

Manual for the Operation of Australian National Square Dance Conventions Edition No. 20 Date of Publication - June 2005

(The First Edition was presented to the Convention Committee for approval in April 1986. It was subsequently amended and then submitted to and approved by the Annual General Meeting held in Adelaide in April 1986. This edition includes any Amendments up to and including the Annual General Meeting held at the 46th Australian National Square Dance Convention at Warrnambool, VIC on 24th March 2005. Certain matters of fact may have been altered in accordance with approved practice.)

PREFACE

This Operations Manual was initially prepared by a group of Square Dancers who have been involved in Australian National Square Dance Conventions for over twenty five years.

The Manual was then submitted to many organisations and groups of Dancers, Callers and Cuers from all States of Australia for expressions of opinion. As a consequence the Manual meets with the approval of a vast majority of those people experienced in both Australian National Square Dance Conventions and the operation of Square Dancing in general.

The National Square Dance Convention shall be planned and programmed primarily for the enjoyment and benefit of square dancers. It shall provide for the further development of the Square Dance activity through an interchange of ideas and methods.

Square dancers are friendly people, so hospitality shall be a prime consideration, not only among dancers but every effort shall be made to enlist City officials and businessmen in this endeavour.

All convention activities shall be planned so that they exert a tremendous influence on the Square Dance movement nation-wide, and set the patterns and examples for the numerous phases of the movement for future years.

Careful consideration shall be given to the panels, clinics and commercial exhibits, to workshop topics and materials used in the discussion panels, seminars and meetings for leaders, dancers, callers, and cuers.

The dancing program shall be planned to suit the square dancers who will be in attendance. This is a Square Dance Convention, and every effort should be made to keep the entire programme oriented toward square dancing and allied dancing forms.

The Convention Committee is urged to make its own plans. The Convention Board welcomes new ideas; it does not want each convention to be merely a repetition of all previous conventions. This doesn't mean that one should search for loopholes or ways to change the policies or operating procedures, but rather to look for new ideas to improve the convention within the framework of the existing Constitution and Manual

On the cautionary side those consulted generally agreed that several past Convention Committees had shown too much of a desire to go it alone without reference, thereby missing out on the benefit of the experience of past Committees.

There always seem to be areas where things could have been better if only the Committee of the present Convention had given more thought to what had gone before and not what they wanted to be the first to do.

It is suggested before any Convention Committee finalises their programme, they circulate it amongst previous Convenors for comment. This includes everything, including all the items listed herein. In this way, mistakes can be corrected before they happen.

There is a requirement the Convention be more than just a Festival. It must be planned to:

- (a) Promote the square dance, round dance, contra dance and clogging activities.
- (b) Promote good, sound leadership training.
- (c) Include well planned, quality panels and discussions.
- (d) Present square dancing to the general public as wholesome, enjoyable, relaxing recreation.

Good luck and best wishes for a successful Convention.

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100.0 DEFINITIONS

- 100.1 This Operations Manual has been created for those planning to operate an Australian National Square Dance Convention.
- 100.2 a) It is to be read in conjunction with the Constitution for the Operation of Australian National Square Dance Conventions and is intended to augment that document by providing more specific details, information and general advice.
- b) Where any matter is considered in conflict, the Constitution shall take precedence.
- 100.3 This Operations Manual has been approved at an Australian National Square Dance Convention.
- 100.4 A copy of the latest edition of the Manual shall be obtained from the previous Convention Chairman or the Keeper of the Constitution before it is used.
- 100.5 Any item or statement herein containing such words as “shall” or “must” is to be interpreted as being a mandatory requirement, provided it is in the power of the Convention Committee to carry out such a requirement.
- 100.6 Any item or statement herein containing such words as “should” or “recommended” is to be interpreted as being considered the most appropriate or desirable way of doing or providing something. This comment has been made as a result of previous experience and is conveyed to the Committee for guidance. It is up to the Committee to make a valued judgement, taking into consideration their own circumstances.
- 100.7 a) The words “dancer” or “delegate” shall mean any person who is capable of Square Dancing to the Mainstream Program and has registered for the Convention.
- b) Where applicable it shall be interpreted to include Callers and Round Dance Teachers.
- 100.8 Reference to the Convention Hall shall mean the Main Hall being used for the venue.
- 100.9 Reference to Committee shall mean the Convention Committee operating the Convention in question, unless otherwise stated.

101.0 PRELIMINARIES

- 101.1 It is recommended that before any bid be made by an area, the intention to bid should be advertised and a meeting of local Square Dance Clubs be held to ascertain the capability of dancers in that area to hold such a Convention. In this respect, depending on the location of the area, it can be anticipated that a National Square Dance Convention will attract between 1,000 and 2,000 Delegates.
- 101.2 Reference shall be made to the Constitution concerning how to go about bidding for a Convention. In the initial instance a Spokesperson is appointed to submit the bid. In effect this means the Dancers and/or Callers of the area form a loosely knit group to make a presentation to a Convention.
- 101.3
- a) The initial bid can be prepared by following the advice given in this Manual and applying it to the circumstances.
 - b) The bid shall include the supplying of preliminary details of the suitability of possible Venues, accommodation and transport together with an estimate of costs. The bid should give the proposed date of the Convention and details of other features including, those of scenic interest, that may persuade Delegates to vote for that particular area.
 - c) The bid shall be submitted in writing for record purposes. The length of the submission should not exceed three A4 size typewritten pages.
 - d) The bid should specifically set out in precise details any items or parts of the programme that will not comply with the conditions set out in this Manual.
 - e) The bid shall contain a written undertaking agreeing that the duties of Office Bearers are accepted on the understanding such duties do not conclude until the Annual General Meeting of the subsequent Convention. These duties shall include the preparation of all items, on time, to the various bodies as contained in the Operations Manual and the attendance of the Convenor(s) to answer any queries at the subsequent Convention.
 - f) The person or persons bidding shall attend a meeting of the Board prior to the Annual General Meeting for assessing the bid.
- 101.4 After the bid has been accepted by a Convention, it is necessary for a Public Meeting of Square Dancers to be held in that area to elect a Convention Committee. Refer to the Constitution for the precise details and strictly conform.
- 101.5 It is recommended the Spokesperson for the proposed Convention should seek the co-operation of all Dancers in the area and ensure that all Square Dance groups, clubs and Callers are aware of the Public Meeting beforehand.
- 101.6
- a) It is wise to ascertain beforehand those who might be interested in taking up office and are considered as being suitably qualified for the various tasks required by a Convention Committee.
 - b) It is appropriate to suggest these tasks be clearly defined at that Public Meeting so those present can make wise decisions.
- 101.7 The Constitution sets out the minimum office bearers to be elected to a Convention Committee. The following is regarded as a guide as to the appropriate qualifications of those to be elected:-

- a) The Convenor(s) shall be a leader and be able to organise and co-ordinate. The Convenor(s) should also have the ability to run a meeting in accordance with recognised Parliamentary practice, unless it is intended to appoint a special Chairperson for meetings. Where Co-Convenors are elected they shall have equal standing. If the intention of the public meeting held to elect the committee is to have only one leader then the wording for any second position should indicate that he or she is a deputy or assistant Convenor.
 - b) The Convention Secretary should be able to type or have access to someone who can, preferably in an honorary capacity. It is essential the Secretary have a telephone service connected.
 - c) The Convention Treasurer should have some accounting experience.
 - d) Although the Constitution does not specifically call for an Accommodation Manager, someone needs to be allocated the task of determining, and producing a list for registrants of hotels, motels and caravan parks in the general area of the Convention, their standards, contact details and distances from the main venue.
(Amended Mandurah 2002)
 - e) The Publicity Manager should have an ability to write articles and time to gain access to various media organisations.
 - f) Although the Constitution does not specifically call for a Transport Manager, someone needs to be allocated the job of organising transport between the Transport Terminals, Accommodation Establishments and the Venue.
 - g) Although the Constitution does not specifically call for a Venue Manager, someone needs to be allocated the job of co-ordinating and handling security, childcare, meetings and other matters pertaining to the general management of the venue.
 - h) It is preferable to have a mix of Dancers and Callers on a Convention Committee so that valued advice may be received from all sides. This particularly applies to any Programming Sub-Committee.
- 101.8 a) After the bid has been accepted, a typewritten Progress Report shall be submitted for approval to the subsequent Convention Annual General Meeting.
- b) This report shall supply more specific details, including an estimate of costs, and shall include an undertaking that the Convention is being planned in accordance with the Constitution and, unless qualified, fully complies with all the conditions and requirement contained herein.
 - c) Included in this Progress Report shall be answers to the Questionnaire (details yet to be finalised).
- 101.9 a) A typewritten detailed Final Report shall be submitted to the Convention Annual General Meeting immediately prior to the intended Convention supplying final details for approval.
- b) If the Committee cannot give an undertaking at this Convention that their Convention is to be run in accordance with the Constitution and this Manual, they stand the risk of losing the Convention.

101A.0 PUBLICITY

- 101A.1 Advertising for a future Convention may begin as soon as the committee referred to in Section 101.4 is elected. However, care needs to be taken to ensure that such advertising does not detract from advertising for any prior Convention.
- 101A.2 It is generally accepted that registration forms for any given convention will not be made available, nor will the cost of that convention be announced, until 12 months before the Convention or until the immediately prior convention, whichever is earlier.
- 101A.3 Where more than one forthcoming convention is allocated booth space at the current Convention, they should not be near one another and the immediate next convention should have the most advantageous site.

102.0 GENERAL REQUIREMENTS

- 102.1 a) For a Convention bid to be considered and accepted, it shall provide all the facts and figures which will convince the Delegates that the Venue is appropriate, that all sections of the Square Dance and Round Dance Community will have their needs satisfied and the Convention will be a success both socially and financially. This section sets out in general those factors.
- b) After acceptance of a bid, the details of the Convention should be confirmed in writing to the proprietors of the Venue and written acknowledgement received from them.
(Amended Mandurah 2002)
- 102.2 (a) The actual Venue shall include all rooms and facilities necessary for the holding of the Convention as described.
- b) Prior to booking the Venue, the Committee shall ascertain whether there is the possibility of any time, illumination and/or noise restrictions being imposed on the hall or its surrounds that may interfere with the Convention.
- c) The details of the Convention should be confirmed in writing to the Proprietors of the Venue and written acknowledgement received from them.
(Ratified Caloundra 2003)
- 102.3 a) The Convention Hall shall be of sufficient size to hold the total number of Dancers attending the Convention.
- b) It is preferable for the Convention Hall to be large enough to accommodate members of the general public who might be expected and indeed should be encouraged to attend.
- 102.4 Additional Halls for staging various Programs of Square Dancing, Round Dancing and Contra Dancing shall be provided, unless the programming can be so planned as to satisfy all the Convention requirements in the Main Hall.
- 102.5 Halls or Rooms for all meetings, seminars, debates and lectures, as well as the Annual General Meeting, shall be provided.
- 102.6 Suitable amenities including Toilets and Change Rooms shall be provided.
- 102.7 Spaces shall be provided for childcare facilities, exhibition booths, general resting and conversation areas.
- 102.8 Refreshments and Meals shall be provided as required herein.
- 102.9 a) Suitable access and parking space shall be provided.
- b) The parking area should be large enough to accommodate cars on the basis of 1 for every 3 delegates. If sufficient space is not available, alternative arrangements for parking should be considered
- c) Allowance and priority should be given to buses.

103.0 UNUSED

104.0 CONVENTION HALL REQUIREMENTS

- 104.1 a) The size of the Convention Hall shall be determined by allowing an area of 10 square metres for every anticipated Square of eight Dancers.
- b) To this area must be added the space required for seating plus one metre clearance to the entire perimeter of the Dance floor.
- c) As a guide, seating should be provided to seat at least one third of the total number of dancers at any one time.
- d) Add to the above calculation the area for the Stage and Sound Equipment and Programming Bay as specified elsewhere.
- 104.2 a) The Convention Hall shall have a completely level and smooth surface floor, free of any blemishes detrimental to dancing.
- b) It shall be capable of being speeded up or slowed down should the surface deteriorate beyond the normal speed expected for Square Dancing. The Committee shall have appropriate means on hand of achieving this.
- c) The floor shall be so constructed that usage shall not produce a dust problem. It should be noted that old, seldom used and/or poorly maintained tongue and grooved timber flooring will produce a rising dust problem.
- d) The floor shall be regularly swept down between sessions and shall be kept clean for the duration of the Convention.
- e) The floor shall preferably be of smooth, polished, sprung timber.
- f) Should the floor not be timber, details of its composition and suitability should be stated at the time of bidding.
- g) The Convention Committee shall ascertain whether the floor surface of the main hall or any subsidiary halls selected for the venue are suitable for the shoes worn by cloggers, in particular whether the shoes would cause damage, and advise of any deleterious circumstances.
- 104.4 The Hall shall fully comply with the local Council requirements for Public Halls and shall also be certified as complying with the requirements of the Local Fire Authority.
- 104.5 a) The hall should be capable of being heated and/or cooled to achieve a temperature of between 15 and 20 degrees Celsius.
- b) In deciding upon the initial heating/cooling of the Hall, the Convention Committee should take into account not only the external temperature and humidity but also the natural heat build up which arise from the presence of the delegates.
(Ratified, Caloundra June 2003)
- 104.6 The hall shall be ventilated to achieve a minimum of six air changes per hour.
- 104.7 The hall shall have clean walls and ceilings and be capable of being illuminated to recognised Square Dance hall lighting standards.
- 104.8 a) The hall shall be tested for good acoustic qualities before the bid is made.
- b) A Square Dance function shall be subsequently held for testing purposes after the bid has been accepted.

- c) The Trail In Dance shall be held in the main Convention Hall to enable final adjustments to be made to the sound and familiarisation of other facilities.

104.9 Refer elsewhere for Insurance clauses concerning any guarantees that may be required.

105.0 CONVENTION HALL STAGE REQUIREMENTS

- 105.1 The Stage for the Convention Hall shall be a minimum of 9 metres long by 5 metres wide and have a minimum working area of 5 metres long by 2.5 metres wide.
- 105.2 The Stage shall be a minimum of 1 metre high above the main Dance floor with a preferable height of 1350 mm.
- 105.3 The above dimensions do not include space for a Sound Equipment and Programming Bay which should be a minimum of 10 square metres in area, preferably situated on the stage and if not, adjacent and connected thereto.
- 105.4 a) The Stage area shall be well illuminated but not overlit in such a manner as to prevent Callers from seeing the dancing area.
- b) The Stage shall be suitably decorated for the occasion and in such a manner so as not to interfere with the calling or block the view of any Official Guests.
- 105.5 The Stage and associated Sound Equipment and Programming Bay shall have adequate light and power facilities available for the equipment to be used.
- 105.6 a) All wiring to the area shall be sealed or suitably protected from damage by taping or other suitable means to render the area completely safe.
- b) The wiring to the area shall be protected by a suitable cut out system, independent of the normal hall fuses.
- 105.7 Access shall be readily available from the hall to the stage, preferably by two stairs, one on each side. The Committee shall ensure these stairs are kept clear of persons and items at all times.
- 105.8 a) Official Guests should be seated at the front of the stage or other suitable location in such a position they may view the dancing but not interfere with the calling.
- b) Their seating shall be comfortable and so located they may move around and mix with the Dancers should they desire.
- 105.9 Non-alcoholic liquid refreshments for Callers, Cuers, Official Guests and Convention Officials shall be available adjacent to the stage at all times.

106.0 SUBSIDIARY HALLS

- 106.1 A Subsidiary Hall or Halls may be provided for the following:
(Ratified, Caloundra June 2003)
- a) Round Dancing sessions.
 - b) Contra Dancing.
 - c) Clogging.
 - d) Plus Square Dancing.
 - e) Other Dance programs as may be decided.
 - f) Practice areas for demonstration groups and Callers.
 - g) An assembly area for those waiting for Convention Hall presentations or demonstrations.
- 106.2 Any Subsidiary Hall or Halls should preferably be directly connected or adjacent to the Convention Hall, but suitably insulated from the Convention Hall so as to avoid interference. Where adjacent facilities are not available, all halls should be within a 5km radius of the Convention Hall.
- 106.3 The number of Subsidiary Halls required is determined by the programming and the requirements of the Convention.
- 106.4
- a) The size of any Subsidiary Hall shall be determined by the type of function to be held therein.
 - b) In general any Subsidiary Hall should be about one third the area of the Convention Hall.
 - c) The area required for seating in Subsidiary Halls is usually only one row of seats around the perimeter.
 - d) The same Subsidiary Hall may be used for all Dance sessions not held in the Convention Hall, provided the programming schedule permits.
 - e) The area of any Subsidiary Hall or Halls used for any Square Dancing shall be calculated in the same manner as indicated for the Convention Hall.
 - f) The area of any Subsidiary Hall or Halls for Round Dancing and/or Contra Dancing is difficult to determine, but due consideration has to be given to the optimum sizes for suitable dancing, irrespective of numbers.
- 106.6 Any Subsidiary Hall or Halls shall be provided with a podium at least 600 mm high, at least 5 metres long by 3 metres deep. Add to this an appropriate area for a Sound Equipment and Programming Bay.
- 106.7 Any Subsidiary Hall or Halls shall have the same standard of finish or requirement for floor, walls, ceiling, ventilation, acoustics, and lighting as the Convention Hall.
- 106.8 (Deleted Mandurah 2002)
- 106.9 Recording equipment shall be made available where it is considered appropriate for recordings to be made.

107.0 EQUIPMENT REQUIREMENTS

107.1 A sound equipment system shall be provided in all halls and shall comply with the following requirements.

- 107.2 a) The equipment should provide clear even sound, capable of being heard and understood over the dance floor area. The equipment must be thoroughly tested on days prior to the Convention, preferably with a crowded noisy audience to simulate concentrated Dance conditions.
- b) To protect the hearing qualities of dancers a sound level meter shall be available in the hall and the level of sound shall be kept to within recommended tolerances throughout the dancing areas. The acceptable level shall be based on a Decibel reading relevant to the legislation of the State hosting the Convention.
- c) The Convention Committee shall allocate the responsibility for monitoring the sound levels.

107.3 Back up systems covering all facets shall be provided to cover any breakdowns.

107.4 It is preferable for marshals to have roving microphones to report back to the stage so as to advise the compère of any problems.

107.5 A Caller's programming board shall be displayed on the stage or a nearby area. This should be augmented by an Electronic Programming Display if available.

107.6 A means of Professional Standard recording shall be available.

- 107.7 a) For health reasons all Callers and Cuers should be encouraged to use their own microphones. (Inserted Hobart 2004)
- b) To cater for those whose microphones are incompatible with the sound equipment being used, the Committee shall provide a choice of microphones, including a cordless roving type for clogging, for use by the Callers, Cuers and Instructors. (Amended Hobart 2004)
- c) They shall provide all Callers with advice on the choice and, where applicable, instructions on how to use them, prior to the Convention.
- d) A music and voice monitor shall be available adjacent to the Caller's position for adjustment to Caller's requirements.
- e) A music stand for cue cards should be provided.
- 107.8 a) It is recommended the advice of Callers, preferably those who have called at previous Conventions, be sought when selecting sound equipment.
- b) The use of existing Caller's equipment should be given preference over the use of outside Professional Sound Equipment due to the lack of knowledge by many outsiders of conditions peculiar to Square Dancing. This advice is based on past experience.

107.9 (Deletion Ratified Caloundra 2003)

108.0 MEETING ROOMS

- 108.1 a) It is necessary to plan the number of Meeting Rooms or halls based on
- i) the number of meetings for the various groups listed herein,
 - ii) the various seminars, debates and lectures scheduled by the Convention Committee,
 - iii) their programming with other events, sometimes running concurrently, and
 - iv) preferably, a small separate room for Committee meetings and meetings requested by various groups or Delegates.
- b) It must be realised that many leaders need to be in attendance at the majority of meetings. As a consequence, meetings of Societies, Callers and other groups should be arranged in such a way that the Delegates are able to attend all those which they have a need to attend.
- 108.2 a) The size of Meeting Rooms shall be determined by those expected to attend but shall be capable of holding the numbers stated elsewhere herein.
- b) The Meeting Rooms are to be set up for the numbers indicated or, in the case of Seminars, Lectures and Debates, the anticipated numbers.
- 108.3 All Meetings shall be concluded before the Annual General Meeting to enable any motions to be ratified. Organisers will find the programming of these meetings is a major task for two and a half day Conventions.
- 108.4 a) The size of the hall for the Annual General Meeting shall be sufficient to seat 200. The hall should preferably be tiered theatre style.
- b) The hall for the Annual General Meeting should preferably be tiered theatre style with a curved seating layout and having the Chairperson and Secretariat situated on a podium.
- 108.5 a) The hall for the Annual General Meeting shall have a set of microphones for the head table plus two microphones on stands in the body of the meeting.
- b) In addition it is preferable to have two roving microphones controlled by marshals.
- c) A controller shall be available to adjust and otherwise control the microphones.
- 108.6 a) A means of recording all proceedings shall be provided and such recordings shall be kept until the conclusion of the next Annual General Meeting following the Convention in question.
- b) All meetings shall be provided with microphone, speaker and recording systems, together with a controller or instructions necessary for the proper conduct and recording of the meetings.”

109.0 ADDITIONAL FACILITIES REQUIRED

- 109.1 A security and information desk or booth shall be situated at or near the entrance and should be manned at all times.
- 109.2 a) An attended Cloak Room Facility for the depositing of clothes and valuables shall be made available. The times this Facility is in operation shall be stated in the programme if it is not accessible at all times.
- b) If possible a separate security room should be made available for exclusive use of Callers.
- 109.3 a) Toilet facilities for both sexes shall be provided in sufficient numbers for the delegates.
- b) The toilets shall be of quality standard complete with toilet paper, soap and hand driers or towels.
- c) The Committee is warned the Convention extends over night and day for two and a half days and accordingly it must ensure that adequate reserve supplies of toilet requisites are available at all times.
- d) The facilities shall be maintained in a clean condition for the duration of the Convention.
- 109.4 Change rooms for both sexes, preferably with showers, shall be available on the premises.
- 109.5 a) A childcare facility for the care of children shall be provided and manned for the duration of the Convention.
- b) It is recommended there be two areas, one for children up to seven, with babies capable of being separated, and one for children over seven. The number of divisions is determined by the numbers booked in prior to the Convention.
- c) Trained personnel should be employed in accordance with State Legislation, or in the absence thereof, on the basis of one for every twelve children under four years and a lesser number for the older children.
- d) Appropriate entertainment should be provided for the differing age levels.
- e) Delegates should be encouraged to provide sleeping bags for their children as needed, and it is recommended they provide this information on their Registration Form.
- 109.6 a) The Refreshment area should be large enough to cater for 200 at any one time including 100 seated. It shall provide tea and coffee with sugar, milk and biscuits.
- b) If the committee is able and willing to do its own catering for the provision of continuous tea and coffee during sessions, guidance as to appropriate quantities is given in an appendix (Amended Mandurah 2002)
- c) Cracker type biscuits and cheese, as well as artificial sweetener, should also be available.
- d) In addition, natural fruit juices, soft drinks, dietary drinks and snack type foods, such as chips and nuts, shall be provided during all major dancing functions.
- e) The Refreshment Facility shall not sell alcoholic beverages.

f) Refer to Section 119 for the provision of meals.

109.7 A quiet Lounge Facility or Conversation Area with comfortable chairs, preferably off the Refreshment Area, should be available for quiet enjoyment and relaxation by the Delegates.

109.8 a) An accident or emergency room with bed and/or stretcher facilities and first aid equipment should be available.

b) It is recommended a St. John Ambulance officer be in attendance at all Dance sessions.

c) The Convention Committee shall publish the following Emergency Call for Medical Aid procedure and symbol in the programme and ensure that all aspects of it are able to be instantly implemented:

Emergency Call for Medical Aid

The "raising of hands" signal is the standard indication of an Emergency Call for Medical Aid. This signal is designed for use by Dancers to notify the Caller of a medical problem in their Square. When such a problem occurs, important minutes can be lost in the frenzy of waving arms and explanations which cannot be understood across a crowded floor. Dancers should carry out the following procedure.

Step 1. When a Dancer is in difficulty a second Dancer shall attend him/her.

Step 2. The remaining couples are to join hands and take a step backward. This allows the person requiring assistance appropriate air and space.

Step 3. On seeing this signal the Caller or hall monitor shall immediately place an emergency call for medical aid.

109.9 a) An area shall be allocated for Booths for the sale of Square and Round Dancing supplies and any other products considered appropriate for the occasion.

b) They should preferably be located adjacent to the Rest or Refreshment areas.

c) A plan of the Booth Areas should be available at the previous Convention to enable booking of spaces to be made.

d) Nothing contained herein shall prevent these spaces being leased to the parties involved.

e) Prominent space or spaces should be allocated for use by future Convention Committees.

110.0 DECORATION OF VENUE

- 110.1 a) The Venue, in particular the Foyer and Convention Hall, shall be suitably decorated for the occasion.
- b) The decoration is at the discretion of the Committee but should create a festive atmosphere.
- 110.2 The Convention Committee shall arrange for a suitable means of hanging all State and Club Banners and protecting them for the duration of the Convention.
- 110.3 a) The decorations shall include the hanging or otherwise displaying of a suitable size Australian Flag in such a manner that it shall be the prominent flag.
- b) The Committee is advised that if a row of flag poles is used, the Australian Flag is always flown slightly higher than the others.
- 110.4 a) The decorations shall include the hanging or otherwise displaying of all Australian State and Territory flags. (Amended Hobart 2004)
- b) The flag of the Host State shall take prominence over the others.
- 110.5 If an overseas country is represented, endeavours should be made to hire or purchase a flag of that country for display.
- 110.6 All decorations and hangings shall be displayed or hung in such a way they do not obstruct the view of the stage, present a danger to Delegates, create a fire hazard, or infringe the Fire Regulations.
- 110.7 a) The Convention Committee shall receive from the previous Committee the Convention equipment.
- b) This equipment shall be maintained in a good condition and be replaced and/or repaired as is necessary.
- 110.8 The Committee is invited to renew, replace and augment the equipment as considered necessary.
- 110.9 The Convention equipment list is indicated in an appendix to this document.

111.0 ACCOMMODATION AND AIRLINE ARRANGEMENTS

111.1 When requested, the Committee shall assist delegates to arrange and organise accommodation. (Amended Mandurah 2002)

111.2 Depending on the resources available to the Committee, the type of assistance can vary from

- (a) the Committee handling all aspects of the booking, through
- (b) handing all arrangements over to a tour operator, an airline or a travel agent, provided that no extra charge made by the tour operator, etc, is incurred by the delegate, to
- (c) merely providing a list of hotels, motels and caravan parks in the general area of the Convention, their standards, contact details and distances from the main venue. (Whole clause Amended Mandurah 2002)

111.3 For the benefit of the Committee the following general comments are made:

- a) Airlines may make bookings and approach various Hotels and Chain Motels for block bookings.
- b) The major Motel Chains are Best Western, Flag Inns Budget Motel Group and to a lesser extent Travelodge and Golden Chain . Best Western and Flag Inns have booking offices in every Capital city and every Motel in those chains can also make a booking. Some time ago Best Western advised they would be prepared to book Hotels and Caravan Parks as well.
- c) If using a Motel Chain, go to their head office and request them to reserve the Motels. Ask for block bookings and discounts, but remember the Convention is usually held on a long weekend when Moteliers usually have little difficulty in filling their rooms. The advantages for the Motelier are the block booking over several days, advance booking and payment of deposits, and usually a higher head of occupancy per room than normal bookings.
- d) The Convention Committee is entitled to a commission on bookings, provided that commission is not added to the normal tariff.
- e) Square Dancers require accommodation over the whole range available. However, in general, the majority seem be split into three categories.
 - (i) A Motel of three and a half to three star Australian Automobile Association standard of moderate tariff.
 - (ii) Economy Motel accommodation in the two and a half to two star category Australian Automobile Association standard, often with several beds to a room.
 - (iii) Less expensive suburban Hotels, Guest Houses or flat accommodation. This category is difficult and causes booking problems and dissatisfaction. It is recommended this type of booking be left to the individuals with the names of known facilities given to them.
- f) There are two other categories. They are Superior Hotel Accommodation and Caravan Parks. In general the following comments are appropriate:
 - (i) Visiting Dignitaries and Overseas Guests should be booked into a Superior Hotel unless they request otherwise. They can usually get a package deal with the Airlines which make these Hotels attractive.
 - (ii) A large contingent of Dancers use caravan parks.

- g) The specific requirements differ according to the location of the Venue, the distance the majority of Delegates have to travel and the travel package deals that can be made. However an estimate of the normal proportion of guests requiring these facilities is as follows:

Hotels, Motels, etc.

Superior Hotel:	10%
3 ¹ / ₂ to 3 star Motel:	30%
2 ¹ / ₂ to 2 star Motel:	40%
Cheaper Suburban Hotel, Guest House, or flat:	20%
Total for this type of accommodation:	100%

Caravan Parks

Caravan Park in on site vans:	75%	<u>Van totals</u>
Caravan Park in their own vans:	25%	<u>Van totals</u>

- h) It is estimated the proportion of Dancers requiring Caravan Parks to other forms of accommodation are:

Caravan Parks	20%
Other accommodation	80%

- i) The vast majority of Dancers at a Convention are Host State Dancers. The number of “Out of State” Dancers depends on several factors including the economy, time of year, location of Convention, etc. In general one can assume about 40% of the Dancers to be “Out of State”. The best indication is to obtain the records of the past Conventions, in particular those held in that State.

111.4 Where the Committee is handling all aspects of accommodation bookings,

- a) The Committee should set aside a certain number of Motels for block bookings by bus groups. Most bus groups seem to stay at three to three and a half star Motels. Commissions often go to the bus company and as a consequence, have to be shared or foregone by the Convention Committee.
- b) The Committee shall ascertain the age at which children are charged adult tariff at the various Motels and Hotels (the age varies). Details should be clearly stated on the Registration Brochure.
- c) The Committee shall confirm and secure holds on accommodation before the printing of the Registration Brochure. This should be done at least three months prior to the previous Convention. The confirmation and the duration of all holds on accommodation should be in writing. (Clauses combined and reformatted, Mandurah 2002)

111.7 (Deletion Ratified Caloundra 2003)

111.8 (Deletion Ratified Caloundra 2003)

111.9 (Deletion Ratified Caloundra 2003)

112.0 TRANSPORT ARRANGEMENTS

- 112.1 The Committee should ascertain the travel arrangements of the majority of Delegates and arrange to meet them at the various transport terminals to assist by providing advice on how to reach their accommodation.
- 112.2 a) The Committee shall arrange for transport between all nominated Accommodation Establishments and the Venue for the various sessions that are held, if required by the Delegates.
- b) Details of the departure times from both Accommodation Establishments and the Venue shall be made available to Delegates.
- 112.3 The transport costs involved may be included either as part of the overall ticket, a separate purchase of a transport component, or pay as one uses, depending on the location and circumstances.
- 112.4 It is usual to include the Trail-In Dance transport in the component. Any Trail-Out Dance or Post Convention Reception transport is usually not included in the component. It is normal for the Committee to provide private transport as needed for these functions.
- 112.5 a) Details of out of hours public transport shall be made available for those who may desire to leave or arrive at different times, independent of the Convention transport arrangements.
- b) The local Taxi companies shall be made aware of the Convention so as to expect calls.
- 112.6 The Convention Committee should arrange for transport to depart from the Venue for Accommodation Establishments commencing approximately one hour prior to the end of the evening sessions for those who would prefer an earlier night. The departure should be on an "as filled" basis.
- 112.7 It is usual to allow transport to be arranged for the Session commencing after the Annual General Meeting for those not wishing to attend that session and also for those who wish to sightsee in the afternoons but attend the evening Sessions.
- 112.8 The Convention Committee should assist by providing advice concerning transport to the various transport terminals at the conclusion of the Convention, to enable Delegates to connect with their transport home.
- 112.9 a) The Convention Committee shall make available a series of pamphlets and maps of the city and nearby scenic areas for sightseeing purposes. These are normally obtainable free of charge from the Government Tourist Bureau.
- b) The Convention Committee should be able to make arrangements for any Delegate desirous of going on a sightseeing tour during or at the completion of the Convention.
- c) The Convention Committee should be able to obtain a commission on sightseeing bookings.

113.0 VENUE PARKING

- 113.1 Adequate parking should be available at the Convention Venue, whether it be by way of “off street” or “on street” parking.
- 113.2 a) Where “off street” parking is available, the Committee shall arrange for parking attendants to assist Delegates.
- b) Parking attendants shall be easily identifiable at night and should preferably wear reflective material and carry torches or other suitable directional devices.
- c) Local Delegates should be encouraged to park farthest away from Venue.
- d) The parking area should be patrolled by Security Police during the Convention.
- 113.3 The Committee should note several groups travel by bus and suitable arrangements should be made for bus parking.
- 113.4 The Committee should note several Delegates travel by large caravan and require suitable parking arrangements.
- 113.5 Any parking lot arrangements should permit setting down and picking up at the front entrance door of the Venue, if possible, in case of inclement weather.
- 113.6 It is recommended the Police be advised of the Convention so they may monitor, and if necessary solve, any traffic problems.
- 113.7 The practicalities of bus access, turning circles and the like should be ascertained well before the Convention, preferably in conjunction with the Police and a local Bus company, bearing in mind some buses will be of the interstate type.
- 113.8 Permission should be obtained from the Authorities to have appropriate direction signs erected from the nearest major identification point to the Venue site, if it is not situated in a major location.
- 113.9 A map and directions on how to get to the Venue should be made available on request to any delegate.

114.0 PROGRAMME REQUIREMENTS

- 114.1 a) The programme shall be thoroughly planned prior to the Convention and shall contain a mix of dancing so as to satisfy the majority of the Dancers.
- b) In general the level shall be the Mainstream Program. However, the Committee should be aware that increasing numbers of delegates are also able, and may prefer, to dance to higher Programs such as Plus, A1 and A2 during daytime sessions.
(Amended Mandurah 2002)
- 114.2 a) The programme shall allow sufficient time for the Roundup or Square Up as may be the case, and the calling of the bracket.
- b) In each hour there shall be an additional 5 minutes allowed as a “make up” to maintain the programme on time.
- c) It is recommended that for any session, General Round Ups should not be placed first or last, or immediately after round dance segments, or special features.
- d) It is recommended that a suitable number of General Round Ups for a session should be one, or two maximum, and that other means of maintaining the perceived benefits of General Round Ups could be Couple Round Ups, Ladies Choice Round Ups, Square Ups, Interclub/State Round Ups, or Novelty Round Ups
- 114.3 a) There shall be a timing device available for hoedowns.
- b) The maximum time allowed for hoedowns shall be three and a half minutes, unless specially arranged as a feature.
- c) At the end of that time a warning light shall be displayed and the Caller given 15 seconds to complete his/her call. Failure to complete in the allocated time shall result in the music being disconnected.
- 114.4 a) The average time to be allowed for a bracket of two singing calls and one hoedown shall be twelve minutes from commencement of the first call to end of the bracket.
- b) The time to be allowed for a Round Dance bracket of two Rounds shall be eight minutes.
- 114.5 The overall time from one Square Dance bracket to the next, including Roundup, introduction, and calling, shall be no longer than 20 minutes for a bracket of three numbers.
- 114.6 a) Each segment of the programme shall have a compère to introduce and generally organise the segment. Compères shall be selected for their suitability and need not necessarily originate from the host State.
- b) The success of a Convention depends to a large extent on the ability of the compère to be able to organise the Dancers on the floor and set the atmosphere with a minimum of noise and delay.
- c) Compères who tend to shout or make unnecessary remarks or comments are to be avoided. It is recommended the Convention Committee makes these points clear to compères prior to their selection.
- 114.7 (a) Before finalisation of the programme, the Convention Committee shall provide “for Comment” copies to:-
- i. The Board

- ii. The Australian Callers Federation;
- iii. The Australian Round Dance Association; and
- iv. The Australian Clogging Association.

This shall be done in sufficient time for comments to be received and considered before having the programme printed.

b) The Convention Committee shall ensure that all programmed callers, cuers and compères are advised, at least one month prior to the Convention, that they have been programmed and the brackets in which they are involved.

- 114.8 a) Marshals shall be provided to assist in organising the Dancers as required. Their duty is to assist the compère and follow any instructions given.
- b) The Marshals' jobs will be easier if they are distinguished by their dress, a flag, a sash or other easily identifiable feature.
- 114.9 It is preferable to have at least two roving microphones or walkie talkie sets in contact with the stage.

115.0 SQUARE DANCING DETAILS

- 115.1 a) A Square Dance Roundup shall be under the control of the compère assisted by the marshals and is preferably carried out on a four across or eight across basis, depending on the size of the hall and the minimum time it is required to carry out the Roundup.
- b) The governing factor is usually whether the stage is on the long or short side of the hall.
- 115.2 The most satisfactory way to have a singles Roundup is to have rows of four men on one side and rows of four women on the other side, that is, eight persons across at the opposite end to (and with the back toward) the stage. This method solves coupling problems at the top of the Roundup. (Amended June 2003)
- 115.3 It is preferable to make the Roundup more orderly by having the marshals line up the Dancers across the floor before commencing the Roundup.
- 115.4 a) In the case of a Couples Roundup, two announcements should be made, one at the conclusion of the previous bracket so as to give the dancers time to invite partners to accompany them, and one when announcing the Roundup. (Amended June 2003)
- b) A Couples Roundup should be conducted in the same manner as a Singles Roundup except the four dancers across would be in couples. (Amended Mandurah 2002)
- c) It is recommended an identifiable area be nominated for singles to select a partner during Couples Roundups.
- 115.5 In the case of an Interstate Roundup, proceed as for a Couples Roundup except that the dancers should invite partners from a State, Territory or Country other than their own. (Amended June 2003)
- 115.6 a) No Square shall be filled from the stage, except to complete the roundup.
- b) The filling of Squares over the hall wastes dance time. Once started it is difficult to stop, but if the rule of only filling a Square to complete the roundup is maintained, the dancers will quickly adapt to it.
- c) Dancers should be discouraged from attempting to form roundups before the previous square or round dance bracket has finished and encouraged to follow the advertised programme by not squaring up from the sides of the hall.
- (Amended June 2003)
- 115.7 a) A "Square Own Sets" bracket should be announced two times, once at the end of the previous bracket and once when announcing the bracket. (Amended June 2003)
- b) It shall be the responsibility of the sets to fill their own squares
- c) Incomplete Squares shall only be filled in front of the stage.
- 115.8 The rules of the Roundups shall be clearly announced and be included on the printed programme.
- 115.9 In the Convention Hall general dancing sessions, it is recommended there should be at least two Square Dance Brackets to one bracket of associated type dancing. (Amended Mandurah 2002)

116.0 ROUND DANCING DETAILS

- 116.01 a) The Convention Committee shall select a member of the Round Dancing Teaching Membership hereafter referred to as the Round Dance Representative to select all Round Dances and Cuers at the National Convention. This selected Round Dance Representative shall submit such selections to the Convention Committee for approval.
- b) The Convention Committee shall inform the Australian Round Dance Association and State Cuer and Caller Bodies at least six months prior to the Convention which sessions are to be made available at the Convention.
- 116.02 The Convention Committee shall provide the following in the Convention Program:
- a) A Main Round Dance session (refer 116.04).
- b) A half hour Round Dance session each night before the Square Dance Session (refer section 116.04b).
- c) At least one Round Dance bracket during each morning and afternoon Square Dance session to ensure programming opportunities for first time Cuers.
- d) An additional total two hours for the sole teaching of the Experimental Round Dances nominated for this Convention.
- e) Additional Round Dance sessions or Round Dance brackets at the discretion of the Convention Committee.
- 116.03 The general requirements for the Round Dance sessions shall be as follows:
- a) The M C of all Round Dance sessions shall be an accredited Teacher or Leader under the various classifications as set out in the Australian Round Dance Association Constitution.
- b) Dances in all brackets shall be from the most difficult to the easiest, in descending order, so as to avoid a rush onto the floor at the commencement of the bracket or dancers walking off during a bracket whilst others are still dancing.
- 116.04 The specific requirements for the Round Dance sessions shall be as follows:
- a) The requirements for the Main Round Dance session shall be as follows:
- (i) The Saturday afternoon shall be reserved for the Main Session.
- (ii) The Main Hall shall be made available, unless there is another hall of similar size.
- (iii) The time shall be three hours with one continuous hour, preferably the first hour, being set aside for the demonstration, teaching and voting of the Showcase Rounds nominated for selection at the Convention.
- (iv) Consideration be given that nothing be programmed in opposition to "The Showcase" hour to enable all dancers to learn these dances and cast their votes.
- (v) The Round Dances shall be selected from the Main List and the Experimental List of the current Australian Round Dance Convention list and shall be from Phase III and above with the exception of the Showcase hour.
- b) The requirements for the half hour Round Dance Sessions shall be as follows:-

- (i) The Round Dances shall be selected from all sections of the current Australian National Round Dance List, and any new Showcase Rounds selected at an earlier session.
 - (ii) The level of dances shall be below Phase III+1.
- c) The requirements for Round Dance brackets in non round dance sessions shall be as follows:-
- (i) Each bracket should contain two Round Dances.
 - (ii) The Round Dances should be selected from the current "Main" and Supplementary and Callers List sections of the current Australian National Round Dance Convention list. (Amended Mandurah 2002)
 - (iii) The level of dances shall be below Phase III+1.
- d) The requirements for the Experimental Rounds session shall be as follows:-
- (i) A total of two hours shall be set aside for this session. It need not be continuous.
 - (ii) Complete guidelines for this session are listed in the Australian Round Dance Manual Section 9. A copy is available from the Australian Round Dance Association (Amended Mandurah 2002)
- e) The requirements for the Extra Round Dance session may be as follows:-
- (i) The Sessions may be used for education conducted with the assistance of the Australian Round Dance Association's Education Sub-Committee.
- 116.05 The following Cueing qualifications are to be observed:-
- a) A person wishing to cue at a National Convention must meet the minimum requirements of an appropriate Australian Round Dance Association membership classification.
 - b) If a cuer is unable to meet the classification due solely to their inability to attend National Conventions then consideration should be given to the frequency of cueing at State events.
 - c) Round Dance Leaders and Teachers who have cued at a minimum of two previous National Conventions shall be eligible to cue at the following sessions:-
 - (i) The Main Round Dance Session
 - (ii) The Half Hour sessions on Friday, Saturday and Sunday nights in all halls
 - (iii) All evening Round Dance Brackets in the Main Hall
 - d) Round Dance Leaders or Teachers who have cued at previous National Conventions shall be eligible to cue at any sessions.
 - e) Leaders, Teachers, Associate Teachers and Cuers shall be eligible to cue at all remaining sessions e.g. all daytime sessions and brackets in all halls with the exception of the Plus Square Dance Session.
 - f) Overseas delegates (Cuers Teachers and Leaders) not being members of the Australian Round Dance Association, should be given the opportunity to cue.

116.06 The following guidelines are to be observed:

- a) The use of Cue cards shall be permitted.
- b) The Convention Committee has the right to restrict the total number of cuers

116.07 Application to Cue.

Please refer to Section 129.

(Amended June 2003)

116.08 The General Requirements of Showcase Rounds.

- a) Refer section 116.04 a) (iii) and (iv).
- b) Areas recognised by the Australian National Convention Constitution are invited to present Showcase Rounds.
- c) The choice of Round Dances to be presented as a Showcase is left to the Australian Round Dance Association members of each Area presenting a dance. The Convention Committee shall have an obligation to exclude a nominated dance if the requirements are not met.
- d) A nominated Representative from each State or Area shall be available to teach and cue the Showcase Round if it is selected.
- e) Up to four couples may present the Showcase. It is up to the nominating area to organise this. Dancers may either come from the nominating area or a mixture of other areas
- (f) The selected Round Dance Representative shall advise the Australian Round Dance Association Executive of the dances which have been nominated for the Showcase. Voting slips will then be made available by the Australian Round Dance Association to the Convention Committee. The administration of the voting held at the Main Round Dance Session shall be conducted by members of the Australian Round Dance Association Management Committee or their proxies. (Amended Mandurah 2002)
- (g) Should any State or Territory recognised by the Australian National Convention Constitution not present a Showcase then the Management Committee of the Australian Round Dance Association should be contacted and they be empowered to nominate a dance to fill this vacancy if they feel it is necessary. It will be the responsibility of the Management Committee of the Australian Round Dance Association to organise and fulfill the necessary requirements of this Showcase presentation.

(Inserted Mandurah 2002)

116.09 For the specific requirements of Showcase Rounds in the Main Round Dance Sessions refer to the Australian Round Dance Association's By Laws sections 9.3 (a) to (f).

116.10 CLOGGING DETAILS.

116.11 The Convention Committee shall elect a selected Clogging leader to manage the clogging sessions.

116.12 In the absence of anyone in that State considered suitable they shall seek advice from the Australian Clogging Association concerning the programming and managing of the Clogging sessions.

116.13 The Convention Committee shall provide the following in the Convention Programme:

- a) A main Clogging session.
- b) A time or times for Showcases and Workshops which may be spread throughout the Convention.
- c) Additional Clogging sessions at the discretion of the Convention Committee.
- d) Seminars and lectures on clogging as may be requested.

116.14 The general requirements for Clogging sessions shall be as follows: -

- a) A suitable hall of adequate size shall be made available for the Clogging session(s).
(Amended Mandurah 2002)
- b) Any hall used shall be capable of dancing up to 150 persons and have a floor suitable for the activity.
- c) The minimum time allocation for the Main session shall be 2 hours duration.
- d) In addition various additional periods of a minimum of 45 minutes duration should be made available for showcase and workshop sessions throughout the Convention.

116.15 a) The program shall be prepared by the Selected Leader and submitted to the Convention Committee for approval in time for inclusion on the printed program.

- b) The program submission shall contain full details including timing, dances and cuers' names.
- c) The Selected Leader shall reserve the right to nominate a Cuer for a particular dance and to change a request from any cuer where there is a duplication.
- d) The Selected Leader will program dances from the current Australian Clogging Association Convention Dance List or the Golden Oldies as established at the 1990 Brisbane Convention as amended, unless otherwise specifically requested and approved by the Australian Clogging Association.
- e) The Selected Leader will consider requests for special club favourites to include in the program up to the time of selection.

116.16 The following sets out the showcase and workshop requirements:

- a) Each Area may contribute one Showcase number.
- b) A Showcase shall be taught by a Cuer qualified in instructing. The Cuer shall advise the time he will take and shall keep within that time limit.
- c) In the case of Workshops, they should be divided into segments of Easy Intermediate, Normal Intermediate or Advanced Level.

- d) Showcases and Workshops may be combined with a general session or form part of other sessions of the clogging program.
- e) Each program segment shall start and finish with an easy level dance.

116.17 The following cueing qualifications shall be observed:

- a) For persons to be eligible to Cue at a National Convention, they must meet the minimum cueing qualifications laid down by the Australian Clogging Association.
- b) They must be cueing on a regular basis at club level, or
- c) Have cued to the satisfaction of the Australian Clogging Association at a previous National or State Convention or major festival, or
- d) Be deemed competent to cue by their local Area Clogging Committee.
- e) Guest Cuers, in particular visiting Overseas Cuers, who do not meet the above requirements may be invited to Cue, subject to approval by the Selected Leader, who shall investigate and report on their suitability before they are listed on the programme.

116.18 Application to Cue

- a) Please refer to Section 129. (Amended June 2003)
- b) The Selected Leader shall satisfy the Convention Committee concerning the suitability of applicants and their ability to professionally cue or in the case of teaching, suitably qualified to teach the nominated dance, prior to accepting the application. (renumbered, June 2003)

116.19 It will be the responsibility of the Cuer to supply a quality recording of the number that Cuer desires to present.

116.20 OTHER FORMS OF DANCING

116.21 The Convention Committee may organise at least one session for Contra Dancing. The Callers and Cuers shall be experienced in Contra Dancing.

116.22 The Convention Committee may organise other forms of Folk, Country or Western type Dancing sessions or demonstrations, should it deem them appropriate for the Convention. The Convention Committee should seek advice from qualified persons before proceeding.

(Clauses 116.23 to 29 not used.)

117.0 PROGRAMME FEATURES

- 117.1 a) There shall be an Official Opening Ceremony which shall be accorded the dignity it deserves.
- b) A prominent person such as a Premier, Lord Mayor or well known personage shall be asked to attend and open the Convention. An alternative is a well known Square Dance Identity.
- c) The National Anthem shall be played at the commencement of the Opening Ceremony.
- 117.2 The Opening Ceremony shall include a feature event, such as a march past of Club and/or State Flags and Banners or a Grand Parade of Dressed Squares or a combination thereof.
- 117.3 a) The Closing Ceremony shall be on the last evening of the Convention. Opportunity shall be taken to thank all those who have helped stage the Convention.
- b) It is recommended a list be prepared well beforehand so as to avoid missing any prominent participant. The list should be short, mentioning only significant people by name and grouping others by general description.
- 117.4 a) Reference is made to the Constitution which requires opportunity be given to the Convenor(s) of the following Convention, as part of the the Closing Ceremony, to invite Dancers to join that Convenor(s) at the next Convention.
- b) The Convenor(s) of the following Convention shall then thank the present Convenor(s) on behalf of all those present.
- c) A series of "Thank You s" which delay proceedings is to be avoided.
- d) Users of the microphone on this last night should be requested not to add their personal comments.
- 117.5 a) A Grand Parade of Dressed Squares, as well as a Dressed Squares Bracket, shall be incorporated as part of the programme.
- b) Unless some other feature is planned, it is recommended this be incorporated in the Opening Ceremony as mentioned above.
- c) Whilst it is to be hoped that every State and Territory will participate in the Parade of Dressed sets, attention must not be drawn to any State or Territory not so represented.
- 117.6 a) Feature Demonstrations should be invited from all States and Groups. The Demonstrations should be spaced at regular intervals, both for the benefit of featuring the groups and as a means of providing rest breaks for the Dancers.
- b) Any Feature Demonstrations shall be interesting, original and have variety. They shall not be overly repetitive or of long duration.
- 117.7 a) Clear, precise details shall be obtained from the Demonstration Groups well before the Demonstrations so that accurate records, entrance and exit times and points, positions and lighting can be efficiently provided.
- b) The Demonstration Groups shall time the presentation beforehand and supply the Convention Committee with accurate details.
- 117.8 a) The presentation of suitable non-Square Dance entertainment as a relief from Square Dancing is acceptable.

- b) It shall be accurately timed. (Amended Mandurah 2002)
- 117.9 a) Any Special Announcements and/or Presentations shall be made at a popular time with appropriate action, such as a fanfare, being given to ensure the quiet attention of the occupants of the hall.
- b) Special Announcements and/or Presentations shall be made when only the Convention Hall is being used. (Amended Mandurah 2002)

118.0 PROGRAMME SEGMENTS

- 118.1 a) The following presumes a Convention commencing with a Trail-In Dance on the Friday evening, the Official Opening Dance on the Saturday evening and the Closing Dance on the Sunday evening.
- b) Where the Convention is on other days or extends over a different duration, it shall have received approval from the Annual General Meeting of a previous Convention and the following outline shall be altered as required.
- 118.2 a) The Friday evening Trail-In Dance should have the main event in the Convention Hall.
- b) It shall consist of Mainstream Square Dancing.
- 118.3 a) On the Saturday afternoon the Convention Hall shall be used for Round Dancing, unless a Hall of equal size is available.
- b) Square Dancing shall be held in a Subsidiary Hall and should include experimental Square Dancing and instruction of differing Programs.
- 118.4 a) The Saturday evening shall be the Official Opening Square Dance and shall be held in the Convention Hall. Dancing shall be to the Mainstream Program.
- b) Other functions may be held in the Subsidiary Hall or Halls, but not during the half hour preceding or during the Official Opening Ceremony.
- 118.5 a) Plus, Advanced, or experimental dancing Programs may be held in the Subsidiary Hall or Halls.
- b) It cannot be over emphasised, and the Convention Committee should note, that too many functions in Subsidiary Halls can reduce the atmosphere in the Convention Hall. This should be avoided.
- 118.6 a) Sunday morning shall be devoted to the Annual General Meeting.
- b) No opposing function shall be held.
- 118.7 a) Sunday afternoon shall incorporate a segment for up and coming Square Dance Callers.
- b) Segments shall also be planned for Round Dancing, Contra Dancing, Clogging and possibly other forms of Folk type dancing.
- 118.8 a) On the Sunday evening, the Square Dancing in the Convention Hall shall be to the Mainstream Program.
- b) The Subsidiary Hall or Halls may have Plus or other Programs of dancing.
- c) The program in any Subsidiary Hall or Halls shall terminate a minimum of 45 minutes before the Closing Ceremony in the Main Hall.
- 118.9 a) On the Trail-in evening it is recommended the dancing commences at 7.30 pm and concludes at 10.30 pm.
- b) On the Closing evening it is recommended the dancing concludes at 10.30 pm.

119.0 THE PROVISION OF MEALS (Substantive paragraphs deleted in their entirety pending review. June 2003)

119.1 Where there are an adequate number of eating houses located convenient to the venue, the Committee should issue to all delegates a list thereof. (Inserted Hobart 2004)

119.2 Where there are no, or insufficient, eating houses located convenient to the venue, the Committee should seriously consider arranging for pre-paid meals to be supplied at the venue. In this event:-

- a) Meals shall be planned so as to avoid lengthy queues, delays or slow service. This may necessitate splitting the Delegates into groups.
- b) The capacity of Caterers to provide large quantities of good quality meals within a reasonable time limit shall be ascertained before their engagement.
- c) A choice of meal should be available.
- d) The Caterers shall contract to provide good quality food in an attractive manner using proper utensils including crockery and cutlery. Junk food utensils are not acceptable.
- e) The quantity of food should be sufficient for the vast majority to select the meal of their choice. (Clause Inserted Hobart 2004)

120.0 DELEGATE DANCING STANDARD AND BEHAVIOUR

- 120.1 a) Only Dancers capable of dancing to the Program stated shall be permitted to dance.
- b) Where it is patently obvious a Delegate is unable to dance the stated Program, the Committee shall approach the person in question and request his or her non-participation. If the offender persists, he/she is to be asked to surrender his or her Convention ribbon and leave the dance floor. (Amended Mandurah 2002)
- c) The person may remain as a spectator providing an undertaking not to attempt further dancing is given.
- 120.2 a) Every Delegate is charged with the responsibility of being fully aware of the etiquette of Square Dancing and shall conduct himself/herself accordingly.
- b) Square Dance etiquette may be defined as follows:
- (i) A Dancer must conduct himself or herself with courtesy and good manners, in particular towards fellow Dancers.
 - (ii) When on the Dance floor one shall pay attention to and follow the instructions of the compère, marshals and Caller and shall remain in the set until the conclusion of the bracket.
 - (iii) When dancing a Dancer shall dance smoothly in such a manner as to assist in the enjoyment, safety and comfort of fellow Dancers.
 - (iv) A Dancer must maintain a high standard of personal hygiene and grooming so as not to give offence to fellow Dancers and maintain the general high standard of the Square Dance movement.
 - (v) Women dancing in the left hand position (usually referred to as the man's position) should be welcomed without discrimination. Such women may adopt either the ladies attire set out in clause 120.6, with the addition of a coloured material sash or, if they exclusively dance in the left hand position, the attire set out in clause 120.5 for men.
- [Approved Tamworth 10.6.01]
- 120.3 a) The Committee shall reserve the right not to admit anyone, who in their opinion, is improperly dressed or who is not in fit and proper control of their faculties or is considered liable to give offence to other Dancers.
- b) It is recommended in the case where the person in question has a Convention ticket, the decision be made by the full Committee and the remaining portion of the ticket, less a cancellation fee, be refunded.
- 120.4 No person is to be permitted on the Dance floor who is not neatly, cleanly and correctly dressed in recognised Square Dance attire. This shall not preclude a person specially attired for novelty and demonstration items.
- 120.5 a) Square Dance attire for men shall be interpreted to include a buttoned, full length sleeve shirt, complete with bolot tie, cravat or similar.
- b) Trousers, slacks or dress type jeans shall be neat and tidy. Dress shorts are permitted only in conjunction with long roll top socks.

- c) Clean shoes, dancing pumps or dress boots shall be worn and shall be of a type that will not mark or damage the floor.
 - d) The wearing of a hat indoors, except where it forms part of a demonstration, is unacceptable.
- 120.6 a) Square Dance attire for women shall be interpreted as including the wearing of a full-type Square Dance dress or skirt and blouse, complete with suitable discreet underwear. Full backless-type, bare back or bare midriff dresses or blouses are not acceptable.
- b) Dress and jewellery must be such that they will not damage other Dancers or their clothing.
 - c) Clean, low-heeled or flat-heeled shoes or jiffies of a type that will not mark or damage the floor shall be worn. Spike or small type heels are banned (heels must be a minimum 25mm long in all dimensions in contact with the floor surface).
- [Approved Tamworth 10.6.01]
- 120.7 a) Smoking in any form is not permitted in any Dance hall areas or meeting rooms.
- b) Appropriate “No Smoking” signs shall be displayed.
- 120.8 Alcohol shall not be consumed on the premises, except as noted under “meals”.
- 120.9 All Delegates shall at all times wear their convention ribbon, state identification and name badges of some form.

121.0 CALLER ELIGIBILITY, REGISTRATION AND OBLIGATIONS.[Replaced Hobart 13.6.04]

121.1 Philosophy. Eligibility to call at the various sessions of a National Convention is based on the caller-applicant's ongoing participation in specific Callerlab Programs within the square dance activity. Therefore, callers have to satisfy the eligibility criteria for each of the Callerlab Programs for which they apply to call (Mainstream, Plus, Advanced 1, Advanced 2 etc.)The purpose of the Eligibility Criteria is to ensure that all callers who are programmed for the various dance sessions at a National Convention have appropriate skills and experience to provide entertainment for the dancers.

121.2 Caller Registration. Please refer to Section 129.

Eligibility of applicants will be based on validated information which is available to the Convention committee by the applicant. This will include use of the ACF caller database and callers therefore have an obligation to keep this up-to-date.

121.3 Definitions

121.3.1 Square Dance Club: A gathering of at least 10 dancers who meet and dance at a regular venue at least fortnightly, for the purpose of a minimum session of two hours of Square Dancing at one of the advertised and recognised CALLERLAB programs - Mainstream, Plus, Advanced 1, Advanced 2 etc. The club shall be open to all dancers at that program.

121.3.2 Program: The appropriate current CALLERLAB approved programs; Mainstream (with the addition of Grand Slide), Plus, Advanced 1 and Advanced 2.

121.3.3 Veteran Caller: A caller with greater than 25 years recognition as club caller and who has called at five or more National Conventions, who has retired from regular calling commitments.

121.3.4 Learner Course: A learner course is defined as a series of teaching classes for either non-square dancers to learn the CALLERLAB Mainstream Program, or for dancers to progress from one specific CALLERLAB Program to the next. A successful course should graduate a minimum of four dancers. Should fewer than four dancers graduate, or the class not run to completion due to dancer attrition, then evidence of promotional effort must be made available to, and accepted by, the State Association. In this way a caller may still satisfy the eligibility criteria.

121.4 Requirements for all Classifications

121.4.1 State Validation: An Australian caller's eligibility to be considered for programming, is to be certified by the caller's home State Caller Association. Callers desirous of consideration for programming at Australian National Conventions should submit details of their current and previous calling experience, including the conducting of learner courses, to their State Caller Association for this purpose. The Convention programme committee has the right to further validate caller information taken from the web-site with state caller bodies.

121.4.2 ACF Database: The central source of all caller credentials shall be the ACF database. State Caller Associations will pass on the relevant information through the annual ACF membership renewal process. Callers have the obligation to ensure this happens and the ACF has an obligation to keep the web-site database current. This system will greatly assist the programme committee through the use of a central source of information.

121.4.3 Overseas Callers: The Convention programme committee has the right to confirm the caller credentials of an overseas caller with the respective home country caller association.

121.5. Program Criteria All Programs

- a) A caller applying for consideration for programming must have completed at least two learner courses, each of which completes a CALLERLAB Program, within the five years immediately prior to registration. At least one of those learner courses must have been for the CALLERLAB Mainstream Program.
- b) A caller applying to call a specific CALLERLAB program must have completed at least one learner course within that specific program.
- c) A caller applying to call a specific CALLERLAB program must have been regularly calling that program at regular sessions at a Square Dance Club, for no fewer than four years immediately prior to registration closing date.
- d) A caller who previously had been eligible and has previously called at a National Convention, and who has resumed calling after a break exceeding one year, would only need to have two years calling immediately prior to registration to satisfy criteria c) above and, provided this person still satisfies criteria a), would regain eligibility.
- e) A caller who
 - i) has continued calling;
 - ii) has maintained eligibility for one or more CALLERLAB programs other than Mainstream; and
 - iii) recommences club calling at a CALLERLAB program which is considered part of the program for which eligibility has been maintained,would only need to have one year calling at the recommenced program immediately prior to registration closing date to satisfy criteria c) above.

121.6. Other callers.

International/overseas and Veteran callers will be programmed;

- (i). if known or invited, and
- (ii) information on their ability as a caller has been investigated.

121.7 Caller Responsibilities

The Convention committee shall ensure all callers who are programmed to call are fully aware of their responsibilities:

- (i) The callers shall restrict their calls to the nominated dance program.
- (ii) It is the responsibility of the caller to call to the dancing level of the floor. Callers should adjust their call delivery to keep the majority of the dancers dancing.
- (iii) A “walk through” is only permitted in workshop or teaching sessions.
- (iv) Callers should present themselves to the stage management one bracket prior to their allocated bracket to facilitate the smooth flow of the program.
- (v) Callers should ensure that their presentation is in good taste and not able to be misinterpreted as being offensive.
- (vi) Hoedowns should not exceed four minutes in length in brackets containing three or more numbers.

122.0 CALLER SELECTION AND PROGRAMMING.

[Replaced Hobart 13.6.04]

122.1 Whilst it may be considered desirable to have all registered callers who are eligible appear on the programme, it should be remembered that dancers are travelling from interstate and overseas to attend an Australian National Square Dance Convention, and they would expect the best calling available.

122.2 The Convention committee has the right to restrict the total number of callers on the programme.

122.3 The Convention programme committee should determine the eligibility of, and seed, all callers who have registered. It is recommended they seed all callers into categories as defined in clause 122.4. To assist them in the task of determining eligibility and seeding they should consider information from the following sources:-

- a) Information provided by the applicant.
- b) Information from the ACF database.
- c) Information from the State Caller Associations.
- d) Information from relevant overseas sources in the case of visiting overseas callers.
- e) Other factors that may be considered when seeding callers otherwise qualified are:
 - * Has the caller any special talents?
 - * Has the caller called at previous National Conventions?

122.4 It is recommended all eligible callers be seeded into the first three of the following six categories. Note the last three categories are special categories covering veteran, overseas visiting callers, and ineligible callers, who, by their very nature, are treated separately when it comes to programming.

- a) Category 1. Eligible Callers who have the following qualities:- exceptional calling talent, widely recognised dancer popularity, lifting presentation, good voice, ability to entertain, an excellent command of Hoedown Calling, ability to conduct successful workshops and show good use of Extended Applications. This group is expected to be the top 10% to 15% of applicants.
- b) Category 2. Eligible Callers who have good skills and can be relied on to do a professional job on both a singing call and a hoedown. This group should be about 75% of applicants and would cover the majority of eligible callers.
- c) Category 3. Eligible Callers who have some deficiencies in their skills, and thus have limitations in their on-stage performance. For example, the deficiencies may be problems with calling a hoedown, or with poor voice projection skills, or may just have limited calling skills generally, including the need to read standard choreography in order to call. It is assumed because of the convention eligibility criteria that this group would not exceed 10% of applicants.
- d) Category 4. A Veteran Caller, as defined in Clause 121.3.3, who has applied to call, should, as a courtesy, be forwarded a copy of the current CALLERLAB program lists. This will avoid use of calls that have been deleted or moved to another program.
- e) Category 5. If Overseas Callers who are invited, or visiting, have recognised or known talents, then they may be programmed similar to a Category 1 Caller. Otherwise,

depending on available information, these callers would be treated similar to a Category 2 or 3 callers for the purposes of programming.

- f) Category 6. Ineligible Callers who, under Section 11.013 of the Constitution have been recommended by their State Caller Association for presentation as new callers, should be considered within a "guest calling" spot but should not be included as a programmed caller.

122.5. Balanced programme

It is the responsibility of the Convention programme committee to develop a balanced programme and where possible, whilst allowing for the system of seeding, treat all callers within each category equally. It is the Convention programme committee's responsibility to select and position callers on the programme and to consider the allocation of some categories of callers to specific dance sessions, or to use callers with special talents to enhance the programme. To this end, it is reasonable to consider all night time sessions, apart from Trail-In and Trail-Out dances, equally.

122.6. Limiting number of callers

Where a decision is taken by the Convention programme committee to limit the number of callers, then "guest calling" spots, Category 3 and Category 4 callers should be the first to be left off the programme. Should further reduction be necessary then there may be a need to further seed callers in Category 2 in order of merit, to decide who will make or miss the caller limit.

122.7. Number of calls allocated to callers

The Convention programme committee should calculate the number of calls in each dance program and the number of eligible callers in each program and calculate an average number of calls per caller for each dance program. This average will serve as a rough guide, Category 1 callers may receive up to twice the average, while Category 2 callers should receive near or just below average. Category 3 callers should receive well below average number of calls and not at prime times. Naturally, these allocations are subject to each caller's nominated availability. Prior advice of an allocated calling commitment should be advised to the callers prior to the convention.

122.8. Programming Committee structure

The Convention programme committee shall include at least one caller, who shall be a "Mainstream Program" caller. It is preferred that this caller has a number of years experience at National Conventions.

122.9. Caller Exclusion

State Associations may deem it necessary to keep a record of any callers who may have been excluded or banned from their Associations. It is the responsibility of that State Association to update the ACF records through the renewal system. The Convention programme committee can then establish straight away if a caller has such exclusions posted against them and avoid embarrassment in programming

123.0 LIST OF MEETINGS, SEMINARS, LECTURES AND DEBATES

- 123.1 a) The following is a list of recognised Societies, groups and organisations who regularly hold meetings at the Convention.
- b) Appropriate rooms or halls shall be provided as mentioned herein.
- c) Interested Dancers are invited to attend all meetings as observers, space permitting. However the right is reserved by the various committees to have segments of the meetings held in camera when it is considered public discussion and debate could be against the best interests of Square or Round Dancing.

123.2 The Annual General Meeting:

- (i) A hall accommodating a minimum of two hundred is required.
- (ii) A duration of three hours should be allowed (but refer to Constitution Clause 11.020).

123.3 A meeting of the Editors of the "South Pacific Square Dance Review":

- (i) A room accommodating twenty is required.
- (ii) A duration of two hours should be allowed.

123.4 Halls or rooms for meetings of the following organisations or groups are required:

- a) The Australian Callers' Federation. Two meetings are required.
- (i) A Board Meeting. Allow a total number of 15 and a duration two and a half hours.
- (ii) The above meeting will be immediately followed by a Callers' Meeting. Allow a total number of 60 and a duration of three hours.
- b) The Australian Round Dance Association. Two meetings are required.
- (i) The Australian Round Dance Association Meeting. Allow a total of 100 and a duration of two hours.
- (ii) The above will be immediately followed by a General Round Dance Meeting. Allow a total of 100 and a duration of one hour.
- (iii) Where time permits, a half hour before the Annual General Meeting shall be set aside in an appropriate hall for a presentation of New Rounds proposed to be added to the National Round Dance List or Supplementary List.
- c) Meetings of those interested in Contra Dancing. Two meetings are required.
- (i) The first will be an Executive and Sub-committee meeting for up to 10 persons having a duration of 1.5 hours.
- (ii) The second will be an Annual General Meeting. Allow for 30 persons and a duration of 2.5 hours.
- d) The National Square Dance Society of Australia. Allow a total of 25 persons and a duration three hours.
- (e) The Australian National Square Dance Convention Board. Two meetings are required:

- (i) The first Meeting shall be held prior to the commencement of the Convention. Allow for a total of 20 persons and a duration of three hours.
 - (ii) The second Meeting shall be held after the Annual General Meeting, but not necessarily immediately thereafter. Allow for a total of 20 persons and a duration of one hour.
 - (iii) No other meetings are to be held during the time these meetings take place.
 - (iv) The Convention Committee shall give advance notice (to Board Members) of the time and place of the first meeting which usually takes place before the Convention gets under way and the members need to know whether to arrive a day early.
 - (v) Notice shall be given to all Square Dance Organisations so they may ascertain if their past Convenors are attending and if not to make suitable arrangements to be represented.
- (f) A meeting of the Australian National Square Dance Youth Council
- (i) A hall accommodating a minimum of 30 is required.
 - (ii) A duration of two hours is to be allowed.

123.5 The Convention Committee should also permit meetings of Dancers for other reasons as long as they are Dance related, subject to satisfactory notice being given.

123.6 The Convention Committee should organise Seminars, Lectures and Debates on matters pertaining to Square Dancing, Round Dancing, Contra Dancing and Clogging in an endeavour to increase the knowledge of Dancers and Callers alike.

123.7 Provided no recommendations are expected from the above Seminars, Lectures and Debates, they may be held after the Annual General Meeting.

123.8 When requested to do so, the Convention Committee shall provide a chairperson suitable to the particular meeting, where the anticipated number is in excess of 30.

123.9 In general, all Meeting Procedure shall be in accordance with that outlined for the Annual General Meeting.

124.0 ANNUAL GENERAL MEETING PROCEDURE

- 124.1 a) The Chairperson for the Annual General Meeting shall be a person well versed in the proper conduct of meetings and procedure.
- b) The Chairperson should preferably be someone with a knowledge of Square Dancing.
- 124.2 a) The meeting shall be conducted in accordance with Parliamentary practice and the normal guidelines for conducting meetings.
- b) Reference is made to the following books, one of which should be on hand for reference.
- (i) "The Law and Procedure at Meetings" by P.E. Joske, Q.C., M.A., LL.M.
- (ii) "Guide for Meetings and Organisations" by N.E. Renton.
- Both are published by the Law Book Company of Australia.
- 124.3 The Chairperson should use discretion on the strictness of proceedings, which shall depend on the nature of the matter discussed and the mood of the meeting.
- 124.4 The meeting shall commence at the stated time. Depending on the business paper, the normal allocation for the meeting is three hours.
- 124.5 A minimum of 45 minutes should be allocated for General Business.
- 124.6 (Deleted June 1999)
- 124.7 a) The Chairperson shall be provided with a properly set out Agenda to follow and shall be assisted by a Minutes Secretary able to take shorthand and provide the Chairperson with immediate re-call of motions.
- b) The Convenor(s) and the Convention Secretary shall also preside at the Chairperson's table so as to answer any questions and supply relevant information.
- 124.8 a) The Mover of a Motion shall have five minutes in which to speak and three minutes right of reply.
- b) Other speakers shall be given three minutes.
- c) Extensions of time may be granted if the appropriate Procedural Motion is received from the floor and passed.
- d) The times stated may be varied at the discretion of the Chairperson.
- 124.9 It is recommended the Convenor(s) should not be the Chairperson of the Annual General Meeting so as to enable him/her to speak on a topic if the case may arise.

125.0 GENERAL MEETING MATTERS

- 125.1 a) The Convention Committee shall receive the Minutes of the previous Annual General Meeting together with the Audited Financial Statement.
- b) The Convention Committee shall arrange for their printing and circulation prior to the meeting so that they may be taken as read.
- 125.2 The report from the Convenor(s) of the previous Convention shall contain several statements which are best explained by that Convenor(s) or his/her representative rather than taken as read. These matters include financial statements and how the money has been expended.
- 125.3 There shall also be a statement accompanying the Financial Statement revealing any complimentary accommodation or travel acquired by the Convention Committee and how those matters were handled and expended.
- 125.4 a) The State Societies and Areas shall submit their report one month prior to the Convention in time for it to be copied and distributed prior to the Annual General Meeting.
- b) The report shall provide details of the general progress of Square Dancing in that Area, rather than merely reporting past events.
- c) The report shall not exceed one typewritten page on A4 size paper.
- d) The report may be explained and/or augmented by the Area spokesperson for a maximum of three minutes.
- 125.5 a) Reports shall be verbally received from representatives of the various meetings held by various bodies prior to the Annual General Meeting.
- b) These reports may contain motions which should be listed under General Business.
- c) Any motions arising out of these meetings shall be written out and presented to the chair before the commencement of the meeting.
- 125.6 a) The presentation of bids for forthcoming Conventions shall be subject to a written report from the Board, should there be more than one bid.
- b) Bids shall be regarded as Special Business.
- 125.7 Constitutional Amendments are to be regarded as Special Business.
- 125.8 Operations Manual Amendments shall be regarded as Special Business.
- 125.9 a) Before the Annual General Meeting is held, the Chairperson should read through and become conversant with the Constitution.
- b) In particular, the Chairperson should know what matters require to be passed by more than a simple majority and what that majority is.

126.0 RECORDING OF MEETINGS

- 126.1 a) Accurate records of all meetings shall be kept by way of tape recording.
- b) Minutes shall be forwarded to the appropriate Secretaries of the Meetings within two months of the termination of the Convention.
- c) Tape recordings shall be kept until the following Annual General Meeting for reference or settlement of any dispute.
- 126.2 a) In the case of the Annual General Meeting, the Minutes shall be forwarded to the Guardian of the Minutes, the Guardian of the Constitution and Operations Manual, The Official Recorder and the Convenor(s) of the next Convention.
- b) This shall be carried out within a period of three months after the Convention.
- 126.3 (Deletion Ratified Caloundra 2003)
- 126.4 a) The Archives Secretary shall, for the time being, be Mrs Marion Brown, P.O. Box 185, Rosanna, Victoria, 3084, who has agreed to maintain a complete set of the minutes and to provide copies of them to the next and subsequent Annual General Meetings.
- b) The Archives Secretary shall keep a full set of records of the Convention in accordance with clause 134.3 (a).
- c) The Archives Secretary shall forward to the Secretary of the forthcoming Convention a folder containing the list of items required for the records.
- d) Within a period of three months after the Convention being held the Convention Secretary shall forward the folder containing a complete copy of the requirements to the Archives Secretary for safe keeping.
- e) The cost of obtaining preparing and collating the records in a neat tidy and presentable condition shall be paid by the Convention and monies shall be allocated for this purpose (the cost in 1988 was approximately \$40.00).
- f) A copy of any records shall be made available to any future Convention Committee upon request. A copy shall be made available to any dancer upon request and pre-payment of a fee covering the cost.
- 126.5 a) The Archives Secretary shall keep the Minutes for a period of ten years.
- b) At the end of ten years they may be discarded provided copies are forwarded to the Square Dance section of the Archives branch of the Australian National Library.
- 126.6 The Keeper of the Constitution and Operations Manual shall for the time being be Mr Terry Polleycutt, 14 Bolali Place WARAMANGA ACT 2611, who has agreed to maintain and keep the Constitution and the Operations Manual up to date.
- 126.7 The Keeper of the Constitution and the Operations Manual shall provide the Convenor(s) for the forthcoming Convention, free of charge, a certified copy of the Constitution and Operations Manual incorporating the latest amendments, if any, within two months of receiving the Minutes of the previous Convention.
- 126.8 Copies of either the Minutes or the Constitution and Operations Manual may be obtained by others by application to the appropriate Guardian at a cost of \$7.50, postage included.
- 126.9 a) Each Delegate is required to sign an attendance book stating his or her name, address, state and club before being admitted to the Annual General Meeting.

- b) Only Registered Delegates are to be admitted to the Annual General Meeting.

127.0 REGISTRATION FORM

- 127.1 The Committee shall cause to have produced a Convention Registration Form which shall be available in time for the Convention preceding the Convention in question.
- 127.2 a) The Registration Form shall seek sufficient relevant information for the Committee to carry out the tasks necessary for the registration of the Delegate, the provision of accommodation, meals, transport and other matters as applicable.
- b) Registration for attendance shall be for the whole Convention. Single Session tickets shall not be permitted. This shall not prevent the sale of single session spectator tickets.
- 127.3 It is suggested the following is the minimum information required.
- a) Given names and surnames of all those attending.
- b) Addresses, post codes and telephone numbers of applicants.
- c) Age of any accompanying children and whether the use of the childcare facilities is required. If the childcare facility is required the applicant is to state whether sleeping bags for the children will be provided.
- d) (Deleted Mandurah, 2002)
- e) Meals required, including any dietary requirements. Details and costs should be stated on the Registration Form.
- f) Transport ticket. Details as to what this entails and costs should be stated on the Registration Form.
- g) The accommodation and projected tariffs should be listed with a note that prices quoted are current and could change at any time. Where the Committee is handling accommodation bookings, first, second and third preferences should be indicated by the applicant. (Amended Mandurah 2002)
- h) Details of any sightseeing or after-tours that may need to be booked.
- i) Advice on whether the Delegate is attending the Saturday afternoon function and if not whether he or she requires pre-Saturday evening transport.
- j) Advice on whether the Delegate is attending the Annual General Meeting (or other meetings) and whether he or she requires transport.
- k) A means of the Delegate estimating the cost of Registration and confirmation of the method of payment, i.e. cash, Cheque or Credit Card.
- 127.4 a) The Convention Committee may offer a discount for early registration.
- b) Such discount shall be available for those registering more than three months prior to the Convention.
- c) Any early bird registration discount shall be available at least until the time of closing of the immediately prior Convention. (subsection © Inserted June 2003)
- 127.5 a) The Registration Form shall state the dates of the Convention, a brief outline of the features, and the name, address (or Post Box No.) and telephone number of the Secretary.

- b) The Registration Form shall also state the closing date for Caller registration and display booths.

127.6 If a major airline is nominated as carrier they may assist, print and provide the application form free of charge, if requested.

127.7 The Convention Committee shall keep a record of the numbers, names and addresses of all persons registering for the Convention and keep this Register as part of the minutes of the Convention.

127.8 a) Except as contained herein, an "Out of State" Dancer shall not be prevented from registering as a Delegate at the door of the Convention Venue but the Committee shall not be liable to provide meals, transport or other pre-booked items at such late notice.

- b) The Committee shall reserve the right to refuse such registration if in their opinion the Convention has reached capacity numbers.

- c) The Committee shall at all times reserve the right to refuse registration and admission to anyone where, in their opinion, such registration or admittance would be against the interests of the Convention and/or Delegates. Such refusal shall not be contrary to the provisions of the Human Rights and Equal Opportunities Commission and any relevant Federal or State discrimination codes.

- d) The Committee shall reserve the right to charge a handling or cancellation fee should any Delegate cancel his or her Registration. Such fee may vary depending on the proximity to the time of the Convention.

127.9 a) The Committee is advised that before Credit Cards are able to be accepted as payment, it is necessary for the Committee to apply, pay for and obtain permission to be a user.

- b) When using a Credit Card facility, the Convention Committee shall budget for paying the Commission charged prior to calculating their finances.

- c) If cheques are accepted they should not be accepted unless they can be honoured before the Convention or the person's integrity can be assured.

128.0 REGISTRATION OF DELEGATES

- 128.1 a) Upon the receipt of a duly completed Registration Form from a Delegate, the Treasurer shall forward a receipt.
- b) It is suggested in the early months this be done on a monthly postage basis.
- c) Accompanying the receipt shall be an outline of the Convention programme or the final Convention Programme so the Venue dates and times may be known by the Delegate before arriving.
- 128.2 The Delegate shall receive the balance of the Convention material on arrival.
- 128.3 a) Each Delegate shall be given a ribbon or other means of identifying the Area from which he or she comes.
- b) Such identification shall clearly display the official colour of that Area.
- 128.4 The Official Area Colours are set out in the Constitution under clause 10.02.
- 128.5 Dancers should be encouraged to wear their local club name badge at all dance sessions and meetings.
(Amended Mandurah 2002)
- 128.6 Tickets or other means of identification for any function, meals, transport, tours and the like that have been paid for, shall accompany the Convention ribbon.
- 128.7 a) The Convention Committee shall allow, as part of the Registration costs, a year clip for the Australian National Convention badge.
- b) The clip shall be given to each Delegate.
- c) The clips shall be purchased, for the time being, from The Secretary, Square Dance Society of New South Wales Inc., address as published herein.
- d) The cost of the clips to the Convention Committee shall be one dollar and shall be increased by 10 cents per clip as from the 1991 Convention and thereafter shall be reviewed as necessary.
- e) The proceeds shall be used as contribution towards the production of the "South Pacific Square Dance Review".
- f) The Convention Committee shall provide any necessary space, free of charge, for the sale of the Convention Badges.
- 128.8 It is recommended travel literature for assisting the Delegates be made available to Delegates either at their Accommodation Establishment or at the Convention.
- 128.9 If the Delegate is not given copies of State reports and other material for meetings upon Registration, it is recommended copies be placed in a prominent position the day before the meetings so they may be collected and absorbed well before the meetings.

129 Caller and Cuer Registration

- (a) Any Square Dance Caller, Round Dance Cuer or Clogging Cuer wishing to nominate to call or to cue at a National Convention shall indicate this by completing the appropriate box(es) on the Convention Registration Form and submitting that form to the Convention Committee by the specified closing date for callers and cuers.
- (b) The Registration Form shall be made available to all National and State Caller or Cuer associations.
- (c) The Registration Form and any advertisement or notification thereof shall specify the closing date for applications to call or cue.
- (d) It is recommended the closing date for receiving applications should be six months prior to the Convention to allow for programming and publication of the program.
- (e) The receipt of an application shall be acknowledged to the applicant in writing, such receipt not implying an acknowledgment of acceptance to call or to cue.
- (f) For an application to be considered, the applicant must have registered to attend the Convention.

(New Section Inserted June 2003)

130.0 ADMINISTRATION

- 130.1 a) A post box number shall be obtained and advertised for receiving of correspondence at least twelve months prior to the Convention.
- b) It shall be retained and remain operable for a period up to the opening of the next Convention following the one in question.
- c) The Post Box number shall appear in every issue of the "South Pacific Square Dance Review" for a period of 12 months prior to the Convention.
- 130.2 a) Appropriate stationery shall be produced for the Convention.
- b) All correspondence from the Committee shall be on letterhead which shall state the post office box number and the names, addresses and telephone numbers of office bearers, sufficient for people to contact the appropriate person. (Amended Mandurah 2002)
- 130.3 (Deleted Mandurah 2002)
- 130.4 Before any monies are collected the Committee shall confer with an accountant and set up a proper accounting basis, including numbered receipt books and other books that will be required to satisfy an auditor, and permit him to prepare a proper audited set of books at the conclusion of the Convention.
- 130.5 a) An Auditor shall be appointed.
- b) The Auditor shall certify the books on completion, such certificate being presented at the subsequent Annual General Meeting.
- 130.6 A Cheque account shall be opened. Such account shall require two persons to sign all cheques. Details of all deposits and withdrawals shall be recorded.
- 130.7 a) It is recommended when amounts in excess of \$1,000 are accumulated, they be invested in an interest bearing deposit with a bank or a building society in a fixed guaranteed form of investment.
- b) A Bank Manager or equivalent will provide details of the most appropriate and reliable means of investment.
- c) The Committee should ascertain when deposits on halls and the like are required before settling on the length of the term.
- 130.8 a) Before the final compilation of a Convention ticket, the Committee shall ascertain the cost of all the items mentioned herein and prepare a budget which shall reasonably ensure a profitable Convention. It is suggested this budget be based on the various headings recommended for the Financial Statement as contained herein.
- b) In the case of meals and transport, it is usually possible to obtain competitive quotes. Such quotes will be based on numbers and such numbers should be on a sliding scale based on the anticipated maximum and minimum numbers.
- 130.9 All matters pertaining to costs shall be received, acknowledged and confirmed in writing, not verbally.

131.0 FINANCIAL STATEMENTS AND RETURNS

131.1 The Convention Financial Statement should be in the form of a Receipts and Payments Statement which shall report the various items listed herein together with any other items which may occur or may be considered necessary.

131.2 The production of such a Financial Statement will assist future Convention Committees and be a means of comparison in the future to assist in the determining of trends.

131.3 Receipts

It is recommended headings for Receipts should be as follows:

- a) Registration fees for the following:
 - (i) Dancing (numbers and value)
 - (ii) Meals
 - (iii) Transport
 - (iv) Tours
 - (v) Childcare facilities
- b) Visitors' Admission fees.
- c) Donations (state source unless anonymous).
- d) Building Society and/or Bank Interest. State branch, account number and any other relevant information.
- e) Grants (state sources).
- f) Loans (give details).
- g) Advances (supply details).
- h) Miscellaneous.

131.4 Payments.

It is recommended headings for Payments should be as follows:

- a) Venue establishment.
 - (i) Hire of hall.
 - (ii) Hire of equipment (chairs, stage, etc).
 - (iii) Hire of sound and technical equipment.
 - (iv) Decorations.
 - (v) Miscellaneous.
- b) Promotional and advertising costs.
- c) Tours.
- d) Transport (delegates and general).
- e) Catering.
 - (i) Meals.

- (ii) Morning and afternoon teas.
- (iii) Miscellaneous.
- f) Floor shows/Entertainment.
- g) Seminar Costs.
- h) Labour costs for the following:
 - (i) Childcare centre.
 - (ii) Car Park.
 - (iii) Security.
 - (iv) Teas.
 - (v) Meals.
 - (vi) First Aid.
 - (vii) Cloak Room.
 - (viii) Cleaning.
 - (ix) Miscellaneous.
- i) Administration costs:
 - (i) Postage and phone.
 - (ii) Stationery.
 - (iii) Programmes.
 - (iv) Badges.
 - (v) Year pin purchases.
- j) Civic Reception and Official Guest costs.
- k) Post Convention Reception and Entertainment costs.
- l) Refund of loans and advances.
- m) Donations

132.0 INSURANCES AND SECURITY

- 132.1 a) The Committee shall fully insure the Convention Committee, the Delegates and the contents of the Venue with a series of insurance policies.
- b) Quotes should be obtained through insurance brokers and it is suggested it might be possible to have an extension of an existing Caller's policy or the policy of the local Society.
- 132.2 The Insurance policies shall specifically insure the whole of the Convention for a minimum public risk of \$10,000,000 (ten million dollars) or such larger amount as is required by the venue owners.
(Amended Mandurah 2002)
- 132.3 The property owned by Dancers and Callers used and/or left at the Venue during the Convention shall be insured against theft and/or damage.
- 132.4 The Display Booths and the equipment therein shall be insured against "out of hours" burglary and/or damage.
- 132.5 The Convention Venue shall be guarded for the entire Convention, outside Convention hours, by some form of security.
- 132.6 The Committee shall take out insurance on any item for which the Proprietor of the Venue requires a guarantee.
- 132.7 For Security purposes, no person shall be admitted to the Venue without proper identification.
- 132.8 The Convention Committee, irrespective, and not in any way as to void any insurance policy, shall prominently display a notice, advertising "all care but no responsibility".
- 132.9 The Convention Committee shall insure the Convention property against loss or damage in transit before forwarding it on to the next Convention Committee.

1330 PROMOTIONAL MATTERS

- 133.1 The Convention Committee shall use the Convention as a means for the promotion of Square Dancing, in particular in the area in which it is held.
- 133.2 a) In this respect the Convention Committee shall give advance notice of the Convention to all media organisations well prior to the event, so as to gain maximum benefit. Full co-operation is to be given to the media in all respects.
- b) The Committee should recognise that the media will only assist those who supply them with the information and help they require.
- 133.3 It is appropriate to point out that the Tourist Bureau Director or Tourist Officer is able to give suitable introductions and think of ideas that would be of great assistance to the Convention, as the more this authority can lay claim to a tourist influx to an area, the more kudos for them.
- 133.4 a) News stories must be newsworthy rather than just factual. If unusual or different angles or facts can be used, then the item becomes newsworthy.
- b) Possible stories can circulate around the following:
- (i) Overseas Guests.
 - (ii) Visiting Official Visitors.
 - (iii) Features of the programme.
 - (iv) Particular human interest stories.
 - (v) Record number of Delegates for the area.
 - (vi) Well known identities opening the Convention.
 - (vii) Declaration of Square Dance Week for the area, etc.
- 133.5 a) The most suitable occasion for Television coverage is the Official Opening and the Grand Parade and Dressed Squares Segment.
- b) The most suitable time for Television is mid afternoon, in time for the news programme. There is possibly a better chance with Television stations who show hourly news programmes.
- c) Television Stations should be advised months beforehand so they can organise their crews and schedules, with follow up reminders.
- 133.6 If sufficient space is available, the provision of visitors' seats for spectators should be well publicised.
- 133.7 a) It is often appropriate for a Council to hold a Civic Reception for a Convention of this size. Approaches should be made through the local Council or Tourist Authority in the early planning stage.
- b) If a Civic Reception is held, it is preferable for it to be held prior to the Convention.
- c) Invited Dancers should be appropriately attired and it is suggested that Square Dance attire is appropriate. (Amended Mandurah 2002)
- 133.8 a) The numbers for the Civic Reception should be ascertained and invitations forwarded out well beforehand to alleviate any possible alterations to travel arrangements by Delegates.

- b) Invitations to attend a Civic Reception should be in the following order, depending on the numbers invited.
- (i) The Convention Committee.
 - (ii) Special Overseas Guests or Delegates.
 - (iii) Board members and their partners.
 - (iv) Square Dance Callers and organisers who should be invited because of their long devotion to the promotion of Australian National Square Dance Conventions.
 - (v) Presidents and partners of State Societies.
 - (vi) Life Members of various related organisations.
 - (vii) Overseas visitors.

133.9 It is customary to hold a Post Convention Reception, paid for out of Convention funds, at the conclusion of the last night of the Convention, and the following, in protocol order, should together with their partner (if applicable) be invited:-

- 1
 - a) Current Convention Committee
 - b) National Convention Board
 - c) Programmed Callers, and Cuers
- 2 National Societies' Executive Officers
 - a) National Square Dance Society of Australia + Youth Council Director
 - b) Australian Callers Federation
 - c) Australian Round Dance Association
 - d) Australian Clogging Association
 - e) Australian Contra Society (if still applicable)
 - f) Co-ordinating Editor of the South Pacific Square Dance Review
- 3
 - a) State Square Dance Societies' Presidents
 - b) Chairman of Annual General Meeting
 - c) Convenors of the next 2 National Conventions
 - d) Overseas dignitaries
 - e) Home State Square Dance Society Executive Officers
- 4 Current Convention sub-committees (leaders only)
- 5
 - a) State Square Dance Societies' other Executive Officers
 - b) Next Convention Committee
- 6
 - a) Non-programmed Callers, and Cuers
 - b) State Round Dance and Clogging Presidents

7 Life Members of State Organisations

If numbers are to be restricted, it is suggested groups 5 to 7 are optional.

A list of Society Officers is available from the Secretary of the National Square Dance Society of Australia

134.0 MISCELLANEOUS

- 134.1 a) The Constitution defines how this Operations Manual shall be amended.
- b) Irrespective of these requirements, “statements of fact” may be altered, subject to notification and confirmation at the subsequent Annual General Meeting.
- c) An example of “statements of fact” would be an addition to the goods owned by the Convention.
- 134.2 An information sheet shall be attached to this Manual setting out the following :
- a) The Names, addresses and telephone numbers of the Convention Board.
- b) The Names, addresses and telephone numbers of any known future Convenor(s).
- c) Where available, any relevant statistics from the previous three Conventions.
- 134.3 a) The Folder containing the full set of records to be forwarded to the Archives Secretary in accordance with clause 126.4 shall include the following information.
1. Registration form or forms (Interstate and local if they exist).
 2. Any official envelope, letterhead and logo.
 3. A copy of any South Pacific Square Dance Review advertising.
 4. A copy of any newspaper or other form of advertising.
 5. Promotional pamphlets produced.
 6. Confirmation forms for (a) Registration, (b) Accommodation, (c) Tours.
 7. A minimum of three copies of the published programme.
 8. Tickets for dances, meals, childcare and any other tickets issued in conjunction with the Convention.
 9. One set of ribbons for each state, overseas visitors, marshals, officials and the like.
 10. Any other information sheets that are produced including the following.
 - i) Transport information.
 - ii) Childcare Instructions.
 - iii) Times and details of meetings.
 11. Registration forms for Callers, Round Dance Teachers, Leaders and Cuers, Clogging Instructors, Contra Instructors and others.
 12. Instructions and information given to Callers, Round Dance Teachers, etc. together with details of dressed set dances.
 13. Special Function letters and/or invitations including copies of letters to officials.
 14. Copies of Notices of Special Meetings and the like.
 15. Round Dance Showcase voting slips and results list forms.
 16. If used, details of roster slips for marshals and the like.
 17. A copy of any Appreciation Certificates and similar documents.

18. Copies of any correspondence received praising the Convention.
19. Copies of any complaints received and a statement on whether they were justified and how they were handled.
20. Copies of any Insurance Policies taken out and the cost of the premiums.
21. Copies of any agreements that had to be made with any Statutory Authorities highlighting any features such as special conditions considered important to note for future Conventions.
22. Details of any Royalties, Union fees or similar monetary items required by organisations such as the Australian Performing Rights.
23. A copy of the Constitution in force at the time of the Convention.
24. A copy of the Guideline Manual in force at the time of the Convention.
25. A copy of the Minutes of the Annual General Meeting.
26. A copy of each State or Area report.
27. A copy of all reports submitted to the Annual General Meeting. These shall include the following.
 - (i) The Callers' Report
 - (ii) Report from Societies
 - (iii) Contra Dancing Report.
 - (iv) Clog Dancing Report
 - (v) Round Dancing Report.
 - (vi) Reports from the next two Convention Committees.
 - (vii) Copies of all bids made.
 - (viii) Any other reports brought forward.
28. A copy of all Minutes of meetings held at the Convention except where confidentiality is claimed. These minutes shall include the following.
 - (i) Caller's Annual General Meeting
 - (ii) The National Square Dance Society of Australia Annual General Meeting.
 - (iii) The Australian Round Dance Association Annual General Meeting.
 - (iv) The Editor's meeting of the South Pacific Square Dance Review.
 - (v) The Contra Association Annual General Meeting.
 - (vi) Australian Clogging Association Annual General Meeting.
 - (vii) Any other meetings held.
29. Written or taped copies of any Lectures, Seminars or Debates held.
30. An Audited Financial Statement.
31. Copies of any photographs, official or otherwise, that may be taken.

- b) The purpose of requiring this information is to advise future Convenor(s) and assist them in organising their Conventions and as a guide to solving any problems that may arise in the future.

- 134.4 (a) Motions altering the Constitution and the Manual should be written out in full in the minutes and not merely refer to any papers issued beforehand as this makes the

following of the minutes for correction purposes very difficult, in particular when the references are only numbers and subsequent amendments have been made.

- (b) Upon being passed the complete clause incorporating any amendments should be read out slowly and clearly for recording purposes.
- (c) The chairperson should have on hand beforehand the required majority voting on all matters pertaining to the Constitution and Manual and the minutes should state whether that majority was attained.
- (d) The minutes should state whether the motions are:
 - a. Passed ready for ratification at the next Annual General Meeting.
 - b. Confirmed from the previous Annual General Meeting, or,
 - c. Passed at that meeting for incorporation in the Constitution or Manual.
- (e) Care should be taken to distinguish between Constitution and Manual and the different way they are treated.
- (f) Any motions submitted concerning amendments to either the Constitution or the Manual should be written out in full and handed to the Chairperson of the Annual General Meeting so they can understand them and rule accordingly.
- (g) In particular it is necessary for any amendment to the original carried at any meeting be read in full in context with the rest of that particular section or other sections where that subject is mentioned to avoid amendments that do not fit in or are contrary to already approved parts of the Constitution or Manual.
- (h) Care must be taken that the beforementioned is carefully scrutinised for irregularities prior to the motion being put. This should preferably be done by someone other than the chairperson as it is unreasonable for that person to be expected to look up the document and hold the attention of the meeting at the same time.
- (i) In the typing of any minutes no short cuts should be made. The whole motion should be typed out in full context.

134.5 to 134.9 Unused

***** **END OF OPERATIONS MANUAL** *****

CERTIFICATION

I hereby certify that to the best of my knowledge, the above is a true and accurate copy of the Australian National Square Dance Convention Operations Manual, as amended at the Warrnambool Convention held in March 2005. Certain matters of fact may have been altered in accordance with approved practice.

Signed: Date: June 2005 Terry Polleycutt, Keeper

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Appendices follow

The appendices that follow do not form part of the Manual unless so stated. They are provided for information only and may have been altered by subsequent events since publication.

APPENDIX NO. 1.

1. The following is a list of the names of the Australian National Square Dance Convention Board members as provided under 3.0 of the Constitution.

Queensland

Convenor 1963 Graham Rigby (see under Life Patrons)

Co-Convenors 1990: Nev & Bev McLachlan 07 5445 1238
 1999 P.O. Box 248 *Fax 07 5445 6742*
 BUDERIM QLD 4556 email;- nevbev@bigpond.net.au

Co-Convenors 2003 David Smythe (07) 5492 1254
 138 The Esplanade email:- davidsmythe@netspace.net.au
 GOLDEN BEACH QLD 4551

 and Leighton Bloomfield (07) 3341 2229
 9 Nioka St. email ;- ljbloomfield1@optushome.com.au
 ROCHEDALE SOUTH QLD 4123

New South Wales

Co-Convenors(2001) Gordon Hearne 02 9790 5216
 8 Horbling Avenue email ;- gjhearne@hotmail.com
 GEORGES HALL NSW 2198

 and Bruce Clark 02 9871 8459
 33 Coral Tree Drive email:- brucearriec Clark@hotmail.com
 CARLINGFORD NSW 2118

Canberra (ACT)

Co-Convenor 1984 Allen Kerr 02 6254 7038
 P. O. Box 350 Kippax email:- kerr.ar@netspeed.com.au
 HOLT ACT 2615

Convenor 1994 Terry Polleycutt 02 6288 2453
 14 Bolali Place email:- anneterry@ezweb.com.au
 WARAMANGA ACT 2611

Victoria

Convenor, 2005 Howard Cockburn 03 9741 4501
 3 Rob Close email:- hcockbur@bigpond.net.au
 HOPPERS CROSSING
 VIC 3029

Convenor 1987, 1991 Gary Brown 03 9478 8144 (W); 03 9432 2614 (H)
 2000 P O Box 106 email:- garyjohn951@optushome.com.au
 BRIAR HILL VIC 3088

Convenor 1964 Ella Whyte 03 9551 8496
 14 Pietro Rd
 HEATHERTON VIC 3202

South Australia

Convenor 1980, 1986 Jeff Seidel 08-8263-5023
 20 Eyre Crescent email:- jaseidel@itconnect.net.au
 VALLEY VIEW S.A. 5093

Convenor 1992, 1998 Jan Woodget 08-8265-1329
 31 Lorikeet Avenue
 MODBURY HEIGHTS S.A. 5092

Tasmania

Co-Convenor 1989: John Weatherburn 03 62442144
 7 Balamara Street email:- jweatherburn@hotmail.com
 BELLERIVE TAS 7018

Co-Convenor 1989 Barry Chandler 03 6272 4898
 Convenor 1996, 2004 134 Pitcairn St Fax 03 6234 2556
 MONTROSE TAS 7010 email:-
Barry.Chandler@govhouse.tas.gov.au

Western Australia

Convenor 1985: Steven Turner 08 9404 8886
 65 Monaltrie Loop 0417 092 928 (Mob)
 CARRAMAR WA 6031 email:- turnertempos@bigpond.com.au

Convenor 1993 Ivan Dawes 08 9377 5496
 41 Pensacola Av email:- ivanmolly@bigpond.com
 CAVERSHAM W.A. 6055...

Convenor 2002 Kevin Kelly (08) 9359 1099
 228 Holmes Road 0414 949 889
 FORRESTFIELD WA 6058 email:- kevinmkelly@optusnet.com.au

Northern Territory

Yet to hold a Convention

Life Patrons, Keeper of the Constitution and Archives Secretary are part of the Board and are noted elsewhere.

Appendix No. 2.

The following are the names and addresses of future Convenor(s) together with information where available.

47th Australian National Square Dance Convention **Niagara Park NSW 2006**

Co-Convenors	Leanne and Jason Nicholson	02 4392 2411
	2 Cedarwood Road	0413 459 974 (Mob)
	HAMLYN TERRACE	email:- jandlnicholson@kooee.com.au
	NSW 2259	
Secretary	Janette Bridge	02 4392 8519 email:- jbridge@tpg.com.au

48th Australian National Square Dance Convention **Adelaide SA 2007**

Convenor	David Armstrong	08 8264 0150
	1 Derwent Cr	0417 822 826 (Mob)
	BANKSIA PARK SA 5091	email:- davlyn@cobweb.com.au
Secretary	Jan Hannaford	08 8263 6093 email:- JannjhnH@bigpond.net.au
	GPO Box 408	
	ADELAIDE SA 5001	

Appendix No. 3.

The following names are given for information purposes:

Chairman of the Board

Barry Chandler (see Appendix 1)

Board Executive Officers

Nev McLachlan (see Appendix 1)

Kevin Kelly (see Appendix 1)

Jan Woodget (see Appendix 1)

Terry Polleycutt (see Appendix 1)

Secretary to the Board:

Anthea Matthews

18 Sinai Place

LOCKRIDGE W A 6054

08 6278 1957

email:- antheam1@optusnet.com.au

Keeper of the Constitution and Manual:

Terry Polleycutt (see Appendix 1)

Archives Secretary for the keeping of records of Australian National Conventions:

Barbara Treharne

86 Hillcrest Rd

FRANKSTON VIC 3199

03 9776 5959

email:- dosido@optusnet.com.au

The Co-Ordinating Editor of the South Pacific Square Dance Review:

Bob Dubej

P.O.Box 229

BLAXLAND NSW 2774

0411 226 732

e-mail squaredance@optusnet.com.au

Note: All Editorial is to be sent through State Editors as stated in the Review.

Life Patrons

The following is a list of life patrons:

Jim White (1989)

20 Daymar Place

CASTLE COVE NSW 2069

02 9417 5427

Facsimile as above

email: jimwhite@iprimus.com.au

Ella Whyte (1991)

14 Pietro Road

HEATHERTON VIC 3202

03 9551 8496

Graham Rigby (1992) 07 3410 0676
Bribie Island Top Tourist Park
Jacana Avenue
WOORIM QLD 4507

Kit Spalding (1993) 02 4342 9755
1/12 Edward Street Mobile 0407 454 573
WOY WOY NSW 2251

Roy Petty (1994) 02 4343 1181
508 Ocean Beach Road
Umina NSW 2257

Gary Brown (2000) (See Appendix 1)

Jan Woodget (2000) (See Appendix 1)

Marion Brown (2004) 03 8476 0319
119/100 Janefield Dr
BUNDOORA VIC 3083
email:- brownie75@optusnet.com.au

Ivan Dawes (2004) (see Appendix 1)

Barry Chandler (2005) (see Appendix 1)

Appendix No. 4.

Extract to the list of equipment owned by the National Convention as of June 2003.

Refer to Section 110 for further details

The list of the equipment is as follows:

a) 13 State, Territory, or National Flags.

- i. Australia
- ii. Australian Capital Territory
- iii. New South Wales
- iv. Northern Territory
- v. Queensland
- vi. Victoria
- vii. South Australia
- viii. Tasmania
- ix. Western Australia
- x. Germany
- xi. New Zealand
- xii. United Kingdom
- xiii. United States of America

b) The National Convention Banner.

c) A Delegate Registration book. (See elsewhere for minute books.)

d) One long playing record of Advance Australia Fair.

e) One CD of Advance Australia Fair.

f) A swatch of the Standards Association standard colours.

h) A set of 10 dancing figures (with cleats) to identify the various dancing areas.

i) A set of 12 dancing areas portable signs.

j) The National Convention Banner

k) The Delegate Registration Book

l) 1 copy "Guide for Meetings and Organisations, Vol 1, 7thEd by N. E. Renton

(donated by 44th Australian National Convention)

m) 1 Digital Sound Level Meter

n) 1 copy "The Australian Flag (I'm all Australian)" by Barry Richardson

Appendix No. 5.**Model Financial Statement**

RECEIPTS	PAYMENTS
REGISTRATION FEES	VENUE ESTABLISHMENT
Dancing	Hire of main venue
Less refunds	Hire of subsidiary halls
Meals	Sound Systems
Less refunds	Decorations and signage
Tours	Car Parking
Less refunds	Cleaning and waste disposal
Transport	Demonstrations
Less refunds	First Aid
Childcare	Heating/Lighting/Air conditioning
Less refunds	Hire of portable floor
Spectators	Hire of stage/s
Less refunds	Opening/Closing ceremonies
	Security Charges
MISCELLANEOUS	Sundry equipment
Accommodation deposits	Venue staff
Less payments	
Booths	TRANSPORT/ACCOMMODATION
Donations	Dancers to venue
Grants	Shuttle bus service
Fund raisers	Tours
Less expenses	
Sales of badges, jackets, souvenirs	PROMOTION
Less expenses	Publicity
Loans	South Pacific Review
Interest received on investments	Postage of Programs
Trust fund set up/advances	Presentations
Commissions, if any, on Air travel and accommodation	Seminars
	HOSPITALITY
	Post Convention Reception
	Childcare
	Meals
	Refreshments
	ADMINISTRATION
	Board charge (50c per registered person)
	APRA Licence fee (1.5% of dancing component of ticket)
	Committee accommodation
	Committee meetings
	Copying
	Incorporation expenses
	Insurances
	Interest on loans
	Internet costs
	Postage
	Programmes
	Registrations
	Ribbons/badges
	Stationary
	Sundries
	Telephone
	Year clips (\$1 per registered person)
	Bank charges
	Credit card charges ##(4% to 3% depending on volume)
	Government charges (FID, BAD, stamp duty, GST)
	MISCELLANEOUS
	Auditor
	Trust Fund payment
	** Donations**
TOTAL RECEIPTS	TOTAL PAYMENTS

NOTES:-

Credit card charges should be negotiated up front before any transactions are processed. Adelaide 1998 - \$20,400 in Visa, Mastercard and Bankcard out of \$73000

** Donations could be expected to go to National Society, ACF, ARDA, ACA, Youth Council, and Home State Society, Callers, Round dance and Clogging organisations

Appendix No. 6.

Guidance as to Refreshment Quantities

.For ordering purposes, the 1985 Perth Convention with an attendance of 1400 Delegates used the following quantities:

Coffee.	4 kg
Tea Bags	5000
Milk	150 litres
Sugar	30 kg
Cups	9000
Stirrers.300
Biscuits31 boxes (each with 72 of 2-biscuit packs)

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