

**DANCING ARTS CLUB
OF SUN CITY WEST
POLICIES AND PROCEDURES**

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I CLUB RESPONSIBILITIES

- A. It will be the responsibility of the Board to provide suitable instruction in dance and dance-related exercise. The Board will be responsible to see that the classes are appropriate for the membership. The Board will negotiate fees with instructors and make contracts with instructors as necessary.
- B. A proposed budget to cover the necessary expenses of the club will be offered to the membership at the January meeting.
- C. The Board will appoint committees for: Safety (required), Audit (required), Nominations, Publicity, Social events, Window & Bulletin Board Display, Performance (show directors(s)).
- D. It will be the responsibility of the Board to provide a “Costume Book” showing costumes used in past shows so that the instructor may use recycled costumes. (The use of recycled costumes is strongly encouraged.)
- E. Any changes to these Policies and Procedures will require a majority vote at a general membership meeting where a quorum is present. Proposed changes shall be posted thirty (30) days prior to the general meeting.

II MEMBER RESPONSIBILITIES

- A. Each class member must personally check in on the computer (sign the attendance sheet) for all classes.
- B. At each class and practice time, each member is responsible for checking the bulletin board for important announcements and information.
- C. In order to conduct a class or practice session in the dance studio, a minimum of two (2) people are required to be present as long as at least one has a mobile phone.
- D. Many people have allergies to perfumes/colognes. Please do not wear them to classes, practices or performances. Hairsprays should not be used inside the dressing rooms.
- E. Club members are not required to perform but may participate in classes and social functions and assist with shows and performances. All members are encouraged to attend General Meetings and are eligible to serve on committees and to vote.
- F. As a general rule, all jewelry can be dangerous to the wearer and other class members when worn in class. Please avoid wearing jewelry, including watches, to class.
- G. Please observe the instructor’s requested dress code for class.
- H. Avoid wearing street shoes on the dance floor. Whenever possible, change out of street shoes in the lobby.

III PERFORMANCE REQUIREMENTS

- A. Attendance at more than 75% of all classes and practices offered for each class during each session is recommended to participate in the Hearts & Follies Revue. Participants should be prepared to attend practice sessions when offered.
- B. In order to maintain our dance standards, the instructor will be given the responsibility to determine performance readiness in conjunction with the Board. Determination will take place during the end of year break and any dancer they feel may not be ready to perform will be notified prior to the new session in January. That dancer will then be required to attend every class and practice available until the show and may be asked to attend extra practice with a mentor during that time. Final decision on a dancer's appearance in the show will be made on February 1st. The dancer's purchase of a costume will not be refunded by the club if the dancer is excluded from the performance.
- C. Other than wedding rings, no jewelry may be worn during performances unless designated as part of the costume by the instructor. Clear or neutral nail polish is allowed on stage but no other colors.
- D. The instructor will make the final decision on costumes.
- E. The Director(s) of the Hearts & Follies Revue, in conjunction with the Board, will determine if groups or individuals who are not club members will be included in the program.
- F. Performance class members in Ballet, Jazz and Musical Theatre will learn one dance in each class during Sessions 1 (March – June) and 2 (September – December) which will be performed in the following year's show. In order to be part of that performance, each participant in the Session 1 routine should commit to returning for Session 2 practices on Saturday afternoon with the TA assigned to that class and should commit to registering for Session 3 (January to mid-February of the show year). Each participant in the Session 2 routine may be required to attend practices on Saturday afternoons and should commit to registering for Session 3. This commitment will be presented in writing to the class member when costumes for each routine are ordered.

IV INSTRUCTOR RESPONSIBILITIES

A. Performance Classes

1. The instructor will select a Teaching Assistant (TA) for each routine choreographed for the show.
2. If an instructor will be absent from a scheduled performance class, she will appoint a qualified substitute to teach that class and class members are still expected to attend. The qualified substitute instructor may be the class TA. If a qualified substitute is not available, the class will be made up during practice time by the instructor.
3. The instructor will choreograph one routine in each class during Sessions 1 and 2. The Session 1 routine will be practiced with a TA during practice time during in Session 2. Session 3 will include both routines in preparation for the show.

B. Non-Performance Classes

1. If an instructor will be absent from a scheduled non-performance class, she will appoint a qualified substitute to teach that class. If a qualified substitute cannot be found in time, as in the case of illness or other emergency, the class will be cancelled.

V MEMBERSHIP DUES, CLASS SESSIONS AND TUITION POLICIES

A. Annual Membership Dues

1. Annual dues for the following year will be voted on at the December meeting. Dues will be accepted after December 1st and checks will not be cashed until after January 2nd.

B. Class Fees

1. Performance Classes

- (a) Class fees will be collected three (3) times per year for all performance classes, i.e. Ballet, Jazz, Musical Theatre, etc. Class fees shall be determined by the Board.
- (b) Session 1 will be from March 1st through the end of June. Tuition fees for Session 1 shall be payable by February 15th. Actual tuition fees will depend on the number of classes scheduled during the session. Members will not be allowed in class until fees are paid.

- (c) Session 2 will be from the first Tuesday after Labor Day in September through mid-December. Tuition fees for Session 2 shall be payable by August 15th. Those members leaving for the summer may register prior to leaving or may register by mail. Actual tuition fees will depend on the number of classes scheduled during the session. Members will not be allowed in class until fees are paid.
- (d) Session 3 will be from the first Tuesday in January until the show in mid-February. Tuition for Session 3 shall be payable by December 15th. Actual tuition fees will depend on the number of classes scheduled during the session. Checks will not be cashed until after January 2nd. Members will not be allowed in class until fees are paid.
- (e) If within the first month, the Board receives written resignation from a member in a performance class, tuition fees, less the 1st month will be refunded.
- (f) If a member in a performance class must resign due to medical reasons after the first month, a refund of the remaining classes may be considered by the Board if a doctor's note is provided.
- (g) No other refunds or credits will be made.
- (h) New Members
 - (i) New members may join a performance class after the session has started, but their participation in a routine that has already been started is not guaranteed. It will be the new member's responsibility to learn the routine. Class fees will be prorated for the remaining classes in the session.
 - (ii) Two (2) weeks after joining a performance class, new members will be evaluated by the instructor and Board, and the member may be asked to consider a less advanced class.
 - (iii) New members joining during Session 3 will not be eligible to perform in the Hearts & Follies Revue that same year unless determined by the Board.

2. Non-Performance Classes

- (a) There will be open enrollment for non-performance classes, i.e. Pilates, Tai Chi Chuan and Zumba, etc. New members will be accepted throughout the year.

- (b) Non-performance class members will be required to pay Membership dues and purchase a punch card. As a rule, there will be no refunds on the purchase of punch cards.
- (c) If a member in a non-performance class member must resign due to medical reasons after the first month, a refund of the remaining classes may be considered by the Board if a doctor's note is provided.
- (d) Punch cards will be valid for all non-performance classes. Punch cards may only be used by the purchaser.

3. Non-resident Guest Performers

- (a) Guest performers are invited to perform in the Hearts & Follies Revue.
- (b) Guest Performers must be 55 or older.
- (c) Guest Performers must sign in for every class.
- (d) Guest performers may not be club members, therefore they will not pay club dues. They may not serve on committees, nor as an officer, a TA, a Class Rep or a Costume Rep.
- (e) Guest performers may not have more benefits than the club members.
- (f) Guest performers may not operate the club's music equipment nor have keys to the club's closets or cabinets.
- (g) Guest performers may sign up for more than one class. Their skill level will be determined by the Instructor who will place them in the appropriate class.
- (h) Each guest performer must sign a RCSCW Waiver of Liability of Risk & Indemnity Agreement prior to taking classes. Guest Performers are fully responsible for any and all bills connected with any injury sustained in a class.
- (j) Guest performers are expected to pay for their own costumes.
- (k) Guest performers are expected to inform the TA when/if she cannot attend a practice.