

en piste

REGROUPEMENT NATIONAL DES ARTS DU CIRQUE
NATIONAL CIRCUS ARTS ALLIANCE

ARTISTS TRAINING MANAGEMENT SERVICE (ATMS)
**COMPONENT: REIMBURSEMENT ASSISTANCE FOR TRAINING
EXPENSES**

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OVERVIEW

The new *Artist Training Management Service* program (ATMS) aims to help and equip professional circus performers based in Quebec to manage their training. The program is designed to allow circus performers to better adapt to the high artistic and physical demands of their profession. The program allows them to access various types of services during their training: group workshops, supervised open training, technical review, upgrading or acquisition of new knowledge related to an issue linked either to their technique or to a new context.

Artist Training Management Service program's objectives are:

- To support circus performers in their physical preparation for various professional contexts (training, rehearsal or performance of a show or act);
- To help circus performers refresh and update their technical skills or develop new skills in order to maintain a high level of performance and innovation;
- To better manage performance through increased health and safety knowledge;
- To diminish the risk of injury or overtraining among professional performers through access to individualized training tailored to specific needs;
- To give performers tools to structure their training cycles in response to various challenges throughout their career (intensive rehearsals, performance cycle, creation period, tour);
- To promote access to expert trainers;
- To maintain and develop the employability of performers;
- To support performers in various personal contexts: periods of rehabilitation, work interruption (maternity leave, illness, etc.) or periods of unemployment;
- To act as the principal intervener between the CALQ, the CNESST and the performers in relation to the Agreement on the Artists Training Management Service, which allows for the protection of circus performers in the event of professional injuries sustained during supervised training outside of an employment contract;
- To ensure the management of the protection measure for circus performers during their training (under way).

The *Artist Training Management Service* program (ATMS) can be accessed by professional circus performers based in Quebec. It has three components:

- Group workshops and individualized training support in circus and related disciplines
- Reimbursement assistance for training expenses
- Management of the CNESST protection measure, aimed at protecting performers during their training, in the event of occupational injuries (coming soon)

This document defines and frames the reimbursement assistance for training expenses component.

DESCRIPTION OF THE REIMBURSEMENT ASSISTANCE FOR TRAINING EXPENSES

This financial assistance allows professional circus performers residing in Quebec to be partially reimbursed for a large portion of their expenses incurred in Quebec in connection with supervised training, individualized coaching, group workshops in circus or related disciplines, studio memberships, physical development workshops, training programs, and even the support of a technician needed for the practice of specific disciplines (ex: to hold lines for swinging disciplines).

ELIGIBILITY REQUIREMENTS

This assistance program is exclusively for professional circus performers residing in Quebec as it is funded primarily by provincial government authorities.

In order to access the reimbursement, any person must:

1. Meet the admission requirements of this policy
2. Complete the service registration form
3. Hold a valid proof of residence in Quebec
4. Send a sample check
5. Provide the duly completed claim form
6. Submit receipts and supporting documents as required

When joining the alliance for the first time or when renewing a membership, members in the *Artist* category are eligible for reimbursement as of the effective date of payment of their membership fee. Any claim for reimbursement of expenses made prior to confirmation of membership will not be eligible.

Non-member performers may be reimbursed from the effective date of payment of their support service fees.

ADMISSION REQUIREMENTS

To qualify for reimbursement assistance, the individual must:

- Be a Canadian citizen or permanent resident, or hold a work permit (open or closed), and provide a supporting document confirming this;

AND

- Reside in the province of Québec, and provide a supporting document confirming this;

AND

- Meet the admission requirements of the alliance's [membership policy](#) in the category of *Artist*. Person performing paid services on stage and/or in a public space and/or in media works. They have been in practice for a minimum of twelve (12) months and must have performed a minimum of eight (8) paid performances before an audience in the twelve (12) months preceding their application for membership. Due to the pandemic, the base year will be 2019.

OR

- Have completed circus arts training in a vocational training institution and provide proof of this: copy of diploma or transcript confirming the diploma or attestation.

Any member of the alliance who resides in Quebec and who is a Canadian citizen, permanent resident or who holds a work permit (open or closed) and whose membership dues are in good standing has automatic access to reimbursement assistance by filling out a short version of the assistance registration form.

All other persons will have to provide supporting documents for the analysis of their file and pay an administrative fee of \$50 for the analysis and opening of their file.

ELIGIBLE EXPENSES

Eligible expenses in this program are:

- Training class, group or individual training in a circus discipline or related discipline such as dance, yoga, Pilates, etc.;
- Admission fees to a studio for open training or practice;
- Circus workshops and courses as well as memberships in a training facility;
- Fees for hiring a private coach or trainer;
- Fees for hiring a technician required for safe training in the practice of specific disciplines (ex: to hold lines for swinging disciplines).

INELIGIBLE EXPENSES

The following expenses are not reimbursable:

- Any training already financed by Emploi-Québec;
- Online training;
- Medical or physical fitness evaluation fees;
- The cost of renting a studio, except for a open training session;
- The purchase or rental of training equipment;
- Travel, lodging and living expenses;
- All expenses related to the rehearsal, production or public performance of a show or act.
- No voluntary contributions will be refunded.

REIMBURSEMENT LIMITS

A person may claim a **maximum of \$800 per fiscal year** as of December 31 of each year. The calculation for expense reimbursement is as follows:

- 100% of the cost of admission to a studio for open training in circus or any other recognized related discipline;
- 70% of the fees of a trainer or coach for training purposes to a maximum of \$60 per hour;
- 70% of the fees for a technician required for the practice of specific disciplines (ex: to hold lines for swinging disciplines) to a maximum of \$30 per hour;

- 50% of the cost of a workshop, course, training class or training membership.

Applications are processed chronologically until funds are exhausted. During the course of the year, En Piste may modify the eligible reimbursement thresholds depending on the financial resources available and the number of applications.

TERMS AND CONDITIONS OF REIMBURSEMENT

- Complete and submit the completed reimbursement assistance form;
- Provide a sample check (funds will be sent by direct deposit);
- Send a copy of receipts* in PDF or JPEG format by email to sage@enpiste.qc.ca;
- Only one reimbursement assistance form may be filed per month. The processing time for claims is approximately 30 days.
- Expenses cannot be accumulated for more than two months. Exceptionally, expenses incurred from January through April 2021 are accepted retroactively for members from their dues payment date.
- Send all documents by email to sage@enpiste.qc.ca. The claimant must ensure that all documents are properly completed and the required supporting documentation is provided. Incomplete applications will not be processed.

En Piste reserves the right to request additional supporting documents.

*Note on eligible receipts: Invoices must be accompanied by proof of payment. Screenshots and debit/credit card transaction records alone are not acceptable. Receipts must be official and validated by the organization or professional offering the service. All invoices must be in the name of the person claiming.

*Note about sending invoices and receipts: Send one attachment per expense, and send all required documents in the same email that also contains the monthly expense form.

For any questions, please contact:
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