

ARTIST MANUAL

OPEN TRAINING



The Artist Manual will be updated as the CHP Open Training program evolves; you are welcome to send any comments or questions to the Artist Services Manager.

Cirque Hors Piste (CHP) Open Training, program description

CHP open training gives circus artists the opportunity to train independently and to borrow basic circus equipment. In a spirit of exchange and encounter, artists will be able to perfect their art in a friendly and creative atmosphere. A total of 35 hours of training slots are available every week from Monday to Friday.

HOW TO REGISTER TO OPEN TRAINING

1. Any professional or emerging circus artist aged 18 and over can register for CHP's open training. Artists under 18 must be accompanied by an adult at all times, and their presence must be approved by the Artist Services Manager.
 2. You must read the Code of Conduct before registering.
 3. Choose a subscription package on the online platform (see *Packages and Fees*).
 4. When signing up for the first time, a meeting with the Artist Services Manager or with a gym monitor will be set up to visit the premises, go through the rules and sign the Code of Conduct and the disclaimer.
 5. In order to practice physical disciplines involving safety risks (acrobatics, hand-to-hand, aerials), an assessment of the artist will be conducted by a person selected by CHP. The artist will have to go through the same procedure for every new discipline.
 6. Book your spot via the online registration platform (see *Packages and Fees*).
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PACKAGES AND FEES

Packages subscription platform - <https://cirquehorspiste.proinscription.com/abonnement>

*** For one day registration, please contact the Artist Services Manager.

TRAINING SPOT REGISTRATION

Registration for the different open training blocks is mandatory for everyone. A maximum of 25 participants per block is allowed, except on Thursdays when the maximum is 15. The maximum number of participants per block may change depending on Cirque Hors Piste's programming. Registration for the training blocks can be done 7 days in advance.

Time slot registration (must have a package subscription)

<https://cirquehorspiste.proinscription.com/inscription>

SPOT CANCELLATION

Should you need to cancel your booking, it is important to do so by contacting the Artist Services Manager. Failure to do so will result in a warning. After two warnings, a temporary suspension of the subscription may be considered.

*** It will be possible to cancel your reservation via the online platform as of September 2023.

COACHING

In order to encourage the progress of the artists registered for open training, the presence of private coaches is allowed. The Code of Conduct and rules apply to coaches as well as to artists. To encourage a vibrant community life and to help maintain the training space, the coaches have to pay a registration fee. Please note that this fee does not give access to open training for personal practice.

The coach must pay their own membership fee, or each student must individually pay the membership fee for their coach.

PACKAGES AND RATES

Open training coach – see prices on our website.

SHARING THE SPACE

A maximum of 25 artists can be in the gym at the same time. Some slots may be shared with social circus groups. Registration for a slot does not ensure access to an aerial point. We encourage collaboration between the artists in order to share their point fairly. The CHP team may limit the number of apparatuses used at any time (e.g., Cyr wheel).

CHANGING ROOMS AND PERSONAL ITEMS

You must leave your boots in the spaces provided. Artists have access to a locker room and lockers for storing their personal items. CHP is not responsible for lost or stolen items. The locker room is gender-neutral, but there is a closed space for changing. Please note that locks on personal lockers must be removed after each visit, and any forgotten locks will be cut at the end of each week.

FOOD

It is forbidden to eat in the big gym, except in the designated area.

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ACCESS TO THE LIVING SPACE AND PREMISES

Artists can access the living space from Monday to Friday between 12 p.m. and 5 p.m except on Tuesdays, when it is accessible from 12 PM to 4 PM.. You may use the kitchen as long as you follow the kitchen rules. Refrigerators are emptied every Friday. As the living space is shared with the Cirque Hors Piste team, it is important to follow the cohabitation rules (noise, tidying up, etc.).

EQUIPMENT INSPECTION

All acrobatic equipment entering the gym must be inspected by the Technical and Production Services Manager or the Artist Services Manager. Please refer to the gym monitor to request a meeting. If these individuals are unavailable, it will not be possible to use uninspected equipment. You can contact the Artist Services Manager to schedule the inspection in advance.

INSPECTION OF AERIAL RIGGING

To ensure everyone's safety, the gym monitor checks the rigging systems, including each artist's knots, at every visit.

EQUIPMENT STORAGE

Artists may leave their equipment and/or accessories according to space available and in agreement with the Technical and Production Services Manager. All equipment must be identified, and Cirque Hors Piste is not responsible for broken, lost or stolen equipment. Artists who have no valid subscription to Open Training must collect their equipment. Unidentified equipment that is left unclaimed will be stored in the basement for a period of 3 months and then be offered to the community.

USE OF SHARED EQUIPMENT (MATS AND RIGGING SYSTEMS)

Shared equipment (mats, rigging system, etc.) is available for use by artists. Every artist must properly use the loaned equipment. After each training session, shared equipment must be stored away properly.

SOUND

You may play music as long as the other artists sharing the space are respected. We encourage communication between artists so that everyone feels respected.

VIDEOS AND PHOTOS

It is forbidden to photograph or film other artists without consent.

ACCIDENTS AND MINOR INCIDENTS

Every accident or incident must be reported to the Technical Assistant as soon as possible. An incident form must be filled out.

POSTING

It is forbidden to post advertisements on the bulletin board without the permission of the Artist Services Manager.

AUTHORIZED CIRCUS DISCIPLINES

Authorized disciplines are: trapeze, aerial silks, rope, straps, aerial hoop, cyr wheel (depending on space availability), hula-hoop, handstands, hand to hand, ground acrobatics, juggling and objects manipulation, unicycle, balance ladder, walking globe, stilts and artistic cycling (depending on space availability).

The trampoline may be used in agreement with the Artist Services Manager, and with the required certification.

All other disciplines must be validated with the Artist Services Manager.

See the *Evaluation Process* section for rules regarding the practice of all disciplines.

VISITORS

No visitors are allowed during open training unless approved by the Artist Services Manager.

The presence of artists' children may be exceptionally accepted under the condition that everyone's safety is ensured (supervision at all times). The request must be made to the Artist Services Manager. At all times, CHP reserves the right to refuse and/or ask artists with children to leave if safety is compromised.

PROTOCOL IN CASE OF ALARM

The Artist Manual will be updated as the CHP Open Training program evolves; you are welcome to send any comments or questions to the Artist Services Manager.

- Do not look for your personal belongings
- Exit the building as quickly as possible
- Follow the instructions of the attendant
- Go to the assembly point: 3635 Hochelaga Street (across the street)

CNESST

The Cirque Hors Piste Open Training program is officially recognized by En Piste which means that artists can be compensated by the CNESST (Quebec's Office of Labor) if an injury occurs during training. You must be an En Piste member in order to be covered by the CNESST.

Claim procedure (source En Piste)

1. Immediately inform the CHP Artist Services Manager;
2. Write down where and when (time and date) the incident took place as well as the name of the person supervising the training;
3. Consult a doctor as soon as possible and mention that the injury is due to a work accident. The doctor will give you a medical certificate. Please make sure it is a CNESST certificate;
4. Contact En Piste in order to fill out the incident report and submit the medical report. In the event that you are unable to contact En Piste by yourself, you may mandate another person to contact them in your place. En Piste will follow-up with the concerned authorities;
5. The CNESST will examine your situation and render a decision on your admissibility to receive compensation. En Piste has no impact on the CNESST's decision;
6. If you have medical expenses (physiotherapy acupuncture, medicine, braces, etc.) or transportation expenses (bus, etc.), make sure the expenses were prescribed by your doctor in order to obtain reimbursement from the CNESST.

DOCUMENTS TO BE SIGNED

- 1- Code of Conduct
- 2- Disclaimer

Failure to follow the rules of the Artists Manual or the Code of Conduct may result in the suspension of the artist's subscription.

Artist Services Manager: servicesauxartistes@cirquehorspiste.com

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