ASSESSMENT CRITERIA AND PROCEDURES FOR RHY ANUSARA®
200HR TEACHER TRAINING

The RHY Anusara® Teacher Training is a combination of continuous assessment, practical and written examinations. After each session, reading and written work are set.

To pass the RHY Anusara® Teaching Training, the student must complete the following:

1. Complete the total number of contact hours. This includes attending all the modules or ensuring any missed hours are caught up and the Attendance Policies are adhered to. Students must attend all sessions and arrive punctually.

2. Complete all non-contact hours. All homework that is given is to be submitted on time unless by prior arrangement with the Course Director. Failure to hand work in on time will result in failure of certification.

3. To complete all yoga sessions, unless injured, in which case you may observe the teachers by sitting in the room while they are teaching.

4. Assessment for the RHY Anusara® Teacher Training will be ongoing throughout the course. There will also be a final assessment composed of three individual elements:
   a. A alignment principles assessment
   b. A practical teaching assessment
   c. A written examination

5. Graduation will be dependent on completion of all written work and assessments, attendance of all sessions, in accordance with the Attendance Policies, and payment in full of course fees.

These rules may seem officious, but experience has shown that we have to be structured in our approach.

Students who have not reached the standard expected will not graduate. Similarly, graduates will be assured their qualification has value and had been well earned.

Enjoy your Yoga Journey!

Red Hot Yoga Ltd
RED HOT YOGA ANUSARA® TEACHER TRAINING ABSENTEE FORM

This form is to be used to record an absence from the training course and document the course content missed.

Student Name:  

Date of Absence:  

Duration of Absence:  

Reason for Absence:  

Course Content Missed (to be completed by the teacher):  

Student Signature:  

Teacher Signature:  

Date:  

Date:
RED HOT YOGA ANUSARA® TEACHER TRAINING MAKE UP HOURS FORM

This form is to be used to record hours made up to offset a previous absence from the course. This form must be completed along with an Absentee Form and submitted along with your homework to graduate. A different copy of this form is required for each absence from the course.

Student Name: 

Date of Absence: 

Number of hours to Make up: 

<table>
<thead>
<tr>
<th>Hour</th>
<th>Teacher</th>
<th>Topics Covered</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<tr>
<td>8</td>
<td></td>
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</tr>
</tbody>
</table>

Student Signature:  
Teacher Signature:  

Date:  
Date:  

Red Hot Yoga Ltd
A non-refundable deposit is required to secure your place on the course, following a successful application and the offer of a place on the course.

The course fees include all tuition, use of the Red Hot Yoga facilities and Yoga accessories during tuition hours as well as classroom observation hours. Details of the fees can be found on the Red Hot Yoga Anusara® Teacher Training Website.

The Required Reading lists are not included in the tuition fees and the recommended reading list of books may be purchased at your discretion.

Spaces are strictly limited. To reserve your space, please complete the application.

Upon enrolment in the Course, your contact details will be passed to Yoga Alliance Professionals and Anusara® School of Hatha Yoga (ASHY) and by enrolling in the course you consent for these details to be passed to our accrediting bodies (YAP & ASHY), so that they can contact you directly and invite you to register as a Trainee and Teacher. You do have the option to opt out of this registration process.

Course Payment Options

Course deposit is due with the enrolment acceptance if paying outright or monthly - different deposit amounts are due depending on the payment option selected.

Balance of Course Fee:

Balance of the course fee to be paid in full 2 months prior to the start of the course. An Early Registration Discount may be applied, where appropriate.

You will not be required to pay any other fees to successfully graduate from the course.
Red Hot Yoga Ltd

RED HOT YOGA ANUSARA® TEACHER TRAINING REFUND POLICY

1. Cooling Off Period: Any applicant who submits a written notification of cancellation of the program within 7 days of paying their deposit is entitled to a full refund of all monies paid, less an admin fee. The Course will provide the refund within 30 days of receipt of said notification of cancellation.

2. Any applicant who submits a written notification of cancellation outside of the cooling off period, but before the commencement of the course will receive a refund on all monies paid excluding the course deposit.

3. A student choosing to withdraw from the course once it has begun must submit a written notice to RHY. This notice must include the expected withdrawal date from the course and be signed and dated by the student.

4. A student leaving the course after it has begun will be given the option to complete the required hours and modules of the course (with instructor approval) in future sessions, should they choose. A fee will be payable to join future sessions. Certificates of completion will not be issued until the program requirements are met. If a student chooses this option, they will not receive a refund on their course fees and will instead receive a place in the relevant course modules in a future course.

5. After the commencement of classes, students providing notice to withdraw from the course will be refunded a part of their course fees, depending on the withdrawal date as follows:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between start of course and end of the 10th day of training</td>
<td>One quarter of the course fee.</td>
</tr>
<tr>
<td>After the end of the 11th day of training</td>
<td>No refund is offered.</td>
</tr>
</tbody>
</table>

- Tuition refunds will be issued within 30 days of the confirmation of the student’s withdrawal date from the course.

- An authorised leave of absence may be granted under specific circumstance, such as illness or bereavement. In such circumstances the student will be deemed to have withdrawn from the course if they do not return on the date agreed as the end date of the Leave Of Absence and that date shall be determined as the withdrawal date. Students granted a Leave Of Absence may be required to make up any missed modules in another course.

Red Hot Yoga Ltd
RED HOT YOGA ANUSARA® TEACHER TRAINING COMPLAINTS PROCEDURE

- A student who wishes to complain about discrimination, harassment or feels as though their rights have been violated in any way should meet with the person to resolve the conflict in the first instance, whether this is another student or a member of the course team.

- If a one-to-one discussion does not result in a satisfactory resolution, then a formal written complaint can be submitted to the Course Director.

- The Course Director will respond via email or written response within 10 days of the complaint (to allow for interviewing all the parties involved).

- If the complainant feels that the response to the complaint is unsatisfactory, he/she can submit a letter explaining his/her position along with copies of the original complaint to the Studio Manager.

- The Studio Manager will respond in 14 days via email or written response to the complainant.

- If a resolution cannot be found and it is a grievance against an RHY teacher then this will go to the RHY Ethics Committee. This Committee consists of the Directors of RHY as well as the managers of Red Hot Yoga Ltd.
RHY ANUSARA® TEACHER TRAINING
CODE OF CONDUCT

This Code of Conduct is a summation and declaration of acceptable, ethical, and professional behaviour by which all students on RHY Teacher Training agree to conduct themselves during the Teacher training.

As a student of RHY Anusara® Teacher Training, I agree to uphold the ethical goals set forth in the following code of Conduct:

1. **Behave and speak in a way that does not deliberately offend others.**
   a. Each member of the RHY Anusara® Teacher Training is part of your experience. Please agree to support other and attempt to include each individual in your own experience of this training. Please strive to be inclusive and compassionate with your words and actions throughout your training. Do your best to note any negative reaction to others and try to work to overcome this reaction.

2. **Sharing Space**
   a. Please agree to be neat and respectful with all your belongings while in a shared space. This neatness applies to: mat storage, bags, personal items etc... only bring what is required for your participation in the teacher training.
   b. Please try not to overpower the group with your personality nor hold back any input from which the whole group would benefit.

3. **Confidentiality**
   a. Please be aware that every person on this course has the right to share their information, thoughts, desires, emotions and worries. We cannot and will not share these experiences outside of the training room. Our RHY Teacher Training is a safe space for all attendees.

4. **Ensure you are punctual for tutorials.**
   a. When coming to class, please plan for traffic, late trains, alarm clocks, and other unpredictable factors so that you arrive in good time before the session begins.

5. **Be honest, gentle and lead by example.**

6. **Dress appropriately.**

7. **Seek help if needed during the teacher training.**

8. **Treat everyone with respect.** Any form of bullying will be treated seriously and may lead to exclusion from the teacher training.
9. Student Participation
   a. Try to participate actively in every session in your own way – this may include note taking, active listening or asking questions depending on your own learning style. Please also be aware not to overshadow others with your questions and participation.

10. Meet deadlines for assignments and projects.

11. Make sure all work produced for assignments and exams are your own work.

12. Treat all course property with respect.

13. Follow the teacher training Health and Safety rules at all times.

14. Attend all sessions (unless absence is explained or agreed prior). If absent the time must be made up in one of the following ways:
   a. Workshop attendance at your own cost at Red Hot Yoga Ltd.
   b. Attend the tutorial missed via a private session with one of the course teachers.

15. 100% attendance of the 180 contact hours is mandated by Yoga Alliance Professionals and Anusara® School of Hatha Yoga in order to be certified. If you miss a session and do not make it up, you will not be able to graduate.

16. Switch off your mobile phone – they will not be permitted during training sessions.

17. Smoking is not allowed around the RHY studios. If you wish to smoke, please do so far away from the premises.

I agree to comply with the conditions and requirements as set out in the Assessment Criteria and Procedures, and accept that failure to do so may disqualify me from any accreditation. I furthermore vow to uphold the standards of the teachings I have been given, and to maintain and promote the good name of yoga at all times. I accept that failure to do so may lead to the annulment of any accreditation obtained from RHY Anusara® Teacher Training.

Print Name
........................................................................................................................................

Course starting date
........................................................................................................................................

Signed and dated
........................................................................................................................................
RED HOT YOGA ANUSARA® TEACHER TRAINING ATTENDANCE POLICIES & PROCEDURES

In order to receive a certificate of completion from the Red Hot Yoga Anusara® Teacher Training 200hr Course, students must attend 180 contact hours and an additional 20 non-contact hours to be compliant with current curriculum guidelines.

Successful completion of the Red Hot Yoga Anusara® Teacher Training 200hr Course will entitle you to apply for an Associate Level 1 with Yoga Alliance Professionals, with whom the course is accredited.

Please note that students are required to sign into each session they attend and that failure to sign in may result in attendance not being recorded and the requisite hours not being deemed fulfilled. It is the students’ responsibility to ensure they are signed into each session.

If you have to miss a session, you will be required to complete an Absentee form prior to the date of absence, unless the absence is an emergency. Absentee forms must be submitted to the Course Director.

Students are responsible for ensuring absentee forms are completed in a timely manner and that all requirements for make-up are completed prior to the end of the training.

Failure to make absentee arrangements prior to the missed session(s) may result in termination from the course.

Tardiness

Students who are late to class may be asked to wait until the initial session has finished (e.g. if the day starts with a 30 minute meditation and a student arrives 10 minutes late, they will not be permitted entry until the meditation is complete).

Students will have the time they miss subtracted from the total contact hours and this time will not count towards the minimum required attendance.

Similarly, students leaving early will be required to leave at an appropriate time so as not to interfere with the rest of the group and, as above, will be required to make up the missed time.
The time will have to be satisfactorily made up according to the ‘Contact Hours Make up Requirements’.

**Contact Hours Make Up Requirements**

1. Students missing time must submit an **Absentee Form** to account for all time they have missed. This includes both missed sessions and when a student arrives late for a session or leaves early.

2. Students must review class notes from a fellow student for content covered during their absence.

3. Students must **submit a one page (minimum 500 words) paper**, outlining their understanding of the content they missed.

4. Students must **make up the contact hours they missed with an appropriately qualified teacher**. This can be in the form of attending an appropriate workshop (i.e. relevant content) or by arranging a private session. These extra hours will be chargeable and an additional cost to the course fee. **Students must complete a ‘Make Up Hours’ Form**, which must be signed by the teacher, to record the time that has been made up.

5. Students must submit **Absentee Forms, Content Papers & Make Up Forms** to ensure all hours and requirements are accounted for and met.

**Leave of Absence**

The Red Hot Yoga Anusara® Teacher Training will grant a student a leave of absence as long as the Course Director receives adequate documented good cause that requires the student to interrupt their education program. Good cause includes, but are not limited to: Jury Duty; military obligations or serious ill health of the student, spouse, child or parent. There are no fees associated with a Leave of Absence.

The student must submit a completed and signed ‘**Absentee Form**’ form to the Course Director. All Leave of Absence requests must be signed by the Course Director prior to the start of the Leave of Absence unless circumstances prevent the student from completing the form at that time.
RED HOT YOGA TEACHER TRAINING
COURSE SYLLABUS

This document outlines the Course Syllabus and Content for the Red Hot Yoga 200Hr Teacher Training course. Please note it is not a course schedule – the content will not necessarily be delivered in the order it is listed in this document.

Please note the course content may be changed to reflect the changes in training requirements over time:

- Yoga History and Philosophy
- Philosophy of Anusara® Yoga
- Developing your personal yoga asana practice
- Pranayama
- Meditation
- Anusara® Universal Principles of Alignment for Syllabus I and II
- Physical Body Anatomy & Physiology
- Subtle Body Anatomy
- Ethical Guidelines
- Teaching Methodology (instructions, language, voice, demonstrations, building, observation, etc)
- Sequencing Strategies
- Creating and Using Class Themes
- Adjusting and Assisting
- Practice Teaching
- Business of Yoga
- Assessments
FIRE SAFETY POLICY & PROCEDURES FOR RED HOT YOGA & PILATES
**Responsibility for Staff:**

It is the responsibility of the most senior person in each department to know the whereabouts of all members of staff under their supervision, this is to ensure that staff can be accounted for in the event of a fire, fire evacuation drill or an emergency evacuation. Staff should gather at their designated assembly point.

If a member of staff has a visitor it is their duty to escort them out of the building to the assembly point to be checked off of the master visitors list/book.

**Individual Responsibility**

It is the responsibility of all individuals to:

- Study this policy and all notices on site to know what precautions to take in case of fire/emergency.
- Make certain that they are familiar with all means of escape in case of fire/emergency.
- Prevent any possible causes of fires.
- Ensure staircases, landings and other exit routes are kept clear from any obstruction at all times.
- Report any defects to a Fire Marshal.
- Observe the NO smoking regulations.
- Advise the head Fire Marshal if you feel that you may have difficulties in exiting the building for any reason and you would like a buddy assigned to you.
**Persons with Disabilities**

For any person that requires help in evacuation from the building either staff or visitor a PEEP plan should be put into operation (Personal Emergency Evacuation Plan).

In most cases an individual who is pregnant or incurs a minor injury can be helped out of the building by allocating them a buddy who will escort the disabled person to the assembly point. In cases where the disability is much more than minor each person should have their own PEEP to ensure that a quick and effective evacuation can take place. Each PEEP is designed around each person individually.

**Fire Instructions:**

These instructions are issued for the guidance and safety of all staff and visitors to the building.

- All members of staff should be aware of the following:
- The fire alarm is tested weekly every Thursday at 1:30pm
- Fire Evacuation practice will take place twice a year every six months.
- Fire Extinguisher Maintenance Company, Surrey Fire and Safety, to check all extinguishers annually.
Fire Marshals:

Fire Marshals have been appointed with deputies in place. These Fire Marshals have been briefed and trained in evacuation procedures from the premises and in correct use of Fire Extinguishers, their instructions are to evacuate the building immediately on hearing the alarm.

In the event of an alarm evacuation the Fire Marshals will, on their way out of the building via their nominated fire exit, carry out the following duties:

- Check the toilets and changing rooms for people present
- Confirm studio, back office and reception is clear.
- Report to the Head Fire Marshal when outside the building to confirm that all areas under their supervision are clear.

It is the responsibility of the Fire Marshals to ensure that:

- Fire Extinguishers are never removed from their designated positions unless they are being used for their specific purpose.
- Check that fire escape routes are being kept clear at all times.
- Check that fire doors are kept shut at all times.
- Anything likely to constitute a fire risk is brought to the immediate attention of the Head Fire Marshal.
- To ensure that a buddy is appointed to any pregnant/disabled members of staff who will then escort them safely out of the building in the event of an emergency evacuation.

During an evacuation it is important for everybody’s safety that all individuals cooperate with All of the Fire Marshals’ instructions.
**Procedures**

**Actions upon discovering a fire:**

- Activate the nearest fire alarm - located on staircase between ground and first floor (push glass to break).

- Proceed immediately to the designated assembly point - Leapale Road open air car park.

- Under NO circumstances should you use fire extinguishers unless you are fully trained in their use.

- All Fire Marshals are to check the area of the building they are responsible for to make sure no one is left in the building.

- Under NO circumstances should you use the lifts.

- Do not re-enter the building until clearance has been given by the Fire Brigade via the Head Marshal.

- The Fire Brigade will be called by the designated person as soon as possible.

- If possible shut the door of the room in which the fire is discovered, which will prevent the fire spreading, but only if this can be achieved without any delay in your evacuation.
The Fire Assembly point is located at:

Leapale Road open air car park

Head Fire Marshal: Sarah Spear

PLEASE SIGN AND RETURN THIS PAGE AS SOON AS POSSIBLE:

I HAVE READ, UNDERSTOOD AND WILL ABIDE BY THE FIRE SAFETY POLICY AND PROCEDURES FOR RED HOT YOGA.

Signed..........................................................................................................................

Print..............................................................................................................................

Date............................................................................................................................