

WELCOME

Hello, and welcome to the (workshop) in (Location). We have an incredible roster of instructors and guest instructors and I am so excited for those of you who are just starting your journey with us as well as those who are returning to train some more.

Below is information to help you plan your experience. Your on-site coordinator will be (Name). They can answer queries about room and board, finding services around (Location), as well as any other questions that may arise. She can be contacted at (email or phone).

If you need information regarding AFDC policy, testing and membership issues you can contact Christopher Mott, our Director of Administration, at membershipadmin@fdc.ca.

LOCATION

The (Place) is pretty central; located at (address). A map of the campus will also be attached with this letter.

The (city) Airport is located about (# of) minutes (by car) north west of the campus for anyone travelling via air from out of town.

For training spaces, we have the (training space) (RM #), and the (training space) (RM #). All the spaces are within walking distance of one another. We will meet in the (training space), and take a tour together on the first day of the workshop.

WHAT TO BRING

The (workshop) is a very physically demanding time period. It's important for students to pace themselves, as well as take good care of their bodies and minds while taking part.

Required items for class work include:

- Water bottles
- Movement-appropriate clothing (sweats, athletic-wear, etc.)
- Gloves or gauntlets for sword work (gardening gloves, motorcycling gloves, baseball/golf gloves, leather winter gloves all make good sword gloves)
- Comfortable closed-toe footwear (runners/sneakers are consistently the best)
- Any braces/safety supports you might personally need

Recommended items for class work include:

- Notebook/binder, along with writing utensils
- Phone to record choreography (please do **NOT** post anything to social media without the express permission of your partners and the choreographer)
- Deodorant/anti-perspirant (**We are a SCENT-FREE zone!! PLEASE do NOT wear perfumes, colognes or body-sprays in or to class**)
- Knee/elbow pads (not required, but it's better to bring them and not need them as opposed to need them and not have them)

- Advanced students, if you have knee pads, elbow pads, or any other PPE (ie. Armadillos) your Advanced Martial Concepts instructor strongly recommends you bring them.

AFDC will provide all props/weapons necessary for your classes. However, if you would like to bring personal weapons for use in class, you are welcome to do so, but they will be subject to approval of the instructor. It is also important to note that travelling with stage combat props can be problematic—consult your airline/travel provider for specific restrictions or requirements.

WHAT TO PREPARE

Students often ask, “What can I do to prepare?”

Basic Actor Combatant students: You are learning this system from the ground up. If you have any previous experience, that is wonderful, but do not worry about what you do not know. That is why we are here.

Intermediate and Advanced students: We do recommended you review material learned in your previous level(s) (particularly your footwork!). This reduces the amount of time needed to remind participants of what the previous level(s) covered. There will be some review, but there is a lot to cover in a short time, and reviewing on your own will help immensely.

Nationals are a very active undertaking for everyone involved and, as such, it is highly recommended that students at all levels begin to prepare yourself physically. Getting your body ready for daily vigorous physical activity is a good idea in general. Take the stairs, ride a bike, dance, go for a swim, walk, **stretch** - whatever you can do that engages a fuller range of motion and gets your heart pumping!

Additionally, students at all levels may want to consider going over their corresponding [Glossaries](#). There will be a written exam at each level, and familiarizing yourself early can do wonders when it comes to absorbing the information.

A note about the glossaries and testing – written exam answers will defer to terminology as it was taught in class, if that differs from what is found within the glossaries. They are written in a PDF, not written in stone.

EXPECTATIONS AND CODE OF CONDUCT

Certifications

Now that we’ve used the word “testing” it seems like a good time to bring up how certifications will work.

Along with the written exam, which will happen a few days beforehand, the final day of the workshop will be spent showing off all the things you've learned over the previous weeks. There will be a performance, consisting of a scene and a fight choreographed by your instructor, in each discipline you learned. These will be open to the public and will be adjudicated by FDC Fight Masters. Some fights/scenes may be set to music instead of having dialogue.

Take it from fellow members who have gone through the process before – try not to concentrate on the testing. Focus on the learning. Instructors are not trying to stress anyone out and want you to succeed. Furthermore, we want people to enjoy their experience! It's a much better (and more successful) way to learn.

There is the option to invite people to your tests to watch your performance, so if you want people to come watch, please invite them. Remember, this isn't just a test. It is a performance!

Your AFDC membership fees are included in your workshop fees, so everyone at the Nationals will be granted a membership valid for the duration of their prospective certification.

More specific information regarding testing will be passed along as we get closer to the day.

Class Schedule

The schedule is built to cover all requirements for participants at every level. We are providing a rough schedule now, but this is a living document. While the times you are expected for class will be consistent, the class order may change. We will update you as changes arise

In general, it is important to note that **classes will run each day from 8:30am-6:00pm with Sundays off**. **Each participant relies on the other's presence during class times, and it is expected that you will be present for all classes.** The AFDC system of certification requires a certain number of hours of instruction in order for a student to be able to test. Be in class - your own ability to be certified and that of your fellow students depends on it. Open rehearsal time is not mandatory, and can be worked out individually among participants and instructors; there will always be a Journey or Faculty member present for rehearsal time.

There will also be optional classes with guest instructors. Classes with guest instructors are not mandatory, but will be lots of fun and a great way to continue building your skills and expanding your fight community!

Insurance:

Students attending the Nationals will be jointly covered by incident insurance as provided by both U of Sask itself, and AFDC as renters of the space. That being said, Fight Directors Canada strongly encourages that all international students purchase private medical insurance before travelling to the National Stage Combat Conference. Emergency rooms and hospitals in Saskatchewan recognize and accept other Canadian provincial health insurance plans, but any non-Canadian citizens would have to pay out of pocket should they require medical attention.

Code of Conduct

We are sending out a Code of Conduct in conjunction with this welcome pamphlet that needs to be signed by participants. Signed copies can be returned by email to director@fdc.ca, or brought to the first day of the workshop. Printed copies will also be available for signature on the first day.

Grievances and reporting

Any participant who believes they have witnessed or experienced a breach in conduct are asked to approach the Board. We do also encourage them to bring it to the attention of the room if they feel safe

to do so. If the individual or individuals do not feel safe addressing the issue directly or publicly, they may report to any member of the Board of Directors as stated in the [Policies and Procedures](#) (beginning on page 21).

These are the main board contacts they may approach individually to address any issues they may have.

Actor/Combatant Representative: Michelle Lewis, combatantrep@fdc.ca.

Fight Instructor Representative: Rachel Flesher, firep@fdc.ca.

Third Party Contact

Fight Directors Canada will always have Third Party Contact that will be available during the national workshop. We acknowledge that power structures can be problematic and would like to provide an avenue for our participants to access someone who is not affiliated with FDC. We choose someone from the local community not tied to the organization as a board member, instructor, fight director or master.

The Third Party Contact for the Workshop is (Name), who can be contacted at (Contact).

In closing...

We are so excited to be here, and able to work together with all of you. This is a great, challenging, educational, and rewarding experience for everyone involved, and we're happy to be able to share that with you.

Welcome to the fight family and we'll see you soon!