

BALLROOM DANCE CHARLESTON

Chapter 6021, USA Dance

Appendix A - Guidelines for Professional Dance Instructors

All Dance Instruction, with the exception of private lessons, is organized and sponsored exclusively through the BDC/USA Dance Program. BDC does not provide oversight nor accept any responsibility whatsoever for private lesson instruction.

A. Private Lessons and Floor Use

1. All instructors renting the BDC floor for private lessons must be approved by the BD, complete and sign this Instructor Guideline form, and either provide a copy of their personal or business liability policy or purchase a policy through BDC for \$100 ending January of each year. This price may be adjusted depending on actual BDC cost to purchase.
2. A private lesson is understood to be 1-4 students and 1 instructor.
3. Instructors will be billed at the end of the month at the following rates with the option of earning a discount of \$1 per hour as outlined in 3. e.
 - All floor fees must be paid within 14 days from the date of invoice or all teaching privileges (including group classes) are suspended until accounts are brought current.
 - If payment is made at or past 14 days and the check or other payment method is returned as insufficient, floor use is suspended pending board reinstatement.
 - Past due balances will be deducted from any income owed to the instructor
 - There is no charge for private lesson party door prizes.
- a. BDC Members
 1. \$15 for each separate lesson lasting over 30 minutes up to 60 minutes
 2. \$7.50 for each separate lesson lasting 30 minutes or less
 3. Back-to-back lessons with the same student or with different students will be treated as separate lessons with no combining of times.
- b. Non-BDC Members
 1. \$20.00 for each separate lesson lasting over 30 minutes up to 60 minutes.
 2. \$10.00 for each separate lesson lasting 30 minutes or less.
 3. Back-to-back lessons with the same student or with different students will be treated as separate lessons with no combining of times.
- c. Instructor Practice
 1. Any Board authorized instructor in good standing is permitted to use BDC practice facilities for the purpose of lesson development, routine development, showcase, and competition development as long as no students are involved.
- d. Students under 25 years of age
 1. \$5 for each separate lesson lasting over 30 minutes up to 60 minutes.
 2. \$2.50 for each separate lesson lasting 30 minutes or less.
- e. Rate Discount Option – with the goal of increasing Saturday night party attendance – Categories a, b, c.
 1. A \$1 discount will be applied at the end of the month for every hour danced at a Saturday night party.
 2. Dancing cannot be limited to personal private dance students.
 3. The maximum discount that can be earned on a single Saturday night is \$2.
 4. The maximum discount that can be earned in a month is \$6.
 5. The discount will be applied at the end of the current month to instructor floor billing.
 6. A record will be kept by the reception person on the party form.
 7. If an instructor chooses to DJ for the party, they are expected to dance with attendees in order to receive the Rate Discount.

8. In appreciation and in the spirit of partnership in exchange for dancing at parties, each instructor is encouraged to promote their private lessons by occasional demonstrations or announcements. They will also receive recognition in the Weekly News Flash.
4. A current membership list will be posted on the reception desk for use in determining fees.
5. BDC dance instruction and permanent leases have priority over private lessons and/or practice.
6. Times may be blocked for cleaning, construction, or special event decorating with prior notice.
7. Instructors are responsible for the accuracy of floor use logs for their private students.
 - a. Floor use logs must be placed in the safe or sent to the Treasurer electronically every Monday for the previous week.
 - b. There is a \$5 per day penalty for each day of delay in submitting floor logs after each Monday. After a 5-day delay, floor privileges are suspended pending board reinstatement.
8. Instructors are responsible for ensuring the BDC facility is left in order for the next lesson or class, which includes spills and cleaning their tables.
9. Instructors are responsible for non-use of BDC supplies and snacks for themselves and their students.
10. Instructors are responsible for the conduct of their student's children in regard to running, smudging the mirrors, and keeping them in the dance floor area during a lesson.
11. Storage of personal items is not provided.
12. The board may suspend private lesson privileges at any time for failure to follow instructor guidelines and/or policy.

B. Showcases

1. Instructors may organize and sublease the BDC facility for Showcases
2. A *Rental Application, Agreement and Contract* must be completed and approved by the BD. A deposit of \$100 is required. This will be returned if the facility is left in good order.
3. A fee of \$25 per hour is charged, and includes the actual show time plus the time needed for set-up and cleaning.

C. Workshops and Classes

Workshops

1. Workshops are to be submitted to the Education Director of the BD at least one month in advance.
2. Non-BDC members will pay a higher fee.
3. Instructors are paid a minimum of \$50 per hour or a split; whichever is more for the instructor.
4. Any income split is calculated as follows: add all admission fees, deduct snack expenses, divide the number by two. If there is enough for a split, BDC and the instructor each receive half of the workshop profit.
5. Workshops may be established with restricted enrollments

Classes

1. Classes must be approved by the Board and are paid at a rate of \$50 for each class from 1-14. For individual classes with attendance of 15 or more paid students, the pay rate is \$60.
2. Substitutes must be approved and scheduled by the Director of Education.

D. Youth Programs must be approved by the Board

E. Insurance

1. All dance instructors teaching private lessons in the BDC facilities must carry personal/professional liability insurance in the amount of \$1M and provide the Education Director with a certificate of such liability insurance or purchase liability insurance as an addition to the BDC Liability Policy before teaching lessons. The BDC policy is available for \$100 per policy

year that runs February – January. This price is not prorated and may be adjusted depending on BDC cost to purchase.

2. There will be no lapse in time when Instructors may teach private lessons without liability insurance.

F. Building and Climate Control

1. **Heating/Cooling:** the controls for the two units are located on the wall by the ladies room and the kitchen. All units should be set at the same temperature. The units are programmed to stay between 69-71 degrees.
2. Light switches are located on the right side of the front doors (two different doors) turn off all lights when leaving, except the kitchen light for security reasons. Check both restrooms to ensure no water is running.
3. Ensure that the building is securely locked (all four doors) and the alarm is activated when leaving.

G. Scheduling and Evaluation

The BDC is committed to providing an enjoyable, safe and superior educational environment for all dance participants. The BD recognizes that excellence in dance instruction is dependent on the quality of the professionals teaching at BDC. To that end, the BD has designated a Director at Large Board position exclusively to Education. Schedules of classes, workshops, dance rotations and all education related issues including evaluations are expected to be objectively and comprehensively presented to the BD through this Director.

Please contact this person first for any issues, concerns or proposals for new offerings. For the 2016-2018 Calendar years, the Director at Large for Education is Todd Biegger, 843-296-0395, or tbiegger@gmail.com.

Please sign below acknowledging you accept and will abide by the Guidelines for Professional Dance Instructors

Name: _____

Date: _____

Please attach a copy of your liability insurance if purchased separately or submit your name and address along with the fee to BDC for addition to the BDC liability policy:

A short resume of your Dance Experience and a digital Head/Shoulder picture is appreciated. Both will be used to advertise your classes and for introductions. Please attach or email to the Education Board member.

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