



Desna Ukrainian Dance Company

Information Pack

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www.desna.ca

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Membership

- **Active member (AM)** - any Desna dancer who has met the requirements of section 4.1 or is a student enrolled in the Desna Ukrainian Dance School.
- **Voting member (VM)** - any active member who: has completed one year from the date of becoming an active member and is a minimum of 15 years of age; or appointed at the discretion of the Executive Committee.
- **Executive Committee member (Exec)** - a person of age of majority who has been elected by the voting members to a position on the Exec.
- **Board of Directors member (BOD)** - a person of age of majority who has been elected by the voting members or appointed by the Exec to a position on the Board of Directors.
- **Probationary member (PM)** - A member of the performing ensemble within their first year of membership. Probationary members may be terminated at the end of their first year of membership as stated in 4.1.1. Upon graduation, probationary members transition to performing ensemble members.
- **Performing ensemble member (PEM)** - an active member of Desna that has graduated from probation and fulfills the conditions of 1.1 and 1.1.1.

Age of majority - 18 years of age.

1.1 - A person seeking membership with the performing ensemble must:

1. Be within the ages of 16-45,
2. Pass an audition given by the Artistic/Production Director,
3. Attend a minimum of three consecutive rehearsals and then be recommended by the Artistic Director to the Exec for probationary membership as dictated by 4.1.1. Once the dancer has been enrolled in the probationary membership, no refund will be given and the full membership fee will become due unless the refund is approved by the Exec.

1.1.1 - Probationary Members: Following initial acceptance into Desna, a probationary member shall be subject to an interim observatory and development period, the duration of which shall be one year, which can be extended at the discretion of the Artistic Director. Termination or graduation shall be recommended by the Artistic Director in collaboration with the Exec.

1.2 - In the event that the dancer becomes unable to continue with the course of instruction because of injury or prolonged illness, Desna in its sole discretion may consider a cancellation of the membership and may refund a portion of the fees.

1.3 - All dancers are required to attend classes in proper "dress code" as directed by the Artistic Director. All dancers will be advised of the dress code prior to commencement of classes.

1.4 - If a dancer, for whatever reason, is not fully active, he/she may be called upon by the Exec to participate in a certain capacity if he/she is willing.

1.5 - Desna shall not be held responsible for personal sickness, injury, accident, theft, death or personal habits of any member at any time.

Etiquette

- Arrive, change and be ready to go, at least 5 minutes before rehearsal is scheduled to begin. This means arriving 15 minutes or more in advance to get changed! Wait at the barre for the class to begin.
- Upon late arrival, quietly enter the rehearsal room and warm-up on the side until the instructor invites you to join rehearsal.
- Only dancers who are injured should sit out.
- Practice on the side or quietly help others when not involved in the instructor's teaching.
- No sitting, drinking, or eating unless it is designated break time.
- No talking while rehearsal is in progress - respect the instructor AT ALL TIMES by not making noise, horse-playing, etc. so as not to take attention away from what the instructor is doing.
- No gum chewing, as this is both dangerous and disrespectful.
- Everyone must participate in the end-of-rehearsal bow or stand up on the side (if injured), unless it is physically impossible to do so.
- Report any absences in advance to Yuri (416-953-7074)
- No cell phones (texts or calls) during the time of rehearsal.
- Please wait a few minutes after each rehearsal so that announcements can be made. Please be attentive and do not talk during this time.
- Dancers should not leave class without permission.

Volunteer Hours

- All Desna members are required to complete 15 volunteer hours of time towards Desna. If 15 hours is not completed by the end of August of that year, a charge of \$10 per uncompleted hour will be charged.
- <https://tinyurl.com/Desna-Volunteer-Hours>
- Ways to volunteer your time could include:
 - Carolling
 - Assist with costumes – sewing, repairs, creating accessories and washing
 - Performances
 - Helping with the running and setup of events
 - Enclosing a cheque (**FAO: Desna Ukrainian Dance Company of Toronto**) or sending a e-transfer (treasurer@desna.ca) for \$150 to support Desna in lieu of volunteering

Rehearsal Attire, Location and Time

Footloose Dancewear (2892 Bloor St. West), provides all of Desna a discount on purchases. Their phone number is 416-241-6899 and website is www.footloosedancewear.ca

Female	Male
<p>No jewelry (including earrings, necklaces/chains, bracelets, anklets, rings, watches, etc). Hair must be tied back (use elastics and pins/barrettes that sit close to the head). All black attire -tights/leggings, bodysuit/tank top. Optional: leg warmers, ballet skirt, warm-up T-shirt</p> <p>Ballet slippers for barre (no running shoes), jazz/character shoes or boots for dance practice. Note: all footwear (rehearsal & performance) should have rubber on the balls and heels for the sake of dancer safety and quality of dancing.</p>	<p>No jewelry (including earrings, necklaces/chains, bracelets, anklets, rings, watches, etc). All black attire - pants/leggings (must not be baggy), T-shirt</p> <p>Ballet slippers for barre (no running shoes), jazz/character shoes or boots for dance practice. Note: all footwear (rehearsal & performance) should have rubber on the balls and heels for the sake of dancer safety and quality of dancing.</p>

Please see the website for Rehearsal location and time <https://www.desna.ca/company>

Costume

All Desna dancers must own the following items:

Female	Male
<p>Desna’s “vinok” (wreath) and ribbons. A vinok kit, with instructions, can be purchased from Desna for \$90 (it may be possible for you to purchase a ready-made vinok for an additional cost). It is advisable to purchase a hatbox to carry your vinok and ribbons so they do not get crushed or damaged.</p> <p>Black character shoes, light pink character shoes, traditional red and black Ukrainian dancing boots (minimum 1 1/2 inch heel).Black ballet slippers.</p> <p>Boots are to be in good condition and not damaged or marked up.</p> <p>Nude bodysuit to wear beneath costumes – nude is mandatory as it does not show through sheer blouses.</p> <p>No tights or control-tops allowed.</p>	<p>Red and black traditional Ukrainian dancing boots. Boots are to be in good condition and not damaged or marked up.</p> <p>Light-coloured (light-grey or beige) underwear for all performances. NO loose boxer shorts or patterned underwear</p>

Costume Assignments

Costumes required for an upcoming show will be provided to each dancer by the Costume Directors of Desna. As the Costume Director is responsible for Desna’s entire inventory of costumes and props, please do not remove anything from the costume room without their permission or knowledge. The Costume Director will distribute costumes to each dancer ahead of performances. Each dancer must sign out their required costumes, and bring them back no later than one week after the performance. Everyone will be responsible for the pieces they are using and will be held accountable if anything is missing or damaged.

Costume Deposit

Upon registering with Desna, each member is required to pay a **\$100 costume deposit** (e transfer (treasurer@desna.ca) or cheque *FAO: Desna Ukrainian Dance Company of Toronto*) in case of damage to or loss of Desna costume property. This deposit is refunded upon leaving Desna. If the cost of damages exceeds the deposit amount, the responsible member will be charged accordingly.

Care of costumes

Please treat our costumes with care and respect! They are very valuable to our presentation and are costly, if not impossible, to replace.

- Take care to keep the inside of your costume bag clean; do not turn it inside out or cast it haphazardly aside.
- Hang all costumes on appropriate hangers: uncoated metal may rust when in contact with damp a shirt.
- Some costume articles can be damaged very easily, so treat them gently. Never treat costumes carelessly by leaving them in a heap or tossing them around. Always lay costumes flat if you cannot hang them up immediately.

- All shirts, blouses and slips must be washed as soon as possible after every performance. If you take home a damp shirt, do not leave it in the costume bag. Either wash it immediately or hang it out to dry so it does not become mildewed.
- Dirty/damp shirts must be kept separate from other costume pieces in a laundry bag.
- If costumes are damaged while in your care, i. e. if your costume rips, or loses a clip or button, you are responsible for mending or replacing these items yourself. If there is major damage or if you cannot repair the item yourself, please inform the Costume Directors immediately, so that it can be repaired before the next show.
- Costumes are often fastened with safety pins during a performance. Please be careful in how you attach the pins to your costumes, as they have been known to cause holes and tears in our costumes. The pins must be removed immediately after each performance so they do not cause permanent damage. The Hutsul skirt panels and Poltava Plakty are especially susceptible to damage, as the pins easily become entangled in the woven fabric. Please remove pins immediately after wearing!

Performances

Presentation

At every performance, no matter how big or small, we represent Desna: the best Ukrainian dance company in Toronto. Hence it is important that we look and act professionally at all times. With that in mind, please observe the following guidelines for every performance:

- Please arrive at the site of the performance on time. That way you will be able to situate yourself and prepare for the show.
- Dancers should arrive with hair and make-up done if requested to do so.
- Remove ALL jewelry before performance (including earrings, necklaces/chains, bracelets, anklets, rings, watches, etc). They may cause damage to the costumes or injury to the dancer if they become caught on something.
- Cover up all visible tattoos with makeup or band-aids.
- It is advisable to leave any valuable items at home. We often change in areas where our belongings are not looked after, leaving us vulnerable to theft.
- Do not wear nail polish on fingernails.
- Bring all necessary costume pieces and supplies (list to follow).

Performance rehearsal attire

All dancers must bring appropriate attire for pre-show rehearsals:

- Desna t-shirt
- Boots or character shoes
- Black bottoms

Wedding Performances

- Formal attire
 - Men: Collared dress shirt, dress pants and appropriate shoes
 - Women: Dress, dress pants, or skirt and appropriate top, with appropriate shoes

Performance Makeup

Makeup must be applied by all dancers at each show according to the direction of Luba Grekov. If you have not attended a Hair and Makeup workshop please speak to Luba or another dancer for instructions.

Female	Male
<p>Foundation – to match your skin tone. Use a primer or high performance makeup.</p> <p>Powder – to match your skin tone. Black eyeliner.</p> <p>Eye-shadow in tones of blue, grey or brown – whatever makes your eyes stand out best - with eyeshadow primer.</p> <p>Blush – avoid neutrals, please use pink tones.</p> <p>Bright red lipstick (poppy red) and lipliner on top of foundation.</p>	<p>Powder – to match your skin tone.</p> <p>Black eyeliner pencil.</p> <p>Blush – avoid neutrals, please use pink tones.</p> <p>Berry colored lipstick (to accentuate your natural lip color) and lip liner. (NOTE: For those who sweat a lot, please purchase waterproof make-up.)</p>

<p>Fake eyelashes (suggestion: Ardell Fashion Lashes, sizes 105-111 available at Shoppers Drug Mart, Walmart and Dollarama).</p> <p>Eyelash glue.</p> <p>Eyebrow pencil - in black or brown.</p> <p>Setting spray- to keep makeup on throughout performances</p>	
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Performance hair

- Female dancers must wear hair in a neat bun for performances. Hair must be secured well with gel or hairspray, and finished with a hair net. Again, speak to Luba or other knowledgeable dancers for instructions if you do not know how to do this properly.
- The following items are not acceptable at performances: loose fly-away hair, messy buns, ponytails, visible bangs, scrunchies, coloured hair elastics, silver snap clips, hair bands, anything shiny that will catch the lights.
- Male dancers who have long or floppy hair must secure it appropriately with hairspray or gel. Long hair must be tied back in a ponytail.

The following supplies should be brought for every performance according to need:

- Bobby pins (for flyaways) and hairpins (for buns) to match hair colour. Bring large bobby pins to secure headpieces.
- Elastics: clear or to match hair colour.
- Hairnets match to hair colour.
- Hairspray and gel (if needed).
- Brush/Comb
- Male dancers can use clear or black hockey tape to secure costumes

You may wish to bring the following supplies as needed:

- Safety pins of all sizes (Please use these carefully so as not to rip or damage costumes. Remove all safety pins after each performance.)
- Sewing Kit
- Scissors
- SmallMirror
- Band-aids
- Tensor Bandage
- First-Aid Kit

Getting What You Need

1. Malabar Limited - 14 McCaul Street, Toronto, ON (416-598-2581)
2. Footloose Dancewear - 2892 Bloor Street, Etobicoke, ON (416-241-6899)
3. Mirena's Fashion - 2219 Dunwin Drive, Mississauga, ON (905-608-1800)

Board of Directors

President - The President is and shall be the chief executive officer of Desna. He/she shall be charged with the general supervision of the business and affairs of Desna and will preside at all meetings of the Executive Committee. The President has authority to co-sign any cheques being disbursed.

Vice President - The Vice President shall attend all meetings of the Executive Committee and shall be the secondary executive officer of Desna. He/she shall assist the President in his/her duties and be charged with the general supervision of the business affairs of Desna in case the President is unable to preside. The Vice President has the authority to co-sign any cheques being disbursed.

Treasurer - The Treasurer shall attend all meetings of the Executive Committee and shall keep proper accounting records and shall deposit all money received by Desna in a bank account created for that purpose and under the direction and supervision of the Executive Committee, but not otherwise disburse funds. Likewise, major expenditures of financial decisions shall not be made by any other executive or Desna members without the involvement of the Treasurer. Whenever he/she is requested to do so, the Treasurer shall render to the Executive Committee an account of all his/her transactions as Treasurer and of the financial position of Desna and he/she shall perform such other duties as may from time to time be prescribed by the Executive Committee. The Treasurer must file a "Registered Charity Info Return" to Revenue Canada within six (6) months of the end of the fiscal year. The Treasurer must co-sign all cheques being disbursed.

Secretary - The Secretary shall attend all Executive Committee meetings, shall enter minutes of all proceedings at such meetings and shall give, when instructed, notices required to be given to members, members of the Executive Committee and members of special or standing committees and shall carry out all correspondence on behalf of Desna.

Artistic Directors - The Artistic/Production Director shall attend all meetings of the Board of Directors and shall be responsible for organizing weekly technical rehearsal. He/she shall coordinate Desna's artistic program such as dances, music, props and costumes required.

Promotions Director - The Promotions Director shall attend all meetings of the Board of Directors and shall be responsible for the promotional activities of Desna. This shall include creating a performance portfolio, videos, pictures, written materials; monitoring unauthorized use of pictures, videos and editorials or any materials used in promoting Desna; and establishing and maintaining an online presence of Desna.

Costume Director - The Costume Director shall attend all meetings of the Board of Directors and shall be responsible for maintaining the inventory of costumes and props of the company and the school.

Fundraising Director - The Fundraising Director shall attend all meetings of the Board of Directors and shall be responsible for coordinating all fundraising activities.

School Administrator - The School Administrator shall be invited by the Exec to attend meetings of the Board of Directors in which school-related material will be discussed. The School Administrator shall be the head of the Parents Committee of the Desna Ukrainian Dance School

Grant Director - The Grant Director shall attend all meetings of the Board of Directors and shall be responsible for researching applicable grants and building a grant application strategy for the year. This shall include a comprehensive schedule of deadlines, coordination for volunteers and physical writing and submission of grants.

Parents Committee - The Parents Committee shall consist of a team of parent volunteers who will handle the day to day operations of Desna Ukrainian Dance School. This shall include: costume repair and distribution, performance organization as well as distribution of newsletters and emails. The committee will liaison with the associated member of the Board of Directors for specific tasks (ie. fundraising plans shall be communicated to the Fundraising Director). The Parents Committee shall report to the School Administrator and are not required to attend Board of Directors meetings. All expenditures and major decisions will be presented to the Board of Directors at the monthly meeting. The Parents Committee will be required to meet a minimum of once a month. A representative from the Executive Committee will be in attendance at each Parents Committee meeting.