**GENERAL INFORMATION**

The NICA Open Training Program (OTP) aims to provide a safe training space for NICA students, staff, graduates and other circus professionals. As such, individuals and groups wishing to utilise the facilities must have their application approved and adhere to the conditions of use outlined below.

**Standard Training Conditions**

* The NICA training facilities are available to students from:
	+ Monday to Friday on school days from 8:30am to 5pm.
* The Gym Equipment, located in the Sidney Myer Studio (PC Building) is available to students from 8am to 6pm Monday to Friday on school days.
* **Students wishing to train outside these arrangements must submit an open training application form.**

**After Hours Availability**

* After hours training is only available through an application to the Open Training Program (OTP) and is only available at the following times:
	+ Monday-Thursday 5:30pm-8:30pm, and;
	+ Saturday 9:30am-3:30pm
* During preproduction, show times or times when the NCC is unavailable as a training space, the OTP may be restricted.
* During student holiday times OTP members will be notified of any available training sessions. Availability during these times will be on a case by case basis depending on the use of the space by NICA short course, workshops and other NICA programs that affect the availability of the training space.

**Training Requirements:**

* As a NICA student you are allowed to train in your specialties in the OTP only with approval signed off by your trainer.
* If you wish to train in any other specialties your request will be forwarded to the Head of Circus/Venue Supervisor for approval. You will need to provide support material such as a CV, references and video links to previous work, as well as potentially conducting a skills assessment in the NICA space.

**Cost**

* Cost for current NICA Students is $35 for a 10 session Card or $17.50 for 5 sessions.
* These cards are valid for each Open Training Session (3 hours Monday-Friday, 6 hours on Saturdays) and can be purchased from the Short Course Office.

**Open Training Application Process**

1. Fill out an Open Training Application Form. Return to the Short Course office.
2. Wait for your application to be approved.
3. Once approved, pay the Open Training Fee at Short Course Office (EFTPOS or Credit only)
4. Due to limited training spaces, Members of the Open Training Program must book for every training session either by phone, email or in person at Short Course Office by 4pm of each day (4pm Friday for Saturday sessions).
5. Once membership fees have been paid you will be booked in for a Safety Induction with the Venue Supervisor.
6. To commence open training you need to check in with the Venue Supervisor at the start of each session and have your name checked against the booking sheet. Membership cards must be presented to the Supervisor for stamping.
	* If you have not booked in advance you may be refused entry.

**Liability**

* Current NICA Students are covered by Swinburne’s Insurance Policy. However, we strongly recommend the purchase of ambulance cover <http://www.ambulance.vic.gov.au/> and Personal Accident Insurance. Please note that emergency transport can cost over $2000.

**Penalties**

* Individuals who are in the space and have not completed the OTP application process will have their details recorded, be asked to leave immediately and will not be eligible to join the program for 30 days. Second time offenders will be banned and not eligible to join the program until the following year.
* Open Training Program members who have not booked their training session will be asked to leave immediately and suspended from the Program for 24 hours. Second time offenders will be suspended for one week. Third time offenders will be banned from the program until the following year.
* Open Training Program members who have not paid their fees in full will not be able to book in for training until their fees are up to date.
* Individuals who fail to follow the directions of the venue supervisor will be banned from the program. Additional consequences may apply to staff and students at the discretion of the Program Manager.
* NICA reserves the right to refuse refund of any monies as a result of suspension or banning.

**For updates on Open Training hours visit the NICA Open Training Facebook page** [**https://www.facebook.com/National-Institute-of-Circus-Arts-Open-Training-Program-1615108898777507/**](https://www.facebook.com/National-Institute-of-Circus-Arts-Open-Training-Program-1615108898777507/)

**Applicant Checklist** - Please check you have:

[ ]  Thoroughly read the attached form and completed sections 1-2

[ ]  Signed where highlighted

[ ]  Kept a copy of the General information for future reference

[ ]  Attached a NICA Equipment Data Form (only if you are planning on bringing your own gear)

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| --- | --- | --- | --- |
| **First Name** |       | **Surname** |       |
| **Address** |       | **Suburb** |       |
| **Postcode** |       | **Email** |       |
| **Mobile** |       | **DOB & Age** |       |

**Please complete Parts 1-2 and return this form to: *NICA Short Course Office, Grnd Floor, 41 Green St, Prahran***

***If you have any questions, please contact Short Courses on (+613) 9214 6585 or*** ***shortcourses@nica.com.au***

**Membership into the Open Training Program is subject to approval. Incomplete forms will not be accepted. NICA reserves the right to refuse, suspend or cancel membership at any time, and to change the benefits offered.**

**Part 1: ABOUT YOUR PRACTICE\***

Please note: Flying trapeze, teeterboard, group bike, casting and trampoline are not availablefor training

|  |  |  |
| --- | --- | --- |
| **Discipline** | **What will you practice?***Skills you wish to train e.g. handstands, pass juggling, drops on tissu etc* | **Your Ability***Please indicate your level of training* |
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\*After your application has been received you will be contacted if you are required to attend a competency assessment

**Please provide details of how you intend to use the space**

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**Do you have any special requirements or need assistance?**

*Please include things like access to markers, assistance with rigging/ moving crash mats*

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**Part 2: CONDITIONS OF USE, COMPETENCY ASSESSMENT AND INDUCTION**

* Open Training Program (OTP) participants acknowledge that the NICA short course program, NICA performances and NICA rehearsals have priority of space and equipment
* It is a condition of entry that OTP participants have booked and paid for their session no later than 4pm on the day before training – failure to do so will result in refusal of entry
* OTP participants will conduct a safety induction prior to their first training session
* OTP participants will follow the directions of NICA staff and Swinburne security staff at all times
* OTP participants will only train in disciplines approved through the application process
* Any non-NICA equipment needs to be approved before use in the space and removed at the end of the session
* All applicants must be willing to complete a competency assessment to gauge their ability to train safely and independently in the space. Applicants who have been awarded a Bachelor or Circus Arts or similar will be advised if they are required to attend a competency assessment
* The OTP is for practice and maintenance of skills and rehearsal of skills you are competent in training safely
* Participants will not conduct any commercial activity through the OTP. If you are seeking to run private tuition please contact the Short Course Office or the Venue Hire office.
* All OTP participants will sign in with the venue supervisor on arrival for their training session
* Flying trapeze, teeterboard, group bike, casting and trampoline are not available
* Students who are absent from class during the day are not allowed to train that evening
* All applicants must sign and complete the indemnity section.

I have read and agree to the terms and conditions of the NICA Open Training Program and believe the information I have provided to be true and correct:

 (Signature of Applicant)

 (Print Name of Applicant) (Date)

Approved by Head of Circus: **Y / N**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Non Acceptance:

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**Administrative Use Only**

[ ]  Applicant emailed Date:

[ ]  Applicant entered

Date: