

BOULDER CIRCUS CENTER

OPERATING PLAN

The Boulder Circus Center LLC (BCC) is founded as a facility to promote the circus arts. We DO NOT involve animals. At this point in time it is primarily a rental facility for circus coaches, teachers and trainers. The BCC is owned and operated by Cindy Marvell and Carter Brown. The BCC has engaged Sven Jorgensen to manage the facility. Sven lives in an apartment on site in order to better facilitate operations. The BCC is a building located at 4747 N. 26th Street in Boulder, Colorado, 80301. The BCC is a privately held entity and reserves the right to refuse rental availability.

PROCEDURE FOR ACCEPTING COACHES, TEACHERS AND TRAINERS.

Persons wishing to rent the BCC in order to train themselves or students must meet the following criteria:

1. Carry liability insurance naming Boulder Circus Center LLC as also insured.
2. Trainers are CPR and Basic First Aid Certified.
3. Any trainer that has employees/sub-contractors in the BCC who teach or train will make sure such employees/sub-contractors are also CPR and Basic First Aid Certified.
4. Submit class synopsis in writing naming the various skills being taught.
5. Copies of all of the above must be on file at the BCC before any use occurs.
6. Must attend training seminar and demonstrate familiarity with Operating Procedure, Emergency Plan, Building Malfunctions, Building Rules, Paperwork Procedures, Keypad entry and exit procedures and General Orientation.

We recognize that there is a difference between being able to perform a skill and being able to coach a skill. We select coaches for our programs based on a comprehensive evaluation of the candidate in question. As we evaluate potential coaches, we will look at the following:

Teaching ability

Communication skills

Ability to maintain order with students in a potentially chaotic environment

Ability to break down skills into an effective progression

Ability to approach a given skill from a variety of angles

Ability to prepare a class plan or curriculum

Safety awareness

Genuine interest in teaching and the healthy progression and well-being of their students

Level of skill, or exposure level to the skills being taught

Certification for Coaches

All coaches will be CPR and First Aid Certified

Depending on the skills being taught, coaches may be required to maintain certification in spotting at the appropriate level and type for the skills being taught

Depending on the skills being taught, coaches may be required to obtain certification in rigging

Though not required, certifications from other organizations will be taken into consideration

Responsibilities of Coaches

Coaches are responsible for ensuring that the equipment and working space are safe before every class as well as for the proper storage and treatment of equipment. Coaches are responsible for proper clean-up of working space at the end of a class or training session.

Coaches are responsible for maintaining the safety of their students from the time that they take charge of those students until those students are transferred to the charge of another responsible adult. This includes maintaining an appropriate level of order concurrent with the requirements of safety. The responsibility of the coach begins and ends when the student has arrived and departed the campus.

Coaches are responsible for maintaining an awareness of the physical and mental state of their students in order to ensure that students are capable of performing the exercises at hand. Specifically, coaches should be aware of the following in their students: general health, strength, flexibility, level of fatigue, proper hydration, mental focus and awareness, and any pre-existing injuries or weaknesses which may or may not affect the current activity.

Coaches shall be responsible for documenting any injuries that occur in class, as well as for tracking pre-existing injuries via the BCC's registration form. Carter, Cindy and Sven must be notified via e-mail and voice message of any accident occurring immediately after that person is treated or within 6 hours, whichever comes first.

BCC RULES FOR COACHES

- Have all students and coaches fill out a BCC Waiver and BCC registration form to be kept on file at the BCC.
- Make sure all students and coaches receive a BCC membership card afterwards.
- All students and coaches to carry BCC membership cards with them when at the BCC.
- Leave no student behind. YOU must make sure each of your students is picked up by their parent or guardian if the student is under 18.
- Access to facility will be by coded keypad. Billing will be according to keypad hours reconciled with calendar hours reserved and used. Billing will be on the first of each month. Bills will be due the 15th of each month.
- Rigging shall be according to the BCC document - Rigging Guidelines