

GUIDELINES

FOR THE OPERATION OF THE
OF THE

VICTORIAN STATE CONVENTIONS



VICTORIAN SQUARE
DANCING ASSOCIATION
INCORPORATED

Last Updated April 2012 V2

These guidelines have been prepared by previous Convenors of Victorian
Square Dancing Association Inc - State Conventions.

VICTORIAN STATE CONVENTION GUIDELINES

01. Time:

01. The State Convention is normally held on the long weekend in March over 4 days. (Friday, Saturday, Sunday and Monday).
The exception to this is when the National Convention is Not Held in June, In these cases the VSDA Committee will decide. (It is usually, but not necessarily) the June Queens Birthday long weekend.

02. Venue Selection:

01. The Venue is selected and approved by the General Committee of the Victorian Square Dancing Association Inc.
It is an unwritten rule that the Victorian State Conventions will be held outside of Melbourne. (A survey taken in 2000 has shown that dancers prefer the State Convention to be a Country Convention.)
Ideally the venue should be selected and agreed upon prior to the current convention so that the next convention can be announced 12 months in advance.

03. Venue Requirements:

Suitable clear dancing space for a minimum 300* (this may vary from year to year, but the same formula applies) dancers –

01. this is determined using the formula that is used by the National Conventions of 11 square metres per set.
i.e. a hall 30m X 15m would = 450sq metres.
Using the above formula 450 divided by 11 would equal 41 sets or 327 dancers.
02. Remember that this is clear dance space, an allowance for chairs around the side reduces the size by 2 metres.
03. Ideally the Hall should contain a Fixed Stage. However suitable portable staging maybe used. Such staging should be as per the National Convention second hall guidelines.
04. Access steps to be safe and lit to provide safe passage on to and off the stage.
05. Consideration to be given to enable disabled access on and off the stage.
06. Sufficient lighting back stage so as not to cause any safety issues.
07. Adequate backstage space (or an area close by) for MC's and Program Managers to work effectively.
08. ideally a practice/warm up room/area. This room/area is required to be located preferably back stage or close to that area.
09. A secure area for callers/cuers. with limited access (no general dancers) where callers, cuers can leave their record boxes, etc an have refreshments .
 - a. There must also be room to accommodate: Child minding – this needs be large enough to have both sleep and play areas.
 - b. Refreshment Area – at least enough to seat 30% of the dancers attending the convention, at any one time. i.e. 300 dancers – needs space to seat 100 for refreshments.
 - c. Secure Parking is also to be considered – Parking to be provided on the property or in close proximity.
There may be times when a compromise on some items is required. In such cases it must be with the agreement of the VCA, RDAV and the VSDA Committee's.

04. Accommodation:

Consideration must be given to accommodation in the proposed town or city. (It is no good having a great venue if there is insufficient accommodation in the town.)

05. Sound Supply

Good sound is essential for any function and the Sub-committee will call tenders for the supply of sound.

01. The successful tenderer must enter into a contractual agreement with the VSDA.
A Draft of this is available from the VSDA Secretary.
02. The equipment should provide clear even sound, capable of being heard and understood over the whole dance floor area.
03. To protect the hearing qualities of dancers a sound level meter shall be available in the hall and the level of sound shall be kept to within recommended tolerances throughout the dancing areas.
04. The maximum acceptable level shall be based on a Decibel reading relevant to the legislation of the local council.

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05. The Convention Committee shall allocate the responsibility for monitoring the sound levels to the Sound Supplier.
06. Back up systems covering all facets shall be provided to cover any breakdowns.
07. It is preferable for persons monitoring the sound from the floor to have roving microphones or two way communication equipment to report back to the stage so as to advise the MC of any problems.
08. For health reasons all Callers and Cuers should be encouraged to use their own microphones.
09. To cater for those whose microphones are incompatible with the sound equipment being used, the successful tender shall provide a choice of microphones, including a cordless roving for use by the Callers, Cuers and Instructors.
They shall provide all Callers with advice on the choice and, where applicable, instructions on how to use them, prior to going on stage.
10. A music and voice monitor shall be available adjacent to the Caller's position for adjustment to Caller's requirements.
11. A music stand for cue cards should be provided. (The VSDA have a lectern)
12. It is recommended the advice of Callers, be sought when selecting sound equipment.
13. The use of existing Caller's equipment should be given preference over the use of outside Professional Sound Equipment due to the lack of knowledge by many outsiders of conditions peculiar to Square Dancing.
This advice is based on past experience.
14. The following equipment is considered to be the minimum amount required:
 - a. Hilton style turntable / Amp,
 - b. Speakers, (Yak is the preferred type)
 - c. 4 wireless microphones,
 - d. IPod style connection,
 - c. Mini disc players,
 - d. CD player,
 - c. backup equipment and provision of equipment for the callers warm up room.

06. Sub Committee

All members of the Sub Committee are to be financial members of the VSDA and shall consist of the following.

01. Convenor: Elected by the VSDA. (The Convenor must not be an executive member of the VSDA)
02. Sub Committee Secretary: Appointed by the Convenor
03. Treasurer: The VSDA Treasurer holds this position.
04. Publicity Officer: The VSDA Publicity Officer holds this position.
05. Venue Manager: Appointed by the Convenor
06. Catering Officer: Appointed by the Convenor
07. Registrations Officer: Appointed by the Convenor
08. Decorations Officer: Appointed by the Convenor
09. Child Care Officer: Appointed by the Convenor
10. Program Team:
 01. The program team consists of no more than 2 delegates from each of the following.
 - a. Victorian Callers association Inc
 - b. Round Dance Association of Victoria Inc.
 02. All members of the program team must be financial members of either the VSDA or their relevant Association.
 03. The above is deemed the minimum number of person required to run a State Convention.
11. The Sub-Committee may appoint additional members as may be required
12. Sub Committee members should be aware before joining the sub committee, that travel is normally involved and is not claimable or refundable.

07. Sub Committee Duties.

The sub committee is responsible for all facets of running the State convention and include, but not limited to, such things as:

01. venue
02. theme
03. decorations,
04. program
05. start and finish times of sessions ,
06. Dance types and levels of each session,
07. split up of round up types in square dance sessions.

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- 08. financial viability
- 09. dancer safety

08. Convenor Responsibilities:

- 01. To call the inaugural meeting.
- 02. Place Advertisements (If Required for Sub Committee Members)
- 03. Appoint members to the Sub Committee.
- 04. Arrange dates and location of sub-committee meetings with due consideration to commitments of all sub-committee members.
- 05. Prepare and administer a "Time Line" for the function
- 06. Chair all meetings.
- 07. Prepare and present a written report to each meeting of the VSDA General committee.
- 08. Prepare with the Program Team a Joint report to the VSDA Annual General Meeting.
- 09. Generally oversee the tasks and operations of the Sub- Committee.

09. Sub Committee Secretary Responsibilities

- 01. Open a Post office Box for all correspondence.
- 02. Notify the VCA and the RDAV of the selected Convenor for the function in writing and requesting the VCA and RDAV to provide Program Managers to be part of the function sub-committee.
- 03. The receiving, sending and recording of all correspondence.
- 04. The compilation and distribution of minutes.
- 05. The sending and receiving of Sound Tender Documents. The VSDA has a standard set of requirements for the provision of sound equipment and this is to be used.
- 06. The Distribution and Receiving of Caller Cues Registrations.
The VSDA has a standard format for Caller / Cues registrations and this is to be used.
 - 01. These are to be recorded and forwarded to the Program Team for consideration.
- 07. Prepare and distribute Official function Invitations.
- 08. Provide the VSDA Secretary with a copy of all meeting minutes and motions for the records
- 09. The Sub Committee Secretary, may delegate some of these duties.

10. Publicity Officer Responsibilities:

- 01. prepare a promotional strategy and a promotions budget.
- 02. prepare promotional material for publication in "Squares Around Victoria" and other places as deemed necessary by the Sub-Committee.
- 03. Liaise with the Editor of the SAV to book space well in advance to ensure all advertising does in fact get into the required issues.
- 04. provide promotional information to the VSDA and NSDS Webmaster.
- 05. preparation of other promotional material may include flyers etc, to clubs. (History has shown that A5 is the best size for club flyers)
- 06. the Publicity Officer, may delegate some of these duties.

11. Venue Manager Responsibilities:

- 01. liaison with to Venue Management Committee
- 02. organise & Coordination of venue visits
- 03. organise of First Aid personnel and provision of a suitable location in the venue.
- 04. opening, closing and security of the Venue.
- 05. the arrangement of Door and stall rosters.
- 06. the organisation of the Marshall's and rosters.
- 07. the Dress Set Parade.
- 08. cleaning and Floor Maintenance.
- 09. prepare a written report at the end of the convention.
- 10. the Venue Manager, may delegate some of these duties.

12. Catering Officer Responsibilities:

- 01. arrange for suitable staff and the supervision thereof.
- 02. in conjunction with the Venue Manager arrange sufficient tables and chairs for the refreshment area.
- 03. arrange for sufficient teas, coffees and cold drinks backstage for the Callers and Cues's. (See Notes from previous conventions for a more precise breakdown of quantities required).
- 04. prepare a written report at the end of the convention to hand on as a reference to next committee.
- 05. the Catering officer may delegate some of these duties.

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13. Registrations Officer Responsibilities:
 01. preparation and printing of the Dancer Registration Form.
The VSDA has a standard template for these and should be used.
 02. the Distribution of the Dancer Registration Forms to the clubs.
 03. collection of returned forms and banking of monies.
 04. provide the Treasurer with a report of all funds collected and banked.
 05. provide a written report to each Sub-Committee meeting containing details of the number of dancers registered by classification.
 06. the Design and ordering of the Entry Ribbons or Tickets and year bars.
 07. the Preparation and Distribution of the Dancer Convention Packs.
 08. prepare a written report at the end of the convention.
 09. the registrations Officer, may delegate some of these duties.

14. Child Minding Officer Responsibilities
 01. the distribution of the Child Minding Parent Forms
 02. the employment of sufficient and suitable staff
 03. the supervision of any staffing.
 04. the setting up and dismantling of the Child Minding area.
 05. the Cleaning and Sterilising the toys and equipment used.
 06. prepare a written report at the end of the convention.

15. Treasurer Responsibilities
 01. in association with the Convenor, Catering and the committee, prepare a Budget for each Convention.
 02. in preparing such a budget, consideration should be given for producing a marginal profit (e.g. Costs plus 10 percent)
 03. the budget shall be the basis for the setting of entry fees.
 04. the proposed budget and entry fees must be presented to and ratified by the VSDA General Committee.
 05. accounting for all funds raised and spent by the Sub Committee.
 06. prepare a financial report to be published in Squares Around Victoria, no later than 3 months after the close of the current Convention.

16. General:
 01. No monies are to be spent without prior approval of the Sub-Committee.
 02. all claims must be submitted on the approved VSDA "Claim For Reimbursement Form".
 03. all funds collected must be banked in the name of "Victorian Square Dancing Association Inc.
 04. No cash funds collected are to be used for cash purchases.
 05. committee members should not be out of pocket and may request a "Float" from the committee to cover intended purchases for the function.
 06. everybody attending pays for entry to the convention, this includes the VSDA Committee the Convention Sub-Committee, Life Members and all Callers and Cuers.
 07. The Convenor may grant free admittance in special cases. (Motion Mar 2011)

17. Decorations Officer:
 01. together with the Sub-Committee arrange a "Theme".
 02. prepare a costing within the nominated budget and timeline.
 03. co-opt a team to assist in the manufacture of the decorations.
 04. co-ordinate that erecting and dismantling of the decorations.
 05. organise the Transportation and storage of the decorations.
 06. to work in conjunction with the provider of the Sound to ensure that the decorations do not affect this operation.
 07. the preparation of at least a verbal report for each sub committee meeting.
 08. the preparation of a written report at the conclusion of the function.
 09. the Decorations officer may delegate some of these duties.

18. Program Team:

The nominated VCA and RDAV members are required to attend all meetings and be a complete part of the Sub Committee as they are part of the sub-committee and duties are not limited to just programming.

 01. Responsible for:-
 01. the evaluation of Tenders for the Provision of Sound and the recommending of suitable supplier. (This is to be ratified by the Sub-Committee)
 02. the preparation and compilation of the dance program and booklet taking into consideration the proposed theme.

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03. allocation of suitable times in the program for VSDA, VCA and RDAV presentations, demonstrations, Dressed Set parade, Presidents welcome, raffle draw, Member draw and awards etc).
 04. the allocation of the appropriate Callers and Cues in accordance with the relevant bodies supplied Rules, Regulations and guidelines.
 05. the selection of callers and MC for the dress set parade is to be approved and duly minuted by the Sub Committee.
 06. VCA to select and provide MC's for all square dance sessions.
 07. RDAV to select and provide MC's for all round dance sessions
 08. provide a written copy of the final program to the sub-committee to present to the full VSDA committee with sufficient time to allow printing .
 09. prepare / or arrange to have prepared, the Official Program Booklet and organise for it to be printed. (Costs are borne by the function sub-committee)
The VSDA has a Template for this and should be used.
19. General:
01. the Program Managers are responsible for the entire back stage area during the sessions which they program and shall liaise directly with the sound providers.
 02. the Program Managers have the right to remove any person(s) who are disruptive to the area or whom have no reason to be in the area.
 03. where two sessions are programmed to immediately follow one after the other, the programming body responsible will finish prior to the start time programmed for the next session. This may require the Program Manager of the session to cancel programmed dances/brackets. which dance/s, bracket/s are deleted is the decision of the Program Manager of that session.
 04. no alterations to be made to the printed program without prior consultation with the relevant Program Manager of the dance form involved.
 05. prepare a written report at the end of the convention.
20. Additional Committee Tasks.
01. Guest of Honour
 01. the sub-committee secretary shall request in writing to the relevant Associations their nomination of a "Guest of Honour".
 02. not less than six (6) months prior to the convention commencement date, the relevant Associations must make their nominations for a guest of honour to the VSDA Awards Panel.
In the event of there being multiple nominations, the Awards Panel will decide the Guest of Honour.
This will be advised to the VSDA Committee who will issue the Official Invitation.
In the event that there are no nominations, The VSDA Committee will determine what action should be taken.
Definition: Relevant Associations are VSDA, VCA & RDAV.
 03. the Committee usually provides the Guest of Honour with:-
 01. an inscribed plaque/s which is presented to them by the Convenor just after them officially opening the Convention.
 02. accommodation (Friday, Saturday and Sunday) but no meals.
 03. free entry to the Convention.
21. Official Function.
01. a thank you function is usually held to thank all those who have donated their time and effort for the convention.
 01. This is usually held on the Sunday Morning and has consisted from a cooked Breakfast to Just a few sandwiches and nibbles.
This is dependant upon the convention numbers and financial viability of each convention.
 02. the invite list shall include the following persons and partners who are registered for this function in the following order as there may be times when these numbers must be limited.,
 - i. The Convention Sub Committee,
 - ii. Programmed Callers and Cues,
 - iii. The President of the VCA
 - iv. The President of the RDAV,
 - v. The VSDA Committee,
 - vi. Life Members of the VSDA,
 - vii. Interstate and National Association Presidents.

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- viii. The Sub Committee may decide to invite others who have contributed significantly to this convention.
- ix. Such costs are to be included in the catering budget.

22. Official Procedures

- 01. Official Welcome:
 - 01 This must be done by the VSDA President on the Friday Night
- 02. Dress Sets:
 - 01. These are held on the Saturday Night as part of the Official Opening
- 03. Opening Ceremony
 - 01. This done on the Saturday Night and consists of a dressed set or banner parade.
- 04. Official party.
 - 01. The Official Party on stage shall consist of:
 - i. The Convenor and Partner
 - ii. The Guest of Honour and Partner
 - iii. President of the VSDA and Partner
 - iv. President of the VCA and Partner
 - v. President of the RDAV and Partner
 - vi. The Master of Ceremonies
 - vii. The Dressed Set Callers
 - viii. If space permits, Life Members may also be included
- 05. General Procedure
 - 01. The MC introduces the Convenor who will then introduce the Guest of Honour and the Official Party.
 - 02. The Guest of Honour will Officially open the Function and hand back to the Convenor who will present the Guest of Honour with a gift.
 - 03. The Convenor will then hand back to the MC who will call “form your sets” and hand over to the Dressed Set Caller.
 - 04. Prior to the dancers leaving the floor, is the time for official awards etc.
- 06. Closing Ceremony
 - 01. This is done on the Sunday Night by the Current Convenor who will also Introduce the sub - committee
 - 02. This is the time when the Time and Place of the Next Convention will be announced and if already selected, the Convenor and Committee for that function.
- 07. Awards:
 - 01. The VSDA has several Awards that may be given out at the State Convention.
 - i. Life Member Award – This is presented by a member of “The VSDA Life Member Panel”.
 - ii. Service Award – This is presented by the President of the VSDA.

23. Venue for the following Convention

- 01. The current committee has the responsibility of looking for and obtaining a suitable venue for the following convention.
- 02. This is to be notified to the general committee no later than 1st January in any year so that it can be checked, ratified and other parties informed.
- 03. The Official announcement of this venue will be announced at the current Convention during the closing address.

24. Maintenance of Stored Items

- 01. The VSDA currently has the use of a room at Platypus Sporting Goods in Preston (Generously donated by the Brown family.) There are a lot of decorations etc from previous conventions stored there.
From time to time it is necessary to clean this out and all costs associated are charge to the current Convention and usually a figure of at least \$75:00 should be factored into each convention budget for Cleaning & Rubbish removal.

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25. Conflict Resolution

01. Should an issue arise prior to or during a Convention that can not be amicably resolved by the Convenor & Program Manager.
The matter should be brought to the attention of the VSDA President, who will form an arbitration committee.
02. This committee will consist of the following:-
 01. VSDA President,
 02. VCA President,
 03. RDAV President,
 04. Convention Convenor,
 05. The Grieved person.
 - a. Should the Grieved person be one of the above or one of the above not be available, then a VSDA Life Member should be asked to join this group as well.
03. At all times there must be at least 5 persons on this panel
04. Minutes must be kept and forwarded to the VSDA Secretary as correspondence for the next VSDA Meeting.
05. The decision of this group will be final.

26. APRA Licensing

The VSDA is now covered by the joint scheme and is part of the Australian Callers Federation group license with APRA.

01. The Reference Number is 01158149.
02. Should we be approached by any APRA official what we need to do is:
 01. Ask to see their identification and record their details.
 02. Advise them of our participation in the ACF group license.
 03. Forward all details to the VSDA Secretary who will then pass this information on to the ACF.”

Amendments

- | | |
|--------------|--|
| 16.b.05 | Deleted as per motion 2012-04 of the VSDA on 05-03-2012. |
| 18.01.b | Replaced as per motion 2012-05 of the VSDA on 05-03-2012 |
| Housekeeping | Re Numbered and formatted 06-03-12 |
| 26. | new clause added as per Minutes dated 02-04-2012 |

END

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VSDA STATE CONVENTION

SOUND SUPPLY GUIDELINES

A sound equipment system shall be provided and shall comply with the following requirements.

1. The equipment should provide clear even sound, capable of being heard and understood over the dance floor area.
2. To protect the hearing qualities of dancers a sound level meter shall be available in the hall and the level of sound shall be kept to within recommended tolerances throughout the dancing areas.
3. The acceptable level shall be based on a Decibel reading relevant to the legislation of the local council.
4. The Convention Committee shall allocate the responsibility for monitoring the sound levels.
5. Back up systems covering all facets shall be provided to cover any breakdowns.
6. It is preferable for persons monitoring the sound from the floor to have roving microphones to report back to the stage so as to advise the compère of any problems.
7. For health reasons all Callers and Cuers should be encouraged to use their own microphones.
8. To cater for those whose microphones are incompatible with the sound equipment being used, the successful tender' shall provide a choice of microphones, including a cordless roving for use by the Callers, Cuers and Instructors.
9. They shall provide all Callers with advice on the choice and, where applicable, instructions on how to use them, prior to going on stage.
10. A music and voice monitor shall be available adjacent to the Caller's position for adjustment to Caller's requirements.
11. A music stand for cue cards should be provided. *(The VSDA have a lectern)*
12. It is recommended the advice of the Program Managers, be sought when selecting sound equipment.
13. The use of existing Caller's equipment should be given preference over the use of outside Professional Sound Equipment due to the lack of knowledge by many outsiders of conditions peculiar to Square Dancing. This advice is based on past experience.
14. The following equipment is considered to be the Minimum amount required: Hilton style turntable, Amp, Speakers, Mini disc player, CD player, 4 wireless microphones, single connection lead for Ipod's, and laptop's.
Backup equipment and provision of equipment for the callers warm up room.

Other Documents

[1 Sound supply Contract](#)

[2 Attachments Guidelines](#)

END

GUIDELINES FOR USE OF DIGITAL MUSIC AT NATIONAL CONVENTIONS

1 Scope

The term “digital music” refers to music played by any device that uses digital files as opposed to traditional analogue media such as records, audio CDs, mini-discs, tapes etc. This scope includes

- a. Computers (laptop and desktop)
- b. mp3 players
- c. iPods
- d. Palm pilot style devices
- e. Or recognising that technology in this field rapidly changes, any future device that plays digital files

2 General

The Convention sound provider shall provide the following;

- a. A table adjacent to the sound equipment/booth for the caller to place the device. This shall be accessible by the caller but must not obstruct the performance.
- b. Audio output leads connected to the input of the amplifier. By default these will be 3.5mm socket plug style, however the sound provider shall ensure other types are available such as RCA and 6mm plugs.
- c. Adequate looming and securing of cables to ensure no trip hazards exist on stage and signal cables are not run alongside power cables.
- d. A connected power board shall be provided backstage on a table to enable callers to set up their device using mains power.
- e. At all times during the performance, the caller shall co-operate with the sound provider to ensure that volume levels are managed.
- f. A mixer or switching device to enable multiple inputs into the amplifier must be used if the sound provider desires. This will avoid plug-in/plug-outs during the sessions which has caused delays in the past

Note: For callers using laptops: During the performance, the callers will need to run their laptop on battery power negating the need to plug into mains and use a ground loop isolation device during the performance.

3 One Caller programmed for an entire bracket/workshop.

- a. The caller is to set up the device prior to the bracket beginning but not during the previous bracket.
- b. The caller is to ensure the music is pre-selected in order not to waste time on stage searching for the required tracks.

4 More than one caller per bracket

- a. The callers are to have their laptop/device powered up and the selected music track(s) cued up ready to play.
- b. Each caller is to plug in their device to the audio output lead. Alternatively, the sound provider may pre-set up the device on the amplifier if logistics permits.

- c. The sound provider may provide the number of leads already connected to the amplifier equal to the number of callers in the bracket. The use of a switching device as specified in 2f is required.
- d. Callers are requested to check prior to connection that the music player software is working by checking volume from the device backstage.
- e. The callers may disconnect their devices when they have finished their call.

5 Alternate arrangement – Convention Sound Provider in control of digital music.

The Convention committee may deem it a requirement that a computer is provided by the sound provider and callers are required to deliver their digital music by memory stick or CD. In this case, the practice of delivering the music before the bracket still applies. Callers are to ensure their files are virus scanned before delivery to the sound provider.

6 Placement.

At no stage should the device used by callers detract from the performance by obstruction (eg placement on a lectern). Operation shall be as discrete as possible.

**SUPPLEMENT:
RECOMMENDATIONS FROM USERS**

As many callers have found different solutions to digital music hookups, here is a list of experiences that may assist sound managers.

1. Depending on the quality of the laptop sound card, some laptop owners use an external sound card. This is the responsibility of the laptop owner and callers are advised to ensure the quality of sound output from the laptop is reasonable. As most general purpose laptops are not designed for playing quality sound, an external sound card is a recommendation.
2. Portable digital music players: It has been observed in some cases that a device will go into “sleep” mode if not used for a while. On restarting it may not come back to the menu selection it was first set on. This causes embarrassing delays on stage whilst the correct track is searched for. Please check with the caller if this function is on their device.

Round Dance Association of Victoria Inc.

All Correspondence to:
The Secretary
Round Dance Association of Victoria Inc.
6 Walker Rd
Mt Waverley Vic 3149 (03) 9 802 5087 0438 584 882 E-mail: rosellarounds@gmail.com

11 NOVEMBER 2010

CUER CRITERIA

Cuer Criteria reflects the RDAV Objectives as outlined in the Constitution and By-Laws Vs.4 printed April 2007.

The RDAV Executive Committee and RDAV Program Managers reserve the right to program Cuers at their discretion.

Application to cue at a function does not automatically guarantee acceptance and/or programming privileges.

TRAINEE CUERS – The RDAV welcomes trainee Cuers.

CUER LEVEL 1 is attained by a person

- a) able to cue **ALL CATEGORY A** dances from the ARDA National List, RDAV State List and DANCERS' LIST from the National Square Dance Convention Lists
- b) who cues at Round Dance or Square Dance clubs on a regular basis (weekly) for 12 months
- c) who, by invitation, cues at Round Dance and/or Square Dance functions
- d) who attends two (2) out of three (3) RDAV Cuer Workshops per year in order to secure and maintain their accreditation
Workshops include training in teaching, timing, stage etiquette, microphone technique, etc.
- e) who is a member of the RDAV or a recognised State or interstate Association and meets the above criteria.

CUER LEVEL 2 is attained by a person

- a) able to CUE **ALL CATEGORY A & B** dances from the ARDA National List, RDAV State List and DANCERS' LIST from the Australian National Square Dance Convention List
- b) who Cues at Round Dance or Square Dance clubs on a regular basis for 2 (two) years
- c) who, by invitation, Cues at Round Dance and/or Square Dance Functions
- d) who attends two (2) out of three (3) RDAV Cuer Workshops per year in order to secure and maintain their accreditation. *Workshops include training in teaching, timing, stage etiquette, microphone technique, etc.*
- e) is attained by a person who is a member of the RDAV or a recognised State or interstate Association and meets the above criteria.
- f) **Cuer Level 2** is eligible to cue at the pre rounds session on the Friday night session of a State Convention

CUER LEVEL 3 is attained by a person

- a) able to Cue **ALL CATEGORY A, B AND C** dances from the ARDA National List, RDAV State List and DANCERS' LIST from Australian National Square Dance Convention List
- b) who Cues at Round Dance or Square Dance clubs on a regular basis for 4 (four) years.
- c) who, by invitation, Cues at Round Dance and/or Square Dance functions
- d) who attends two (2) out of three (3) RDAV Cuer Workshops per year in order to secure and maintain their accreditation. *Workshops include training in teaching, timing, stage etiquette, microphone technique, etc.*
- e) who is a member of the RDAV or a recognised State or interstate Association and meets the above criteria.
- f) **Cuer Level 3** is eligible to cue at pre rounds sessions and square dance sessions on a Friday and Sunday evenings of a State Convention.

LEADER / CUER LEVEL 1 is attained by a person

- a) able to Cue and Teach ALL CATEGORY A & B dances from the ARDA National List, RDAV State List and DANCERS' LIST from the Australian National Square Dance Convention List.
- b) who cues at Round Dance or Square Dance clubs on a regular basis for 2 (two years).
- c) who, by invitation, Cues at Round Dance and/or Square Dance events
- d) who conducts their own Round Dance Club on a weekly basis for a period of 1 (one year). The teaching level should be Ph I to IV.
- e) who takes in a beginner intake at least annually.
- f) who is a member of the RDAV or a recognised State or interstate Association and meets the above criteria.
- g) who attends and participates in two (2) out of three (3) RDAV Workshops per year in order to maintain their accreditation
- h) Leader / Cuer Level 1 is eligible to cue at the Saturday evening session of a State Convention, and square dance events that require a pre organised program

LEADER / CUER LEVEL 2 is attained by a person

- a) able to Cue and Teach ALL CATEGORY A, B AND C dances from the ARDA National List, RDAV State List and DANCERS' LIST from Australian National Square Dance Convention List
- b) who Cues at Round Dance or Square Dance clubs on a regular basis for 4 (four) years.
- c) who is programmed to Cues at major Round Dance and/or Square Dance functions
- d) who conducts their own Round Dance Club on a weekly basis.
- e) who teaches at their own Round Dance Club on a weekly basis teaching Ph 1 to IV.
- e) Who takes in a beginner intake at least annually
- f) who is a member of the RDAV or a recognised State or interstate Association and meets the above criteria.
- g) who assists and participates in RDAV Workshops in order to maintain their accreditation
- h) Leader / Cuer Level 2 is eligible to cue at all sessions of a State Convention including the Saturday/Sunday intermediate round dance session, and square dance events that require a pre organised program.

LEADER / CUER LEVEL 3 is attained by a person

- a) able to Cue and Teach ALL CATEGORY A, B AND C dances from the ARDA National List, RDAV State List and DANCERS' LIST from Australian National Square Dance Convention List
- b) who Cues at Round Dance or Square Dance clubs on a regular basis for 4 (four) years.
- c) who is programmed to cue at major Round Dance or Square Dance functions
- d) who conducts their own Round Dance Club on a weekly basis.
- e) who teaches at their own Round Dance Club on a weekly basis teaching Ph 1 to VI.
- e) Who takes in a beginner intake at least annually
- f) who has been Round Dance Program Manager and/or assistant for VSDA AGM or Dinner Dance events
- g) who is a member of the RDAV or a recognised State interstate Association and meets the above criteria.
- h) who assists the planning and delivery of the RDAV Workshops to maintain their accreditation
- i) Leader / Cuer Level 3 is eligible to cue at all sessions of a State Convention and becomes eligible to nominate for the position of Round Dance Program Manager for a State or National Convention.

.....PATRICIA SAUNDER.....

Name - RDAV President

.....Patricia Saunder 14/11/10.....
Signature

.....BERYL HARCOURT.....

Name - RDAV Vice President

.....Beryl Harcourt 14/11/10.....
Signature

.....Fiona Callaghan.....

Name - RDAV Cuer Coordinator

.....Fiona Callaghan 14/11/10.....
Signature



Victorian Square Dancing Association Incorporated

Reg A0005828F

ABN 83 174 149 51

CONTRACTUAL AGREEMENT

This agreement is made between _____ and the

Victorian Square Dancing Association Inc.

It is agreed that _____ will supply Music as per the attached specifications to the **Victorian Square Dancing Association Inc** for the

to be held at _____ on _____ inclusive of all sessions as set by the organising committee

Payment will be agreed at \$ _____ and a deposit off \$ _____ is agreed by the organising committee and will be forwarded upon return of a signed Agreement. (Please supply details for payment)

Should it be necessary for either party to cancel their commitment then 1 months notice shall be given. Deposit shall be retained by _____ for compensation should the Victorian Square Dance Association Inc cancel. Should _____ cancel then he shall return any deposit retained and assist the Victorian Square Dancing Association Inc obtain a suitable replacement for sound equipment so that the function can continue.

Upon signing this agreement it will be considered binding.

I _____ having read the above agreement **do accept** the terms of reference:

Signed: ***Dated:***

Witnessed: ***Dated:***

Countersigned:

Position:

Signed: ***Witnessed:***

Dated: ***Dated:***