

TCA Leader List of Responsibilities to Oversee

December 2014

A. Before class starts:

1. Open room #2 door if locked. (Note: Key is at the A-Plus program desk, top drawer by the time clock)
2. Sound/Music
 - a. Get TC music CD from TC cubby.
 - b. Unlock sound system, power up sound system, play CD and adjust volume as necessary.
 - c. Set up Ileina's wireless microphone
 - d. Be prepared to use music on Ileina's cell phone by plugging in adapter cable. Adjust volume as required.
3. General
 - a. Turn light on if required
 - b. Ensure AC units are turned on.
 - c. Sign in sheets are on the table outside the room.
 - d. Name tags are posted.
3. Take head count of participants.
4. Seated
 - a. Ensure large mats are moved to the side wall if they are left in front of the seated area.
 - b. Remove large mats if they are obstructing the mirror in front of seated participants
 - c. Set up TC area chairs. Use straight backed padded seats not plastic blue contoured chairs.

B. Opening class: (Face Class)

1. Good Morning / salute
2. Announcements
 - a. Introduce new people, if any.
 - b. Ask if there are any TC announcements.
3. Warm up. Begin no later than 9:10AM. Focus on one Tai Chi Principles.
 - a. Starting position face class, then face mirror to commence warm ups
 - b. 3 Centering breaths.
 - c. Commence Warm up.
4. After warm up, say hello to their neighbors.
5. When Ileina is present, take class cues from her for the following steps.

C. Basic 6. Focus on TC Principle of the day.

1. Face the group, announce basic 6 both sides
2. Turn to mirror
3. Commence centering breath.

4. Basic 6 both sides

D. Tai chi walk. Focus on TC Principle of the day

1. Announce that we start Tai chi walk.
2. Announce that Tai chi walk to be done slowly, continuously while paying attention to weight shifting.
3. Demonstrate if there are new participants
4. When completed, a minute meditation is recommended

E. Groups break up. Announce where each respective group will assemble and remind everyone to cool down after end of group exercise.

1. Beginners
2. Basic 6
3. Advance
4. Final 9
5. 41

F. After class ends.

1. Do Part A. steps in reverse.
2. Record class attendance into class chart.
3. Remind/ ensure that all instructors completed their time cards.
4. Report any maintenance issues to Judi via note in her mailbox.

Tai Chi Principles¹

The essential tai chi principles are classified into three categories: outward movements, body structure, and internal components.

1. Outward Movements

- a. Make movements slow, smooth and continuous.
- b. Moving against gentle resistance.

2. Body Structure

- a. Posture, Alignment. Maintain a supple yet upright body- well aligned.
- b. Weight Transfer. Be aware of each step as you transfer you weight.

3. Internal

- a. Song or loosen your joints.
- b. Jing your mind by focusing on movement. Jing means mental quietness or serenity.

¹. Dr. Paul Lam w/ Maureen Miller, Teaching Tai Chi Effectively, Pages 98-99. Revised 2011.

