

The SAGE Square and Round Dance Club Policy and Procedures Manual

NOTE: Policies, procedures and responsibilities contained in this manual can evolve and change by a majority vote of the board, without changes to by-laws

DANCER AND WORKSHOP PROCEDURES:

PROCEDURES FOR LOST SQUARES:

In 1986 CALLERLAB introduced a procedure for 'LOST SQUARES'. It was approved with some small changes in 1987 and has now been revised.

CALLERLAB recommends that dancers use the following Patter and Singing Call Procedures to help lost squares quickly resume dancing. Callers should teach these procedures to their dancers and be alert for sets waiting to re-enter the action and for sets struggling with singing calls.

PATTER PROCEDURE: Make Normal Lines, Wait for Entry, and Sort during Promenade The following procedure is intended for use during Patter or Hoedown calling when longer sequences are likely and at least half the square is confused. If only one or two dancers are lost then they should look for a helpful hand and attempt to fill the vacant spots within the still functioning square.

DANCER'S RESPONSIBILITY: 1. If dancers in a confused but partially functioning square hear "Make Normal Lines", then lost dancers should quickly adjust to Normal Couples (Boy left, Girl right) ready to join the forming Normal (Boy-Girl-Boy-Girl) Facing Lines. 2. In the case of total breakdown each dancer should return to home position as soon as possible. Then the head ladies join hands with their corner and the head couples back out to form normal lines at the sides of the square. 3. On the caller's command, "Normal Lines, Go Forward and Back", all lost squares enter into the dance pattern. If a resolution is heard first, then dancers in lost squares should simply readjust to a squared set. 4. Dancers in a lost square must remember that re-entering from normal lines does not guarantee a correct resolution. Full recovery will probably require rapid sorting to home during the Promenade (move counter-clockwise but step out at your home).

CALLER'S RESPONSIBILITY: 1. Recognize that a number of sets have broken down and have formed lines. 2. Place the dancing squares into facing lines that are in a normal BGBG arrangement (#OL). 3. Give the command "NORMAL LINES, Go Forward and Back" in a bold voice, which is the command for the lost squares to enter into the dance pattern. 4. Allow enough time during the Promenade for squares that were lost to complete their Promenade and sort as necessary to get home. If an "at home" resolution is used, make sure all the sets are squared up.

SINGING CALL PROCEDURE: Swing, and Men Sort during Promenade The following procedure is intended for use during a Singing Call where the sequences are short and closely timed to the music. The minimum needed to avoid more confusion and resume dancing at the next sequence is each man at home with some lady for a partner.

DANCER'S RESPONSIBILITY: Since partners probably should be changing, dancers in a lost square should be ready for a quick Swing with their corner or nearest opposite sex and then expect to make adjustments during the Promenade so that the men end at home. If still lost during the Promenade, men should quickly head for home while ladies should join the closest unpartnered man.

CALLER'S RESPONSIBILITY: In the case of significant breakdown on the floor, adjust the choreography or provide more clues and cues to improve the success rate on the next figure. 11/21/2004 10:08:28A
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EMERGENCY CALL FOR MEDICAL AID: 1. When a dancer goes down, a second dancer attends to him/her. 2. Remaining Dancers join hands and take a step backward. This will allow the injured person and attendant air and room. 3. Raise joined hands as high as possible in the form of an arch. 4. On seeing this signal, the caller or hall monitor will immediately place an emergency call for aid. Note: If you send for medical help or an ambulance, be sure to put a "spotter" outside the building to help them find the location where they are needed. 6/29/12

ANGEL RESPONSIBILITIES:

When you become a class ANGEL, there are some simple rules to remember:

- 1. BE ON TIME.** You may be the cause of three other couples sitting out during a teaching tip.
- 2. BE OBSERVANT:** Make sure that every student is in a square during the teaching tip. BUT don't wait for them to square up. Invite them into your square.
- 3. LET THE CALLER RUN THE CLASS:** When it is time to break up a group or separate a couple, the caller will indicate this by his/her teaching methods.
- 4. DO NOT TALK IN THE SQUARE** when the caller is giving instructions. Learning to listen to the caller's commands requires concentration. No person can listen to two persons at a time. All should be listening to the same caller.
- 5. DANCING STYLES:** Basics should be kept in pure form. The proper Do Sa Do, hand and arm holds, a quick touch to acknowledge positing, and no short cuts will ensure new dancers of the proper position for the next call. Styling can wait and should only be added after the students learn the calls.
- 6. ANGELS ARE HELPERS, NOT PUSHERS:** Students must understand when they are being taught, they must learn to react to each command. To gently guide someone is fine, but we accomplish nothing for the student if he/she has been pushed through an action and doesn't know what was supposed to be done. Angels' action should be gentle.
- 7. LET THE CALLER KNOW** if a dancer has not grasped the concept of a call after a reasonable time. The caller can review the call during the next tip. Do not try to "teach" a call during a break. The students need the time to relax and clear the mind.
- 8. DRESS FOR STUDENTS:** Comfortable clothing is the key.

9. FRIGHTENED: Square dancing can be a frightening experience. Keep that in mind at all times with new students and even after they have completed their instruction period. Every mistake made they think they caused it.

10. DANCE WITH THEM: Do you want to keep the new student in your club? Then you must dance with them, talk with them during breaks, and encourage them.

SAGE POLICY FOR GRADUATING STUDENTS:

The SAGE Square and Round Dance Club provides instruction in square dancing to new students in keeping with its goal of encouraging the growth of square dancing in the community. Instruction will be provided by the Club Caller with assistance from experienced dancers (Angels) who are available to dance with students during class workshops. The Club Caller will recognize those students who may be having difficulty learning and should advise the class coordinator if a potential problem exists. That student can then be encouraged to use all the resources for review between classes, and/or to get extra dance practice by attending a workshop at the same level at another club. They can also repeat the class from the beginning at the start of a new series. The Club wishes to take all reasonable steps to retain each student and to help them learn the required calls.

SAGE graduates class members who dance at the Club level or who are expected to dance at the Club level soon. The Board, in consultation with the Caller, determines each student's readiness. Graduates are then welcome to join SAGE as a Club member and should be ready to dance comfortably at any dance called at the club level.

Occasionally a student may have significant difficulty in learning the calls required for any dance program. If, in the Caller's opinion, a student is not performing at a level which will lead to becoming a Club-Level dancer at the close of the class, or is causing the other students to be held back in progressing through the required call list, the Board will ask the class coordinator to notify the dancer that they will have to discontinue the class. If that student has paid in advance for classes, the fee for any unused portion of the series will be refunded.

SAGE BADGE POLICY: Upon completion of the club level dancing, a student is invited to join the club. The treasurer will order a club badge for the new graduate to be paid for by the club. If a member requests a replacement badge, the member will reimburse the club for the cost of the badge.

SAGE PHOTO POLICY:

SAGE Square and Round Dance Club maintains a photo gallery on both our website and on our Facebook page. This is primarily for our members to enjoy as a record of various activities and events, but they are also a part of our publicity campaign intended to attract new dancers to our program.

Members who do not wish to appear in photographs should inform the Treasurer who maintains our formal membership list and who will then place their names on the No-Photo List and notify the Chairmen of the Publicity and the Recruiting Committee.

The Chairman of the committee who wishes to display a photo specifically for publicity purposes (such as on a poster or prominently on the website) will first acquire permission from the photographer and any easily identifiable subject before doing so. We will also remove any photo from our publicity upon request from someone in the photo.

This Policy is adopted by the SAGE Square and Round Dance Board of Directors on this 20th day of January 2022.

Charitable Event Policy - adopted August 19, 2025

There are two types of charitable events:

- 1) The board selects the charity to receive the donation. In this case the entire amount raised at the event will be given to the charity which may take the form of cash, check or gift cards. The president and treasurer may decide supplement the donation so that it is an even amount. Any expenses incurred for the event will be absorbed by the club. No admission will be charged.
- 2) The proprietor of the event site requests donation to a charity in lieu of rental fee. Payment should always be by check sent with a letter explaining the reason for the donation. In this case the board may choose between the following options:
 - a) No admission is charged. Set a minimum goal for the donation. (Example \$200) After this amount is received deduct expenses before increasing the donation. (Example with receipts of \$500 and expenses of \$200 the charity would receive \$300).
 - b) Dancers are asked to donate minimum of the normal workshop fee (\$7) and make an extra donation for the charity. Expenses should be met from the fee portion. Assuming 30 dancers, receipts of 300, expenses of \$200, the charity would receive \$100.

The Christmas workshop is normally type 1 charitable event. The Barn dance is type 2. The options should be determined at the board meeting the month prior to the event and communicated to the membership in the newsletter and at the event.

NOTE – Board voted on 04/15/25 to separate into Barn Dance Policy and Annual Holiday Party

SUMMARY OF SAGE WORKSHOP AND DANCE CANCELLATION POLICY:

ROUND DANCE WORKSHOPS at Woodside School, Topsham ME

If Topsham Schools:

Are closed due to weather or holidays. Release students early. Cancel after school activities. Then SAGE Round Dance Workshops are cancelled.

SQUARE DANCE WORKSHOPS AT ST. CHARLES CHURCH in Brunswick, ME

If Brunswick Schools:

Are closed due to weather or holidays. Release students early. Cancel after school activities. If it is a Holy Day of Obligation. Then SAGE Square Dance Workshops are cancelled.

In all the above instances, it will be the responsibility of club members and students to check school closings! We will NOT be required to send out emails.

In the case of a late afternoon or early evening storm, the board will make a decision as to whether or not to cancel the **workshop** by 4 PM and we will send out emails to announce the cancellation.

POLICY FOR DANCES: If weather is expected to be an issue on the day of a dance, the board will make a decision as to whether or not we need to cancel as early in the day as possible.

In all instances, we will post the cancellations on social media – The Maine Square and Round Dance website, Facebook and Where's the Dance specifically.

POLICY FOR ESTABLISHING COMMITTEES:

The Board should start to establish committees at the first board meeting following the annual meeting. Each committee will normally be chaired by a designated board member (officer or director) and will report to the board. According to the by-laws the president is an ex-officio member of all committees except the nominating committee. If the chairperson cannot attend a board meeting, a report should be submitted in advance to the president with a copy to the recording secretary.

The committee chairperson will recruit members, and as needed, will provide a forum in which members can observe, learn and contribute to the committee and will document the committee's functions and procedures. ALL committee chairs submit a report to the board for their monthly meeting.

THE PURPOSE OF THESE PROCEDURES IS:

to assist board members with the tasks necessary for the effective functioning of the club
to provide opportunities for club members to become more involved in club activities
to prepare club members for future leadership roles in the club.

STANDING COMMITTEES are those required by and described in the Bylaws. Responsibilities can evolve without amending the Bylaws:

HOSPITALITY AND SPECIAL EVENTS: responsible for, but not limited to:

Overseeing hospitality activities at club dances, workshops and special events.
Gathering upcoming dance/event details from contracts
Preparing hosting assignment lists for dances and workshops
Preparing and updating hosting responsibilities information for dances and workshops
Maintaining an inventory of club equipment (coffee pot, carafes, drink containers, tablecloths, etc.)
Monitoring and supplementing supplies for club events
Placing signs at strategic locations for dances and open houses

DANCE NETWORK: be responsible for organizing carpools and dinners for attendance at conventions or other clubs' events.

PUBLICITY AND RECRUITING: provide the publicity program of the club for demos, workshops and dances. Shall seek opportunities to bring public attention to square and round dance activities, including demos and providing entertainment at events. This committee is responsible for creating and distributing flyers, posting events on Facebook and Where's the Dance and informing the Maine Square and Round Dance webmaster of updates to our website.

NEWSLETTER: Assists the president in preparing and distributing club newsletters,
Assist with publicity as needed.
Maintaining club archives
Appointing a club historian to maintain scrapbook of pictures and other memorabilia

ROUND DANCE COORDINATOR: shall act as liaison for the club during round dance workshops and any other round dance concerns. Serves on the Caller / Cuer Committee.

EDSARDA (Eastern District Square & Round Dance Association Inc.) and **NSSARDA** (North Shore Square and Round Dance Association Inc.): perform duties as delegates for the club for either regional association.

MAINE FEDERATION: perform duties as a delegate for the club in matters of this state association.

REGISTERED AGENT: The position of Registered Agent will be appointed by the President with the concurrence of the Board of Directors. The Registered Agent will be responsible for filing the necessary reports for this non-profit corporation with the Secretary of State of Maine. The Registered Agent will maintain a file of all corporate papers and notify the Secretary of State of any change of Club or Agent address.

SPECIAL COMMITTEES:

SITE: responsible for, but not limited to:
Arranging workshop and dance sites.
Coordinating site contracts with caller/cuer contracts.
Setting up necessary site contracts.
Following up on existing contracts to ensure availability.
Investigating potential alternate sites for workshops and dances.
Considering and implementing modifications to existing sites.

MEMBERSHIP: responsible for, but not limited to:
Setting up and staffing the registration table for workshops and dances
Preparing and distributing membership lists to Board Members including name, address, phone number, email address of members and students
Providing weekly attendance information to the RETENTION COMMITTEE.
Obtaining birthday and anniversary information
Preparing temporary name tags and ordering badges

SOCIAL CONTACT: responsible for, but not limited to:

- Responsible for sending cards to members on appropriate occasions
- Reporting to the board monthly

CALLER/CUER: comprised of the club president, round dance coordinator and one additional member responsible for but not limited to:

- Negotiating contracts for club events (dances and workshops) - generally two years in advance. Keeping the board informed and receiving formal agreement to contracts before they are signed.
- Coordinating caller/cuer contracts with site contracts.
- Contacting contracted callers/cuers before dances to remind them of upcoming events.

OFFICERS' DUTIES:

PRESIDENT:

The President shall preside at all club and Board of Directors' meetings and serve as ex-officio member of all committees except that of the nominating committee. The President shall appoint and/or remove members of all standing committees, represent the club at meetings with other clubs or organizations, supervise the booking of callers and cuers, call special meetings, if necessary, secure workshop and dance hall, oversee club workshops and dances, encourage travel to other clubs-and perform such other duties as are incumbent on the office.

VICE-PRESIDENT:

The Vice-President shall work closely with the President, become familiar with the various phases of-the club's operation, and otherwise assume the duties of the president during a period of temporary absence of the President. The Vice-president shall be custodian of all club property, shall keep and maintain an inventory of such club property and supervise the decorum of club activities. The Vice-president shall work with the caller to encourage students' attendance and participation in club workshops and activities. With the assistance of the Publicity and Recruiting Committee, plan and direct the recruiting activities of the club.

TREASURER:

The Treasurer will be custodian of all club funds, financial records, insurance policies, etc., keep a true and perfect account of same, collect all dues and admissions, remind members of delinquent dues, pay all bills, act as financial advisor to the Board of Directors, maintain an active membership list, order all badges, and perform such other duties as are generally incumbent on the office. The Treasurer shall present a financial report at meetings of the Board of Directors, and report at the annual meeting summarizing the year's activity.

RECORDING SECRETARY:

The Recording Secretary shall observe the proceedings of all meetings, keep accurate minutes of same, maintain a list of the standing committees, keep a true record of the by-laws, and perform such other

duties as are consistent with the office. This secretary shall prepare copies of the minutes for the President and for the Vice-president within one week of a board or club meeting. Upon completion of term of office, all records and reports shall be turned over to the incoming Recording Secretary.

CORRESPONDING SECRETARY:

The Corresponding Secretary shall handle the club's correspondence as directed by the President, acknowledge inquiries, keep abreast of members' attendance at club activities and follow up with members who are not attending regularly or whose dues have lapsed, and perform such other duties as are incumbent on the office. This secretary shall present a report of these activities at Board meetings.