

MODEL INFORMATION SHEET

(*Required Information)

First Name:	Last Name:	
Contact Phone (home and/or mobile):		
Email:		
*Emergency Contact (Name, phone number):		
I identify my sex as*:	I identify my gender as:	
Height:	Age:	Weight:
Body Type Description (ie. Fit, Slim, Curvy, Petite, Large, Average, Athletic, Muscular, etc.):		
Ethnicity:		Hair Colour:
Other Physical Attributes (optional: models may wish to include a photo):		

Is there anything else Faculty and/or Staff should know about you to help accommodate you during your time at TSA?:

*Availability (Day; Evening; Weekends; Short Notice - you may choose more than one):

*MODELLING EXPERIENCE (Also, please indicate if you have modelled for a TSA instructor):

I have read and agree to abide by the Model Terms Sheet, Health and Safety Policies, Code of Conduct For Students, Faculty, Staff, Board, Models, and Visitors and Code of Conduct for Classes with Models and Scent Awareness Policy. Please return a signed copy of this document to the Toronto School of Art office.

Signature of Model:		
Date:		

Toronto School of Art Model Terms Sheet

Welcome to Toronto School of Art, thank you for your interest in modelling for our courses. TSA is a general interest art school providing courses year round to adults and youth at all levels of experience. Learn more at tsa-art.com.

Class times are generally (during the work week):

10am – 1pm
2pm – 5pm
6pm – 9pm

Note that there can be some variation of start and end times but the duration is the same at 3 hrs unless specified otherwise in advance.

Office hours are generally:

Monday to Thursday 9am – 7:00pm;
Friday & Saturday, 9am – 5pm

Accessibility Notice

Toronto School of Art is located on the first, second and third floors of 24 Ryerson Avenue.

TSA's Accessible features include: Demarcated accessible parking (1); Accessible ramp on north-side of the building for access onto the main floor; Automatic door openers at main entrance; Low counter on the South-side of the front desk; Elevator on the main floor with access to the upper levels; and Barrier-free, gender-neutral washrooms on each floor.

Following is an outline of the terms and conditions under which models are hired at TSA:

Process

When you fill out a model information sheet, the information is available to each member of the faculty and kept in an e-file in the office (we shred paper copies after inputting information). If you move, change contact information, or no longer wish to be kept on file, please notify the TSA office at 416-504-7910 or info@tsa-art.com.

Each faculty member is responsible for arranging your services for their class(es). They will direct you as to time, breaks, costumes, poses, etc. They will provide you with payment at the time of the class. If you have any concerns or difficulties, please discuss them with the faculty member instructing the class. It is your responsibility to inform the instructor if you cannot be available.

Payment

The rate of pay is \$28.00/hour. No deductions are made for CPP, EIC, or taxes. Payment is made by cheque from Toronto School of Art and the cheque is made out to you. Payment will be by cheque, made out in your name.

Cancellations

While every effort will be made to ensure that a class runs, sometimes cancellations are unavoidable. The instructor will give you as much notice as possible; however, TSA will pay the model fee ONLY if less than 24 hours notice has been given.

If you need to cancel a scheduled class, or know that you may be late, please let the instructor know (or the TSA office if you can't reach the instructor) as soon as possible. If you have to cancel at the last minute, pls. be prepared to provide a replacement (with the instructor's approval - note this may not be feasible if using the same pose over several classes). *Repeated cancellations or no-shows will result in removal from the model database.*

Non-Solicitation

We kindly request that there is no direct or indirect solicitation of business or services from TSA students.

Dress and Conduct

Please bring a wrap or housecoat to wear outside the classroom while on breaks. If you have an issue or concern, please raise it directly with the instructor only. Students are here to focus on their work and should not be engaged in any discussion or dispute regarding you or the instructor. If you feel that you cannot resolve an issue with the instructor, please make an appointment with the office to speak with an Administrator.

Toronto School of Art appreciates the professional conduct of its models and recognizes their importance to its classes. The following are **important studio policies**: the **Toronto School of Art Code of Conduct for Students, Faculty, Staff, Board, Models, and Visitors**; and the **Code of Conduct for Classes with Models**. Please have a close look and familiarise yourself with our policies. TSA reserves the right to remove models from the database that do not comply with our studio policies and the Code of Conduct.

Scent Awareness Policy

In consideration of those who may suffer from chemical sensitivities, medical reactions and serious allergies, we kindly request you avoid the use of products containing scents and strong fragrances such as; essential oils, perfumes, hairsprays, deodorants, laundry soaps and softeners, and lotions while visiting Toronto School of Art. Thank you for your cooperation.

Health and Safety Practises in the Studio

Toronto School of Art will make every effort to provide a safe, healthy work environment. The safety of all members and visitors is a priority at TSA. Every employee must protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. **TSA does not permit the use of spray paint, spray fixatives, aerosols, turpentine, damar varnish, talatine, liquin, copal painting medium, grumtine, varsol, citrus solvents, or solvents other than odourless mineral spirits.**

We encourage students to use non-toxic products and/or materials in their studio practice. Instructors are responsible for teaching and informing students of safe studio practises, which can be practised at home. All persons using the TSA facilities are expected to abide by these guidelines.

Inclusion Policy

The Values Committee is committed to developing principles ensuring diversity and equity practises at the Toronto School of Art. A mandate of the committee is to design policies that better reflect the demographics of the community it serves and to recommend programs and services that better serve the needs of diverse groups. Another mandate is to increase access to and opportunities at the Toronto School of Art for those belonging to groups historically excluded from power or denied rights enjoyed by others. Among those who face such discrimination are members of ethnic, racial, linguistic and religious minorities, Aboriginal people, people with disabilities, women, gay, lesbian, bisexual and transgender folks, seniors and, in some cases, youth, and people marginalized by poverty.

Code of Conduct For Students, Faculty, Staff, Board, Models, and Visitors

Toronto School of Art believes each person deserves the opportunity to learn and work in a positive environment. Small classes, approachable faculty and staff, proper safety precautions, and a wholehearted commitment to quality education are the hallmarks of this school. Every person has the opportunity and responsibility to create a respectful, safe school. Failure to act in a manner that acknowledges the rights and the dignity of each individual in the school community may result in sanctions, expulsion (without refund), or dismissal.

At TSA, each person has a right to expect a school environment free from:

- Harassment of any sort, including sexual, racial, or disability harassment
- Verbal Abuse including insults, threats to person or property, foul language, shouting, derogatory or discriminatory remarks
- Physical Abuse whether real, threatened, or implied by word or behaviour
- Unsafe Behaviour that may result in injury to a person(s) or damage to the facilities
- Intoxication of any sort by any person attending, teaching, or visiting the school

At TSA, each person has a right to expect:

- Classes to begin and end at the posted or agreed upon time;
- Classes to be free from disruption including latecomers, and cell phones;
- An environment that allows faculty and students to focus on the work of the class; chatting during in-studio work time is discouraged as it can be distracting for others.
- Criticism of work to be delivered in the spirit of productive, positive, useful feedback;
- Prompt and courteous responses to concerns and complaints with action taken when necessary;
- Acceptance of the diversity of the opinions, appearance, work, and values within the school.

At TSA, each person has a responsibility to:

- Behave at all times in a respectful and courteous manner towards others;
- Come to class prepared to work and allow others to work;
- Clean up their own materials and share in cleaning the studios after use;
- Participate in keeping the school a safe environment by locking doors, reporting hazards, and

looking out for others;

- Inform faculty, staff, or the Board of Directors promptly of any concerns or issues.

COVID-19 Protocols

- Do not enter the building if you have any COVID-19 symptoms, know or suspect you have been exposed, have tested positive by are asymptomatic

Toronto School of Art is a signatory to the City of Toronto Non-Discrimination Policy. TSA reserves the right to process complaints and redress internally in accordance with its policies or refer matters to the appropriate body, commission, or court.

Code of Conduct for Classes With Models

- You can expect that your model is an experienced professional here to help you. Getting to know their name at the beginning and thanking them for their hard work at the end of class will help build a positive relationship.
- If you are uncomfortable with unclothed or clothed models, please discuss this with your instructor - if possible beforehand.
- Address any problems you may have with model moving, the pose, etc. to the instructor, not the model.
- Under no circumstances should any student touch the model, make comments or exhibit behaviour that could be considered as inappropriate or sexual harassment. Ask permission to readjust any element such as pose, drapery, or props.
- If you feel a need to tell models that you like their work, tell them by making a comment about the poses, e.g. "Great gestures". Do not comment on their bodies. TSA will not tolerate an atmosphere in which objectification and sexualization become factors. Remember, the nature of their work is their poses, not their bodies.
- Models and students alike who are uncomfortable with any inappropriate behaviours on the part of any person in the studio should see the instructor. It is their job to mediate any questionable situation. In Open Life Drawing Without Instruction, please help the model, monitor, and fellow participants create a professional environment by following the guidelines set out by this sheet.
- Talking, cell phones, and especially whispering are highly distracting and insulting to a model who is posing for you and needs to concentrate.
- Photography via camera or cell phone for any reason is strictly prohibited in the studio unless otherwise properly facilitated by the instructor with the model's consent. The intent (ie. student reference material, documentation, promotion) for photography should be clearly discussed with all parties and agreed upon.
- Do not leave the studio while a model is posing as scraping furniture and clanging doors are also distracting. Models take frequent breaks, so try to anticipate. If leaving is unavoidable, close the door behind you to minimise noise.
- Any student unable to comply with these requests will be asked to leave for the duration of the class.

Toronto School of Art has a Sexual Harassment Policy, a copy of which is available in the office. Complaints of sexual harassment are taken seriously and if necessary a formal complaint will be documented.