

BALLROOM DANCE CHARLESTON (BDC)  
USA Dance Chapter 6021  
Appendix A - Professional Dance Instruction

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

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

Just as active professional dance instructors are not permitted to be members of BDC, members of BDC are not permitted to engage in privately teaching (or giving the appearance of teaching) other club members or non-members via use of private rentals including "Practice Dance Sessions."

**A. BDC Instructors vs. Private Rental Instructors**

1. Instructors requesting to each teach weekday, weekend, and/or BDC sponsored Workshops must be approved by the BDC Board as qualified instructors in good standing. An application and resume (see Section B) will be submitted to the Director of Education along with a signed Instructor Agreement Form. The Director of Education will verify submitted information (references, experience, credentials, etc) and present the request and information to the Board for review and approval.
  - a. Prior to formal approval, the instructor *may* be asked to teach a Saturday class under the observation of the Director of Education and one or more current BDC instructors
  - b. Approval status does not guarantee regular teaching assignments.
  - c. Approved instructors will not be charged admission to BDC regular dance parties. (May exclude special parties or events)
  
2. Private lesson instructors who **only rent space** from BDC to teach private lessons will be considered as a private rental. Since BDC does not provide oversight or accept any responsibility whatsoever for private lesson instruction, the Board will not approve these individuals as qualified instructors. However, the BDC Board will approve the decision to grant rental status. Private rental instructors must carry personal/professional liability insurance (which provides coverage at BDC) and provide the Education Director with a certificate of such insurance.
  - a. There will be no lapse in time when instructors may teach private lessons without liability insurance.
  - b. The Instructor Agreement form will be signed in lieu of a formal rental agreement.
  - c. These instructors are eligible to receive the member discount fee of \$15 to BDC regular dance parties. (May exclude special parties or events)

- d. BDC reserves the right to refuse any instructor's rental application for any reason and to suspend or terminate rental privileges to failure to comply with BDC policies and guidelines.
3. All instructors who teach BDC classes **and** rent space for private lessons must complete requirements outlined in A.1 and must submit a copy of their personal/professional liability insurance (which provides coverage at BDC) as outlined in A.2.
  4. All Instructors (approved and private renters) are expected to follow all policies and procedures and the Code of Conduct (Section G). Any deviations or failures to comply will result in a verbal warning with documentation, a warning letter, suspension, **or** termination as determined by the Board.

## **B. Instructor Application Process**

1. Instructors wishing to apply to teach weekday and Saturday classes must submit the following to the Director of Education:
  - a. An application stating exactly what they are requesting to teach, i.e. specific dances and levels;
  - b. A resume that includes prior instructor experience (dance, style, level);
  - c. Teaching certification(s);
  - d. List of 2-3 references.
2. BDC reserves the right to refuse any instructor's application for any reason and to suspend privileges to failure to comply with BDC policies and guidelines.

## **C. Private Lessons**

1. A private lesson is understood to be 1-2 students and 1 instructor. Rental rates are as follows:
  - a. **Approved BDC Instructors:**
    - \$15 for each separate lesson lasting 30-60 minutes.
    - \$7.50 for each separate lesson lasting 30 minutes or less.
  - b. **Rental Only Instructors:**
    - \$20 for each separate lesson lasting 30-60 minutes.
    - \$10 for each separate lesson lasting 30 minutes or less.
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2. Back-to-back lessons with the same student or with different students will be treated as separate lessons with no combining of times.
3. Instructors teaching as a couple will be considered as 2 instructors and will be charged separate rental fees.
4. There is no floor time charge for private lesson "party door prizes" or free lessons donated for special events.
5. Instructors will document private lessons on the "Private Lesson Schedule" form. This form, along with rental payment, will be submitted the first week of each month for the previous month's schedule. Instructors can also choose to submit payment after each lesson if more convenient, i.e. only teaching a few lessons per month.

- a. All floor fees must be paid by the 15th of the month or all teaching privileges (including group classes) will be suspended until accounts are brought current.
- b. If payment is made past 15 days and the check or other payment method is returned as insufficient, floor use is suspended pending reinstatement. If the Board approves reinstatement, a deposit must be made for the private lessons in the amount of \$300. The instructor must remain current on payments due for a period of six months before the deposit is refunded.

#### **D. Floor Use & Scheduling**

1. Instructors must schedule all usage of BDC in advance on the BDC Teacher's calendar. Options include self-scheduling or contacting the Director of Education or Director of Communication to place on the calendar. The Director of Education will provide access and instruction to facilitate the process. Instructors may not schedule time in the same slot as other private rentals including those from other instructors or reserved member practice time. If two instructors desire the same time, the 1st instructor to request or post will have priority. Exceptions can be made if approval from the 1st instructor or reserving member is received.
2. Any Board approved instructor in good standing is permitted to use BDC for the purpose of lesson development, routine development, and showcase development as long as no students are involved. Free use of BDC for the listed activities is limited to BDC sponsored events.
3. BDC sponsored classes/events and Board approved outside private rentals have priority over private lessons and/or practice. Times may be blocked for cleaning, construction, or special event decorating with prior notice.
4. Instructors are responsible for:
  - a. Ensuring the BDC facility is left in order for the next lesson or class, which includes cleaning spills and their tables.
  - b. Providing their own supplies and snacks for themselves and their students.
  - c. Accurately documenting their floor logs.
5. Storage for personal items is not provided. Alcoholic beverages may not be stored at BDC.

#### **E. Classes, Workshops and Showcases**

1. **Classes:** All regular classes (weeknight and Saturday) are scheduled by the Director of Education. Any additional classes requested by the instructor or members must be approved by the Board. Weeknight Instructors will receive a 50-50 split of the admission intake. Saturday night instructors will be paid \$60.
  - a. Substitute instructors must be approved and scheduled by the Director of Education.
2. **BDC Sponsored Workshops:** Workshop requests by BDC approved instructors will be submitted to the Director of Education at least one month in advance. Instructors will be paid a split of the admission intake after subtracting any expenses.
  - a. Workshops may be established with restricted enrollments.

- b. Non-BDC members will pay a higher fee.
3. **Showcases & Non-BDC Sponsored Workshops:** Instructor Showcase and non-BDC sponsored workshop requests will be considered a private rental. A rental agreement/contract must be completed and approved by the Board at least one month in advance of the showcase date. The agreement will include a refundable \$100 deposit for cleaning costs or repairs. Rental fees will be established for each event by the Board Treasurer.
4. Youth programs must be approved by the Board.

## F. Building and Climate Control

1. **Heating/Cooling:** The controls for the two units are located on the wall by the ladies room and the kitchen. All units should be set at the same temperature. The units are automatically programmed to stay within a comfort range. If this needs to be adjusted, contact the number listed by the thermostat.
2. Light switches are located on the right side of the front doors (two different doors) turn off all lights when leaving, except the kitchen light for security reasons. Check both restrooms to ensure no water is running.
3. Ensure that the building is securely locked (**all four doors**) and the alarm is activated when leaving.

## G. Instructor Code of Conduct

Ballroom Dance Charleston is a social dance club where every participant has a right to enjoy their dancing in an environment that provides for their personal safety with instructors who act in their best interest regarding their physical, mental and social wellbeing. **It is important to note that BDC is not a dance studio; therefore, open solicitation for private lessons is prohibited at all BDC sponsored dance parties and classes.** However, if approached by students, instructors may exchange business cards and/or contact information to discuss outside of BDC. It is a requirement that all professional dance instructors comply with the policies and procedures of BDC and adhere to the following:

1. Conducts themselves in a professional manner and treats everyone with dignity and respect;
2. Maintains clear and appropriate personal boundaries to ensure the integrity of relationships with participants and Board members;
3. Is forthcoming and truthful about professional experience and qualifications;
4. Does not misrepresent relationships with BDC during lessons or in postings on social media;
5. Maintains effective communication and works in a collaborative and cooperative manner with other dance professionals and BDC Board members;
6. Ensures appearance and behaviors are appropriate for work conducted;

7. Is on time for all lesson commitments. If unable to do so, communicates to the appropriate individual(s) in a timely manner so cancellation can occur or alternate coverage can be arranged;
8. Undertakes any necessary monitoring, record keeping, and reporting around issues of confidentiality to maintain a safe working environment;
9. Takes steps to understand professional and legal obligations when working with minors or vulnerable adults and ensures that nothing in the instructor's control is of detriment to a student's health, safety, and/or financial wellbeing.

## APPENDIX A: ATTACHMENT

### INSTRUCTOR AGREEMENT FORM

The BDC Board has designated a Director at Large Board position exclusively to Education. Schedules of classes, workshops, dance rotations and all education related issues including evaluations are expected to be objectively and comprehensively presented to the Board through this Director. Please contact this person first for any issues, concerns or proposals for new offerings.

1. All instructors who rent space from BDC to teach private lessons must carry personal/professional liability insurance (which provides coverage at BDC) and provide the Education Director with a certificate of such insurance.
  - a. There will be no lapse in time when instructors may teach private lessons without liability insurance.
  - b. The Instructor Agreement form will be signed in lieu of a formal rental agreement.
  
2. **A private lesson is understood to be 1-2 students and 1 instructor. Rental rates are as follows:**
  - a. **Approved BDC Instructors:**
    - \$15 for each separate lesson lasting 30-60 minutes.
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  - b. **Rental Only Instructors:**
    - \$20 for each separate lesson lasting 30-60 minutes.
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  - c. Back-to-back lessons with the same student or with different students will be treated as separate lessons with no combining of times.
  
  - d. Instructors teaching as a couple will be considered as 2 instructors and be charged separate rental fees.
  
2. Instructors must schedule all usage of BDC in advance on the BDC Teacher's calendar. Options include self-scheduling or contacting the Director of Education or Director of Communication to place on the calendar. The Director of Education will provide access and instruction to facilitate the process. Instructors may not schedule time in the same slot as other private rentals including those from other instructors or reserved member practice time. If two instructors desire the same time, the 1st instructor to request or post will have priority. Exceptions can be made if approval from the 1st instructor is received.
  
3. Instructors will document private lessons on the "Private Lesson Schedule" form. This form, along with rental payment, will be submitted the first week of each month for the previous month's schedule. Instructors can also choose to submit payment after each lesson if more convenient, i.e. only teaching a few lessons per month.
  - a. All floor fees must be paid by the 15th of the month or all teaching privileges (including group classes) will be suspended until accounts are brought current.
  - b. If payment is made past 15 days and the check or other payment method is returned as insufficient, floor use is suspended pending reinstatement. If the Board approves reinstatement, a deposit must be made for the private lessons in the

amount of \$300. The instructor must remain current on payments due for a period of six months before the deposit is refunded.

4. Instructors are responsible for:
  - a. Ensuring the BDC facility is left in order for the next lesson or class, which includes cleaning spills and their tables.
  - b. Providing their own supplies and snacks for themselves and their students.
  - c. Accurately documenting their floor logs.
5. Storage for personal items is not provided. Alcoholic beverages may not be stored at BDC.
6. Building and Climate Control
  - a. **Heating/Cooling:** The controls for the two units are located on the wall by the ladies room and the kitchen. All units should be set at the same temperature. The units are programmed to stay between 60 - 72 degrees. If this needs to be adjusted, contact the number listed by the thermostat.
  
  - b. Light switches are located on the right side of the front doors (two different doors) turn off all lights when leaving, except the kitchen light for security reasons. Check both restrooms to ensure no water is running.
  
  - c. Ensure that the building is securely locked (**all four doors**) and the alarm is activated when leaving.
7. **All Instructors are expected to follow all policies and procedures and the Code of Conduct. Any deviations or failures to comply will result in a verbal warning with documentation, a warning letter, suspension, or termination as determined by the Board.**

Please sign below acknowledging that you have been given a copy of the BDC policy for Professional Dance Instructors, have read and understand the policy set forth, and you accept and will abide by the stated policies as outlined in Appendix A and above,

PRINTED NAME: \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Received by: \_\_\_\_\_ DATE: \_\_\_\_\_

BDC DIRECTOR OF EDUCATION