

# Staff Handbook



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## Eastern Acrobatics and Circus (EAC)

### Staff Handbook

*Last Updated: May 4, 2025*

#### How to Use This Handbook

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This handbook is a living document. It outlines EAC's policies, procedures, and expectations for staff. The most current version is available in the staff portal. For questions or clarification, contact your Department Head or the Program Manager.

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#### Welcome Message

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Dear Staff Member,

Welcome to Eastern Acrobatics and Circus (EAC)! We are thrilled to have you join our team of dedicated circus arts professionals. This handbook has been created to provide you with important information about our policies, procedures, and expectations as a member of our staff.

At EAC, we are committed to providing the highest quality circus arts education in a safe, supportive, and inspiring environment. Our success depends on our staff's expertise, dedication, and passion for circus arts. Each of you plays a vital role in fulfilling our mission and upholding our values.

We encourage you to familiarize yourself with the contents of this handbook and use it as a reference throughout your employment with us. If you have any questions or need clarification about anything contained in this handbook, please don't hesitate to speak with your department head or the Program Manager.

Thank you for bringing your talents and enthusiasm to our circus community. Together, we can create an exceptional experience for our students and continue to build a thriving circus arts center.

Warmly,

TJ Skeffington Program Manager

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## About EAC

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Eastern Acrobatics and Circus was founded in 2015 with a mission to make circus arts accessible to people of all ages and abilities. We believe in the transformative power of circus to build strength, confidence, creativity, and community.

Our facility is equipped with state-of-the-art rigging systems, safety equipment, and training apparatus to provide the highest quality circus education. All of our instructors are professionally trained and certified in their respective disciplines.

**Our Mission:** To inspire physical creativity, build confidence, and foster community through the teaching and performance of circus arts in a safe and supportive environment.

**Our Values:** - Safety First - Inclusive Community - Artistic Excellence - Personal Growth - Collaborative Learning

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## Contact Information

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**Main Office:** - Phone: (555) 123-4567 - Email: [info@easternacrobatics.com](mailto:info@easternacrobatics.com) - Website: [www.easternacrobatics.com](http://www.easternacrobatics.com)

**Key Personnel:** - Program Manager: TJ Skeffington ([tj@easternacrobatics.com](mailto:tj@easternacrobatics.com), 555-345-6789) - Rigging Lead: Jacob Skeffington ([jacob@easternacrobatics.com](mailto:jacob@easternacrobatics.com), 555-123-4567) - Facility Manager: Jacob Skeffington ([jacob@easternacrobatics.com](mailto:jacob@easternacrobatics.com), 555-234-5678)

**Hours of Operation:** - Monday-Friday: 9:00 AM - 9:00 PM - Saturday: 9:00 AM - 5:00 PM - Sunday: 10:00 AM - 4:00 PM

**Location:** 28 Eliot St. Natick, MA 01760

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## Organizational Structure

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## Leadership Team

- **Program Manager (TJ Skeffington):** Oversees all program operations, curriculum development, and staff management.
- **Rigging Lead (Jacob Skeffington):** Supervises rigging installations, inspections, and maintenance.
- **Facility Manager (Jacob Skeffington):** Handles facility operations, maintenance, and scheduling.

## Department Structure

- **Aerial Department:** Oversees silks, trapeze, lyra, and other aerial disciplines.
- **Acrobatics Department:** Manages tumbling, handstands, and partner acrobatics programs.
- **Flexibility Department:** Coordinates contortion and flexibility training.
- **Performance Department:** Organizes showcases, student performances, and community events.
- **Administrative Department:** Handles registration, communications, and office management.

## Reporting Relationships

- All instructors report to their Department Heads.
- Department Heads report to the Program Manager.
- Support staff report to the Facility Manager.
- All safety and rigging concerns report directly to the Rigging Lead and Facility Manager.

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## Employment Policies

### Hiring Process

- All positions require a formal application, interview, skill demonstration, and background check.
- References will be checked thoroughly, especially for positions working with minors.
- All offers of employment are contingent upon successful completion of background checks and verification of required certifications.

### Employment Classification

- **Full-time Staff:** Works 35+ hours per week, eligible for benefits.
- **Part-time Staff:** Works fewer than 35 hours per week, limited benefits.
- **Independent Contractors:** Teaches specific classes or workshops, no benefits.
- **Seasonal Staff:** Hired for summer camps or special programs, temporary status.

### Compensation and Benefits

- Pay rates are based on experience, certifications, and position responsibilities.
- Pay periods are bi-weekly, with direct deposit available.
- Full-time staff benefits include health insurance contribution, paid time off, and professional development funding.
- All staff receive discounted classes and workshop participation.

## Work Schedule

- Teaching schedules are set at the beginning of each session.
- Staff must arrive at least 15 minutes before their scheduled class time.
- Schedule change requests must be submitted at least two weeks in advance.
- For emergency absences, contact your Department Head and the Facility Manager as soon as possible.

## Attendance and Punctuality

- Consistent attendance is essential for program quality and safety.
- Repeated tardiness or absences may result in disciplinary action.
- If you must be absent, you are responsible for finding an approved substitute.

## Performance Evaluations

- Formal evaluations occur annually.
- Peer teaching observations are conducted quarterly.
- Student feedback is collected at the end of each session.
- Pay increases are considered annually based on performance and budget availability.

## Termination of Employment

- Two weeks' notice is requested for voluntary resignation.
- Final pay will include all hours worked through the last day of employment.
- Exit interviews are conducted for all departing staff.
- Causes for immediate termination include safety violations, harassment, substance abuse on premises, or theft.

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## Staff Requirements and Certifications

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### Required Certifications

- **All Instructional Staff:** Current CPR and First Aid certification (American Red Cross or American Heart Association).
- **Aerial Instructors:** Aerial teaching certification from a recognized program or equivalent documented experience.
- **Acrobatics Instructors:** Acrobatics or gymnastics coaching certification or equivalent documented experience.
- **Staff Working with Children:** Background check clearance is required and renewed every two years.

### Additional Recommended Certifications

- Rigging safety training
- Injury prevention and management
- Spotting and safety techniques
- Specialized teaching methodologies

- Adaptive teaching for diverse populations

## Certification Tracking and Renewal

- The Facility Manager maintains a database of all staff certifications.
- Staff will receive reminders 90, 60, and 30 days before certification expiration.
- EAC offers in-house CPR/First Aid renewal courses quarterly.
- Professional development funding is available to support certification renewal.

## OSHA Training

- All full-time staff must complete OSHA 10-Hour General Industry training.
- Department heads and safety team members must complete OSHA 30-Hour training.
- Documentation of completed training must be submitted to the Facility Manager.

## Continuing Education Requirements

- All instructional staff must complete at least 10 hours of continuing education annually.
- Continuing education can include workshops, conferences, courses, or approved independent study.
- Documentation of continuing education must be submitted to the Program Manager.

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## Safety Protocols

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### General Safety Guidelines

- Safety is our absolute highest priority at all times.
- All staff are empowered to stop any activity they deem unsafe.
- Report all safety concerns immediately to the Facility Manager.
- Never allow students to train unsupervised.
- Maintain appropriate instructor-to-student ratios at all times.

### Compliance with Regulations

- EAC adheres to all applicable federal, state, and local regulations, including OSHA standards and the Boston Municipal Code, to ensure a safe environment for staff, students, and visitors.
- Our facility maintains permits and certifications required by law, including building code compliance (Permit #BOS-2025-0127) and public assembly permits (#PA-2025-0089).
- Staff must follow all regulatory requirements relevant to their position and notify the Safety Coordinator of any compliance concerns.

### Substance Use Policy

- No alcohol, recreational drugs, or misused prescription/OTC medications permitted on premises.
- Staff suspected of being under the influence will be immediately removed from teaching activities.
- First violation results in a written warning; second violation may result in suspension or termination.
- All staff are trained to recognize signs of impairment and report concerns to the Facility Manager.

## Abuse and Harassment Prevention

- EAC maintains a zero-tolerance policy for abuse and harassment.
- All incidents should be reported immediately to the Program Manager or Facility Manager.
- All staff are mandated reporters and receive annual training on recognizing and reporting abuse.
- The complete Abuse and Harassment Prevention Policy is available in Section 4 of this handbook.

## Injury Prevention and Response

- Proper warm-up and cool-down must be included in every class.
- Always use appropriate progressions when teaching new skills.
- Ensure proper use of safety equipment, spotting, and mats.
- If an injury occurs:
  - Stop activity immediately
  - Assess the injury
  - Provide appropriate first aid
  - Contact emergency services if necessary
  - Complete an incident report

## Incident Reporting

- All injuries, near-misses, and safety concerns must be documented.
- Incident report forms are available at the front desk and in each training area.
- Completed reports must be submitted to the Facility Manager within 24 hours.
- Monthly safety reviews analyze incident patterns to improve protocols.

## Risk Assessment

- Regular risk assessment meetings are held monthly (first Tuesday, 9:00 AM).
- All staff are encouraged to identify potential hazards in their teaching areas.
- A formal risk assessment is conducted quarterly for all equipment and spaces.
- Findings and mitigation strategies are shared with all staff.

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## Commitment to Safety Standards

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Our safety policies and procedures are designed to meet or exceed the standards set by the American Youth Circus Organization (AYCO) and the American Circus Educators Association (ACE).

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## Compliance with Regulations

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EAC adheres to all applicable federal, state, and local regulations, including OSHA standards and the Boston Municipal Code, to ensure a safe environment for staff, students, and visitors.

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## Quarterly Rescue Drills

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Rescue drills for aerial emergencies are conducted quarterly to ensure staff are prepared to handle such situations effectively. These drills are led by the Safety Coordinator (Austin S. Lin) and involve simulated rescue scenarios for aerial activities. All staff members involved in aerial instruction or rigging must participate. Documentation of drill participation and outcomes is maintained by the Facility Manager (Jacob Skeffington) and retained for at least 12 months.

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## Staff Feedback

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Staff are encouraged to provide feedback on safety, operations, or program improvements through quarterly feedback forms available on the staff portal or by contacting the Program Manager (TJ Skeffington). Feedback is reviewed monthly during safety meetings to identify trends and implement enhancements.

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## Handbook Review, Distribution, and Training

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- This handbook has been reviewed by key personnel (Program Manager, Safety Coordinator, Rigging Lead) for accuracy and completeness.
  - It is distributed via the staff portal and provided in print during onboarding.
  - Staff training sessions are conducted to review updates, especially rescue drills and emergency procedures.
  - Legal counsel has reviewed this handbook to ensure compliance with federal, state, and local laws, including OSHA, ADA, and Boston Municipal Code. Insurance policies meet or exceed industry standards.
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## Emergency Procedures

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### Quarterly Rescue Drills

- Rescue drills for aerial emergencies are conducted quarterly to ensure staff are prepared to handle such situations effectively.
- These drills are led by the Safety Coordinator (Austin S. Lin) and involve simulated rescue scenarios for aerial activities.
- All staff members involved in aerial instruction or rigging must participate.
- Documentation of drill participation and outcomes is maintained by the Facility Manager (Jacob Skeffington) and retained for at least 12 months.

### Fire Emergency

1. If you hear the fire alarm, stop all activities immediately.
2. Direct everyone to the nearest exit (exits are marked with illuminated signs).
3. Do not stop to collect personal belongings.
4. Instructors must account for all students in their class.
5. Proceed to the designated assembly area (north parking lot).

6. Do not re-enter the building until authorized by emergency personnel.

## Medical Emergency

1. Assess the situation and the individual's condition.
2. For serious injuries or medical events, call 911 immediately.
3. Send someone to meet emergency responders at the building entrance.
4. Provide first aid if you are certified and it is appropriate.
5. Clear the area of unnecessary persons.
6. Complete an incident report as soon as possible.

## Power Outage

1. Stay calm and help others remain calm.
2. Emergency lighting will activate automatically.
3. If in an aerial class, carefully help students descend from apparatus.
4. If the outage continues, the Facility Manager will determine if classes should be canceled.
5. Do not use candles or open flames for lighting.

## Severe Weather

1. Monitor weather alerts and warnings.
2. For tornado warnings, move everyone to interior rooms away from windows.
3. For hurricanes or blizzards, follow early closure procedures if implemented.
4. If conditions make travel unsafe, contact the Facility Manager regarding potential class cancellations.

## Evacuation Procedures

1. Know the location of all exits in the facility.
2. In case of evacuation, calmly proceed to the nearest exit.
3. Instructors are responsible for leading their students to safety.
4. Meet at the designated assembly area (north parking lot).
5. Do not return to the building until authorized by emergency personnel.

## Missing Child Protocol

1. If a child is reported missing, immediately alert the front desk.
2. Security staff will monitor all exits.
3. Available staff will conduct a systematic search of the building.
4. If the child is not located within 10 minutes, contact the police.
5. Document the incident, including all actions taken.

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## Rigging and Equipment Policies

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### Rigging Authority



- The Rigging Lead is the final authority on all rigging decisions.
- Only ETCP Certified Riggers (Jacob Skeffington and Sophia Williams) are authorized to install, adjust, or remove permanent rigging.
- Temporary rigging must be approved in writing by the Rigging Lead at least 7 days in advance.
- No rigging installation, modification, or removal may occur without direct supervision by an authorized rigger.

## Equipment Inspection and Maintenance

- Daily visual inspections are conducted before the first class of the day.
- Weekly detailed inspections are conducted and documented for all equipment.
- Monthly comprehensive inspections are performed by Qualified Riggers.
- Quarterly load testing is performed on all aerial points.
- All inspection records are maintained for a minimum of 3 years.

## Equipment Approval Process

- All new equipment must be inspected and approved by a Qualified Rigger before first use.
- Approval includes verification of manufacturer specifications, visual inspection, and load testing when appropriate.
- Only approved equipment may be used in classes or performances.
- Personal equipment may not be used without prior inspection and approval.

## Working at Height

- All staff working above 6 feet must complete Height Safety Training.
- Always maintain 100% tie-off when working at height.
- Inspect all personal fall arrest equipment before each use.
- No working alone at height is permitted under any circumstances.
- Rescue plans must be in place before anyone works at height.

## Mats and Spotting Requirements

- Proper mats must be used for all aerial and acrobatic activities.
- 8-inch crash mats are required under all aerial apparatus.
- Additional 12-inch crash mats must be used for new skill training.
- Proper spotting is required for all students learning new skills or working above 6 feet.
- Instructor-to-student ratios must be reduced when spotting is required.

## Equipment Storage and Security

- All aerial equipment must be secured when not in use.
- Fabric apparatus should be raised to ceiling height and secured with safety ties.
- Trapeze and lyra should be lowered to floor level and secured to wall anchors.
- Equipment storage areas must remain locked when not in active use.
- Only authorized personnel may access equipment storage areas.

# Teaching Protocols

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## Class Structure

- All classes must follow this general structure:
- Welcome and brief introduction
- Proper warm-up (minimum 10 minutes)
- Skill review from previous lessons
- New skill instruction with appropriate progressions
- Guided practice time
- Cool-down and stretch (minimum 5 minutes)
- Brief summary and preview of next class

## Curriculum Standards

- Follow the established curriculum for your discipline and level.
- Adhere to skill progressions as outlined in curriculum documents.
- Modifications for individual students must maintain safety standards.
- Curriculum documents are available in the staff portal and in hard copy in the staff office.

## Class Ratios

- **Beginner Aerial Classes:** Maximum 8 students per instructor
- **Intermediate Aerial Classes:** Maximum 6 students per instructor
- **Advanced Aerial Classes:** Maximum 4 students per instructor
- **Acrobatics Classes:** Maximum 10 students per instructor
- **Youth Classes (under 12):** Maximum 6 students per instructor

## Student Assessment

- Conduct informal assessments throughout each class.
- Formal skill assessments occur at midpoint and end of each session.
- Document student progress in the student tracking system.
- Provide constructive feedback to students regularly.
- Level advancement requires instructor approval based on skill mastery.

## Skill Progressions

- Always teach skills in the proper progression.
- Never skip progression steps, even for seemingly advanced students.
- If a student struggles with a skill, return to prerequisite skills.
- Document any progression modifications in your class notes.

## Special Populations

- Adapt teaching methods to accommodate diverse learning styles.
- For students with disabilities, work with the Adaptive Program Coordinator to develop appropriate

modifications.

- Youth classes must incorporate age-appropriate games and activities.
- Advanced students may need individualized training plans.

## **Class Management**

- Take attendance at the beginning of each class.
  - Enforce proper attire requirements.
  - Maintain a positive, supportive learning environment.
  - Address behavioral issues promptly and professionally.
  - Communicate regularly with parents of youth students.
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## **Staff Development**

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### **Mentorship Program**

- New instructors are paired with experienced mentors for their first session.
- Mentors observe classes, provide feedback, and assist with curriculum implementation.
- Mentorship meetings occur weekly for the first month, then monthly.
- Documentation of mentorship activities is submitted to the Program Manager.

### **Teacher Training Program**

- EAC's Teacher Training Program consists of 200 hours of instruction over 6 months.
- Components include:
  - 80 hours of safety training
  - 60 hours of teaching methodology
  - 40 hours of skill-specific training
  - 20 hours of supervised teaching
- Training follows AYCO teacher competency guidelines.

### **Staff Feedback**

- Staff are encouraged to provide feedback on safety, operations, or program improvements through quarterly feedback forms available on the staff portal or by contacting the Program Manager (TJ Skeffington).
- Feedback is reviewed monthly during safety meetings to identify trends and implement enhancements.
- Anonymous feedback options are available for sensitive concerns.
- Upon completion, participants receive an EAC Teacher Certification.

### **Professional Development Opportunities**

- Each full-time staff member receives an annual professional development stipend.
- Staff are encouraged to attend workshops, conferences, and training events.
- In-house workshops are held quarterly on various topics.
- Staff who attend external training are expected to share knowledge with colleagues.

## Teaching Observations and Feedback

- All instructors are observed at least once per session.
- Observations are conducted by Department Heads or the Program Manager.
- Written feedback is provided following each observation.
- Peer observations are encouraged to foster collaboration and growth.

## Instructor Meetings

- Department meetings are held monthly.
- All-staff meetings occur quarterly.
- Attendance at scheduled meetings is mandatory.
- Meeting minutes are distributed via email and stored in the staff portal.

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## Code of Conduct

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### Professional Standards

- Maintain a professional demeanor at all times when representing EAC.
- Dress appropriately for your teaching role (refer to dress code in appendix).
- Arrive prepared for all classes and meetings.
- Communicate respectfully with colleagues, students, and parents.
- Uphold EAC's values in all interactions.

### Ethical Guidelines

- Maintain appropriate boundaries with students.
- Avoid conflicts of interest, such as privately training EAC students.
- Respect confidentiality of student information.
- Make decisions based on the best interests of students and the organization.
- Report ethical concerns to the Program Manager.

### Communication Standards

- Respond to emails within 48 hours during the work week.
- Use professional language in all written and verbal communications.
- Address conflicts directly with the involved parties when possible.
- Follow the communication chain of command for unresolved issues.
- Maintain confidentiality in all sensitive communications.

### Social Media Policy

- Staff may identify themselves as EAC employees on social media but must include a disclaimer that views are their own.
- Do not post confidential information about EAC, its students, or staff.
- Obtain written permission before posting photos or videos of students.

- Report any negative or concerning social media content about EAC to management.
- Staff are expected to represent EAC positively on social media.

## **Conflict Resolution**

- Address conflicts directly when possible.
  - If direct resolution is unsuccessful, involve your Department Head.
  - For unresolved issues, request mediation with the Program Manager.
  - Document all formal conflict resolution proceedings.
  - Focus on specific behaviors and solutions rather than personal attacks.
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## **Communication Guidelines**

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### **Internal Communication**

- Email is the primary method for official communications.
- Check your EAC email account daily during the work week.
- Use the staff bulletin board for informal announcements.
- Emergency communications will be sent via text and email.
- Staff meetings are documented with written minutes.

### **External Communication**

- All external communications should align with EAC's brand and values.
- Media inquiries should be directed to the Program Manager.
- Marketing materials must be approved by the Administrative Department before distribution.
- Use approved templates for class communications.
- Social media posts representing EAC must follow brand guidelines.

### **Parent Communication**

- Maintain professional boundaries in all parent interactions.
- Address parent concerns promptly and courteously.
- Document significant parent conversations.
- Refer complex issues to your Department Head.
- Never discuss other students or staff with parents.

### **Student Communication**

- Communicate clearly and age-appropriately.
- Provide specific, constructive feedback.
- Address behavioral issues privately.
- Document any concerning student communications.
- Electronic communications with minors must copy parents or another staff member.

## **Documentation Requirements**

- Maintain accurate attendance records for all classes.
  - Document student progress according to curriculum guidelines.
  - Report all incidents using the appropriate forms.
  - Keep notes on significant parent conversations.
  - Submit all required documentation by established deadlines.
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## **Administrative Procedures**

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### **Payroll Procedures**

- Submit timesheets by 5:00 PM on the last day of the pay period.
- Record all hours worked, including class time, prep time, meetings, and administrative tasks.
- Notify the Administrative Department of any discrepancies in pay.
- Direct deposit is available and encouraged.
- W-4 forms may be updated at any time through the Administrative Department.

### **Expense Reimbursement**

- All expenses must be pre-approved by your Department Head.
- Submit receipts with a completed reimbursement form within 30 days.
- Reimbursement will be included in the next payroll cycle.
- Professional development expenses must be approved by the Program Manager.
- Travel expenses are reimbursed according to the travel policy in the appendix.

### **Facility Usage**

- Staff may use the facility for personal practice during designated open studio times.
- Advance reservation is required for aerial equipment use.
- Personal use must not interfere with scheduled classes or events.
- Staff must follow all safety protocols during personal practice.
- No outside students or clients may be brought in during staff practice time.

### **Equipment and Supply Requests**

- Submit equipment and supply requests using the online form.
- Requests are reviewed monthly by Department Heads.
- Emergency equipment needs should be reported directly to the Rigging Lead or Facility Manager.
- New equipment suggestions are welcome and should include rationale and potential suppliers.
- All equipment purchases must align with safety standards and budget constraints.

### **Scheduling Procedures**

- Teaching schedules are set at the beginning of each session.
- Schedule change requests must be submitted at least two weeks in advance.
- Time-off requests should be submitted at least one month in advance.
- Substitute teachers must be selected from the approved substitute list.

- Schedule conflicts should be resolved with your Department Head.
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## Appendices

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### Appendix A: Emergency Contact Information

- Complete list of staff emergency contacts
- Local emergency services
- Building maintenance contacts
- Utility emergency contacts
- Insurance provider information

### Appendix B: Required Forms

- Incident Report Form
- Equipment Inspection Checklist
- Substitute Request Form
- Expense Reimbursement Form
- Professional Development Request Form
- Performance Evaluation Templates

### Appendix C: Curriculum Resources

- Skill progression charts for each discipline
- Class planning templates
- Assessment rubrics
- Adaptation guidelines for different populations
- Teaching tips and best practices

### Appendix D: Risk Management

- Detailed risk assessment procedures
- Equipment-specific safety guidelines
- Spotting techniques for various skills
- Injury prevention strategies
- Emergency response protocols

### Appendix E: Staff Development Resources

- Professional development opportunities
- Conference information
- Recommended reading list
- Online training resources
- Certification programs

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## Equal Opportunity & Non-Discrimination

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EAC is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other protected status. We are committed to ADA compliance and providing reasonable accommodations.

## Harassment and Bullying

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EAC prohibits harassment and bullying of any kind. This includes sexual harassment, physical or verbal abuse, and intimidation. Staff should report any incidents to the Program Manager or Safety Coordinator. Retaliation against those who report concerns in good faith is strictly prohibited.

## Whistleblower Policy

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Staff are encouraged to report unethical, illegal, or unsafe conduct without fear of reprisal. Reports may be made anonymously. EAC will not tolerate retaliation against whistleblowers.

## Background Checks

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All staff and contractors are subject to background checks as a condition of employment.

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## Safety Protocols & Incident Reporting

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- Staff must follow all posted safety rules and use PPE as required (gloves, CPR masks, etc.). PPE stations are located at the front desk, rigging room, and training areas.
- All accidents, injuries, near-misses, or unsafe conditions must be reported immediately and documented using the Incident Report Form (see Appendix).
- Incident logs are reviewed quarterly to identify trends and improve safety.
- Facility access: Staff must follow opening/closing procedures and report lost keys/fobs immediately. Visitors must sign in and wear badges.

## Emergency Contacts

- Emergency: 911
  - Program Manager: TJ Skeffington (tj@easternacrobatics.com, 555-345-6789)
  - Safety Coordinator: Austin S. Lin (info@easternacrobatics.com)
  - Facility Manager: Jacob Skeffington (jacob@easternacrobatics.com)
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## Rigging and Equipment Policies

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- All aerial and rigging equipment must be inspected before use. Inspection and maintenance must be



logged (see Appendix for sample log).

- If equipment is found faulty or a rigging failure occurs, stop activity immediately, secure the area, and notify the Rigging Lead.
  - Only qualified personnel may install or adjust rigging.
  - Secure all equipment when not in use.
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## Teaching Protocols

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- Prepare lesson plans for each class (template in Appendix).
  - Use inclusive teaching practices and accommodate students with disabilities or language barriers.
  - Maintain appropriate instructor-to-student ratios. Reduce ratios when spotting is required.
  - Behavior management: Use a tiered approach—verbal warning, parent contact, removal from class. Document all incidents.
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## Code of Conduct & Ethics

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- Maintain professional boundaries with students and families. Romantic relationships with students/minors are strictly prohibited.
  - Avoid conflicts of interest (e.g., private lessons, accepting gifts). Disclose any potential conflicts to the Program Manager.
  - Social Media: Represent EAC positively online. Do not post confidential information or interact with students/minors on personal accounts.
  - Respect confidentiality of student/staff information.
  - Make decisions in the best interests of students and EAC. Report ethical concerns to the Program Manager.
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## Communication & Administrative Procedures

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- Use official channels (email, Slack) for EAC business. Respond to messages within 24 hours when possible.
  - Substitute Policy: Request substitutes through your Department Head and use the approved substitute list. Provide lesson plans for substitutes.
  - Payroll & Benefits: Pay schedule and benefits eligibility are outlined in the HR portal. Submit time-off requests in writing.
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## Appendices

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### A. Sample Forms

- Incident Report Form
- Lesson Plan Template

- Time-Off Request Form

## B. Glossary

- Defines circus/industry-specific terms for new staff.

## C. Quick Reference Chart

Policy/Contact	Reference/Person
Emergency	911
Program Manager	TJ Skeffington
Safety Coordinator	Austin S. Lin
Facility Manager	Jacob Skeffington
Incident Reporting	Incident Report Form (Appendix)
Substitute Request	Department Head
Payroll/Benefits	HR Portal

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For the most current version of this handbook and all related forms, visit the staff portal or contact administration.

*This handbook is subject to change. Staff will be notified of any policy updates via email and updated versions will be available on the staff portal.*

*Last updated: April 4, 2025*

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Eastern Acrobatics and Circus (EAC) | 28 Eliot St, Natick, MA 01760

Generated on May 04, 2025 | [info@easternacrobatics.com](mailto:info@easternacrobatics.com)