



# **STUDENT HANDBOOK & MANUAL**

200 Hr. RYS HATHA Yoga Teacher Training

Ver alpha December 1, 2020



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# INTRODUCTION

The student handbook is a guide for the yoga teacher training candidate of our RYS-200 Hatha Yoga Teacher Training Course at Houston Yoga and Ayurveda Wellness Center.

For those who are interested in pursuing the credentials to teach yoga. Upon completion of the course, students will receive teaching certification from Houston Yoga & Ayurveda (RYS) and will be able to obtain RYT (Registered Yoga Teacher) status through Yoga Alliance.

For those who are interested in learning more about yoga and deepening their yoga practices.

Also for those who are interested in learning and practicing the healing arts of the world to assist healing themselves or helping others.

Next to essential policies and school information, we have an expanded section on training schedule, materials and content. The student signs this document as acceptance and has to initial each page.



## SCHOOL INFORMATION

Name: Houston Yoga & Ayurveda Wellness Center LLC  
dba Houston Yoga and Ayurveda Ashram Inc. (HYA)

Location: 13602 Kluge Rd, Cypress, TX 77429 USA,

Contact [Healing@houston-yoga-ayurveda.com](mailto:Healing@houston-yoga-ayurveda.com)  
tel: +1 281 256 8461

Web Site and social media: [www.houston-yoga-ayurveda.com](http://www.houston-yoga-ayurveda.com)  
Facebook: Houston-Yoga-Ayurveda

Training Location: at school location, see above

### Facility & Learning Resources

HYA has a dedicated yoga teaching room with laptop and projector capabilities. Several indoor & outdoor yoga and massage rooms, kitchen, and office, serve as individual or group study rooms. Free Wi-Fi is available, although the use during class, yoga lessons, or practicum is not encouraged. Visitors and students are requested to leave the facility in good a state as they found it. Also, we will share a closed Facebook yoga teacher page to share information for those who wish to.

HYA also has ZOOM facilities for remotely located students or when it is not expeditious or possible to visit HYA in person.

### Owner & Director

Sharon Kapp, Certified Ayurvedic Specialist, (CAS), professional member at the Ayurvedic doctor level of the National Ayurvedic Medical Association (NAMA), a Certified Yoga Therapist (C-IAYT), PKS, RYT, LMT, CMA, Yoga Alliance registered, Reiki Master, Vastu Shastra consultant and owner of Houston Yoga and Ayurveda.

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# VISION & MISSION STATEMENT

## VISION

HYA fosters a community that inspires and supports practitioners and teachers of Yoga & Ayurveda, promoting the health of the community.

## MISSION STATEMENT

o provide the structure that promotes and sustains the growth of the Vedic Sciences with a focus on traditional Yoga, and Ayurveda.

HYA fulfills its mission & vision by using these values to guide its work:

- Recognition of the sacred in the heart of all being
- Unity within diversity
- Excellence defined by high standards, professionalism & a desire to learn
- Mutual respect and responsibility
- Integrity characterized by fairness, honesty, and transparency

## History

HYA was founded in 2010 and is a 100% single owned limited liability company registered in Texas.

## Governing Board

Sharon Kapp, Owner, and CEO, eRYT 500 is an Ayurvedic Doctor (NAMA), Certified Ayurveda Specialist, (CAS), a Certified Yoga Therapist (C-IAYT), Panchakarma Specialist (PKS), Licensed Massage Therapist (LMT), CMA, Registered Yoga Teacher (ERYT-500), Reiki Master, Thai Yoga master, Vastu Shastra, Vedic Astrology consultant and owner of Houston Yoga and Ayurveda (100% woman owned business). Raised in Pune, India I began my Yoga practice as a pupil in elementary school under BKS and Geeta Iyengar and developed the passion to appreciate the ancient Vedic sciences of Yoga and Ayurveda, Vastu Shastra and Jyotish. I am a professional member at the top Ayurvedic doctor level of the National Ayurvedic Medical Association (NAMA), and the International Alliance for Yoga Therapy, and Yoga Alliance (IAYT).

Christean Kapp, Vice President, and CFO, RYT 200

## Full and Part-Time Staff

Julia Elsesser, RYT200, Preeti Keith RYT200, Erin Bainbridge RYT200, Erica Brunoehler, RYT200 Note: subject to change.

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## RYS 300 YOGA TEACHER PROGRAM

Students who complete HYA's 200-Hour Yoga Teacher Training Program are eligible for a final certificate of completion. HYA's 200-Hr Yoga Teacher Training is a multiple weekends and weekday evening intensive program.

### Admission Requirements & Prerequisites

An interview is requested based on the completed admission form for acceptance into our program.

### Admission Procedures

Applicants may register online at [Houston Yoga & Ayurveda](http://HoustonYoga.com), make the full or down payment or visit the center at 13602 Kluge Rd, Call ahead of time if you want an appointment with Sharon or Chris at (281) 256-8461.

### Academic Calendar & Schedule

The course should complete in two to three months, incl. Practicum. The intensive portion starts on a Friday, weekdays we meet from 4-9 pm and for two weekends we meet from 6:30 am-5:30 pm. Practicum is scheduled individually.

Please be on time. We begin the day with a prayer/chant. Most days start with a lecture, followed by yoga practice; we call our practice Sadhana. We ask that you focus on your own practice and not think about teaching. For this reason, we don't allow students to take notes during the Sadhana. You are welcome to create a hand sketch or a written sequence (words or stick figures) after the class, and time will be available for Q&A about their choice of poses, sequencing, modifications, etc. Sadhana is followed by a 15 min break for breakfast/lunch/dinner preparation; you are not expected to finish your meal during this time as you are allowed to eat and drink through most of the lectures. We ask that you choose to refrain from alcohol and non-vegetarian foods during the days of Yoga Teacher Training. Remember to leave about an hour, at the very least, between eating and yoga practice. We find that cooking together, a pot luck lunch, snack, or breakfast works excellent, with the whole class participating in learning how to make quick and nutritious food together is very therapeutic and bonding. Meal /Lunch break is flexible. You are free to come and go as you please during the lunch time if you need to. Evenings are usually lecture and yoga class. Pranayama, meditation, restorative, and self-care are practiced throughout to keep you engaged.



## Tuition & Fees

The fee for this module is \$2,950. A down payment of \$900 may be made. Cash, Check, or Credit Card payments are possible. Individual monthly installment payment plans in equal installments are offered interest-free for up to four months. Each deferred payment beyond the agreed plan accrues an administration fee of \$25 and an interest charge of 8% p.a. which will be added to the outstanding amount. No certificate will be issued unless payment for the course was received in full.

## Room & Board

For students staying at Houston Yoga and Ayurveda, the cost of a room in our arch cabin or treehouse costs typically \$50-125 per night. This does not include meals. Detailed information is available at:

<http://www.houston-yoga-ayurveda.com/yoga-arch-cabin.html>

<http://www.houston-yoga-ayurveda.com/yoga-tree-house.html>

## Learning Resources

The following textbooks required for the HYA Hatha Yoga Teacher Training (listed below). These are our learning resources. We make an effort to keep the number of required texts to a minimum because of the expense. This New Student Packet also includes a 'Recommended Reading' list that the faculty has put together and consists of the texts that the faculty may reference in class. HYA has most of the books in the reception for sale, and may also be in the library for consultation. The book prices are the same as sold online, and you save the shipping fee. Please let us know at your earliest convenience if you would like to reserve a set of texts. You can pick up the books and pay by cash, check, or credit card. We recommend that you get your books (at least those that have homework assignments as soon as possible).



### **Required Books– when training starts:**

- 1) **The Anatomy Coloring Book (4<sup>th</sup> Edition)**, by Wynn Kapit
- 2) **The Vital Psoas**, by Stugaard-Jones
- 3) **Ayurveda, The Science of Healing Dr. Vasant Lad**
- 4) **Mudras for Healing and Transformation**, by Joseph and Lillian Le Page
- 5) **Yoga Teachers Toolbox**, by Joseph and Lillian Le Page
- 6) **Illustrated Essential of Musculoskeletal Anatomy**, by Sieg and Adams
- 7) **The Baghavad Gita**, by Eknath Easwaran
- 8) **The Key Muscles of Yoga**, by Dr. Ral Long, MD
- 9) **Patajali's Yoga Sutras**, by Edwin Bryant
- 10) **Light on Yoga – Yoga Dipika**, by B.K.S Iyengar
- 11) **Anatomy of the Spirit**, by Caroline Myss
- 12) **Pranayama for Self Healing (CD) by Dr. Vasant Lad**

### Recommended Reading:

- 1) Yoga for Wellness, by Gary Kraftsow
- 2) Chakra Meditation Cards, by Joseph and Lillian Le Page
- 3) Muscle Study Cards 2009 – 5<sup>th</sup> Edition
- 4) The Heart of Yoga: Developing a Personal Practice, by TKV Desikachar
- 5) A Brief Introduction to Yoga Philosophy – Based on Lectures of Srivatsa Ramaswami, by David Hurwitz
- 6) Hatha Yoga Illustrated, by Kirk.Boon DiTuro
- 7) SCORE, Starting & Running your Small Business by US SBA

These books for this module are estimated to cost app. \$150-225. All sales in our store are final. A training manual will be provided but most material will be in published books.

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## Refund Policy

Payments are not refundable after acceptance by HYA and after the start of the program. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the workshop, the student will not be refunded any portion of tuition, fees, and other charges but may have the opportunity to make up the number of class hours remaining in the seminar after the effective date to complete the total number of class hours at the workshop.

A full refund of the tuition is only due in each of the following cases:

- a) An enrollee is not accepted by the school;
- b) If the school discontinues the seminar of instruction and this prevents the student from completing the workshop;
- c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

## Financial Aid & Stipend

Monthly payments can be made as described in section Tuition and Fees. In exceptional cases at the discretion of the governing board, HYA can offer a partial stipendium for talented people in need, which is at the sole discretion of the program director.

## Learning Objectives

The completion of this course will allow the student to be a proficient yoga teacher with the RYS-200 yoga teacher training. It also provides a nationally recognized certificate accredited by Yoga Alliance that allows the graduate to teach at most yoga studios.

Anatomy and alignment through the lenses of Base of Support, Center of Gravity, Skeletal Anatomy, and the physiology of stretching. Ancient practices of classic yoga and the scientific research that supports their use. How to teach restorative yoga and the proper use of props. The basics of Ayurveda, Yoga's sister science, and how it can enhance yoga's health benefits. Specific breath awareness (pranayama) techniques. and how to teach to your students and ethical behavior as well as good business practice.

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## TRAINING CATEGORY OVERVIEW RYS-300

<u>Educational Category</u>	<u>Hours</u>	<u>Detail</u>	<u>Comments</u>
Anatomy & Physiology	30	Western & Eastern Views Physiology & Anatomy Contraindications	
Yoga Humanities	30	Ethics History Philosophy	
Techniques, Training & Practice	75	Asanas Pranayama Mantras, Chants Meditation, Yoga Nidra Training & Practice Vinyasa and Yin Yoga	
Professional Essentials	65	Teaching Methodology Professional Development Practicum	
Electives	10	Ayurveda	

Class will be held in an intensive fashion. We meet weekdays for 5 hours in the evening and weekends for 12 hours a day for all instructional portions of the yoga teacher training. Breakfast, lunch and dinner breaks will be scheduled as appropriate.

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# SCHOOL POLICY

## Non-Discrimination Policy

HYA does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## Anti-Harassment / Sexual Harassment

We do not permit managers, employees, teachers, independent contractors, students, or others in the workplace to harass any other person because of age, gender (including pregnancy), race, ethnicity, culture, national origin, religion, sexual orientation, disability, socioeconomic status, genetic information, or any other basis proscribed by law.

We do not tolerate sexual harassment and misconduct in our studio. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when the conduct harms the person's employment or working environment.

## Rules for Student Conduct

Conduct myself in a courteous, professional, and conscientious manner. Acknowledge the limitations of my skills, scope of practice, and where appropriate, seek alternative instruction, advice, treatment, or direction. Maintain a safe, clean, and comfortable environment. Respect everybody regardless of age, physical limitations, race, creed, gender, ethnicity, religion, or sexual orientation. Respect everybody's rights, dignity, and privacy. Adhere to the traditional yoga principles as written in the Yamas and Niyamas.

## Student Conduct & Disciplinary Procedures

For a transgression against the school conduct rules that does not violate statutory requirements or governmental laws in Harris County, TX USA, three levels of warning and counseling will be provided and recorded in our computer system. Any occurrence after the third warning will be treated as a suspension and marked so in the student's file in our computer system, and the customer will no longer be allowed on the property. If at any level, a felony or above type violation against current laws has been committed and confirmed, the case will be reported to the local authorities, and the customer will be listed as suspended in our computer system. In all such cases, a full or partial refund cannot be granted.

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## Student Grievance Procedures

A student may approach the program director or the CEO of the facility to express their concerns or complaints in writing. A grievance committee consisting of two members will within a week solicit evidence, interview witnesses, and will recommend a decision on the matter forthwith. In case a major transgression against valid local, state, or federal laws is determined, the grievance committee will also notify the relevant authorities.

## Retaliation Policy

We prohibit retaliation against anyone for reporting a violation of our Code of Conduct or other policies, or for participating in an investigation relating to a violation of our Code of Conduct or other policies.

## Attendance Policy / Leave of Absence

The attendance of a minimum of 95% of all theory and scheduled practicum classes is required. The school can grant leave of absence for medical or significant personal reasons (death in the family, moving, etc.). The school will work with the student to provide suggestions on how to make up for the lost time. This may be in the form of attendance of other classes, provision of recordings where available, or through individual lessons at \$60/hour. Unapproved absences may result in dismissal from the program.

## Academic Performance Requirements

The attendance in compliance with our Attendance Policy is required. All assignments need to be completed, and all tests and examinations should be passed with 70% satisfactory completion or above. Full payment is required in advance of graduation.

## Program Completion Requirements

The program is complete when all of the academic requirements have been achieved and full payment was received. This includes the academic performance outlines above for all practicum and courses. All dues for the course or intensive module must have been fully paid before a certificate or diploma can be issued. If a student has not completed all requirements when the course graduates, the student has an option to complete these requirements at extra cost. Transcripts are available upon request.

## Confidentiality

We respect the integrity and protect the welfare of all persons with whom we are working and have an obligation to safeguard information about them that has been obtained in the course of the instruction or treatment process.

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## Academic Calendar

HYA currently schedules several Yoga Teacher and Ayurveda Yoga Therapy Trainings as well as other educational and spiritual events a year. The courses may be found on the internet up to six months in advance at:

[www.houston-yoga-ayurveda.com/yoga-teacher-training](http://www.houston-yoga-ayurveda.com/yoga-teacher-training).

## Retaliation Policy

We prohibit retaliation against anyone for reporting a violation of our Code of Conduct or other policies and/or law, or for participating in an investigation relating to a violation of our Code of Conduct or other policies.

## Dress Code

Dress Code for Yoga and attending theory classes is informal. Ethnic clothing is permitted. Clean, modest clothing is expected. i.e., no shorts or tank tops.

## Non-Impairment

Medications prescribed either by a doctor or an Ayurvedic specialist is allowed at HYA. Please make staff aware when you bring medications with you. Any and all recreational drugs incl. alcohol and all forms of smoking are not permitted on the premises.

## Firearms

HYA is located in Texas. As a peaceful facility at HYA, we do not allow open or conceal carry of any firearms or any other weapons.

## Liability

All visitors, staff, and guests are reminded that they are responsible for their own well being. HYA is situated on 3 acres of natural land, and there are domestic animals, wildlife and fauna, some of them even dangerous or poisonous. HYA does not bear any responsibility for accidents pertaining to wildlife and fauna at the center. HYA does not bear responsibility for parking accidents, damage, or loss to personal property.

## Insurance

HYA does everything possible to ensure your safety when participating in one of our programs. Sharon Kapp at HYA is ensured against yoga, yoga therapy, Ayurveda and massage incidents. We encourage our yoga instructors likewise to carry insurance against yoga-related injuries.

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## Notice of Disclaimer

HYA reserves the right to amend, add, or delete classes, programs, policies, tuition and /or facilities without prior notice. HYA also reserves the right to cancel classes due to insufficient numbers of students. Material contained within this catalog is subject to change without notice and may not be regarded in the same nature of binding obligations.

## Legal Release

I understand that yoga, Ayurveda, massage, holistic healthcare includes physical movements as well as an opportunity for relaxation, stress re-education, and relief of muscular tension. I acknowledge that yoga and Ayurveda is an exploration of a person's physical and mental potential and that my participation in yoga class, training, or other sessions can cause serious injury, property damage, or even potential death. If I experience any pain or discomfort, I will listen to my body, adjust the posture, and ask for support from the teacher. I will continue to breathe smoothly. Yoga and Ayurveda are not a substitute for medical attention, examination, diagnosis, or treatment. Yoga or Ayurveda may not be recommended and may not be safe under certain medical conditions. I understand that HYA has taken considerable steps to lessen the possibility of infections at the facility. Participant acknowledges that they will not visit HYA if they are knowingly carriers of infectious diseases.

With a full understanding of the potential risks, I hereby assume the risks of participating at HYA. I affirm that I alone am responsible for deciding whether to practice yoga or Ayurveda or other offerings at HYA. I understand that the facility is located in a nature reserve and that I am responsible for all personal injury and damage to personal property. I am at least 18 years old and mentally competent to enter into this agreement. I hereby agree on behalf of myself, heirs and next of kin to irrevocably waive, release and discharge any claims and/or liabilities for death or personal and property injury or direct or indirect damages of any kind, except that which is the result of gross negligence and/or wanton misconduct of the persons owning or employed by Houston Yoga and Ayurveda Wellness Center LLC.

I AGREE NOT TO SUE ANY OF THE PERSONS OR HYA FOR ANY CLAIMS, LIABILITIES OR DAMAGES THAT I HAVE WAIVED, RELEASED OR DISCHARGED HEREIN. I INDEMNIFY AND HOLD HARMLESS THE PERSONS AND HYA FROM ANY CLAIMS MADE OR LIABILITIES ASSESSED AGAINST THEM BECAUSE OF MY OR THEIR ACTIONS.

Student Signature  
Date \_\_\_\_\_

Authorized School Signature  
Date \_\_\_\_\_