

CTCC On-Line Class Etiquette – January 2021

Charlottesville Tai Chi Center is delighted to provide online classes for our students. The classes allow us to continue learning and practicing Tai Chi and to maintain our community and connections to each other. The online class experience is similar to but different from our in-person dojo classes, and we offer these points of etiquette to help make the experience meaningful and fun for everyone.

Presence

1. Be courteous to your instructor and fellow students, and keep your focus on the class activities, both joint and individual.
 - If you are late for the class, mute yourself and quietly watch and listen to the activity underway, then join in when you can do so without disrupting the rest of the class. Your instructor will acknowledge you at the next opportunity.
 - If you need to leave the class early, let the instructor know at the beginning of the class.
 - If you are unable to attend a class you regularly attend, please email the instructor to let them know. If you do not know the instructor's email address, please contact the registrar at registrar@charlottesvilletaichi.org
2. Bow each time you begin, leave, re-enter, and end a class. Bowing honors all who have contributed to the art in the past, shows respect for the time and space of learning, and honors your own potential.
 - If you need to leave class, e.g., to answer a call or get a drink, discreetly bow out when you leave and bow in when you return to the class. You do not need to get the instructor's attention to bow out or in; bowing is a reminder of your commitment to the class, the instructor, and your own potential.
3. Stay for the entire class for the best experience.
4. Treat all fellow students with courtesy and respect. Do not interrupt interactions between the instructor and another student.

Class Structure and Dynamics

1. Classes have a consistent flow: warm-ups, standing meditation, individual instruction and practice, questions, announcements, and closing.
 - While the instructor is providing individual instruction for other students, practice the form you are working on until the instructor is ready for you.
 - While the instructor is working with you, watch and listen carefully and ask questions if needed to clarify what you have been shown. The instructor will determine when you are ready to move on to the next step.
 - Because instruction is tailored on an individual basis, it is best not to watch while other students are working with the instructor.
 - Avoid correcting, teaching, or conversing with other students during class. Assist others only when asked to do so by the instructor.
2. Wear proper attire such as a T-shirt and long loose pants. Please refrain from wearing no-sleeve shirts, shorts, tights, or jewelry.
 - Comfortable, non-binding clothing is best for your practice.
 - For safety purposes, shoes are required for the weapon classes.
3. Come to class well hydrated and nourished and have a container of water handy for when you become thirsty during the class. Your activities in the class are a workout and your health and safety depend on adequate liquids and nourishment.

Technical

1. Log into the class ~5 minutes before the start time. If the class has not begun yet, you may sit quietly, chat with other students, start your warm-ups, or practice the form you are working on for the class.
2. If you experience technical issues, try to log out and log back in. If that is unsuccessful, continue your practice, as best you can, for a few minutes, and try again.
3. If the instructor experiences technical issues, be patient – the instructor will be trying to rejoin the class as soon as possible.
4. Be familiar with how to 'pin and unpin' the leader for best viewing.
5. Be sure your camera is set to show your arms and feet as best as possible, and that the lighting in your space illuminates your movements rather than casting a shadow around your movements.
6. Follow the instructor's movements as best you can. If you cannot see your instructor while being shown a movement, politely ask for the instructor to change their positioning so that you can see.
7. Mute your computer except when you are receiving instruction or participating in joint class activities.
8. Your instructor may also mute you and may ask that you turn off your video – the instructor will ask you to unmute/turn on video at the appropriate time.
9. Do not bring cell phones to your practice space or set them to "off" or "vibrate" during class times.

Class Payments

1. On-line class payments are made monthly – please submit your payment a few days before the end of the month. You will receive an email with class links the day before the first day of classes in the new month. There is no need to contact the registrar unless you paid and did not receive this email.

Thank you for your cooperation,

CTCC Instructor Staff