



Desna Ukrainian Dance School

Information Pack

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www.desna.ca

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Code of conduct

The following is a numbered list of rules and applicable penalties governing the conduct within The Desna Ukrainian Dance School. Please ensure that you have read the code of conduct before submitting a registration form. These rules apply to all students, parents as well as Desna staff & administration.

1. Breaking any law of the land is unacceptable.

Failure to abide by the law will result in appropriate action being taken. This may include sending the dancer home (if applicable), a restriction from classes and/or performances, a fine, expulsion or police notification.

2. All members of the school are to be co-operative, understanding and mutually respectful of one another:

- Any behaviour that disrupts a rehearsal, performance or any other Desna activity is not permitted.
- Aggressive behaviour towards another person is not permitted.
- The use of profanity, sexist language or insults in reference to another person is not permitted.
- Threats of any kind are not permitted.
- Intoxication (alcohol or drugs) is not permitted.
- Parents should be aware that due to the nature of dance it is necessary for the teacher to use physical contact when training young dancers.

Students who fail to abide by rule #2 in whole or in part, will be referred to the board and appropriate disciplinary action will be taken. This may include a restriction from classes and performances, a fine or expulsion.

3. Being under the influence of alcohol and illegal drugs is not permitted during class time nor during performance related activities:

- No consumption of alcohol will be permitted within the 24 hours preceding a performance.
- Drunkenness will not be tolerated and is grounds for expulsion.
- Underage drinking is not permitted by law and is grounds for expulsion.

Students who fail to abide by rule #3 in whole or in part, will be asked to leave the class and/or not permitted to perform. Should this behaviour continue on more than one occasion, the student will be referred to the board and appropriate disciplinary action will be taken. This may include a restriction from classes and performances, a fine or expulsion.

4. Attendance is very important to the success of the dancer and of the school:

- Students are responsible for attending all scheduled classes and performances.
- Students have the responsibility of being on time*1 for every rehearsal and performance.
- Students have the responsibility of being prepared with proper attire*2 for every rehearsal and Performance.
- Punctuality to class is important so students do not miss out on the warm up, which is necessary to avoid injury while dancing.
- If a student is unable to physically dance, they are still expected to attend rehearsals and observe them to ensure they do not miss choreography.
- Should the dancer/student be absent, a minimum of 1 weeks' notice for rehearsal and 4-6 weeks for performances must be given to the Instructors and Desna either in person, by telephone, or by email.
- In the event of a sudden illness or incident leading to absence, a message should still be left with the Instructor and Desna. Giving no notice is considered an unexcused absence.
- If a dancer is late for a rehearsal, he/she must change and then wait to be summoned into the class by the instructor.
- If the dancer has not called ahead with regards to his/her lateness (an unexcused absence), and if the excuse given upon arrival is not deemed acceptable by the instructor, or member of the executive committee, the dancer will not be allowed to join the class.
- Should a dancer accumulate three unexcused absences, Desna reserves the right to disallow the dancer to perform and reserves the right to remove the dancer from the choreography and, if deemed necessary removed from Desna completely, without refund.
- Should a dancer have an unexcused absence within two weeks of a performance, Desna reserves the right to restrict the dancer from performing.
- An excess of absenteeism (even if excused) may result in withdrawal from choreography.
- The instructor may refuse admittance / participation in class at his/her own discretion.

5. Professionalism in Public

Keep in mind that at a Desna show or event, you are not only representing yourself, but also other dancers, our instructors, Executive and Directors members. Therefore it's important for you to be on your best behaviour' when in a public setting.

- Absolutely no yelling at Desna members or anyone else
- Avoid cursing
- Do not complain. If you have a challenge, quietly speak to the appropriate person that can help you solve it.
- Wear your black Desna t-shirt and black bottoms when rehearsing in a public setting.

6. Parent Open House

- Parents are not permitted to view weekly rehearsals. An "Open House" will be held prior to the holidays once per year to offer the opportunity to view a rehearsal.

7. Performance Opportunity

- All dancers are to perform at the annual year end concert. Other performance opportunities will arise throughout the year, and specific groups and dancers will be notified of these opportunities and asked for their commitment to perform as they arise.

8. Participation in Desna Company

- Participation in the Desna Ukrainian Dance Company is by invitation only. Should the opportunity arise for dancers to participate in a Desna Ukrainian Dance Company performance, they will be approached by the Artistic Director or Desna Ukrainian Dance Company representative.

9. Lost Property

- Desna School cannot undertake any responsibility for any money or articles at any time.

10. Media Notification

- Photos, videos, and other promotional material may be captured in order to promote Desna. If you do not want yourself or your child(ren) to be used in any promotional media, written notice must be provided to Desna.

11. Cancellation, Withdrawal and Refunds

- Those dancers who withdraw prior to commencement of classes are entitled to a full refund.
- Once the dancer has been enrolled in the course of instruction, no refund will be given under this Agreement.
- Should the dancer wish to withdraw within the first 3 classes, prorated tuition will be refunded, less a non-refundable administration fee.
- In the event that the dancer becomes unable to continue with the course of instruction because of severe injury or prolonged illness, Desna, in its sole discretion may consider the cancellation of the contract and may refund a portion of the fees. Any such requests for refunds shall be accompanied by a signed doctor's report, written on the doctor's letterhead, stating the nature and extent of the injury or illness that prevents the dancer from continuing with the course of instruction. Refunds, or credits, if any, will be at the discretion of the Administrators.
- Should Desna be unable to operate due to unforeseen circumstances that are out of its control, Refunds, or credits will be administered.

Definitions

*1 For a dancer to be "on time" they must be ready to begin the rehearsal or performance in proper attire by the scheduled starting time.

*2 Wearing "Proper attire" implies the following:

- At rehearsals, dancers must wear black
- Ballet slippers must be worn for barre.
- Character shoes and/or boots must be worn for the remainder of the class.
- For a performance, dancers must wear the costume(s) as outlined by the instructor, production director, costume director or other designated person.
- At wedding to wear formal attire; men wear dress pants and collared shirts; women- dress or dress pants and appropriate shirt

Dancer 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 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.
- 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 and Fundraising

To help Desna school continue to grow and prosper with the help of all families. Each family must complete a full 10 hours of volunteer work. To complete the full requirement, families will be offered different tasks in order to complete these hours

- If 10 hours is not completed by the end of May of that year, a charge of \$10 per uncompleted hour will be charged.
- A cheque (**FAO: Desna Ukrainian Dance Company of Toronto**) or sending a e- transfer (treasurer@desna.ca) for \$100 to support Desna can be sent in lieu of volunteering
- <https://tinyurl.com/Desna-Volunteer-Hours>

Volunteer Opportunity	Month	Total Hours	Description
Toronto Ukrainian Festival Parade Organizer	September	10	Organize float, bring props, marketing material and communicate with participating dancers
Toronto Ukrainian Festival Parade and Backstage	September	1-5	1 hour per family member walking in the parade Saturday morning of the festival with Desna. Backstage assistance when Desna is performing at the Festival
Christmas Concert	December	3	Backstage Assistance (Show, plus rehearsal)
Kolyada	January 6-8	1-15	Caroling with Desna and driving caroler house to house
Youth Festival of Ukrainian Dancer	February	10	Backstage Assistance during the show and rehearsal
Family Fun Night Organizer	September to May	10	Books the event, advertise the event to the Desna family
Parent Leader	September to May	10	These parents/guardians are responsible for: communications with the teachers and parents/guardians of their class, and to collect money from the parents/guardians during fundraisers.
Costume Leader	September to May	10	1 Parent Costume Leader per group per year. Heading costumes such as: organizing costumes, organizing costume fittings, costume checks and costume packing for performances. Any damage to costumes or repair needs to be notified to Desna Costumes Head.
Fundraiser Organizer	September to May	10	Helping and overseeing all fundraisers throughout the year. This position would also have

			opportunities to seek other ways of funding through grants, bursaries, etc. They would also be in charge of getting gift cards to cover monthly dinners. Creating and sending out a spreadsheet for bake sale (organizer & bakers).
Bake Sale Organizer	December and May	10	Organizing weekly bake sales at class practices, Christmas concert and spring showcase.
Raffle Organizer	December and May	10	Organizing the Raffle event for Christmas concert and Spring showcase
Varenyky Sales Organizer	October and February	10	Communicate with wholesalers, collect orders and money from parent leaders. E-transfers will all go to school@desna.ca Forms will be provided, but need to be updated. Needs to be at PLAST Huculak center 3 Tuesday of the month.
Meat Sales Organizer	November and April	10	Communicate with wholesalers, collect orders and money from parent leaders. E-transfers will all go to school@desna.ca Forms will be provided, but need to be updated. Needs to be at PLAST Huculak center 3 Tuesday of the month.
Printing Leader	September to May	10	This parent/guardian will be in charge of ALL printing needs of DESNA School. This includes flyers, certificates, ticket printing, poster printing, booklet printing, etc.
Monthly Newsletter Blurb	September to September	10	This parent/guardian will oversee summarizing what DESNA does for each month. For example, performing at The Toronto Ukrainian Festival, Garage Sale, performances at school and company, etc. They will need to have this done the first Tuesday of every month.
Monthly Dinner Organizer	September to May	5	This parent/guardian will oversee leading a monthly dinner. They will need to prepare a nutritious and well-balanced meal for dancers who choose to come.
Costume Monitor (Dnipro - Apprentice)	September to September	3 hours per event	Organizing Before and After performance costume checks. This requires a Parent to check all costumes are in pristine condition before and after performances. Any damage to costumes or repair needs to be notified to Desna Costumes Head. 3 hours per performance.
Costume Repair	September to September	1-10	Helping in repairing Desna Costumes

Costume Fitting Helper	September to May	1-5	Assisting with Instructors dance group costume fitting
Bake Sale	December and May	1-2	Providing any number of baked goods for Christmas show or Spring Showcase. Baked goods provided counts towards 1 hour per event.
Weekly Bake Sale	September to May	3-15	This parent/guarding will be in charge of selling coffee, and treats for the week they have signed up for. 3 hours per week
Raffle or Silent Auction Prices	December and May	1-10	Procuring items for donations: 1 hour per item donated
Assisting with Varenky Sales	September and February	1-10	Assisting the Organizer with sales and handing out pick up orders.
Assisting with Meat Sales	November and April	1-10	Assisting the Organizer with sales and handing out pick up orders.
Selling Christmas Cards	November to December	1-10	Selling Christmas Cards during Christmas Show or during practice hours
Selling Easter Cards	March to April	1-10	Selling Easter Cards during practice hours
Apparel Order Assistance	September to May	1-5	This parent/guardian will assist Promotions Head in distributing and completing the attire orders. They will be handing out and collecting order forms from the parent leaders if children from that class want to order a warm up jacket, etc.

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

Group	Female - Attire	Male - Attire
Parent and tot	Pink bodysuit Pink tights Pink slippers Hair in ponytail	Desna or fitted white t-shirt Black tights or black shorts (above knee)
Zhabky		
Zaychyky	Navy bodysuit Pink tights Red slippers Hair in ponytail	Black socks Black slippers
Zirky		
Metelyky		
Veselka	Black bodysuit Pink tights Red slippers Hair tied up in bun	Desna or fitted white t-shirt Black tights + black shorts (optional)
Dnipro		
Mak	Black bodysuit Black dance skirt (optional) Black tights Red slippers or Character shoes Hair tied up in bun	Black socks Black jazz shoes
Desna Apprentice		

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

- Should there be a need to change location(s) and/or time(s) for instruction, advanced notice will be provided.
- Breaks for Christmas, Spring Break, and Easter will be provided; there will be no classes during these times.
- Should any other additions or cancellations be made to the schedule, Desna will notify parents and students in advance.
Desna has the right to change dates/times of classes in special circumstances.

Costume

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.

Students are responsible for their own rehearsal attire.

Desna will provide costumes for students to use. Students/dancers are to provide their own footwear, professional theatrical make-up and undergarments to be worn at performances

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.

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.