

TAI CHI GUIDELINES

TAI CHI GROUP STRUCTURE

Due to the increasing demand of Tai Chi programs, there is a need to establish a set of guidelines and a formal structure within the Tai Chi Group to handle the increasing number of requests. The guidelines are to provide clarity to members, ensure that requests are properly handled with fairness and transparency.

The new structure of the Tai Chi Group is as follow:

- Program Coordinator
- Instructors of instructional sessions
- Monitors (previously called Lead) for practice sessions
- Volunteers – helper to instructor (e.g. taking attendance)

In addition to the above, a Tai Chi Committee is formed.

COMMITTEE

In order to facilitate the requests from Tai Chi Group which has become very popular, the Tai Chi Committee is formed. The Committee is “by invitation” based on the individual’s participation history, contribution to the group, willingness and openness to share ideas. To ensure there is a balanced view, the committee is made up of:

- Tai Chi Program Coordinator
- Tai Chi Instructors
- Representatives from Tai Chi Monitors and Members

The initial committee members are:

- Angela Wong
- Odetta Lee
- Lily Wong
- George Leung
- Jack Ip
- Paul Ho

The Committee may be expanded to include more members should the need arise at a later date.

Committee meets on a “Need” basis. All of the information discussed during the sessions is treated as confidential and is not disclosed outside of the Committee unless agreed to by the Committee.

ROLES/RESPONSIBILITIES OF COMMITTEE

- To review/evaluate requests related to Tai Chi operation, such as opening more sessions (instructional and/or practice).
- To review/evaluate suitability of new and/or existing programs/sessions.
- To review/evaluate suitability of monitors and/or instructors for the programs/sessions to ensure they are not in conflict with existing programs and/or the AGOAC mission.

PROGRAM COORDINATOR

Program Coordinator oversees all of the Tai Chi programs and interfaces with the Board. He/she communicates with instructors and/or monitors within the Tai Chi group. Where applicable, he/she coordinates and/or handles the registration of the programs.

INSTRUCTOR

The main focus of the instructor is to teach. Instructor must follow the agreed to curriculum and not deviate from it without the Committee's approval.

MONITOR

All practice sessions are non-instructional. The monitor is the person who runs practice session. Most practice sessions are conducted by members following the movement presented on the TV. Monitor can provide suggestions to help participants with a movement question; however, there should be no formal or extensive teaching during those sessions. Members who want in-depth learning of the movement should register themselves for the instructional classes.

VOLUNTEER

To minimize interruption during classes, instructor requires a volunteer to help with taking attendance, answering inquiries from visitors and/or non-members during class time.

REQUESTS TO BECOME INSTRUCTOR, MONITOR or TO OPEN NEW TAI CHI SESSION:

Requests relating to adding new instructional /practice sessions or becoming an instructor/monitor must be sent in writing by the applicant to agoac.taichi@gmail.com.

Requests are reviewed by the Tai Chi Committee before they are submitted to the Board for approval. This may take up to 8 weeks for a confirmation.

Applying to become an Instructor or Monitor:

To apply to become an Instructor:

- The individual may or may not be an AGOAC member.
- The individual must:
 - apply in writing and provide:
 - either a CV, or a short summary of own experience;
 - available day/time to run session;
 - type of Tai Chi program he/she would like to teach
 - be prepared to give full commitment to the program;
 - have the patience and enjoy working with older adults.
- Duties of instructor
 - Teaching the class
 - Ensure that AGOAC/Tai Chi Rules and Regulations are followed.
- The instructor is reviewed annually by the committee to ensure that the demand is still valid

To apply to become a Monitor:

- The individual must be an AGOAC member.
- The individual must:
 - apply in writing indicating

- his/her Tai Chi experience
 - available day/time to run session
- be prepared to give full commitment to the program.
- Duties of a Monitor
 - Ensure session is run smoothly
 - Equipment operation (May need to use own machine)
 - Take attendance
 - Ensure AGOAC/Tai Chi Rules and Regulations are followed
 - No formal teaching to participants
 - have the patience and enjoy working with older adults.

REQUESTS TO OPEN NEW TAI CHI INSTRUCTIONAL OR PRACTICE SESSION:

Requestors must submit their requests to agoac.taichi@gmail.com and provide the following information:

- The name of instructor and/or monitor that has been approved by the Committee (new instructor/monitor must follow the procedures listed above)
- Type of Tai Chi session
- Provide a list of individuals who show interest in joining the class. For practice sessions after 10:00 am, there must be a minimum of 10 participants. Participation rate is reviewed quarterly. For sessions that have consistently less than 10 participants, they may be cancelled.

To avoid delay, all information must be provided as listed above. The committee reviews the request and if it is approved, the Program Coordinator sends an official request to the Board requesting for approval, booking of facility and official announcement to all members.