

## *Guelph Grotto Aerials (GGA)* Policies and Procedures

### Facility and Operations

All staff and students will respect and comply with all Policies and Procedures in effect at The Guelph Grotto Climbing Company.

### Rigging and Apparatus

All structural elements, connections to structure, and permanent rigging points must be designed, implemented, or inspected and approved by a Qualified Person to be capable of supporting all intended and potential loading scenarios, including appropriate design factors.

All temporary rigging must be done by, or under the direct supervision of, a Competent Person.

Rigging points will be visually inspected before each class and thoroughly inspected once a month by a Competent person. All findings will be recorded on a log sheet and filed.

When not in use aerial silks will be gathered at the base, drawn to the ceiling using a pulley system, then anchored to the wall. All other equipment will be stored in bins and kept in a secured area.

Crash mats, minimum 6'X6'X8", will be used under each anchor point. When not in use these will be placed against the wall.

### Instructors

All staff are to have completed a minimum of Beginner Teacher Certification with a recognized aerial school or program OR to have successfully apprenticed under a qualified teacher.

All staff will have current CPR certification (Emergency First Aid & CPR). In the event of injury Instructors will provide appropriate first aid care to the student, which may include calling 911. All information pertaining to a reported injury should be filled out on the Sports Injury Incident Report Form available in the equipment box, and then given to the Supervisor.

All instructors will provide proof of liability insurance coverage and the Guelph Grotto Climbing Company will be named as additionally insured.

Teacher to student ratios will be no more than 1:6 for beginner classes, 1:8 in Intermediate and Advanced, or Open Classes. Note that there are currently 5 anchor points available so the teacher to student ratio in the air will always be under 1:6.

Instructors will provide Curriculum plans for each class/level to supervisor.

## General

**Health:** Please come to class ONLY if you are not experiencing any health challenges (elevated temperature, cough, runny nose, headache, etc.) or have an injury which has required medical attention or in any way limits your ability or confidence to be in the air. Please see the specific health policies in effect regarding COVID-19 health and safety requirements.

**Clothing:** Please wear comfortable, form-fitting clothing that covers the armpits and backs of knees. Please ensure that there are no zippers or clothing embellishments that may get caught on aerial equipment. All jewelry should be removed before class and preferably left at home. Guelph Grotto staff is not responsible for items lost on site. Tape will be provided if you have a gem-bearing ring which cannot, or do not want to, be removed.

**Time management:** Please arrive 5-10 minutes before class so that you are ready to participate in a full warm-up. Adequate and appropriate muscle preparation is essential for safety in aerial arts. It will be at the discretion of the teacher for you to join the class if you arrive late and have not participated in the warm-up.

**Equipment:** All equipment will be provided by GGA. You may ask permission to bring personal equipment for Open Gym or Class use and these must be rigged by a qualified person (instructor) and removed immediately after class. We have no storage capacity for student equipment.

**Viewing:** On special request and with permission of the teacher, a student may bring someone to view the class. This person must remain outside the active aerial area during class.

**Phones/photos:** Cell phones and other recording devices are permitted during class, but recordings may be made ONLY of yourself. Filming of instructors demonstrating a skill or other class members should be done only with full permission.

**Spotting:** Physical spotting is a regular and necessary technique to ensure safety and proper muscle engagement when learning new skills. If you are uncomfortable with physical contact, please let your instructor know and your wish will be respected unless in an emergency when physical spotting will prevent injury.

**Pinches, burns and bruises:** Aerial arts is a very physically demanding sport. It is common to experience pinches, friction burns, bruises, cuts, scrapes and sore, tired muscles during or after class. We strive to decrease the amount of discomfort you may experience, but they will happen- especially in beginner classes. Please let your instructor know at the beginning of class if you have any injuries of concern or physical restrictions so that she/he can provide modifications.

**Level progressions:** GGA follows a curriculum of skill progressions to advance from level to level. It is important and, from a safety standpoint, necessary that each student complete the required skills in a confident way before progressing to the next level. Aerials are hard and GGA encourages each student to progress at her/his own rate. Completing an 8-week Beginners course does not automatically place a student in an Intermediate Class the next session.

**Missed Classes:** Missed classes can be made up by attending an Open Class within the same session OR within 1 month of the missed class if class was not sessional. Credit for missed classes does not carry over to the following session.

A minimum of 24 hrs notice is required to cancel a Private or Semi-private class without penalty.

## Class Rules

Arrive 5-10 minutes before class to prepare for warm-up.

Do not touch equipment before class begins.

Let the instructor know of any injuries or changes in health before class.

Give your full attention to the instructor.

Never swing from or jump off equipment.

Never spot or provide instruction to other students.

In Open Class work only on skills you have covered in regular class. Please DO NOT attempt skills you have collected from the internet OR teach skills to other students.

Students under the influence of alcohol or drugs will not be allowed to participate in class.

Report any injuries immediately to the instructor.

Respect and encourage each other.

## Staff Code of Conduct

All staff will embody a “culture of safety,” within which all program participants (instructors and students) see themselves as responsible and part of the risk management team, actively engaged in an ongoing quest for safety.

Instructors will model good practices with the expectation and recognition that what students see and experience will be replicated wherever they go next.

Instructors will create an appropriately welcoming and warm environment for students and visitors. Everyone is to be treated with respect and dignity regardless of race, ethnicity, gender, sexual orientation, age, or status.

Instructors will provide a supportive and nurturing environment that fosters learning and exploration and self-expression of students.

Respect confidentiality of staff and students by ensuring all information is kept confidential except when there is a duty to report.

Work within the limitations of personal training and education, referring students to appropriate professionals when required.