

THE BODY ALIGNED

Yoga, Functional Anatomy & Injury



COURSE POLICY DOCUMENTS

The Body Athletic is accredited by Yoga Alliance Professionals as Further Training for Yoga Teachers. Reflecting Yoga Alliance Professionals good practice, the documents regulating how the course will be run are in this section:

- ***Terms and Conditions***
- ***Code of Conduct***
- ***Non-Disclosure & Disclaimer***
- ***Grievance Procedure***
- ***Yoga Practice Certification – YOU MUST COMPLETE THIS IF YOU ARE NOT A REGISTERED YOGA TEACHER***

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TERMS & CONDITIONS

COURSE PRE-REQUISITES

RYT200 / equivalent **OR** 2 years' experience teaching movement or fitness or bodywork (e.g. medic, physio, fitness trainer, strength & conditioning coach, pilates teacher, soft tissue therapist etc.). If you are not a yoga teacher, you will need to attend at least 40 hours of yoga classes. If you are a newly qualified RYT (less than 1 year) you must have additional relevant experience (please contact Sarah Ramsden).

BOOKING

- The course fee is £899 (£799 Early Bird) or both in-person and online.
- Any outstanding balance of the full fee should be paid a minimum of 7 days before the start of the course and Students who have not paid the full fee (except the Instalment Plan) before the start of the course cannot join the course. Any monies received will be returned subject to the Refund Policy.
- The fees must be paid in full and any private sessions paid for before an attendance certificate will be issued.
- There is an additional optional weekend – Weekend 4 May 20 & 21 2022. This is priced at a further £200. This weekend is only available in-person – there is NO online option.

REFUND POLICY GUIDELINES -Students Pulling Out of a Course

1. A refund will only be provided (minus a 10% admin fee) for cancellations made more than 28 days before the start date.
2. For cancellations less than 28 days before the start date there will be no refunds or transfers unless:
 - a. The training is full and your place can be filled from a waiting list
 - b. You are sick / injured / pregnant and can provide a doctor's note.In these cases, a refund (minus a 20% admin fee) will be made.

COVID Policy

- If you are unable to travel due to COVID you will be required to attend online.
- If Sarah Ramsden cannot attend in person due to COVID, you will be required to attend the module online.
- These guidelines are subject to change in line with current government advice.

THE COURSE FEES INCLUDE / EXCLUDE

Included: Course led by a qualified Yoga Alliance Professionals Senior Yoga Teacher (Sarah Ramsden)

Excluded: Course notes / hand-outs – the emphasis on the course is on learning through participation, discussion and training. You are expected to take your own notes as necessary for your own learning. Flights, accommodation and food for yourself. Public Liability Insurance.

PRE-COURSE LEARNING MATERIALS

- You will receive an electronic copy of the course manual. If you wish to have a printed copy you will need to arrange yourself as the manual is large. I personally use Doxdirect.com
- If you are attending online you will require a pc running windows 10 or equivalent and the ability to access Zoom / common streaming / file transfer platform, or access to the technical support to enable you to do this: mobile phone / tablet is not sufficient.
- **Failure to check and test your technology prior to the course commencing will mean that you are not eligible to join the course and there will be no refund of your course fees.**

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- TERMS & CONDITIONS cont.

DURING THE COURSE:

- You must attend 100% of the course sessions in-person / live to receive an Attendance certificate.
- You are expected to:
 - Be punctual in attending all sessions, **arriving at least 15 minutes** prior to the start to allow for registration etc.
 - Demonstrate a willingness to learn and to allow others to learn, including not making a disproportionate number of questions, comments, interjections relative to other students.
 - The course provides for much interaction and discussion, but your individual contribution must be relevant, concise and add to the group learning.
 - If you are making a disproportionate number of comments / questions etc. relative to other students you will be asked to restrict the number you are making, and the length of each comment / question.
 - If your comments / questions are not relevant to the course learning you will be asked to seek answers yourself outside of the course.
 - If your comments / questions are not thought through (as in too vague for meaningful answers), you will be asked to take time to rephrase in a way that adds to the course learning.
 - Engage and participate in **all** learning and training provided by the course
 - Maintain respectful conduct towards all your fellow students and to the course leader
 - **Repeated failure to observe the above will mean that you are not eligible for ongoing attendance.**

MISSED SESSIONS

- Students may miss one weekend session only and **MUST** catch-up the missed session by watching the recording of the missed session and taking part in all the relevant learning and practice. Failure to do so (and do so in a manner that is demonstrable through the student's understanding and teaching) will mean that a Attendance Certificate will not be issued.

TELEPHONE TUTORIALS

- Students wishing to discuss a point or issue arising from the group sessions may do so by phone at a time agreed. Students are limited to one 20-minute telephone tutorial during the course unless by agreement.

YOGA ALLIANCE PROFESSIONALS

As part of this course, we will pass your name, email address and phone number onto Yoga Alliance Professionals. They will contact you about membership. Please speak to your teacher about the benefits of this membership.

CONSENT

By attending this course you agree that you have read, agreed and acted upon the Terms & Conditions above.

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TRAINEE TEACHER CODE OF CONDUCT

Thank you for joining my course / workshop, and thank you for choosing to work with me, Sarah Ramsden. I hope you enjoy the course / workshop and find it useful and informative. In order to maintain high standards please observe the standards below. This Code of Conduct is a summation and declaration of acceptable, ethical, and professional behaviour by which all Yoga Alliance Professionals Registered and Affiliated Yoga Teachers agree to conduct the teaching and business of Yoga.

You agree to uphold the ethical goals set forth in this following Code of Conduct:

1. **To ensure that safe and effective teaching is available to the public.**
2. **To provide the public with access to safe and effective yoga teachers.**
3. **To maintain and uphold the traditions of Hatha Yoga. To teach yoga from the experience of these traditions and to disseminate these teachings to anyone, from any background, who earnestly desires to follow these traditions.**
4. **Uphold the integrity of my vocation by conducting myself in a professional and conscientious manner.**
5. **Acknowledge the limitations of my skills and scope of practice and where appropriate, refer students to seek alternative instruction, advice, treatment, or direction.**
6. **Create and maintain a safe, clean, and comfortable environment for the practice of yoga.**
7. **Encourage diversity actively by respecting all students regardless of age, physical limitations, race, creed, gender, ethnicity, religion affiliation, or sexual orientation.**
8. **Respect the rights, dignity, and privacy of all students.**
9. **Avoid words and actions that constitute sexual harassment.**
10. **Follow all local government and national laws that pertain to my yoga teaching and business.**

By attending this course or workshop you agree to comply with the Code of Conduct and accept that failure to do so will disqualify you from attendance. You furthermore vow to uphold the standards of the teachings you have been given, and to maintain and promote the good name of yoga at all times.

CONSENT

By attending this course / workshop you agree that you have read, agreed and acted on the above Code of Conduct

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Non-Disclosure & Disclaimer Form

By attending this course / workshop you hereby agree to the following:

NON-DISCLOSURE

You accept that all course teaching materials, including but not limited to photographs, routines and videos are the property of Sarah Ramsden and agree that I will not share, distribute or disclose these materials with any other persons. This explicitly includes refraining from sharing by any electronic / digital means.

You accept that you are liable for any damages incurred by Sarah Ramsden resulting from your sharing, distributing or disclosing these materials.

DISCLAIMER

1. That you are participating in the course or workshop or any other classes or exercise programmes (collectively the Programmes) offered by Sarah Ramsden (the Instructor) during which you will receive information and instruction about yoga, physical exercise and health. You recognize that exercise requires physical exertion, which may be strenuous and may cause physical injury, and you are fully aware of the risks and hazards involved.
2. You understand that it is your responsibility to consult a physician prior to and regarding my participation in the Programmes offered by Sarah Ramsden. You represent and warrant that you are physically fit and that you have no medical condition, which would prevent your full participation in the above course, health programmes or workshops.
3. If you are pregnant, you understand that you participate fully at your own risk and that of your unborn child/children.
4. In consideration of being permitted to participate in the Programmes, you agree to assume full responsibility for any risks, injuries or damages, known or unknown, which you might incur as a result of participating in the Programmes offered by Sarah Ramsden.
5. In further consideration of being permitted to participate in the Programmes, you knowingly, voluntarily and expressly waive any claim you may have against Sarah Ramsden for injury or damages that you may sustain as a result of participating in these Programmes.
6. You understand that from time to time during the Programmes, the Instructor or the Instructor's assisting teachers may physically adjust students' form and posture.

If you do not want such physical adjustments, you will so inform the Instructor at on each day of your participation in the Programmes. You also acknowledge that during such adjustment, it is your responsibility to inform the instructor or assisting teacher when an adjustment has gone as far as you desire at that time.
7. You hereby take full and sole responsibility from any liability of loss or damage to personal property associated with the Programmes.
8. You, your heirs or legal representatives forever release, waive, discharge and covenant not to sue Sarah Ramsden or any business entity through which the Programmes may be offered. or their employees for any injury or death caused by their negligence or other acts.

You have read the above release and waiver of liability and fully understand its contents.

CONSENT

By attending this course / workshop you agree that you have read, agreed and acted on the above Code of Conduct



Grievance Procedure

What is a grievance or complaint?

A complaint is an expression of dissatisfaction, either written or spoken. A complaint can be made by an individual or a group. You may wish to complain if you are not satisfied with the way you have been treated, the service you have received or the tuition you have received from your teacher.

Principals

Your school recognises that complaints are an important part of customer's feedback.

- All complaints will be investigated fully and fairly.
- Complaints will be dealt with in confidence. The only exception to this is when others could be put at risk by matters referred to in the complaint.
- If the complainant is not happy with the result of the response to the complaint, they will have the right to appeal to the teachers' industry body such as Yoga Alliance Professionals.

Your school is committed to ensuring that its services, products and courses are of the highest quality. The complaints procedure enables your school to respond clearly and properly to complaints and to know when and why people are not satisfied with its services and courses, so that they can improve them.

Complaints about a Teacher Training Course

There are three stages that you can follow to try to resolve the issue. We will always try to resolve any complaint as soon as possible.

You may wish to involve an advocate, friend or someone else to support you at any stage. If you need a sign language or community language interpreter, please let the person dealing with the complaint know and every reasonable effort will be made to provide it.

Stage One:

Speak to the individual(s) concerned and try to resolve the complaint informally on the day.

If you are not satisfied with the response you have received, try to resolve the issue by following stage two.

Stage Two:

Outline the details of your complaint by letter or email and send it to the person who will investigate the complaint.



Grievance Procedure cont.

Your complaint will be acknowledged within 3 working days from the date it is received. The response will contain the following information:

- Name of the person who will investigate the complaint
- The date(s) that the incident happened
- What support you can expect to receive during the process of the complaint
- An expected response date

In fairness to all parties and to ensure the investigator is able to investigate the complaint in an open and meaningful way, we cannot guarantee your anonymity. In exceptional cases, however, where a child or vulnerable adult is involved, in accordance with national guidelines and good practice the identity of individuals at risk will be protected.

When the person(s) who are dealing with the complaint, have had an opportunity to review it, they will write to the tutor or person about whom the complaint has been made. The letter will outline the main elements of your complaint and ask for a full written response.

At this point, if further relevant information comes to light, you may be asked for your comments to ensure the investigator has a balanced understanding. When your response has been received, the investigator will consider all the information available to them and make a decision.

The response will include the following information:

- Details of the investigation
- A decision about whether the complaint was upheld or not
- The reason for the decision
- The re-dress, if appropriate, which will be offered to you, for example, an apology, additional help or directing you to other sources of advice or support
- Any other action that may be taken in light of the complaint
- If it is not possible to provide a full answer to your complaint within 30 working days, the letter will outline reasons why and give a date by which a full answer is expected.

THE BODY ALIGNED - YOGA CLASS CERTIFICATION

To work effectively on any of the Sports Yoga courses, you will need to sign off at least 40 hours of yoga class practice ideally over the previous 12 months.

This includes attending yoga classes (to be signed off by the class teacher) and practicing dvd's yourself (self-certified). Practicing to dvd's should be no more than 8 hours of the total 40.

These hours should ideally be accrued prior to the course starting, but may overlap with the course itself. Of course you may include hours pre-dating receipt of this form as long as they are within the 12 month period.

[illegible]

Name..... Signature..... Date.....

Please call Sarah Ramsden on 07762 382125 if you need to discuss this requirement.

THE BODY ALIGNED - YOGA CLASS CERTIFICATION cont.

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