

## **A Step-by-Step Guide To Hosting Your Own Self-Defence Taster Session**

your University of Toronto group or organization is interested in hosting its own self-defence 3-hour “taster” session, the Community Safety Office would be happy to assist you.

**Please note that the Community Safety Office requires proof (sign in sheet) of the participation of at least ten attendees at your self-defence event if you are requesting reimbursement of the instructor’s fee.**

### **Here is what you need to do**

- Choose a date (or a few dates) and time that you would like the taster session to take place.
  - Instructors will require a minimum of one month’s notice to ensure availability.
  - Suggested times are 6pm – 9pm weekdays and 9am – 12pm or 12pm – 3pm on weekends.
- Try to find potential locations in which to hold the session.
  - It is important to ensure that the space is private and not in a public open area.
  - It’s a good idea to have a space that is open to move around and have change rooms or washrooms near by.

#### **When you have determined some tentative dates:**

- Please contact
  - Leslie Allin: Leslie Allin [lesliekallin@gmail.com](mailto:lesliekallin@gmail.com) for Wen-Do
  - Shaiden Keany (they/them) [shailagh.keaney@gmail.com](mailto:shailagh.keaney@gmail.com) for Acts of Resistance.
  - Shahid Zafar [shahid.zafar@utoronto.ca](mailto:shahid.zafar@utoronto.ca) for Urban Self Defence.
  - The maximum number of participants for a taster session is 35.
  - The instructor requires a go/no go decision date at least two weeks prior to your scheduled session.

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### **If you are seeking CSO Sponsorship of your event:**

- Let the instructor know that you are requesting CSO sponsorship. They will await confirmation from the Events Coordinator.

Before the CSO will give the go-ahead to the self-defence instructor:

- **You must provide the CSO with a cheque for the full amount of the event made payable to the instructor**
- The cheque must be provided to the Community Safety Office at least two weeks prior to the workshop date in order for the workshop to proceed.
  - Email the CSO Coordinator with a picture of the cheque before you mail it to:

Community Safety Office  
21 Sussex Ave, 2<sup>nd</sup> Floor  
Toronto, ON M5S1J6

### **Once the date, location and instructor availability have been confirmed:**

- Advertise and promote your self-defence session by putting up posters or posting about it on social media.
  - The Community Safety Office can help you design a poster to help you advertise your event.
- Track the number of participants you have registered. Eventbrite or Google Forms is a great on-line option.
- Ensure that you will have a minimum of 10 participants on the day of the session. This often requires a minimum of 20 participants registered.
- Provide yoga or exercise mats and/or request that participants bring their own mats.
- Consider providing light snacks or refreshments.

### **If registration numbers are low and it is likely that less than ten participants will attend:**

- consider cancelling or rescheduling your session to another date and time.

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- If the session is cancelled you are more than welcome to encourage your registrants to sign up for one of the Community Safety Office sessions that are held throughout the year. Please check our website for upcoming dates.