

Vermilion Ukrainian Cultural Association



Samotsvit Dancers' Handbook

August 2016

We hope that this handbook will assist parents and dancers to be aware of the guidelines and expectations of The Samotsvit Dancers. We appreciate the input and support of all of our families and look forward to dancing with you over the next year.

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1. Club Goals

Since 1979, the Vermilion Ukrainian Cultural Association (VUCA) has promoted Ukrainian culture and heritage, and provided Ukrainian dance opportunities for people of all ages in Vermilion and surrounding area. Members gain a love of dance, and a greater appreciation of Ukrainian culture and heritage.

Group classes provide a broad base in dance training, drama and ethnography, including step-by-step skill development, personal growth and building confidence & self-esteem. The club believes in complementing the group experience with enrichment and solo/duet opportunities, and providing opportunities to perform competitively and non-competitively throughout Alberta and Saskatchewan.

2. Dance Instructors

Ms Kelsey Olijnyk-- Kelsey began her dance career at the age of three in Radway, Alberta. As she got older her love of dance continued to grow, so she started to take as many dance classes as she could possibly fit in. She danced in Radway, Redwater and Thorhild before joining Volya Studio at the age of 12. Kelsey left Studio to join the Nadiya Dance Ensemble under the direction of Bohdan and Svitlana Tkaschishyn. In her time with Nadiya she toured Ukraine twice and had the honour of dancing in Kiev's opera house for Ukraine's 10th anniversary of independence. In 2010 Kelsey joined the Volya Ukrainian Dance Ensemble under the direction of Zhenia Bahri and recently went on tour with the group to the Azores Islands of Portugal.

Kelsey has been teaching dance throughout Edmonton and the surrounding areas for six years and has also taught two dance camps in Cleveland, Ohio. Kelsey has also been a member of the Edmonton Crush and the Edmonton Energy dance teams. When she's not dancing or teaching she promotes a 90-day challenge to help people live a better and healthier lifestyle, personal trains people, teaches group. This will be Kelsey's fifth year teaching the Vermilion Samotsvit Dancers.

3. Executive, Committees, Group Parents

At the first general meeting of the year an executive is chosen which consists of:

- President
- Vice-President
- Treasurer
- Secretary
- Costume Chair(s)
- Festival Chair(s)
- Fundraising Coordinator(s) (Malanka)
- Casino Chair

The executive carries out the administrative tasks of running the association. Duties of the executive members are outlined in the Association's constitution. The Vermilion Ukrainian Cultural Association (V.U.C.A.) is a registered non-profit society and operates within its set bylaws.

Other club positions and committees include:

- Festival Committee- Assists Festival Coordinator with all aspects of organizing festival, facility, syllabus, staffing, scholarships & awards.
- Auditors-This was 2 club members annually volunteer to audit the club's financial statements in August. But, at the 2009 AGM it was passed that we would have an accountant audit our books from this point on August 2010 – current we have had a CPA, CA audit our books.
- Club Clothing Coordinator- brings in samples of clothing that can be embroidered with our club logo for personal purchase
- Club Picture Coordinator- organizes club picture taking day and orders club photos for the history book.
- Historian- collects and assembles club photo album. All members are welcome to forward items to this person throughout the year to provide a lasting club memento.
- Year-End Recital Coordinators- formats & prints program, finds an MC, purchases gifts/flowers for graduating dancers, obtains bread for pyrvit, & coffee for recital.
- Social Coordinator- Organizes year end family picnic/activity.
- Group parent- volunteer for each dance group to be the contact for the group. Phones parents in their group when classes are cancelled or changed, passes on messages from the Instructor, provides a link with the executive (encouraged to attend executive meetings if available) and is assigned to take the dancers back stage at performances and handle the music if the instructor is not available. Each group parent has access to a copy of the club CD and is asked to bring it to their group's performances, as needed. The group parent(s) supervise their dancers before and after each of their performances at the year-end recital and keep their group together. At the end of the year, Group parents assist with costume return.

Each club member receives a phone list and regular newsletters are used to communicate with all members. Generally all correspondence is by email. Families without email will receive a hard copy. Newsletters & pictures can also be viewed on the club web page www.vermilionukrainiandance.ca & Facebook.

4. Placement of Students and Club Syllabusnew**

All students will be assessed to level of proficiency by the Instructors during “Placement Week” and further assessed during the next week of class and placed accordingly. **The trial period is the first 1-2 weeks of class.**

Dancers will only progress to a higher level when they have learned the appropriate skills and the instructor decides they have reached a level of proficiency necessary to dance with their peers. **Cheques are Due the day the dancer is assigned a class.**

It is the policy of the association that children must be 3 years of age by Sept 1st of the dance year to be registered in regular competitive classes.

The regular groups progress through a broad base in dance with growth in technical ability appropriate to their age and experience. Assuming dancers start at school entry, they can expect to dance for 3 years in each group.

5. Fee Schedule

- No charge for dancers to attend placement class. Registration fees due upon assignment to class. You must decide by the end of placement class if you are staying in the club.
- Club Membership \$20/Family
- \$25/Costume rental as applicable (see costume section)

Group classes run for 8 months. Group fees include competition entry fees (up to 3 competitions), & family group social activities (year-end party).

Competition fees are extra for solos, duets & trios, and will be charged to the member after dances are registered for competition, with the exception of competition fees for Vermilion Ukrainian Dance Festival, which the club pays. Solo's entry fees range from \$8 to \$35/entry for a duet).

Depending on length of instruction time, the following fees apply:

- ¾ hour class/week: \$18.75/mon/dancer (\$150/year)
- 1 hour class/week: \$27.50/mon/dancer (\$220/year)
- 1 ¼ hour class/week \$32.50/mon/dancer (\$260/year)
- 2 ¼ hour class/week \$52.50/mon/dancer (\$420/year)
- 3 hours/week: \$67.50/mon/dancer (\$540/year)
- 1.5 Hour Adult Class (\$320/year)
- **Solos:** \$275/dancer; **Duets:** \$150/dancer; **Trio:** \$120/dancer (**this includes costumes**)

All fees, including membership & costume rental fee (see costume rental section) must accompany registration form. All fees due upon assignment to a group. Installment payments accepted. Separate \$200 costume damage deposit/dancer is also requested upon registration (cheque postdated April 1/17).

6. Refund Policy/Withdrawal

No refunds after September 21, except for medical reasons (with a doctor's certificate). All withdrawals after September must be made in writing or by email to the president of the club. Refunds will be calculated according to the number of months left in the dance year and prorated by the month not by the number of classes left. Club membership is not refundable. Costume rental fee is not refundable if costume has been worn.

7. Solos, Duets and Trios

"Club solos, duets, & trios" will be guaranteed 3 hours to initially learn their dance (Which will take place on Fridays--**NEW**), and 1 hour practice time later in the year (Many times this is during regular dance time during breaks). The club schedules solos, on a first come, first serve basis. See fee schedule. If a dancer cannot attend his/her solo/duet practice as scheduled, it is the responsibility of the parent and dancer to switch with another dancer and to notify the instructor as soon as possible. No remake classes for solo/duets will be scheduled. Dancers should have a strong grasp of material presented in regular dance class, and be able to practice independently. Dancers will be allowed to videotape for practice purposes. Some class time will be given to dance solo/duet/trio if time permits.

Competition fees, other than for Vermilion Ukrainian Dance Festival, are extra, and will be charged after the dances are registered. Eligible solo & duet dancers may choose, upon the recommendation of the artistic director, not to perform in competition. Competition entry fees range from \$8 to \$35/entry for duets depending on the competition. It is the responsibility of the dancer to compensate the instructor for back stage assistance during competitions (Guideline: \$15/solo, \$20/duet, trio or quad). Dances by non-member/member duets, trios that enter for competition must be entered as "Private Entries".

Solos, duets and trios are expected to perform at the year-end recital, as well as at community events upon request. Club members may rent club costumes for solos, duets and trios, but priority will always go to groups for costumes. Extra costumes or props for solos, and duets are the responsibility of the dancer.

Practice for carry-over (NON-Club) solos/duets should be arranged privately between the dancer and artistic director, outside of regularly scheduled club time (Club time is 5.5 hours Wednesday and Friday). The dancer is responsible for compensating the instructor for any instruction or supervision of "private carry-over" dances and for booking and payment of studio time to the Town of Vermilion..

In order to be eligible for a solo/duet/trio, you must first a) be part of a dance group in the VUCA Club and be able to keep up to that group in terms of knowing and performing the steps. If you are not part of a group, you may contact the instructor on your own time and have private lessons which mean all cost and scheduling will be incurred solely by you the family of the dancer. **You may NOT rent a costume from the club. Club policy is to not rent costumes outside the club.**

8. Year Schedule & Time Table (Revised)

All group classes require 4 dancers registered to run. If a class does not have 4 dancers, it must be approved by a vote. The executive may adjust the schedule depending on enrollment. All classes are held at the Vermilion Regional Centre or the Lakeland College Theatre. Groups will be scheduled Wednesday or Friday, dependent on age..

Solos/duets may be scheduled on Fridays.

No classes scheduled for: Oct 7, Nov 9 & 11, Dec 23, 28, 30 & Jan 4, 6 (Christmas Break); April 14(Easter Break)

Through out the year the following classes will be held at Alumni Theatre:

February 3, 10, 15, 16 & 22; April 12, 19, 26; **ALL DANCERS April 26 for Pryvit Practice**

All Dancers also are required on April 28 at the Regional Center Stage in the Ball Room for Pryvit Practice.

Malanka practice will be held on Wednesday, January 11 (for Wednesday classes) & 13 (for Friday Classes) in the ballroom of the Regional Centre. Please come during your regular dance practice times.

Club Pictures date TBA – groups times will be announced---everyone is to be dressed and hair braided in the meeting room at the Regional Center. On the same day, we will be performing at the Lodge and Nursing Home.

V.U.C.A Dance Festival—April 21, 22 & 23 possibly all group perform here and everyone will have shifts to work.

Pryvit class will be April 26 at the Vermilion Lakeland College and April 28 at the Vermilion Regional Center Ballroom. All performing groups, Solos, Duets & Trios attend rehearsal dates in preparation for the Year-end Recital on April 29. We booked the Lakeland College Theatre for 3pm so we can practice before the performance.

Last dance class will be April 28 at the Vermilion Regional Center Ballroom Stage.

Please keep the Calendar provided to you at the beginning of the year for more detail. If you did not receive one, please contact your group mom or the president of the club or print it from our website.

9. Attendance Policy (revised)

It is the policy of Vermilion Samotsvit Dancers that after three (3) unexcused absences the dancer, parent, artistic director and an executive member will meet to discuss the dancers' progress in his or her group, as well as inclusion in choreography. **Please note all absences, including late attendance are extremely disruptive to the group and Artistic Director.**

Inexcusable absences include: homework/exams, birthday parties, other sport activity/tournaments, after school job, family holiday or trips. Excusable absences include communicable illness, family emergency, and surgery. The club asks that if the dancer is able to still attend class (eg. they have a sprain or injury, headache) that they do so and sit at the side to continue to learn the choreography in order that the rest of the group can proceed with the scheduled rehearsal.

All absences must be reported to the group parent, so that the instructor can record it appropriately. Record of attendance (including late attendance) will be maintained after the one-class trial period is completed. **New dancers will not be accepted after the club has been operating for Two (2) weeks.**

10. Inclement Weather Policy

In case of inclement weather, the Instructors and executive decide by noon on the day of dance class whether class will be held. Parents are contacted ASAP therefore keep your group parent aware of your daytime phone number or cell. If possible, classes will be rescheduled when possible.

11. Standards of Conduct

Dancers will be punctual for all classes and rehearsals. This allows the rehearsal to run efficiently & without distraction to others. Please arrive prior to the start of class in order to be changed and ready to begin at the scheduled time.

Proper dance attire will be worn during class. No baggy clothing that inhibits movement or the instructor's ability to view proper body alignment to prevent injury.

- Boys: Appropriate dance or track pants, tight fitting T-shirt, black dance slippers
- Girls: Dance pants or tights (with skirt), body suit, red dance slippers or jazz slippers (see footwear details) . Hair must be pulled back.

Proper footwear will be worn for all classes and performances. Dancers are responsible for the purchase of their own footwear. Footwear available from *On Stage* in Edmonton, or

Artistic Dance & Costume in Lloydminster. Some used footwear in smaller sizes is available from the club for no charge. All boys wear black slippers. The instructors will decide for each group what the girls will wear for footwear. **PLEASE NOTE: do not purchase shoes until your instructor informs you of what type of shoes you will be wearing.(new)**

Zirka group is expected to own red boots (both boys & girls) Occasionally beige jazz slippers, or Red or Black Shoes may be needed by girls. The adults wear black jazz slippers for practice and performance. The only footwear provided by the club is the Hutzul slippers. **The instructor will confirm what shoes are needed.**

Please note the following:

- Jewelry including wristwatches will be removed before class.
- Chewing gum will not be permitted during class.
- Dancers will act respectfully without talking, so as to learn as much as possible and contribute positively to class.
- Dancers must report all injuries or illness to the instructor prior to the class. If not able to attend class, this must be communicated via the group parent.
- All dancers will represent Samotsvit Dancers with dignity and good manners
- All dancers are encouraged to have a good time and give 100% effort.

12. Parent Responsibilities

- To attend the Annual General Meeting after the class trial period, and other general information meetings if called
- To provide transportation for their children to and from performances and competitions
- To participate in fundraising activities
- To dress and groom their children appropriately for performances and competitions
- To ensure children attend dance class regularly and to notify the Group Parent of absences/reason
- To provide children with their own water bottle.
- To arrange for syllabus examinations for their dancer if the recommendation for testing is given to the dancer by the instructor.

Parents are not allowed in dance studio without prior permission from the Instructors. Parents are welcome to meet with the instructor at the end of class to discuss any concerns.

The instructors invite parents to view groups at practice when the groups have completed significant portions of a dance. .

13. Fundraising

As the Vermilion Ukrainian Cultural Association is a small group, it is important that each family appreciate the commitment to fundraising, which is essential for the club's continued existence. The club participates in two major events annually, Malanka and Vermilion's Ukrainian Dance Festival, plus a casino event once every 2 to 3 years as scheduled, and finally clean-up at weddings and sausage sales.

A popular community event is Malanka- Ukrainian New Year's Dine & Dance. This started in 2000. All club members & older dancers are asked to assist with food preparation on the week prior and day of Malanka. This has become a fun, entertaining way of fundraising for the club and is well attended. All club groups & solos/duets that are ready dance for Malanka. All members must sign up for 3 shifts the weekend of Malanka. As well, Dance groups are given the responsibility of cleaning the tables after supper.

Every year, each club family is asked to work a minimum of three shifts during our Festival (# depends on our membership). In addition, all dancers age 10 years and older are also asked to work at least one shift (usually working upstairs doors or presenting medals). Our dance festival was started in 1998 and is now the second largest in Alberta drawing a high caliber of dance and assistance from all members is vital to make it successful!

Our club is tentatively scheduled to work our next casino event 2018. Club members and friends of our club member who volunteer to do a shift during our casino event are reimbursed for their travel (we car pool), food and accommodation expenses. Minimum of 6 people will be needed for this event.

In the Fall of 2009, our club experimented with clean-up at weddings. It is a 2 hour job that we make a minimum of \$500. We have found this is an effective way to make money. If we get the opportunity this year, we will work weddings again. This includes cleaning off tables, washing pots, and loading/unloading the dishwasher and putting things away. NEW—it has been voted at the 2011 AGM that we charge \$2/plate for weddings.

We usually have sausage sales. We do not force people to sell as we know some are better at this than others. We will decide at the AGM if we will be selling sausage again.

NEW—voted and passed at 2011 AGM—in order to divide up the workload amongst the entire membership for extra fundraising, such as weddings, we separate the club into teams and then each team will be responsible for an event. If you cannot work that event, it is your responsibility to find a replacement.

Families who feel they are unable to meet the fundraising commitment should discuss this with the executive. We are a small club and can only succeed if we all work together.

We need ensure the same people are not always doing the work.

14. Set Performance Dates

All groups perform at two major events in Vermilion annually: Malanka, Ukrainian New Year's Dine & Dance, Saturday Jan 14, 2017, Vermilion Regional Centre (Advance Tickets only) and the *Year-End Dance Recital*, Saturday, April 29, 2017, Lakeland College Alumni Theatre.

15. Community Performances

From time to time the club is asked to perform at various community events. This provides an excellent opportunity for the dancers to perform in front of an audience and gain confidence & experience. Depending on what dancers are available and the size of stage, different groups are asked to perform at different functions, so that all groups have an equal opportunity to perform.

16. Competitions/Festivals

Vermilion Samotsvit Dancers usually attend at least one other competition other than Vermilion's own Dance Festival. The Vermilion Ukrainian Dance Festival will be April 21-23, 2017.

The club pays the group entry fees for dancers to compete at up to three (3) competitions. The dancers have competed at Airdrie, Lloydminster, North Battleford, St. Albert, St. Paul, Vegreville, Saskatoon, Prince Albert and Yorkton. Each group decides among themselves which competitions they wish to enter. Please note, not all dances that are taught are automatically entered. The final decision, as to which dances may be entered, is made by the instructor.

Solos, duets, & trios may enter as many competitions as they wish, with the Instructors recommendation. Competition fees, other than Vermilion Ukrainian Dance Festival, are extra for solos, duets, trios and will be charged to the member after dances are registered for competition.

Because our dancers work hard all year to prepare for these competitions it is important that each dancer make a commitment to being available on the scheduled dates. If a dancer knows he or she will not be available, the Instructor should be notified and given the opportunity to re-work the dance with the remaining dancers.

17. Costume Guidelines

The Vermilion Ukrainian Cultural Association has built an extensive costume inventory and provides dance costumes for all group dances, with the exception of Poltava beads, performance tights, and Poltava blouses/shirts for the older dancers.

As part of the *Samotsvit Dancers*, each dancer is expected to do his or her part to look polished and pulled together whenever performing for the public. We have a club that we can be proud of and talented dancers that can be proud of their accomplishments. This pride should be reflected each time that the dancers perform.

General Expectations:

1. All dancers must have their hair neatly groomed. Girls with long hair must have it French braided or in a neat bun. No ponytails or loose hair. Bangs must be worked into the braid or slicked back so that the entire face is showing. Short hair should be pinned back. All girls' hair should be covered with a hair net. Boys' hair should be neatly combed and off the face.
2. No earrings (including all pierced), bracelets, necklaces, chokers, watches, visible tattoos or nail polish.
3. Beads must be pinned onto the blouse. Beads are pinned from underneath, one on each side of the shoulder towards the front. It is the responsibility of each dancer to have her own red Poltava beads. The club provides the beads for resale at \$13-16/set. Zirka and Adult ladies should wear 2 sets (one large & one small) when performing.
4. Shoes and boots should be polished before performances. The strings of the slippers should be tucked inside the slippers. All red slippers must have red elastic to help hold them on.
5. Dancers are responsible for purchasing their own tights/socks for performances. All the boys should wear black socks. They provide uniform leg coloring, and are much more durable. **"Bloch", "Endura", Color: Tan, Style # T0920L-Adult, Style # T0921G-Child** available for purchase from Artistic Dance, Lloydminster. Cost approximately \$18-\$20/pair.
6. All headpieces should be pinned on with bobby pins so they do not slip off. The placement of headpieces on each of the group members should be consistent.
7. Costumes alterations are the responsibility of the parent/dancer; *however please consult with the costume coordinator before alternations*. Most costumes have extra material to allow for growth and alterations. Rolling up slips is not acceptable. Use of pins to take-in costumes is discouraged as this can rip material. Velcro on belts etc must be made to fit properly. Check the fit of costumes as your child grows through the year. Please use the longest length of stitching (the loosest) on frequently altered items, such as slips.
8. Each piece of the costume must be clean and neatly pressed.

9. Each dancer should have a "Dance Survival Kit" packed with
- | | |
|---------------|-----------------------------|
| - hairnets | - needle and white thread |
| - bobby pins | - fray-check or clear nail |
| - comb | polish (for pantyhose runs) |
| - safety pins | - hair spray |
| - elastics | - makeup |

10. Full stage makeup is required for all dancers at Group 4 level and up. Each dancer should have her/his own makeup. For hygienic reasons makeup should not be shared. Makeup should be kept in a bag separate from the costume. In-services and further information regarding full stage makeup requirements will be provided. Younger groups are asked to use blush, lipstick and light eye makeup.

11. Costume bags with the club's name are provided for each dancer. Hangers are also provided. Please do not use wire hangers with the costumes and do not overload the pocket. Suggestion: a key chain attached to the zipper pull will help each dancer identify her/his bag. Please do not put pins through the bag as they may tear the fabric.

Costumes should never be left in a heap on the floor or thrown into the bottom of the costume bag!! Dancers/parents are responsible for ensuring that the costume is neatly hung and all pieces accounted for.

12. Plastic boxes are provided to dancers in all Groups. These are for headpieces to ensure that they are not crushed. Please do not put makeup in these boxes.

13. Parents are responsible for assisting their dancers in dressing. Parents should learn how to tie the poyas (belts). Demonstrations will be held so that you will know the correct way to tie. Please do not expect the Group Parent or instructor to take responsibility for dressing all the dancers.

14. Please do not change in bathroom stalls, as costume pieces have ended up in the toilet.

15. To assist in identifying which costume pieces belong to each dancer iron on labels may be used. Labeling tape can be purchased through *Craigs*. Key tags on zipper pulls help identify individual costume bags. Please do not do use tape on head piece boxes, costume bags or any costume piece as the glue is difficult to remove and leaves a dirty residue.

17. Costumes must not be worn at any other time except for performances. Dancers should change promptly after each performance, especially younger dancers, as loitering in costumes is often more damaging to the costumes than dancing in them.

18. **Absolutely no eating when wearing club costumes.**

18. Costume Rental, Deposit & Return Policy and Cleaning Instructions

A costume rental fee of \$25/costume is charged, even if dancers wear a costume only once. This fee is payable at the time of registration. A *damage deposit of \$200 for each dancer* will also be requested at the time of registration with a separate cheque. The damage deposit must be a cheque postdated April 1, 2017. Cheques will be held and not deposited.

All costumes will be returned promptly at the costume return dates announced in clean condition (no lip stick stains, soil around collars etc). Please ensure that all pieces are aired out prior to return, especially if stored in a home with cigarette smoke. If you have questions regarding how to clean a costume, please consult with the costume coordinator.

Mending & repairs such as ripped arm seams, missing eyelets & loose hems should be repaired prior to return, and missing/loose flowers on headpieces replaced. The group parent or a designee from each group will assist the costume coordinator with receiving and inspecting costumes.

Costumes returned soiled will be cleaned at the expense of the club member and the amount deducted from that costume's damage deposit. Replacement of missing pieces will also be deducted and costumes received late (after the costume return week period) will be charged \$10/late costume. **NEW**

All white shirts, blouses and slips must be machine washed prior to return. Wash in warm water, with regular detergent, on "gentle" and tumble dry. Do not use bleach on any club costume and do not use "Dryel" on any club costumes, as the product does not remove built up soil around collars or sleeves sufficiently.

Circle skirts should be machine-washed only if visibly soiled. **All Hutzul socks must be hand washed.**

Do not wash the following items: Hutzul skirt panels (orange wool), Adult Poltava platkas (red wool), Adult Poltava blue aprons, or blue Volyn vests, & red Volyn aprons.

Any Zirka Costumes that need to be dry cleaned will be paid by the club at the end of the year.

NEW--VUCA no longer rents our costumes to any non-member as voted at our 2011 AGM. Our costumes will only be used for the use of Vermilion Ukrainian Cultural Association.

19. Grievances

Concerns about any aspect of the club operation or concerns about inappropriate behaviour by a dancer, club member, paid employee or any volunteer associated with the club is to be presented to the president or vice-president in writing within 30 days of the incident occurring or coming to the attention of the person making the grievance. Identification of what actions are needed to resolve the situation should be included in the written concern. The president and the vice-president –with the consultation of the past president, shall make a decision about how to resolve the situation. In the instance where the issue involves the conduct of the president or vice-president, other executive members or external mediators will be utilized.