



## Policy On Trainer Selection and Scheduling

The mission of NWMAF is to promote the participation of women and girls in the martial arts. Special Training is our flagship event and one of the most effective methods we have for accomplishing our mission.

These guidelines are not meant to be a restrictive set of rules; rather, they should be considered an articulation of the values that guide the trainer selection process. We recognize that no perfect slate of trainers exists. We trust that the selection process will be handled with careful thought and complete integrity, both by the committee members who participate in the trainer selection process, and the NWMAF Board members who approve the final slate of selected trainers.

### Outreach & Recruitment

To promote the fullest possible participation we seek trainers who are not only excellent instructors, but who also embody NWMAF's spirit of inclusiveness.

The application process should be as open and inclusive as possible, with careful thought given to reaching the widest possible audience of potential trainers well in advance of the application deadline. This may be done through e-mail lists, personal contact, advertisements, and other means.

Specific instructors may be solicited to submit applications; however, it should not be implied that selection is guaranteed in these cases. Solicited applications must follow the standard application process.

### Classes & Workouts

*Classes* are 90 minutes long and compensated. They are part of "regular" camp activities and are usually offered as a breakout session against several other classes. Classes usually offer in-depth content with commentary and are designed to teach the participants something new. They may be primarily physical, primarily discussion/lecture-style, or a mix of both. Although we encourage trainers to open their classes to all ages (and all genders, for Super Saturday classes), the content and other teaching considerations may lead a trainer to limit who can attend.

*Workouts* are 30-60 minutes long and offered on a volunteer basis. They are offered before or after the day's class sessions, with the intent of warming participants up (in the morning) or winding them down (in the evening). Workouts are designed primarily to lead participants through an exercise or meditation sequence, without the need for context or commentary. Workout attendees may not be limited by age, gender, or experience level (although it is acceptable to teach a more advanced class which participants can attend at their own risk).

Both classes and workouts require a background check and contract.

### Trainer Eligibility

The following people are not eligible to teach classes

- Members of the Trainer Selection Committee
- Current Board members
- People who have been trainers for two consecutive camps
  - Does not apply to Award of Excellence recipients

If, for any reason, board members or members of the Trainer Selection Committee are selected as trainers, they should teach on a volunteer basis.

Trainers under 18 years of age will be asked to have an adult co-teacher present (even if that person will not actually be teaching).

Trainers do not need to be NWMAF members.

## **Trainer Application Process**

The application process will be the same for all applicants (except for reasonable accommodations), and requires the following:

- Completion of the application form
- Background check, unless applicant has undergone a satisfactory NWMAF background check within the past 3 years. This is primarily to screen for sexual assault and misconduct with minors and does not have to be spotless; however, this item is subject to change based on insurance requirements.
- Current photo & bio
- Title & description for each class proposal submitted

The following materials may also be requested or required:

- Three references (for instructors who have not taught at an NWMAF event in the past five years)
- Resume or CV
- Class outline and objectives (especially for instructors who would like their classes approved for Continuing Education Units)

Additional information (such as press clippings, etc.) may be included at the discretion of the applicant.

Applicants should also be aware of the following:

- Selected trainers will need to sign a contract with NWMAF.
- Compensation is distributed *per class*, not per trainer, and will be given to the designated primary trainer. In cases where there is more than one instructor per class, it is the responsibility of the teaching team to decide whether and how the compensation will be shared or distributed.
- Trainers are expected to promote their class(es) at their schools and on their social media, if applicable.
- Trainers are asked to be in the area and available for all of camp (in case of schedule changes), unless previously arranged with the Board. This requirement holds even if trainers choose not to register for camp.
- Trainers must attend a trainer orientation(s) as noted in their acceptance letter.

## **Trainer and Class Balance**

The Board may set specific trainer selection goals each year, which will be supplied to the Trainer Selection Committee. These goals may be related to the theme, to encourage development of a new member segment, or to ensure trainer diversity.

Selected classes should provide a meaningful and valuable training experience for a wide variety of attendees, who will vary in age, physical ability, and degree of martial arts expertise. Consider the representation of the following:

- Often underrepresented arts (e.g. soft/internal arts, judo, etc.)
- Qualified applicants who have applied three times in a five-year period and have not been selected should be given high consideration. The Board will identify applicants in this category.
- The majority of trainers should be new trainers or ones who did not teach the previous year.
- Among the balances the committee should consider are:

- Hard/external vs. soft/internal martial arts styles
- Race, ethnicity, age, and geographic regions of instructors
- Levels of exertion and levels of expertise required of class participants
- Physical activity-based vs. lecture/discussion-based classes

## **Trainer and Class Selection**

Trainers are limited to a certain number of classes per camp (usually 4). This includes any workouts.

The Trainer Selection Committee will recommend an initial slate of selected trainers and classes to the NWMAF Board. The Board may accept the list as is, request that the Trainer Selection Committee revise their recommended list, or make modifications to the list before approving it. The Board has final approval of the final list of trainers and classes, and is responsible for all communication with trainer applicants beyond this point in the process.

## **Class Scheduling**

Initial scheduling is completed as the final step in the trainer selection process. The balance of classes both for each session with multiple class slots and over the course of the entire camp should be considered, which may include:

- Hard/external vs. soft/internal styles
- Mat arts
- Weapons classes
- Healing arts classes
- Self-defense classes and classes geared toward self-defense instructors
- Varied levels of exertion
- Varied levels of required participant experience
- Classes open to teens and Young Martial Artists

For Super Saturday, a limited number of classes will still be closed to men and boys; however, in consideration of these participants' payment to attend and the beneficial experience of being an observant minority in this space, we endeavor to open most Super Saturday classes to all genders.

Individual trainers' schedules should be considered as well.

- Trainers should not be scheduled for two consecutive sessions. It is acceptable to schedule a trainer for a class before and after a meal.
- Trainers should not be scheduled for more than two classes or workouts in one day.

The trainers should be given an opportunity to review the schedule and provide feedback. Final scheduling will be reviewed and approved by the Board. The final schedule may be posted to the NWMAF website. Posting the schedule is a courtesy to attendees, and it is not meant to be a solicitation for feedback.

## **Workout Selection and Scheduling**

Workouts will be selected and scheduled in order to give the greatest breadth of variety to attendees. Workout leaders will not be expected to lead more than one workout per camp.