Greet clients and check-in on FitDegree App
- ii. Determine who is new or returning.
- iii. Conduct shoulder-intensive warm-up for all clients.
- iv. Put safety belts on clients.
- v. Take all clients to practice bar. Instruct returning students on their current or new skill before teaching first-time students.

- vi. If there are 2 assistant instructors (3 total, including lead), returning students may begin flying while one instructor continues with new student protocol. If only 2 instructors (1 lead + 1 assistant), All students must wait for complete orientation of new students to begin flying.
  - vii. New student protocol: teach basic rules around the rig, proper take-off, landing, and knee hang.
- c. FT Class Operation
- i. Lead instructor determines who is working board, lines and, if applicable, catch.
  - ii. Each student should get at least 4 turns. 3 turns to practice and 1 turn to catch (if catch session is happening). More turns may be allowed if no catching is happening or there is a low attendance rate.
  - iii. Board & Lines people follow techniques outlined in GCC FT staff training program and/or comparable training. Those with outside training will need to adopt GCC FT calls and procedures.
- d. Breakdown
- i. Take down fly bar & catch trap.
  - ii. Take down ladder
  - iii. Loosen net poles and take down spreaders
  - iv. Disinfect all belts & bars.
  - v. Fold up shade tent.
  - vi. Store all equipment in trailer.

## Performances

### Rehearsals

Rehearsals are mandatory for participation in performance. Once you have agreed to a rehearsal/performance schedule, your lack of participation therein will result in your removal from the performance or possible reduction of participation in said performance. No-show at rehearsals/performances may also result in termination of your contract. Arrive 10-15 minutes prior to rehearsal start time in order to get yourself ready (use bathroom, change clothes, fill water bottle, etc). If you arrive the minute rehearsal starts, expect to rehearse the minute rehearsal starts. **If you are not ready to work at rehearsal start time, you will be considered**

“late”. Perpetual lateness may result in your removal from performance and possible termination of contract.

## **Performances**

- a. Participation in performances will often require set-up several hours prior to scheduled event and breakdown several hours after performance. We work hard to schedule set-up and breakdown as close to performance time as possible in order to avoid long interim wait periods, however, this is not always possible. Your presence for set-up, performance and breakdown are mandatory for participation in performance.
- b. **Warm-up** – you must complete an adequate warm-up (30-45min) prior to performance. Warm-up may or may not be scheduled with entire cast. In the event that there is a cast warm-up, your presence is mandatory. In the event of individual warm-up, you will be expected to execute your own physical preparation.
- c. **Make-Up** -you are responsible for providing your own make-up and hair accessories. You are expected to put on make-up and fix hair in accordance with event theme, and functional requirements of performance.
- d. **Costumes** - Gainesville Circus Center, Inc will provide costuming. In the event that you use your own costume, it **MUST** be pre-approved by Gainesville Circus Center, Inc. You must provide your own undergarments, body-wrappers, tights, etc. Gainesville Circus Center, Inc costumes must be returned to wardrobe **IMMEDIATELY** following your performance.
- e. **Outer Wear** - Bring additional attire. Do not walk around in costume at a performance site unless you are performing “ambience”. Otherwise, stay covered. Bring slip on shoes for easy on/off before and after your performance. Do not run around barefoot, especially at outdoor venues.
- f. **Backstage Etiquette** – Do not be a slob. Costumes belong on hangars or on our body. Your belongings should be tidy. No eating/drinking anything other than water in costume. Do not invite your friends backstage. Do not go out into the crowd in costume unless directed to do so.
- g. **Equipment** – You are responsible for your own equipment and accessories, unless Gainesville Circus Center, Inc has expressly promised to provide equipment for your

performance. Additional equipment and accessories, such as athletic tape, rosin and sticky spray are the responsibility of individual performers. You are responsible for knowing where your equipment is on set (whether you use your own or GCC's), who is setting it for you (if not yourself), and all details pertaining to proper set-up of equipment for your usage during performance.

### **Rigging**

Rigging may only be completed by staff members. Students are not allowed to touch or participate in rigging. This includes, but is not limited to: set-up and break-down of portable rig; changes of equipment in studio or on portable rig; adjusting ropes, carabiners, bolts or any other moving part on any apparatus. Furthermore, any staff member performing a rigging task should undergo orientation with a qualified supervisor before performing any new task. Any rigging performed over 4' off the ground should be done in the presence of another staff member. Never use the scaffold alone. Always close the scaffold door when working on the platform.

## **Part 4: Equal Opportunity, Sexual Harassment, Hours of Work & Payment**

### **Equal Opportunity Employer**

Gainesville Circus Center is an Equal Opportunity Employer and will not discriminate against anyone applying.

### **Sexual Harassment**

Sexual harassment of any kind will not be tolerated, as per section 2 of our Code of Ethics.

### **Hours of Work**

Hours of work are scheduled based on instructor availability and studio needs. Instructors are typically assigned a class or class block on a semester basis. In the event that the instructor must be absent, it is expected that the instructor will contact colleagues and make every best effort to find an appropriate substitute for their class.

## Pay Schedule

Payments are made via ACH Direct Deposit. Payments are scheduled on the 1<sup>st</sup> and 16<sup>th</sup> of the month. You will receive a link to a google doc to track your hours for any work performed outside of teaching a specific class on the studio schedule. Studio class payments are tracked through FitDegree software.

## Staff Meetings

Monthly staff meetings are also staff training sessions. These are opportunities for team building and skill development, in addition to check-ins on projects and events. It is expected that all staff will make their best effort to attend all staff meetings, as this also helps to meet their on-going continuing education requirements for employment.

## Part 5 Additional Studio Policies

### Communicating with Families

GCC administrators share a monthly newsletter with families via email. The newsletter is also posted in the lobby. Childcare staff are asked to use the Student Notes google doc to document any behavioral issues (good and bad) to be shared with parents on a monthly basis. Urgent behavior issues should be addressed with parents the same day they occur either at pick-up, via phone or email. Childcare program director or delegate should email notes to parents on a monthly basis.

### Guidance Policy / Strategies

Negative behavior should be ignored when possible. If ignoring the problem is disruptive to the classroom environment, students have options to do any of the following until they are ready to participate: sit on the couch (inside the training area, not in the lobby; read; draw; or pet the studio dog. If negative disruptive behavior persists, a parent-teacher conference may be necessary.

### Biting Policies

Children sometimes bite other children if they lack the verbal skills to cope with a challenge or feeling of frustration. Although this problem typically exists with toddlers, it may appear with school age children. Biting (and other potentially harmful behaviors) should be addressed immediately and consistently. Try to figure out why the child is frustrated and alleviate the pressure. They may need to rest, snack or just have some time alone. Once the child has cooled off, discuss how their behavior hurts others and ask them to apologize to whomever was bitten.

### Parent/Teacher Conferences

Staff members may schedule parent/teacher conferences as needed to resolve behavioral issues or discuss assessment. Studio admin should be notified of any parent-teacher conferences scheduled and provided with follow-up documentation regarding the results of the conference. Notes will be kept in student's file for future reference.

### Field Trips

GCC frequently takes afterschool participants and campers to our satellite facility in Williston. Students should meet at GCC facility. Staff should conduct a head count and take attendance before getting on the bus and once on the bus both leaving the site, arriving at the new site and on return. At least two staff members should travel on the bus with students. Additional staff may take personal vehicles to the site.

### Sanitizing the Room

GCC facility is sanitized with Clorox Total 360 system on a monthly basis. Janitorial services for cleaning floors, kitchen and restrooms are contracted on a weekly basis. Studio staff are expected to sanitize equipment with wipes and sprays provided in the supply closet after each class. Furthermore, studio staff should pay attention to cleanliness of restrooms and either clean up as needed or advise office staff that clean-up is needed.

### Hours

Monday	2pm – 6pm Afterschool Circus / 6pm – 8:30pm Adult Circus
Tuesday	2pm – 6pm Afterschool Circus / 6pm – 8:30pm Adult Circus
Wednesday	1pm – 6pm Afterschool Circus / 6pm – 8:30pm Adult Circus

Thursday	2pm – 6pm Afterschool Circus / 6pm – 8:30pm Adult Circus
Friday	2pm - 6pm Afterschool Circus / 6pm – 8:30pm Adult Circus
Saturday	10am – 1:30pm Adult Circus

## Part 6 Emergency Procedures

### **Fire, Medical/Dental, Inclement Weather, Intruder on Site and Bomb Threat**

See attached *Emergency Preparedness Plan* for Fire, Inclement Weather, Intruder on Site and Bomb Threat.

### **Injuries: Medical / Dental**

Minor injuries (cuts, scrapes, abrasions, minor burns, etc.)

1. Stop the activity
2. Remove the injured person from the activity area
3. Render first aid within the extent of your training, if applicable
4. Send the injured person home (if necessary)
5. Make a note of the incident in the daily activity log/report

Moderate injuries

1. Stop the activity
2. Determine if the injured person can be safely moved from the accident site
3. Remove the injured person (if reasonable) and render first aid
4. Assess the injury to determine if additional medical treatment may be necessary
5. Obtain witness statements, names, addresses, and telephone numbers
6. Take pictures & examine the accident site for cause of injury
7. Isolate and tag equipment involved in the incident whether it was the cause or not

Serious injuries

1. Do not move the injured person
2. Stabilize to the extent of your medical training
3. Notify your local emergency medical services (EMS)
4. If requested by EMS personnel, assist EMS in removing victim
5. Obtain witness statements, names, addresses, and telephone numbers

6. Take pictures & examine the accident site for cause of injury
7. Isolate and tag equipment involved in the accident whether it was the cause or not

Note: It is important to know that providing emergency care for anyone places you at high risk for personal legal liability. If you would like more information on how to protect yourself regarding personal liability protection, contact a Risk Management Consultant at ISERA.

#### ANNEX A



#### Emergency Preparedness Plan

Gainesville Circus Center  
1925 NW 2<sup>nd</sup> St, Ste B  
Gainesville, FL 32609  
352-316-0682

Gainesville Circus Center Director: Corey Cheval - 352-214-2017

DCF - Child Care Regulations: Main number - 850-300-4323

Circuit 8 Director: Eddie Encarnacion - 904-723-2000

#### **Fire**

1. If heavy smoke or flames are seen or if the fire alarm is sounded staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located in the West parking lot.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
9. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
10. If the building cannot be reentered then all children will be taken to the designated evacuation area located at: Two Hawk Hammock, 17950 NE 53<sup>rd</sup> Ln, Williston, FL 32696.
11. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick-up or drop-off if needed.
12. If the program will be closed for an extended time then Child Care Regulations will be notified with-in 24 hours by the Director or designee in charge.

### **Evacuation (Bomb Threat)**

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.

4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located in the West parking lot unless the wind is blowing smoke or other hazards in that direction. If so, assemble at the East parking lot. Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
9. Do not re-enter the building until you are given the “ALL CLEAR” command. Many times the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. Child Care Regulations will be notified with-in 24 hours by the Director or designated person in charge.
11. Medical supplies including children’s medication and emergency contact information should be taken when facility relocates.

**Shelter-In Procedures** (Tornado/Severe Weather i.e. thunderstorm, etc.)

1. An emergency radio with extra batteries is located: with the sound equipment in the storage area of the Gainesville Circus Center and on the GCC bus.
2. If a severe weather watch is issued staff will gather children at the shelter-in place located in the dance area at the Gainesville Circus Center.
3. Lead teachers will take a head count to ensure all children are accounted for. Names of any missing children or missing personnel must be given to the Director.
4. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
5. Staff will keep children calm by reading books and singing songs.
6. Ensure the Director or designee has a fully charged, working cell phone. If possible, the Director will make contact with all parents to let them know of the situation.

7. No children are allowed to leave the Center while a severe weather watch is in effect without the legal parent or guardian.
8. When the threat has passed, staff may continue with the daily schedule.

### **Relocation**

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located at the West parking lot unless the wind is blowing smoke or other hazards in that direction. If so, assemble inside at the East parking lot. Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
9. Staff and children will relocate to Two Hawk Hammock, 17950 NE 53<sup>rd</sup> Ln, Williston, FL 32696 via the GCC bus.
10. When arriving to relocation site, lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
11. All parents and emergency contacts will be contacted via phone to arrange for pick-up.
12. Child Care Regulations will be notified with-in 24 hours by the Director or designated person in charge.
13. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.

## **Lockdown (Intruder on the premises)**

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. If phone is available in classroom, Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
8. Remain in lockdown until situation resolved and police give the all clear.
9. DCF will be notified with-in 24 hours by the Director or designated person in charge.

\*Notify parents/guardians about any lockdown, whether practice or real.

## **Inclement Weather**

1. If outside- move indoors immediately.
2. Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Please note: wires and metal pipes can conduct electricity)
3. Move away from windows. Cover windows with shades or blinds, if available.

### **Reunification at facility/with family members**

#### **When returning children to the facility:**

1. Calmly walk in a single file line. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. Once inside the facility, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
3. Pick up routines of children by parent(s) should remain as close to normal as possible.

4. DCF will be notified with-in 24 hours by the Director or designated person in charge.

**When returning children to families at evacuation site:**

1. Children should be grouped together by classrooms. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. The center will communicate its location to parents by: Email and Phone.
3. Staff will periodically take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
4. When children are picked up, release signatures from parents should be recorded in a notebook/clip board.
5. DCF will be notified with-in 24 hours by the Director or designated person in charge.

**Special Accommodations**

- Medical supplies including children’s medication and emergency contact information should be taken when facility relocates.
- The Director or designated staff person shall have a fully charged, working cell phone with them at all times.
- Keep a weather radio with extra batteries in a central location.
- Maintain an emergency or “ready-to-go” file which includes copies of sign-in/sign-out forms, medication administration forms, and incident/injury forms. The Director or designated staff should be responsible to take the emergency file. Additionally, there must be a designated back-up staff person should they be off site or unable to fill this responsibility.
- Take and maintain a current digital photo of each child enrolled in the program that can be used if it is necessary to post the child’s photo to aid in reunification.
- Become familiar with the National Emergency Family Registry and Locator System (NEFRLS) and the National Emergency Child Locator Center which have been developed to help reunite families who are separated during an emergency.

*ANNEX B*



**GCC SYLLABUS:**

Intro to Aerial Syllabus

Silks Syllabus

Silks 1

Silks 1.5

Silks 2

Silks 3

Dance Trapeze Syllabus

Dance Trapeze 1

Dance Trapeze 2

Dance Trapeze 3

Lyra Syllabus

Lyra 1

Lyra 1.5

Lyra 2

Lyra 3

## Intro to Aerial Syllabus

### SILKS

#### Fundamentals

- French Climb
- Russian Climb
- Foot Lock – Single & Double Figure 8
- Wrist locks –invert securely

#### Skills

- Straddle Back Stretch on Knot, Climb to flying straddle & drop or roll down
- Side balance (Peter Pan), Standing Arches, Splits (with foot locks)

### TRAPEZE & LYRA

#### Fundamentals

- Shoulder shrugs
- Arm Beats
- Leg beats
- 2 Up-Downs
- Single Knee Hang (one hand on bar OK)
- Hip balance
- Straddle back
- Pike mount
- Side Mount

#### Trapeze Skills

Pike Mount, Box, Side Layout with foot on rope, Mermaid, Standing Arch  
Front/Back, Air Split, Candlestick, Angel Up/Down

#### Lyra Skills

Side Mount, Man in the Moon, Lady in the Moon, Bird in a Cage, Knee hang on  
top bar, Bird's nest under bar

## Silks Syllabus

### Warm-up & Conditioning

Full-body warm-up should address all major muscle groups. Aerial-specific conditioning includes arms, shoulders, back & core: planks with variations (walking in and out, rocking, one arm, etc), downward dog with variations (3 legged dog, shoulder shrugs, bear walks), abdominal exercises, hollow body technique (plank, V-sit, standing and hanging), theraband exercises for stretching AND strengthening.

### Terminology

Pole / Live End

Tail / Dead End

IS vs. OS

Crochet

Straddle Back

Threading / Weaving

Lock vs Wrap

## Silks I

### Using the Pole

- 5 Shoulder shrugs
- Beats (4 each side): bell
- Dead hang 5 seconds
- Invert from the ground / bent arm – secure 5 seconds

### Climbing

- French Climb - alternating feet
- Russian Climb – both sides
- Twisty Climb

### Skills

- Wrist locks –invert securely, explore tuck, pike, candlestick, split. Add spin & swing.
- Foot locks in the air –
  - Single - candy cane, arabesque, 4s, side split
  - Split fabric foot lock(s): splits, crescent, back loop, Rebecca split
  - Double – Split, crescent to back loop, Rebecca split
- Cross-back Straddle-back – Lounge chair entry
- Hip Key –Fan kick from floor, Russian entry in the air
  - Inverted single stag – wrap tail over legs, invert to hook inside leg on the pole
- Thigh Hitch – Russian Entry, transition to hip key, Thigh hitch chair

## **Drops**

- Superman dive – thigh hitch chair, pull-over, dive to knee hang
- Waterfall – Invert on split poles, crochet feet, cross tails behind, thread each leg, re-crochet, climb and wrap legs 3 times with tails.
- Straddle-back dive – Dive between poles to hug knees

## Silks 1.5

### **Using the Pole**

- 8 Shoulder shrugs
- Beats: bell to pike 3x each side
- Dead hang 8 seconds

### **Climbing**

- French – 2 times without touching the ground
- Russian - pike w/body roll, big russian, russian twisty
- Inverted: OS leg, IS leg
- Decorative: Bicycle

### **Skills**

- Wraps - Open thigh wrap, Closed thigh wrap, S-Wrap, Harness
- Hip-Key / Thigh Hitch descent
- Cross-back Straddle back – Georgia twist, Pin-Up, Cross & Pull
- Belay knot – Belay bypass, enter from cross-back straddle-back

## **Drops**

- Gum Drop
- Single Star
- Waterfall – off the back
- Bull-Whip or Cartwheel
- Belay Drop

## Silks 2

### **Using the Pole**

- 10 Shoulder shrugs
- Beats (8 each): bell, pike, flares, front/back
- Dead hang 10 seconds

### **Climbing**

- French Variations: ballerina
- Russian Variations: russian Ball, split fabric Russian roll-up
- Inverted: 2-knee hook SS & frog, somersault, Alternate OS/IS
- Decorative: Cash, Tear-Drop, Flamenco

## **Skills**

- Dancer's Lock
- Triple Leg wraps – splits & half monty
- Ankle Hangs – double & single
- Bow & Arrow on single fabric, add slide to roll-over on split fabric
- Fan-kick Hip Key – repel
- Hip-Key / Thigh Hitch descent
- S-Wrap
- Belay knot – from Rebecca split, from half monty, Front cross invert

## **Drops**

- Double Star
- Helicopter
- Waterfall – catch tails
- Pantalones

## Silks 3

### **Using the Pole**

- Beats (4 each): straddle beats, hip key flare beats,
- Beats (8each): Front/Back and alternating where tail is located mid-beat
- Beat combos with pirouette (pick-up) inversions
- Single arm hang 5 seconds
- Elbow hang

### **Climbing**

- Hip Key
- Inverted – double-knee to single leg sweep
- Cupid
- Mermaid
- Bicep
- Monkey

### **Skills**

- Hip Key roll-up (360 / C-Curve)
- Splits Balance

### **Drops**

- Frog Drop / Kamikaze
- Double S-Wrap
- Sun-drop
- Pencil Drop
- Ankle Drop
- Hip Key – Crochet Drop / CEO Drop

- Back somersault (Russian Belt)
- The Glitch
- Straddle-back from pole-sit

## Dance Trapeze Syllabus

### Warm-up & Conditioning

Full-body warm-up should address all major muscle groups. Aerial-specific conditioning includes arms, shoulders, back & core: planks with variations (walking in and out, rocking, one arm, etc), downward dog with variations (3 legged dog, shoulder shrugs, bear walks), abdominal exercises, hollow body technique (plank, V-sit, standing and hanging), theraband exercises for stretching AND strengthening.

### Terminology

Hollow Body

Bar vs Ropes

Trapeze Elbows

Beats

Distinguish: Static, Swinging, Flying, Dance, Double & Triple trapeze

## Dance Trapeze I

### Fundamentals

- Shoulder Shrugs - 10
- Arm beats – 10
- Leg beats – 10
- Body Beats - 5
- Up-Down - 4
- Single Knee Hang – no hands

### Skills

- Add Spin to Intro Skills
- Mermaid - Arabesque
- Rope leans front/back
- ½ & Full Flag
- ½ & Full Amazon
- Cradle
- Wine Glass
- Coffin
- Gazelle

### Transitions

- Rock & Roll mount
- Gazelle slide to candlestick

- Secretary Slide

## Dance Trapeze 2

### Fundamentals

- Leg beat variations
- Pull-Over
- Single Arm Hang
- Back balance
- Straight leg beat to pike

### Skills

- Ankle Hang
- Skin the Cat (reverse plank)
- Rope spins: seated, standing (tango turn), inverted IS knee/crochet
- Bird's Nest in the ropes
- Inverted splits & cupid in the ropes
- Scissor Roll
- Seahorse
- Hip Circles front & back
- SS angle split
- Vertical rope split
- Handstand to hip balance – drop
- Meat hook

### Transitions

- Back balance slide through Christ pose to Hang (optional spin in Christ)
- Seated slide to ankle hang
- Amazon exit *ronde de jambe attitude en dehors*
- Pike-pop-through
- Seahorse exit through air split & chair
- Skin the cat – single arm release
- Back exit from hip balance

## Dance Trapeze 3

### Skills

- Swinging – leg beat, pike mount, stand, pump swing standing, pull-over
- Fall back to angel
- Arm beat release to dismount or twist to re-grip
- Front/back plank
- Toe Hang
- Neck Hang

- Elbow Circles
- Tango turn slide to amazon
- Russian roll to ankle hang
- Back balance to ankle hang
- Single arm meat hook – split lever exit
- Reverse plank split lever
- Coffin to shoulder stand
- Vertical split – roll to scissor

## Lyra Syllabus

### Warm-up & Conditioning

Full-body warm-up should address all major muscle groups. Aerial-specific conditioning includes arms, shoulders, back & core: planks with variations (walking in and out, rocking, one arm, etc), downward dog with variations (3 legged dog, shoulder shrugs, bear walks), abdominal exercises, hollow body technique (plank, V-sit, standing and hanging), theraband exercises for stretching AND strengthening.

### Terminology

Spin  
Orbit  
Roll

## Lyra I

### Fundamentals

- Maintain hollow body position
- Consistent & proper grip
- Knee Hang (bottom and top bar)
- 5 Arm beats
- 5 Leg beats
- Single Knee Hang
- Hip balance
- Straddle back
- Pike mount
- Side Mount

### Skills

- Add Spin to Intro Skills
- Mermaid - Arabesque
- Knee Hang top bar
- Angel Up/Down

- ½ Amazon
- Dragonfly
- Wine Glass
- Coffin
- Gazelle

## Lyra 1.5

### Fundamentals

- 10 Shoulder Shrugs
- Single knee hang - no hands
- 10 Arm Beats
- 10 Leg beats
- 3 Pull-Over
- 2 pull-ups
- Side Mount – roll belly to bar

### Skills

- Ankle Hang / Running Man
- Full Amazon
- Meat hook (2 arm)
- Lever split (hip hang)
- Clock split
- Spin Mount - Fouette

### Transitions

- Bird in a cage – roll to outside lion
- Gazelle to hip hang
- Back balance to front balance

## Lyra 2

### Fundamentals

- Spin variations: Flare-up
- Single knee hang - 3 each side / no hands
- Leg beat variations
- 10 Body beats
- Pull-Over – 360/straddle
- Single Arm Hang – 5 seconds
- Back balance
- 5 pull-ups

### Skills

- Candlestick

- Kitty Door (reverse plank)
- ½ Russian
- Mill Circles
- Meat hook (1 arm)
- Passe layout on top bar (Orbit)
- Splits (must perfect 2 for checkout)
  - Pin Split
  - Vertical split
  - Machine gun split
  - Lion split
  - Tetris

### **Transitions**

- Bird in a cage – roll to outside lion
- Back balance to front balance
- Pike beat through the bar
- Avalanche - Knee hang drop to hip-hang

### **Lyra 3**

#### **Skills**

Croc  
 Horizontal Split  
 Elbow circles  
 Hip Circles front & back  
 Hip balance on top bar – forward toll to hang  
 Meat Hook (single arm)  
 Pike beat to hip hang  
 Pike pop-through  
 Skin the cat – single arm release  
 Back exit from hip balance  
 Front/back plank  
 Toe Hang  
 Neck Hang  
 Straddle Back or Back balance to knee hang  
 Lion Roll

