

**FIFTH SATURDAY ASSOCIATION DANCE GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.**

1. The purpose of the Fifth Saturday Association Dance shall be for the enjoyment and benefit of the Association dancers.
2. The Fifth Saturday Association Dance shall be conducted in conformance with the Bylaws and Standing Rules of the Association.
3. The Board of Directors shall be responsible for coordination of dance venues in agreement with and preventing conflict with other organizations to maximize the attendance, participation and enjoyment of this dance for all members and associates of the ASDSC.
4. The Fifth Saturday Association Dance shall be held on the Fifth Saturday. Fifth Saturday Association Dances may be scheduled or eliminated by Board Approval.
5. The Vice-President will be the chairperson of all Fifth Saturday Association Dances.
5. The Chairperson shall contract for facilities one year in advance or as soon as possible. Facility contracts must be approved in advance by the Board and signed by the President and the Chairman.
6. The approved Association contract form shall be used for callers, cuers and setting of sound.
7. The Chairperson shall contact the Caller Procurement Director to verify confirmed contract with the Caller and Cuer not later than 6 months in advance and obtain a copy of contract for Fifth Saturday files.
8. The Chairperson shall contact the Caller and Cuer six (6) months in advance to confirm contract.
9. Sign-in sheets will be kept for one year and be attached to the financial recap for the dance.
10. A full written financial and attendance report on the provided form shall be presented at the next Board meeting following the dance.
11. Vice-President and Treasurer are admitted free to all Fifth Saturday dances during their term, along with the President, Association Past Presidents and any service award winners.
14. Appropriate dance attire for the attendee's club shall be required.

HARVEST HOEDOWN GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.

1. The purpose of Harvest Hoedown shall be for the enjoyment and benefit of Square and Round dancing, and provide for further development of dancing activities through planned interchange of ideas and methods.
2. The Harvest Hoedown shall be conducted in conformance with the Bylaws and Standing Rules of the Association.
3. The Harvest Hoedown Chairperson shall meet qualifications as per ARTICLE IX, Sections 1 and 2, of the Standing Rules
4. The Harvest Hoedown Chairperson shall encourage participation from all clubs in the Association.
5. The approved Association contract form shall be used for hiring of callers and cuers. These contracts shall be negotiated by the Caller Procurement Chairman submitted to the Board for approval, and signed by the Association President and the Caller Procurement Chairman.
6. A minimum and a maximum of \$2,000.00, plus the facility rental deposit, must be left in a revolving account for operating expenses for the following year. Any advanced payments for the following year will be carried forward over and above the \$2,000.00.
7. Sound and facilities contracts shall be submitted to the Board for approval, and signed by the Association President and the Fun Weekend Chairperson.
8. Where exhibitions are a part of the program, at least one of the member exhibition groups from within the Association will be on the program. Payment for performing exhibition groups shall be an option of a daily pass for the day of performance, or a donation to their travel fund and a pass for the session at which they perform. Any donation may not to exceed \$50.00 per group.
9. The Committee will set fees and compensation for committee members, non-featured Callers, Cuers and DJs, no later than nine (9) months prior to the event, and may include weekend dance ribbons, RV parking/tent camping, and/or meal tickets for meals offered as part of the weekend's activities.
 - a. Callers, Cuers and DJs listed on the program and calling two (2) hours or more will receive a fee, and two weekend ribbons but no other compensation.
 - b. Callers, Cuers, and DJs calling less than two (2) hours will receive two weekend ribbons, but no fee or other compensation.
 - c. All past Harvest Hoedown Chairpersons, past Association Presidents and Association members holding Outstanding Service Badges will receive two weekend ribbons in accordance with the Standing Rules.
10. Current Council members shall be invited to attend Harvest Hoedown.
 - a. A letter inviting Council members to attend Harvest Hoedown will be sent to the August Council meeting for distribution.
 - b. At the discretion of the Harvest Hoedown Chairperson, this letter may or may not include the offer of complimentary ribbons.
11. The Harvest Hoedown Chairperson will determine what the Harvest Hoedown outfit will be for their particular event.
12. Appropriate dance attire for the attendee's club shall be required only for Saturday night.
13. Books and records will be open to inspection by the ASDSC Treasurer and maintained in a manor consistent with ASDSC Treasurer's needs for tax reporting.

STATE FAIR GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.

1. The purpose of State Fair dancing is to promote the fun and friendship of square dancing, while increasing public awareness of our state official folk dance as a recreational activity.
2. The State Fair events shall be conducted in conformance with the Bylaws and Standing Rules of this Association. The State Fair events shall be conducted in conformance with the Bylaws and Standing Rules of this Association and the [Guidelines of the California State Fair Board including Megan's Law requirements.](#)
3. [Send inquiry/request to California State Fair Board for the application to perform at the California State Fair. Current email address is: entertainment@calexpo.com. Application is usually available in March each year.](#)
4. [Obtain caller for the event\(s\). Payment for caller is setup working with the ASDSC Treasurer. Depending on the timeline given to the square dancers, the caller may do continuous calling.](#)
5. The Promotions Director shall send a [notice](#) to all clubs informing them of the event(s), purpose and date(s), requesting their participation. Director shall also work with neighboring associations in coordinating the various events.
6. The Promotions shall verify all insurance requirements and be sure proper insurance documents for each dance location are requested and obtained from the Association's Membership Director.
7. The Promotions Director shall generate and coordinate publicity for the events, including but not limited to news releases, event flyers and advertising in local dance publications. He/she shall also prepare a generic flyer to be distributed to clubs two (2) months prior to the event.
8. At the **regularly scheduled board meeting prior to the State Fair**, the Promotions Director shall present the Executive Board with a final printed schedule showing times of dancing, location and breaks for State Fair dancing activities.
9. Appropriate dance attire is required for State Fair dancing event(s).

**HEARING ENHANCEMENT EQUIPMENT GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.**

The Association owns five hearing enhancement sets which were donated by the Sacramento Valley Callers' Association.

Policy on renting hearing enhancement sets:

Hearing enhancement sets are available for use at any organized square or round dancing event within the area of our Association as defined by California Square Dance Council, Inc.

For the purposes of this policy statement, an organized square or round dance event is defined as an event which meets all of the following criteria:

1. Features square or round dancing
2. Has a designated caller or cuer
3. Has a designated location
4. Has a designated date and time
5. Has a designated person in charge of the event
6. The event is advertised locally and is open to any square dancer in our Association's area
7. Rental to events outside of our Association's boundaries must have prior approval by the Board of Directors.

Terms of rental:

1. Duration of each rental may not exceed one week (seven calendar days)
2. Any person, club or event may not rent hearing enhancement sets for more than two consecutive weeks (fourteen calendar days).
3. Rental charge: The charge to rent one hearing enhancement set shall be \$1.00 per rental. This fee may be waived for events sponsored by Association members or the Association itself.
4. Damage deposit: A deposit of \$50.00 for each rental shall be provided by the renter in advance of the rental. The deposit shall be returned when the hearing enhancement set is returned in comparable condition to its condition when rented.
5. Any damage in excess of normal wear will be repaired by the Association and the cost of said repairs will be charged to the renter.
6. Sets shall only be rented to a designated person.

WEBSITE GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.

1. The Associated Square Dancers of Superior California will set-up and maintain a website on the Internet. Address for this website will be *http://* www.ASDSC.org.
2. A Website manager (*Webmaster*) will be an elected position on the Board. Website manager will provide status report at all ASDSC Board meetings.
3. It is the responsibility of the Association's website manager and/or his or her designated assistant, to maintain the general Association information in a timely manner, and to update the calendar and other sections of the website as outlined below. It is the responsibility of member clubs to provide dance dates, new dancer information and other pertinent information to the website manager for inclusion in the calendar. It is the responsibility of the various event chairmen (Harvest Hoedown, 5th Saturday Dance, etc.) to provide all information, including updates, schedule changes, etc., in a complete and timely manner to the website manager(s). The required event information is as follows:
 - a. Club or Association name
 - b. Theme or name of the event
 - c. Event dance level, (New Dancer, Mainstream, Plus, A-1, A-2, Challenge, Phases, etc.)
 - d. Date
 - e. Start Time and end time (Pre-rounds) (Squares)(Lines)
 - f. Name of the hall or building
 - g. Physical Address of the hall or building, including street address and city
 - h. Caller and cuer for the event
 - i. Contact person's complete name, telephone number, and e-mail address if available.
4. The calendar listings will include the following information, and be updated on a weekly basis:
 - a. ASDSC Sponsored events, including Harvest Hoedown, 5th Saturday Dances, Inaugural Ball, and any other duly sponsored events.
 - b. ASDSC Board of Directors and general meeting dates, plus bylaws, festival and other committee meeting dates.
 - c. ASDSC member club sponsored dances and weekend events other than regularly scheduled workshop nights.
 - d. Dates and locations of festivals recognized by the California Square Dance Council as events sponsored by Associations within California.
 - e. The California State Square Dance Convention, National Square Dance Convention, USA West Convention and the International Association of Gay Square Dance Clubs convention shall be listed for their statewide/national prominence. Also, the Silver State Convention in Reno, NV, will be listed for its proximity and popularity with ASDSC member clubs.
5. Supplementary web pages will include the following:
 - a. Key ASDSC Officers and Directors, including name, office held, e-mail address, and at the discretion of the member, telephone number.
 - b. ASDSC member clubs workshop nights, the required event information is as follows:
 - i. Club or Association name
 - ii. Dance level, (New Dancer, Mainstream, Plus, A-1, A-2, Challenge, Phases, etc.)
 - iii. Day of the week
 - iv. Start Time and end time (Pre-rounds) (Squares)(Lines)
 - v. Name of the hall or building
 - vi. Physical Address of the hall or building, including street address and city
 - vii. Instructor/caller and/or cuer
 - viii. Contact person's complete name, telephone number, and e-mail address if available.
 - c. Information including dates, contact names and other general information relative to Harvest Hoedown, and other ASDSC sponsored events.
 - d. Other general information as deemed necessary or appropriate. This information may, but is not required to, include the following: Blood Reserve information; listing for **Squarecaster** or similar local publications; "Emergency Call for Medical Aid"; information on local (Association member) exhibition clubs/groups; and information relative to the square dancers insurance.

- e. Links to other websites. All links must be to a website that is directly related to the promotion of square dancing. Linking is at the request of the business to the ASDSC Board or Website manager, and is done with the agreement of a reciprocal link to ASDSC.ORG.
 - i. Square Dance callers
 - ii. Round or line dance cuers
 - iii. Bonafide¹ businesses that support the square dance community
 - 1. Clothing shops that specialize in square dance attire
 - 2. Dance shoe distributors
 - 3. Recording companies that specialize in square and round dance recordings
 - 4. Facilities (dance locations) available for use by local ASDSC member clubs.

- f. List on the Events page all Council recognized festivals that occur within 100 miles of Sacramento.

¹ A bonafide business is described as a company or individual that files both a state and federal tax return and maintains a business license on an annual basis. A copy of a business license may be required for verification purposes.

DISTRIBUTION OF FUNDS GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC. (ASDSC)
GUIDELINES

On May 20, 2014, The Squarecaster, Inc. donated the sum of \$6,400.00 to the ASDSC for the promotion of Square Dancing within our Association at the September New Dancer Class Level.

The purpose of these funds is to support clubs and encourage ASDSC to host New Dancer Classes, and to provide New Dancer recruitment thru advertisement or support of individual clubs who host New Dancer classes and to fund New Dancer dances.

Up to \$3,200.00 of the funds will be used to publish a listing in the Sacramento Bee of all New Dancers Classes that have been reported to the ASDSC Web Master by September 1, 2014. The advertisement will run in the "Ticket Section" on September 5, and September 12, 2014 and be listed in the electronic version of the Sacramento Bee.

The remaining funds will be used to support dances held at the September class level. The funds will be made available to member clubs of the ASDSC in good standing as of the date of the donation who host a New Dancer Dance.

To qualify for funds:

- a. To hold a qualifying New Dancer Dance, Clubs will send inquiry/request by email to the ASDSC Promotions Director at promotions@asdsc.org prior to scheduling the dance.
- b. The dance must be held at the September New Dancer Class Level.
- c. The sponsoring club will be responsible for all aspects of the dance: Renting the hall, obtaining insurance, advertising the dance, securing the caller, providing setup/cleanup of the facility. Door prizes and refreshments will be provided as the club chooses.
- d. This fund will guarantee each club will make a minimum profit of \$200.00 for sponsoring a dance. To determine the clubs' profit, the total door take for dancer admissions minus actual expenses for hall rent and caller fees (not to exceed \$500.00) will be used. The sponsoring club will retain all profit if it exceeds the guaranteed minimum. All 50/50 proceeds, door prize sales and expenses for a Cuer, if hired, will be the responsibility of the sponsoring club and not used to determine the profit.
- e. To qualify for this minimum guarantee, the club must not schedule their dance in conflict with any other dance in our Association. The dance must be scheduled on the dance calendar with the ASDSC Web Master at the earliest possible date.
- f. No club will be guaranteed the minimum profit of \$200.00 for more than one dance per dance year of Sep 1 – Aug 30.
- g. To receive the guaranteed amount, the club treasurer will be required to provide to the ASDSC Treasurer, the Dancer Sign-in Sheets, records of income and expenses and a copy of receipts to prove the profit/loss from dance before any guarantee will be paid to a club. The Profit/Loss statement form will be available at <http://www.ASDSC.com/forms.htm>
- h. Records of the fund will be maintained by the ASDSC Treasurer. The records will be open to inspection by the Club Presidents by appointment with the ASDSC Treasurer. The Books and Records will be audited annually in accordance with the Bylaws and Standing rules. All records will be maintained in a manner consistent with ASDSC Treasurer's needs for tax reporting and in compliance with the ASDSC Bylaws.

This Guideline was adopted 11/2/14.