

National Convention Rules and Guidelines

The following policies are divided into two sections, rules that shall be followed for all National Clogging Conventions, and guidelines that should be followed where possible, to provide year-to-year continuity to the event.

RULES

Last Revision/Update

26 April 2009

1 Name

12.1 The convention shall be called the Australian Clogging Association National Convention

2. Time

2.1 There shall be one convention each calendar year

2.2 It is the responsibility of the ACA affiliated body, that won the bid for the convention, to nominate the time and duration of the convention. However conventions shall be no less than eight (8) months apart and no more than eighteen (18) months apart.

3. Bids for holding conventions

3.1 Any ACA affiliated body that can establish it is capable of running the convention may bid.

3.2 Bids detailing capability, hall and accommodation details, profit viability, proposed committee members, shall be made during year leading up to the national convention, two conventions prior to the one being bid, and shall be presented in summary at that convention's meeting (currently the ACA AGM). Bids should not be accepted from the floor unless there have been no bids prior to the meeting.

3.3 At each convention meeting, after bid presentation(s), the meeting shall vote on the bid(s) for the convention two years hence.

3.4 In the event there are no bids, or no bids deemed suitable or fulfilling these rules, then the responsibility for selecting a venue and holding the convention shall fall back on the executive of the ACA.

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- 3.5 In selecting amongst bidders, preference should be given to bids from different states or territories before duplication occurs. Within a state or territory variety of venue and organising committee is desirable where practicable.
- 3.6 If venue limitations or other circumstances dictate that certain rule(s) cannot be met for a particular convention, these must be disclosed at the time of bidding, such that the meeting, in selecting the bidder has waived the particular rule for the individual convention.
- 3.7 If the convention committee discovers it cannot satisfy rule(s) subsequent to winning the bid, it shall immediately disclose this to the ACA executive. In these circumstances the ACA may elect to cancel the committee and its plans for the National Convention, and make alternative arrangements, if it feels this is necessary.

4. Running Costs for Conventions

- 4.1 All profits/losses after the convention are to the ACA Convention Fund account. At the time of voting for bidders one of the key considerations should therefore be profit viability (hall costs versus registration fees and likely number of attendees, etc.).
- 4.2 An audited statement of accounts and final monies shall be returned to the ACA no later than six (6) months after the Convention.
- 4.3 The ACA will donate the sum of \$5,000.00 from the Convention Fund account each year to offset running costs for that Convention.
- 4.4 Registration fees, syllabus, accommodation, meals and memorabilia fees shall be set with the aim of keeping profits small but positive. This is a non-profit event.
- 4.5 Providers of sound equipment should be reimbursed. The committee shall 'shop around' for the lowest cost for equipment, and investigate prices or loan of equipment from all over Australia.

5. Location

- 5.1 Anywhere in Australia
- 5.2 The venue should be chosen such that attendees have the option of accommodation at the site where the dance halls are located, if practical. Similarly, meeting rooms and meals should be available at the same site where practical.
- 5.3 There should be a minimum of two dance halls where practical.

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6. Format

- 6.1 The dancing and workshop program should span three (3) days where practical.
- 6.2 Meetings and seminars should be immediately before, after or during the dancing and workshop days.
- 6.3 The program during the workshop and dance days should, where possible, include the following:
- Teachers meeting
 - ACA AGM
 - Dancing Sessions
 - Workshop Sessions
 - Making of Workshop Video
 - Banner Parade
 - Demonstrations/Exhibitions
 - State Showcases
 - Making of Demonstrations/Showcases Video
- 6.4 The program for meetings should allow a minimum of one (1) hour for the teachers meeting and two (2) hours for the ACA AGM. The meeting rooms should preferably be available for each of these meetings to extend if necessary.
- 6.5 Duration of workshops is preferably 40 minutes, plus a minimum changeover time of 5 minutes.
- 6.6 Wherever possible, new material should be presented by instructors for work shops at National Conventions. Instructors should advise the programming committee where a routine has been previously taught. The convention programming committee may use their discretion as to whether it be accepted as a workshop.
- 6.7 Certificate of Service Cuers and teachers – Each year a Certificate and a badge is to be presented to Cuers and teachers who have attained ten year's experience and also have ten year's continuous ACA membership.
- 6.8 15 year badge – Each year a badge is to be presented to those members who have attained 15 years continuous ACA membership.

7. Convention Committee

- 7.1 The committee shall be formed in a public meeting of interested parties from around Australia. Meeting to be advertised in advance, in such a way as to maximise coverage to ACA members.
- 7.2 The committee shall include as a minimum the following functions:
- Convenor

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Secretary
Treasurer
Programming Committee
Transport
Accommodation
Decorations
Vendor Co-ordinator
Entertainment
Venue Manager
Sound
Liaison Officer/PR

Multiple positions may be filled by the same individuals. Individuals shall be 16 years of age or older.

8. Programming

8.1 The programming committee shall be made up of at least three people, one of which shall be a clogging teacher. The committee selects teachers for workshops and programs dances and cueing for general dancing.

8.2 Instructors/Cuers not on the ACA Data Base may be requested to fill out a comprehensive questionnaire to assist with the programming.

8.3 Choice of instructors to teach or cue:

8.3.1 Any ACA member who has been learning clogging for at least four (4) years and has been teaching for at least three (3) years of that time is eligible to register to teach or cue.

8.3.2 Special guests may be invited or accepted to teach or cue at the discretion of the programming committee.

8.3.3 In the event there are not enough programming slots for all teachers who have registered, first preference should go to eligible leaders, second preference should go to teachers who are not leaders and third preference should go to non-ACA leaders or teachers at the discretion of the programming committee.

8.3.4 Teachers can nominate to teach any levels they feel confident with. Each teacher to nominate at least two (2) dances, preferably selecting dances from different levels.

8.4 Cue Sheets for Workshops

8.4.1 All step names on printed cue sheets are to be standardised and stamped per ACA standard terminology. Cue sheets for the annual ACA Convention should be submitted

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to the 'Cue Sheet Coordinators' no later than one month prior to the close off date for cuers registration.

- 8.4.2 In the case of Special Guests, the above request shall be made to them with advice on how far in advance material is required. Special Guests shall be advised to familiarise themselves with the ACA movement names per the resulting cue sheet, and to make best efforts to use the ACA terminology when teaching at the convention.
- 8.4.3 For international guests cue sheet standardisation may not be possible prior to the convention. In this case their cue sheet will be standardised after the convention and publicised in appropriate clogging publications.

8.5 Dance Sessions

- 8.5.1 Dances from the National Dance List, current at the time, shall be used for programming.
- 8.5.2 Where additional dances are required at general dance sessions, these should be cue and do from the standard step lists. Current popular dances (ACA standardised) up to 10% of the dance program may also be used.
- 8.5.3 Programmed cuers shall be advised they are expected to use the ACA standard terminology when cueing. Those not familiar with the terminology shall be briefed and should make best effort to adjust their cueing.

9 Registration

- 9.1 The registration form(s) shall, as a minimum, be published in appropriate Australian clogging publications that maximise exposure to ACA members.
- 9.2 At the committee's discretion it may waiver or reduce registration fees to individuals due to their special contribution to the event, or other special circumstances. (excluding Convention Committee members).
 - 9.2.1 Registration fees for ACA members must always be lower than registration fees for non-ACA members
 - 9.2.2 At the committee's discretion an amount of no more than \$500.00 may be used to reduce the costs for Convention committee members to attend the Convention
- 9.3 A year bar for the convention badge shall be provided as part of registration.
- 9.4 The option of door registration is at the discretion of the committee, but is not desirable.

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9.5 The Committee is not obliged to accept dancer registrations from dancers who have been previously expelled from prior conventions, or other clogging events or are otherwise identified as undesirables.

9.6 Single session registrations or day registrations are at the discretion of the Committee.

10. Sound

10.1 The convention committee shall ensure adequate sound equipment is provided in all halls and meeting rooms. Radio microphones to be made available where practical.

10.2 The convention committee is responsible for provision of all of the music programmed.

11. Insurance and Copyright

11.1 The ACA holds Public Liability Insurance, Equipment Insurance for ACA owned equipment and Equipment in Transit Insurance for borrowed equipment. The committee is responsible for establishing any additional insurance which may be required by the venue(s).

11.2 The Convention committee must organise to have first-aiders in attendance from St John or a similar organization that is local to the Convention venue.

11.3 Copyright coverage for APRA, PPCA and AMCOS/ARIA is held by the ACA. Any additional licences are the responsibility of the Convention Committee.

12. Seminars

12.1 Seminars should be held on average once every two years.

13. Sale of Goods

13.1 Booth space may be made available to vendors at the discretion of the committee. If space is made available, a fee may be charged, and opening times shall be decided by the committee.

13.2 Each convention shall allow space for an ACA booth and provide opening times and location for ease of access to registered dancers. The perpetual ACA National Convention Badge shall be sold on this booth. The ACA booth may sell other items for additional profit.

13.3 The convention committee may also sell items to bolster the profitability of the convention, either in a separate booth, or at the convention registration area.

13.4 By agreement, the ACA and the convention committee may combine their booths.

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14. Showcases

- 14.1 Each state or territory may present a maximum of one showcase, to be voted on by all ACA members in attendance at the showcase presentation at the convention.
- 14.2 In the event a state or territory cannot agree on one dance, then none will be presented for that state or territory.
- 14.3 Showcases are to be cued.
- 14.4 Showcases are not to be danced in a formation style
- 14.5 Showcase voting is to be scored on a graded scale. The winning Showcase dance is the one with the highest aggregate of points. In the event of a tie, the dance with the most first choice votes wins.

15. Passing of Records

- 15.1 The following records will be returned to the ACA, no later than three (3) months after the convention, to pass to the next convention:
 - Accounts of prior conventions
 - Cuer/teacher experience records
 - Copies of all promotional material used for the convention
 - Copies of all publicity received for the convention (newspaper articles, etc)
 - Convention program and syllabus – 1 to the Historian and 1 to the Librarian
 - List of Convention Committee members and positions held
 - Total number and list of all dancers registered at the convention
 - Written report including details of the venue, hire of sound equipment, publicity arrangements, areas/matters that caused problems or worked particularly well
 - Return excess badge year Bars
- 15.2 Any hall decorations that may be reused and can be easily stored and transported should be offered and passed directly between Convention Committees.

16. Alteration to these Rules and Guidelines

- 16.1 These Rules can be altered at ACA AGM's by 70% vote in favour of the change, to come into effect for the following convention.
- 16.2 The Guidelines can be altered at any ACA meeting but shall only be enforceable on the active committees for the next two conventions, with adequate notice.

17. Footwear

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- 17.1 The committee is responsible for protecting the good name of clogging by ensuring taps of dancers are not of a type or quality that may noticeably damage the venue floors.
- 17.2 The committee is expected to organise tap inspection or self inspection procedures and then to stop dancers from dancing if their taps are unsuitable. Files, hammers, tape and glue should be available.

18. Dissolution of the ACA National Convention

- 18.1 All assets, funds and rights in the National Convention reside in the ACA. If the ongoing event is wound up or dissolved, everything reverts to the ACA.
- 18.2 If the ACA is dissolved or wound up, this event shall be automatically wound up. These rules and guidelines then cease. (A similar replacement annual event may then be created if appropriate).

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GUIDELINES

Last Revision/Update

1st June 1996

1. Drinking water should be provided at all dance sessions and should be refilled regularly if containerised.
2. Tea and coffee is desirable as appropriate.
3. An after party or other entertainment is desirable at each convention.
4. Trail in and/or trail out dances should be considered, or at least the co-ordination of dances at local clogging clubs during the week each side of the convention.
5. The ACA library currently holds a single copy of most of the music for each dance on the National Dance List that could be lent to the committee while available.
6. The Liaison Officer's current role is primarily to maximise exposure of clogging to the public and to other dance forms, including:
 - Maximising media coverage of the convention
 - Organising the winning showcase for demonstration at the National Square Dance Convention.
7. It is up to each workshop instructor to take part in preparation of the cuers' video, but this is not compulsory.
8. A cuer's practice/warm up room is desirable.
9. Sound should include stage monitors with independent volume control.
10. Sound for voice should include bass/treble control.
11. Cue sheet stands should be provided on stage.
12. Stage lighting should not be so bright as to impair cuers from seeing the dancers.
13. The voice and music levels shall be adjusted as each individual cuer/teacher performs, as monitored from around the hall. Similarly the voice treble shall be adjusted. The committee shall provide trained volunteers for this purpose.
14. The ACA shall be responsible for organizing the purchase of additional perpetual convention badges for each convention.

END