



MILDURA
BALLET & DANCE
GUILD INC.

Information Policy Handbook

PLEASE RETAIN FOR ENTIRE YEAR

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1.0 GUILD INFORMATION

The Mildura Ballet & Dance Guild Inc. has been operating since 1958 and gave their first performance of “Peter and the Wolf” at the Merbein Civic Hall on the 29th October 1959. Over the years many dance classics have been performed. The Guild was started by a group of dedicated people who desired to bring the opportunity of classical ballet to children living in isolated areas.

The aim of the Guild is to promote and foster the art of dance in its varied forms of expression including classical ballet, and to promote entertainment and encourage children to dance as an artistic interest in a manner that will not only provide enjoyment, but also the opportunity for academic achievement and a professional career.

The Guild is run by a Committee of twelve (12) volunteers and the Committee would like to take this opportunity to welcome you to the Guild. We look forward to meeting you and your child and hope that your child enjoys dancing with the Guild. The Guild operates from 6 Bothroyd Court, Mildura.

2.0 DANCE CLASSES OFFERED

Many factors are considered when establishing classes at the beginning of the year, including technical and artistic ability, desire and commitment to undertake examinations and friendships. Wherever possible, the timetable is set with the aim to accommodate the needs of students participating in more than one genre of dance.

Classical Ballet

Tiny Tots

From 3 years of age
(must be 3 as at 1st January and toilet trained)

Pixies

From 4 years of age
(must be 4 as at 1st January)

Fairies

Pre-Primary & Primary Grades 1 to 8 Vocational
From 5 years of age
(must be 5 as at 1st January)

Character Dance

Included in all classical classes from Grade 1

*Classical Ballet age restrictions are in place to meet therequirements of the Royal Academy of Dance (RAD).

Jazz

From 6 years of age (as at 1st January)

Tap

From 6 years of age (as at 1st January)

*Jazz/Tap is combined into the one class for the first four years.

Contemporary Dance

Commencing from 8 years of age (as at 1st January).

*Note: The following criteria applies to Contemporary class students:-

- It is recommended that Contemporary Students participate in a Classical class to strengthen technique, flexibility, build skills and help prevent injury.

- Students will be enrolled into main stream Contemporary classes, based upon ability not age.

- Students who discontinue classical classes will be re-assessed by the Contemporary teacher and may not be able to progress at

the same rate as other students (due to the flexibility, strength

and skills learned from complimentary ballet classes).

- Students without classical background but completing VCE dance studies through the education school system or 15 yearsand over will be placed into Foundation Contemporary class.

- Where classes are full, preference will be given to students undertaking classical ballet classes at Mildura Ballet & Dance Guild Inc.

Hip Hop

From 7 years of age (as at 1st January) Tai Chi
Open to Mature Age Adults.

3.0 SYLLABUS

Classical Ballet

Royal Academy of Dance (RAD) With over 13,000 members’ spread across 83 countries, The Royal Academy of Dance (RAD) is one of the largest and most influential dance education and training organisations in the world.

The Academy’s patron is HM Queen Elizabeth II. RAD Membership supports the advancement of dance and includes professional dancers, students, teachers, benefactors and friends.

Established in 1920, to improve standards and re-invigorate dance training initially within the UK, the Academy helps and encourages its teachers to perfect their teaching skills and pass on this knowledge to their students.

There are currently over 1,000 students in full-time or part-time teacher training programmes with the Academy and each year, the examination syllabus is taught to more than a quarter of a million students worldwide.

The Academy maintains close links with all those involved in the industry, at every level, from the internationally recognised ‘Faculty of Education’ degree programmes, to those younger students participating in the summer schools. At whatever age or stage, anyone with an appreciation of classical ballet and jazz is able to participate in the work of the Academy. Visit the website for more information www.rad.org.au.

Tap

Tapatak Oz Tap Dance Syllabus

Starting with work suitable for 6 yr olds and going through to tertiary/professional level, it is a comprehensive system that will ensure students learn not only technique but also tapping tips on how to look and sound good as they progress through the levels.

Tapatak Oz covers many styles using a variety of tempos and musical styles to give your students a broad understanding of tap and its terminology.

4.0 COMMITTEE OF MANAGEMENT

4.1 Guild Committee

PRESIDENT

Brooke Vadjla 0407 097 979

VICE PRESIDENT

Angela Sharman 0409 942 897

SECRETARY

Naomi McDonald 0428 221 163

TREASURER

Jacinta Robinson 0457 743 988

General Committee Members

Natalee Johnson
Katie Floramo
Emma Watt
Kelly Willett
Sally Hederics
Anissa McRae
Lena Fitzgerald
Elise Thornton

4.2 Sub-Committee

Sub-committees are needed for selected events. The sub-committee will be chaired by a committee member who will report back to the committee of management.

4.3 Guild Meetings

The Guild has a monthly meeting for all committee members held on the second Tuesday of each month at 7.00pm.

4.4 Annual General Meeting

The AGM is held in April each year and nomination forms are sent prior to the meeting. Anyone interested in nominating for the committee please contact The Guild Secretary, for a nomination form, to be returned to the

Secretary, P.O. Box 1016 Mildura, 3502. Nominations close 1st April (in accordance with Guild’s Constitution Section 24 (1)(b)).

5.0 GUILD TEACHERS

SENIOR CLASSICAL BALLET

Mrs Janine Kerr (ARAD RTS)

JUNIOR & SENIOR TAP

Mrs Libby Kennedy (B.Ed)

Miss Melissa Panetta

JUNIOR TO SENIOR JAZZ

Mrs Libby Kennedy (B.Ed)

Miss Melissa Panetta

CONTEMPORARY DANCE

Miss Taylor Paige Wilkie

Miss Gabi Millen (ARAD RTS)

JUNIOR CLASSICAL BALLET

Mrs Janine Kerr (ARAD.R.T)

Miss Gabi Millen (ARAD RTS)

TINY TOTS

Miss Gabi Millen (ARAD RTS)

TAI CHI

Mrs Karen Willcock (A.R.A.D.R.T) Cert. 3 Fitness & Exercise, Cert. 4 Fitnessvfor Older Adults, Medicine Australia

Exercise for Tai Chi

HIP HOP

Miss Gabi Millen (ARAD RTS)

Student Assistant Teachers

The Guild also employs current senior students to assist the teacher in charge with junior classes. Student assistant teachers provide support to the teacher and students where required, including demonstration of dance techniques. Student teachers are mentored by the teacher in charge and often go on to study dance at tertiary level.

6.0 PERSONAL ACCIDENT INSURANCE COVER

The Guild does not provide personal accident insurance cover. Parents

are asked to check their own insurance cover in this area.

7.0 FIRST AID – INJURY BANDAGES

In the event a student requires the use of compression bandages/strappings, the replacement cost of such will be invoiced to the student's account. As such items are for one use only.

8.0 STUDIO

6 Bothroyd Court Mildura is the workplace of the Ballet Guild's Office Manager – Linda Primarano who is contactable by email at milduraballet@bigpond.com.

See Attachment 8 for map.

9.0 COLLECTION OF STUDENTS AFTER CLASS

For the security and wellbeing of students, please ensure that students are collected on time Students must be collected from the studio foyer and are not permitted to wait in the car parking area. Junior students must be accompanied by an adult from the car park to the studio entrance. Small children are extremely hard to see and the safety of students is treated very seriously. Parents/Carers who disobey safety rules risk their children being suspended from class, any further offence will result in expulsion from the Guild.

10.0 PUBLIC HOLIDAYS

Please note that the Guild does not provide classes on public holidays unless the teachers advise otherwise. Fees are determined based on annual rate and generated per term; this ensures each term fee is consistent regardless of number of weeks or public holidays included within that term. There are generally no additional fees for the additional concert rehearsals during term 4, or group (weekly timetable) eisteddfod work.

11.0 MEDICAL & PHOTOGRAPHY / VIDEO CONSENT FORM / SOCIAL MEDIA

This form is separately attached for you to complete and return to your child's first class. It is vital that you notify us of any change of details to ensure that you can be contacted in the case of an emergency. (See Attachment 10)

12.0 MODEL RULES

As the Guild is a non-profit community organisation, a copy of the constitution is available to all members of the Guild. If any member is interested in obtaining a copy of the constitution, please ring the Guild's Office on 5022 0516 and leave a message and a copy will be mailed to you.

13.0 TERM DATES 2022

TERM 1	Monday 28th January	Saturday 28th March
TERM 2	Monday 13th April	Saturday 27th June
TERM 3	Monday 13th July	Saturday 1 9th September
TERM 4	Monday 5th October	Final Performance 2021

14.0 CALENDAR OF EVENTS

The following is an estimate of activities that happen around the Guild over the course of the year. More detailed information and confirmation of dates will be forthcoming over the course of the year.

TERM 1	Tapatak Workshop
TERM 2	Gala Performance Mildura Eisteddfod Winter Workshop (RAD) Winter school holidays
TERM 3	August - Tapatak Exams September - Classical Grade Examinations (RAD) September - Classical Vocational Graded Examinations (RAD)
TERM 4	Enrolments Close 2nd November November - Rehearsals commence at Mildura Arts Centre Performance 1 – End of November Performance 2 – Beginning of December

15.0 FEES

16.1 Term Fees

The Guild will issue Term fee invoices prior to the commencement of each Term, fees are due and payable within 14 days of the invoice date. Fees are averaged out over the entire teaching year and therefore each term is the same regardless of whether the term contains 7 or 11 weeks.

Term fees include additional rehearsals required for concert rehearsals. Term fees also cover additional rehearsals for examinations and

presentations where the WHOLE class is required for the additional rehearsal. Term fees DO NOT provide for additional private lessons, these are covered at Clause 15.1.

In the event that a cheque issued to the Guild is dishonored, then any fees charged to the Guild will be passed on to the issuer of the cheque.

The Guild is a non-profit organization, run by a committee of 12 volunteers. In addition to employing professional teaching staff and student teachers, the Guild also employs an administration officer due to the huge amount of administration involved in running such a large community group. It is therefore necessary for the Guild to also cover the costs of the office management, and a levy of \$27.50 per family is charged on each term fee account. This levy includes a license issued by APRA which covers the copyright on the music which is used in classes, eisteddfods and at concert time.

A \$30 deposit per student is required upon enrolment to ensure a place in class the following year.

Fees can be paid by direct deposit to:

BSB 083 764

ACC NO 515921239

ACC NAME Mildura Ballet & Dance Guild Inc.

Reference Parents surname and/or invoice number

Other arrangements may be made by emailing the Guild's Officer Manager at milduraballet@bigpond.com

The Guild now offers EFTPOS facilities.

All current and new students must ensure to re-enroll on or before re-enrolment day. Class lists, times and teachers for the year ahead are arranged before the Christmas break, enrolments after this time may not be able to be accommodated and will be placed on a waiting list.

- 16.2 Outstanding Fees

All outstanding debts incurred, must be paid in full prior to commencement of a new term. Any outstanding debt obtained by the end of each term will incur a 10% penalty.

If there are any outstanding debts owing to the Mildura Ballet & Dance Guild, you will be unable to re-enroll your child until all debt has been paid in full!

It is the policy of the Guild that fees must be paid in full by the start of the third week of Term unless arrangements and a part payment have been made with the Office Manager. Failure to do so will result in the inability for your child to attend any further classes.

Payments by installments can be arranged at any time with the Office Manager.

16.3 Private Lessons

Definition: Private Lesson: An additional lesson with a Guild Teacher where a student is provided with individual tuition for the purpose of examinations, presentations or Eisteddfod/Competition. This may be a one on one tuition lesson or tuition lesson in a small group (for example an examination group) but does not include additional class lessons where the whole class has been invited to attend.

16.4 Policy Statement OP03 – 2014

2.1 Following assessment by the teacher it may be required for extra private lessons to prepare students for forthcoming examination / presentation in either Classical, Contemporary, Tap or Jazz syllabus. In this eventuality the following will apply:-

- Fees for Private Lessons for groups of 3 students or more will be charged on either “At Cost” or Second/Third Class Term Fee Rate whichever is the lesser basis for each individual dance genre, with invoicing finalised after teacher is satisfied no further classes are required. One invoice generated (Payable within fourteen (14) Days).
- The maximum number of classes a student participating in groups of 3 or more can be invoiced for will be ten (10), which is equivalent to the Second/Third Class Term Fee, depending on the enrolment classes.
 - If the student only participates in one (1) class per dance genre the fees will be charged at 2nd Class Rate per dance genre.
 - If the student participates in two or more classes per dance genre, then the Third Class Term Fee Rate will apply.

(a) For those students undertaking solo or duo private lesson, the “At Cost “ rate

will need to be met in this circumstance. . An estimate of the number of lessons will be advised to the parent/student prior to commitment. The teacher will keep the parent/student advised on any additional lessons that maybe required beyond the estimate.

(d) A signed consent form (Appendix 1) will acknowledge agreement that:-

- Fees will be at an “At Cost” as detailed in 2.1(b), 2.1 (c) and 2.4
- No Credits will be given for unattended lessons.

2.2 The Guild will administer the business side of the Eisteddfod/Competition fees for Private Lessons. Students shall make arrangements for dance items to be choreographed individually with the preferred teacher.

The teacher shall timetable rehearsals outside the teacher’s regular timetable.

(b) Fees for Private Lessons for groups of 3 students or more will be charged on either “At Cost” or Second/Third Class Term Fee Rate whichever is the lesser basis for each individual dance genre, with invoicing finalised following the programming of the set lessons.

- An invoice will be generated each week (Trading Terms will be seven (7) days).
 - If Trading Terms are not met the Private Lesson for Eisteddfod/competition will be suspended for the individual student until the outstanding debt is paid in full.
- (c) The maximum number of classes a student participating in groups of 3 or more can be invoiced for will be ten (10), which is equivalent to the Second/Third Class Term Fee, depending on the enrolment classes.
- o If the student only participates in one (1) class per dance genre the fees will be charged at 2nd Class Rate per dance genre.
 - o If the student participates in two or more classes per dance genre, then the Third Class Term Fee Rate will apply.

(d) For those students undertaking solo or duo

private lesson, the “At Cost “ rate will need to be met in this circumstance. An estimate of the number of lessons will be advised to the parent/student prior to commitment. The teacher will keep the parent/student advised on any additional lessons that maybe required beyond the estimate.

- Payment to be received on the day of the lesson and placed in the envelope provided.
- If Trading Terms are not met the Private Lesson for Eisteddfod/competition will be suspended for the individual student until the outstanding debt is paid in full.

(e) In addition to the charges describe in 2.2 (a) , (b) and (c) a Flat charge for a Performance Levy per student. The Performance Levy will cover additional costs as Researching music and costumes together with the availability of the teacher at the Mildura Eisteddfod. It is estimated that the Performance Levy will be approximately \$20.00 per student.

(f) If the teacher does intend to take students to Eisteddfod/competitions outside Mildura, individual rates will be need to be negotiated between the students and teachers, prior to attending such an event. Students and/ or parents may decide to attend an outlying Eisteddfod/competition without the teacher.

(g) A signed consent form (Appendix 2) will acknowledge agreement that:-

- Fees will be at an “At Cost” as detailed in 2.2 (a), 2.2 (b), 2.2 (c) and

2.4 o Performance Levy will be charged in addition to the “At Cost” Fees.

- No Credits will be given for unattended lessons.

2.3 Fees for Private Lesson for Vocational Preparation Program – Individual timetable will be worked out on the supply of the Vocational Preparation Program times. The teacher shall provide the Treasurer/Administration the hours to be invoiced each week.

(a) Fees for Private Lesson for Vocational Preparation program will be on a “At Cost” Basis, as outlined in 2.4 below,

(b) It may be requested that these fees be paid on a weekly basis. Taking into consideration that this arrangement could equate to

a substantial sum, thus the Guild’s Trading Terms will be seven (7) days. If Trading Terms are not met the Private Lesson for vocational Preparation Program will be suspended for the individual student until the outstanding debt is paid in full.

(c) A signed agreement to the terms outlined in point 2.3 (b) will be required.

(d) The signed consent form (Appendix 3) will acknowledge that No Credits will be given for unattended lessons. In the event the teacher cancels the class there will be no cost for the class.

2.4 ‘At Cost’ shall mean:-

14 Number of students attending Private Lesson divided by the ‘At Cost’ Rate.

Private Lesson invoices shall be charged ‘At Cost’ Rate on the following basis; For example

- Four (4) students sharing the Private Lesson = 25% charged ‘At Cost’ Rate
- ten (10) students sharing the Private Lesson = 10% charged ‘At Cost’ Rate
- In the event that the Private Lesson is for a single individual the invoice would be for 100% of the ‘At Cost’ Rate.

No Credits shall be given for an unattended lesson, if it is agreed that (x) number of students are to share the private lesson (as detailed in 2.1 (d) , 2.2 (g) and 2.3 (d).

The purpose of this policy is:

- To ensure that Committee members, teachers, administration staff and members have a clear and concise understanding of the policy;
- To ensure that all matters discussed are open and transparent and supported by facts, data and are in line with current Guild policies and procedures;
- To ensure the members are kept abreast of updated changes to the policy within the current year’s Handbook;
- To minimise the risk of making un-informed decisions;
- To increase the effectiveness and efficiency of the Guild’s Management and Business operations.

- To satisfy that the Guild meets its obligations in relation to Worksafe regulations and ensure the teachers are covered during all teaching hours.

17.0 ANNUAL PRESENTATION/PERFORMANCE

17.1 Annual Performance

The Guild traditionally holds an annual performance in the Mildura Arts Centre Theatre. Dates for the public performances are yet to be set.

The Public Performances include all Classical, Jazz, Tap, Contemporary and Hip Hop students.

Technical rehearsals and dress rehearsals are held in the two weeks leading up to the concert performance– dates to be confirmed.

All parents or carers are required to help with the annual performances (eg ushers, supervisors, and helpers), nominations will be called for prior to the concert. It is expected that if you have a child participating in the public performance that you nominate to help on the job allocation list. There are many jobs including ushering, signing in table, supervision of children, dressers, back stage crew, prop building etc.

All parents/guardians are required to assist with at least one performance for each of their children and are required to obtain a Working with Children Check with a copy provided to the Guild.

17.2 Concert Levy

A new concert levy of \$20 per child will be charged to assist with all costs associated with the hire of MAC.

17.3 Concert Permission Note

The annual performance is not compulsory; however, in order for the Guild to commence preparation for the end of year performance, your signature is required on the enrolment form (under the ‘h’ section) for the concert.

Students wishing to participate should be aware that commitment is required to attend all classes and that there will be additional rehearsal times as well as commitment from parents/guardians for assistance with the concert. Families have until the end of Term 2 to communicate any changes to their child’s involvement in the concert.

If the Guild purchases fabric following advice of participation in the concert, the parent/guardian will be responsible for paying the costs of the fabric.

17.4 Costumes/Material Packs

Students participating in the end of year performance are required to wear a costume. Costumes are designed by Teachers and first costume makers. Material packs are purchased on behalf of the students and distributed to students. The cost of the fabric, as well as any additional extras such as flowers/head pieces, are met by parents. Some items may be hired (such as gloves or wigs etc). Parents are also required to meet any dressmaking costs for the making of costumes.

If you are required to have a costume made and you do not sew, you should ensure that you organize a dressmaker early to ensure you don’t miss out. Some dressmakers are quite expensive so make sure you ask around other Guild parents for recommendations and always get an estimate of price before you get your costume made. A budget cost for each costume group is set annually by the Committee early in the New Year; the estimate is based on materials only and does not include any dressmaking fees.

Budget Estimates for Costumes

- **Classical - Fairies to Grade 4**
Per costume up to \$85.00
- **Classical - Grade 5 and up**
(students will require 2 or more costumes)
Per costume up to \$80.00
- **Jazz/Tap - Junior**
Per costume up to \$80.00
- **Jazz/Tap - Senior**
(students may require 2 or more costumes)
Per costume up to \$80.00 - \$120.00
- **Contemporary**
Per costume up to \$80.00 - \$120.00
- **Hip Hop**
Per costume up to \$80.00

*Costumes outside of normal guidelines will be discussed directly with the parents concerned.

It is possible that a costume may be purchased with a maximum limit of \$100.00 per costume.

*If the student is involved in the Mildura Eisteddfod, the Guild will endeavour to re-use existing costumes where possible. Some costumes are also available for hire for solo items in the eisteddfod.

It is important for the first costume to stay as close to the budget as possible to relieve financial strain on parents in Term 4.

In 2019 to alleviate the costs for families in Terms 3 and 4, the Guild will

incorporate in the term fees a Costume Levy deposit in Term 1, 2 & 3.

- A \$20.00 costume deposit per dance genre costume shall be invoiced in Term 1, 2 & 3 for Pixies to Grade 4, Junior Jazz and Tap Classes and Hip Hop. When the costume costs are finalized in Term 4, the balance outstanding will be invoiced.
- A \$20.00 costume deposit per dance genre costume shall be invoiced in Terms 1 , 2 & 3 for:

- Classical classes Grade 5 up
- Senior Jazz and Tap classes
- All Contemporary classes

- All Hip Hop Classes

When the costume costs are finalized in Term 4, the balance outstanding will be invoiced.

In the event that a student withdraws from class prior to the purchase of costumes and/or fabrics, the amounts paid in advance shall be refunded.

If a student withdraws following the purchase of costumes and/or fabrics, the amount paid will be held by the Guild and a final invoice provided. Costumes and/or fabrics will be available for collection from the office in this instance.

17.5 First Costumes

The class teacher will generally design the costume and may have assistance from an experienced sewing parent and/or costume coordinator. Once the costume is designed the “First Costume” is constructed for approval by the

teacher and costume co-ordinator prior to any other costumes being made. It is very important at this point to ensure the cost of the costume is in line with the estimated budgeted.

The first costume maker is responsible for the following:

- Liaise with teacher and costume co-ordinator to ensure costume comes within estimated budget.

- Source and adjust pattern if necessary (the Guild does have an existing library of patterns which may be used. Additional patterns may be purchased with the cost to be distributed to the class, the pattern then becomes the property of the Guild pattern library for future use.)

- Source fabric required (making sure there is enough stock of material and other notions for the whole class).

- Make available a pattern for tracing in a variety of sizes appropriate to the class. This includes clear instructions and illustrations or photos on how to cut out and sew the costume together.

- The first costume maker must be available to answer any sewing queries regarding construction of the first costume.

- The first costume maker is responsible to have the first costume available and on display for other class members to view when necessary to assist in sewing of additional costumes.

Parents please Note

- The master pattern must be either traced at the Studio. No master pattern is to be removed from the Studio under any circumstance.

- The first costume on display should be treated with care. The costume is NOT to be tried on without the permission of the first costume maker (as this could cause damage to the costume if the sizing is not correct).

- It is encouraged that all costumes be finalised by the costume check.

Costume check is during week 2 of Term 4. Do not stress if the costume is not entirely complete, please bring it to the costume check at whatever stage of making it is. Further instructions and/or minor additions maybe given on this day.

- Costume packs and patterns will be available for collection and tracing, prior to the end of Term 3. If you are having your costume made arrangements should be made early to ensure that your dressmaker is available to complete your costume in these time frames. It is advisable to commence making your costume as soon as details are available.

- Class photographs are taken at the end of October. Photos may be in costume or in full class uniform depending on how far costuming for the whole school has progressed. The class photographs form part of the annual concert performance program and therefore need to be taken early in order to allow for collation of the program in time for printing for the concert performance. Some individual photographs of lead roles may also be taken for the program.

17.6 Make-Up

All student/s in the annual performance are required to wear basic make-up and all make-up items can be purchased from Priceline. Male students are to check with teacher concerning their make-up. Below is a list of what is required for the basic make-up:

- Matt Foundation (own choice)
- Eye shadow color – White/brown duo
- Blush color – Cherry (Savvy)
- Lipstick – Idol Red 52 (Rimmel)

PLEASE DO NOT LEAVE THE PURCHASE OF MAKE-UP UNTIL LAST

MINUTE AS YOU MAY MISS OUT.

Extra Make-up:

Black Eyeliner, Black Mascara, Whiteliner Pencil, Brown Eyebrow Pencil and False Eyelashes. All senior students to purchase plain Black false eyelashes, which are appropriate to your child’s face or as directed.

NB: Please check with teacher before purchasing the Extra Make-up.

17.7 Costume Hire

On occasions it may be possible to hire Costumes from either the Guild and/or individual Guild members (past or present).

It is the Guild member’s prerogative to lend and/or hire a particular costume. Setting a Hire Fee rate is difficult.

The committee has determined a Rate of \$40.00 to \$80.00 depending on the complexity of the costume.

If our teachers choose to re-use a particular costume for Concert or Eisteddfod, each member is contacted individually in an effort to enquire about availability. If there is insufficient costumes available the teacher re-assesses the situation whereby the original idea is scrapped and a new costume is purchased and/or designed and made.

In the event the teacher wishes to pursue a previous costume to have a class set, sometimes it is possible to re-create the costume. In an effort to be fair and reasonable, the Guild usually has the costume made at the Guild’s expense and a hire fee charged to the member hiring the costume for the group piece, so that no member within the class is disadvantaged, whether they are paying the Hire fee to another guild member or the Guild.

If a Guild member requests an additional amount by way of bond, this is beyond the Guild’s control, although we do endeavor to ensure the Hire Fee is the same for all.

Costume Hire is to be negotiated between parents.

The person hiring the costume should make every effort to treat the costume with care and return it in the same good condition it was received. If the costume is damaged, the person hiring the costume may be asked to make recompense for the damage that has occurred.

17.8 Body Stockings

It is compulsory for all female students to wear body stockings and/or a nude leotard under their costumes for all performances. Students are to ensure they are wearing the body stocking/nude leotard when they leave home prior to arriving at the Arts Centre.

18.0 ANNUAL PRESENTATIONS

At the end of the Saturday Evening performance for the juniors and Saturday Evening performance for our senior students, several Awards and scholarships are presented to students of the Guild. The Awards and scholarships come under the following categories:

18.1 Fran Gallagher Memorial Award

This award is given to the most outstanding classical student of the year.

To receive this award, which is given in honour of the late Fran Gallagher, who was the Guild’s pianist for many years, the student must display musical awareness, technique and dedication in the art of classical ballet.

The awardee is presented with a perpetual cup and receives a financial award of the first class of Term 1 & 2 fees (in the following year) being deducted from their Term account.

Where awardees are undertaking further tertiary studies, the awardee also receives the privilege of being able to return to the Guild during term breaks to participate in classes at no cost. In addition to this, the recipient of this award will be offered the value of these fees to be used for their further studies.

If the awardee returns to the Guild as full-time student at a later date and the financial award of the first class of Term 1 & 2 fees has not been utilised due to attending tertiary studies, then they can be deducted from their Term account.

If the awardee returns to the Guild as a full-time student and the financial award has been fully utilised, then full fees for classes will be invoiced.

18.2 Algeranoff Scholarships

Scholarships are presented in memory of a previous Guild teacher Algeranoff. Algeranoff was born Harcourt Algernon Leighton Essex in

London in 1903 and danced under the name of Harcourt Algeranoff.

Algeranoff was a ballet dancer and choreographer and began his career as a character soloist. He was most famous for partnering Anna Pavlova.

Algeranoff adopted Pavlova’s dance philosophy of blending conventional ballet with multi-cultural and ethnic dances. In addition to traditional Western dance, he studied Japanese and Indian dancing. He partnered Pavlova in Russian Dance and impressed audiences with his performances in Oriental Impressions and Don Quixote.

Algeranoff was a member of several dance companies and also choreographed for the International Ballet Company and the Carl Rosa Opera Company. During the 1950s he served as ballet master for the Norwegian State Opera and Ballet Company, the Borovansky Ballet Company (Australia), and the North-West Victorian Ballet Society (Now the Mildura Ballet & Dance Guild Inc.).

Harcourt Algeranoff died tragically in an auto accident near Robinvale on April 7, 1967.

The Algeranoff Scholarships are awards of excellence chosen by each teacher for dedicated students who have displayed a very high level of dance skills and positive attitude.

Awardees are presented with a trophy and a financial reward. The financial reward being the first class of Term 1 fees (for the class in which the award was received) to be at no charge for Term 1 of the following year.

E.g. Jazz, Tap, Hip Hop and Contemporary – There would be no Term 1 fees.

Classical – There would be no Term 1 fees (1st class only).

18.3 Teachers Award

In 2001, the Guilds teachers introduced a new award being the “Teachers Award”. This Award is presented to a student who has demonstrated abilities and aptitude in various forms of dance. An inaugural shield is presented to the recipient of the Teachers Award.

18.4 Bill and Heather Saunders Encouragement Award

The Saunders award is a prestige award established in 2007. The award was established through a generous donation by the late Mr Bill Saunders. Mr Saunders was a school teacher who believed in nurturing young talented dancers. The annual financial award of \$200 is presented by the senior classical ballet teacher to the most promising classical ballet student of the Guild.

Mr and Mrs Saunders were great patrons of the ballet and wished for a legacy that would both inspire and motivate young students to follow their dreams.

18.5 Lindsay Zoch Performance Awards

Lindsay Zoch is a previous Guild student now living in Melbourne.

Lindsay has long supported the Guild’s annual performance and in 2009 the Guild determined to honour Lindsay’s contribution by the introduction of the Performance Awards. Performance awards can be presented to students who excel not only technically as a dancer, but have either a special flair for performance, or having excelled in a particular performance.

18.6 RAD (Royal Academy of Dance) Exam Awards

Although the Guild has entered students in examinations for classical ballet for many years, in 2007 the committee sought to recognise the hard work and dedication by implementing awards for those students who had excelled in their dance examinations. The Dux award is granted to the student who receives the highest recognition for the RAD (Royal Academy of Dance) examinations.

18.7 Tapatak OZ Examination Awards

The Tapatak OZ exam award is granted to students who have received the highest recognition for the Tapatak OZ examinations.

18.8 Des Tobin Award

2012 saw the introduction to a new award at the Mildura Ballet & Dance Guild. To be eligible for this award the recipient needs to have displayed outstanding contribution to the Guild. The recipient can be any member of the Guild family who has demonstrated their commitment to the Guild by providing service that benefits the continuing success of the Mildura Ballet & Dance Guild Inc.

18.9 Life Membership

This is an Honorary Title only. This membership exists to recognize the valuable contribution of individuals to the current and future existence of the Mildura Ballet and Dance Guild Incorporated. It is therefore only to be awarded in exceptional circumstances via the process approved by the Committee of the Guild. The process documentation is available from the Secretary of the Guild.

18.0 GUILD CHOREOGRAPHY

All choreography work remains the property of the choreographer and permission must always be obtained before performing such works outside the Guild. If approved, adjustments may need to be made to the item and extra rehearsals required ensuring Guild standards remain high.

19.0 EISTEDDFOD

The Mildura Eisteddfod is held in June annually at the Mildura Arts Centre Theatre. Guild students have the opportunity of entering the Mildura Eisteddfod following consultation with the teacher regarding suitability, age, etc. Please note that this is a private arrangement between the parent, teacher and the student. If the student is permitted to enter, the teacher will advise on fees, costumes and rehearsal times.

20.0 EXAMINATIONS

21.1 Classical Ballet

Classical students (commencing from Primary to Grade 8 and Vocational) may have the opportunity to sit the Royal Academy of Dance (RAD) examinations for their year level. The classical ballet teacher will recommend students undertake examinations only when students have reached a required level (determined by the classical teacher). Students who are not ready to undertake a full examination may have the opportunity to undertake a presentation examination.

- The Graded Examination Syllabus
The Graded syllabus consists of three different components; classical, free movement and character dance.

- Classical
The Classical work is the foundation and the most important part of the Graded Syllabi.

- Free movement
The free movement section incorporates movements in common with other dance styles such as natural movement, contemporary based dance and Greek dance.

- Character dance
Character dance is the theatrical presentation of national dance using original ethnic dance and music which has been freely adapted for the theatre. There are three styles - Hungarian, Russian and Polish - and these were selected because of their historic importance in the development of the traditional full-length classical ballets.

Qualifications (for graded syllabus)

Each Examination candidate will receive a ‘result form’ which shows the marks achieved. These marks can be checked against the published assessment criteria in order to highlight the strengths of the candidate’s performance and the areas that need improvement.

Successful candidates will receive a Certificate bearing their name and level of attainment. Unclassified candidates will receive a Certificate of Participation.

Successful completion of the Academy’s Grades 6, 7 and 8 Award provides eligibility for Affiliate Student Membership of the Royal Academy of Dance. These examinations can be taken in any sequence, and are now available to male and female candidates.

Success in the Graded Examinations can provide the building blocks to the Vocational Graded Syllabus of the Royal Academy of Dance. All students however, must take the advice of their teacher as to their levels of attainment and capabilities.

Qualifications (for vocational graded syllabus)

Each candidate will receive a ‘Result Form’ showing the marks achieved. The marks achieved can be correlated to the criteria indicating to the students, teachers and parents the strengths of the candidate’s performance and the areas that need improvement.

Successful candidates will receive a Certificate bearing their name and level of attainment.

Successful completion of the Intermediate examination gives eligibility to the Academy’s Certificate in Ballet Teaching Studies (CBTS).

Vocational Graded Examinations can be included in candidates Records of Achievement for Vocational Schools, Universities and Colleges of Higher Education and Employment.

It also provides eligibility for affiliate student membership of the Royal Academy of Dance. For more information on membership visit the RAD website www.rad.org.au .

Successful completion of the Advanced 2 (formerly Advanced) examination gives eligibility for candidates who have reached the age

of 18 years or over to apply to become an Associate of the Royal Academy of Dance and use the initials ARAD after their name.

Methods of Assessment

A practical examination will take place in the studio with other candidates in the group, conducted by an examiner of the Royal Academy of Dance.

Students must meet the published assessment criteria and therefore demonstrate they can confidently proceed to the next level. All candidates will pass an examination if the required standard has been attained.

If successful, the examiner will award one of three pass classifications (pass, merit or distinction) based on the performance seen on the day in accordance with the published assessment criteria.

Minimum class requirements

Please see Attachment 1 to find out the minimum class requirements necessary to complete the required syllabus level in order to do the appropriate Examinations. The Guild uniform is consistent with the RAD examination uniform requirements and therefore, there are no additional uniform requirements (with the exception of a waist elastic).

There will be additional costs for examination fees. Graded examinations are held locally and an approved RAD examiner attends. The examiner is at the discretion of the RAD and may come from any of the capital cities or even overseas. Vocational examinations are generally held in a capital city, however in 2009 the Guild was lucky enough to secure a dual examiner who was able to examine both graded and vocational graded students. The Guild will endeavor to secure a dual examiner in future, however this is at the discretion of the RAD and so examinations at this level may require travel to a capital city.

21.2 Tapatak Oz Tap Dance Syllabus

Starting with work suitable for 6 year olds and going through to tertiary/professional level, it is a comprehensive system that will ensure students learn not only technique but also tapping tips on

how to look and sound good as they progress through the levels. Tapatak Oz covers many styles using a variety of tempos and musical styles to give students a broad understanding of tap and its terminology Tap students may have the opportunity to sit examinations for their year level. The tap dance teacher will recommend students undertake examinations only when students have reached a required level (determined by the teacher).

Students not undertaking examinations are still taught from the Tapatak Oz, syllabus which ensures students are progressing technically and artistically whilst enabling teachers to recommend students for examinations in future if this is desirable.

This Syllabus covers the following categories:

Syllabus

- Tiny Tots

- Junior Beginner #1 & #2

- Junior Intermediate

- Junior Advanced #1

- Junior Advanced #2

- Teen Advanced #1

- Teen Advanced #2

- Pre Senior Advanced #1

- + Pre Senior Advanced 2, Senior Advanced 1, Senior Advanced 2

MBDG Class

- Jazz/Tap 1, 2 & 3

- Jazz/Tap 4 & 5

21.0 WEB SITE / TEAM APP & EMAIL CORRESPONDENCE

The Guild website is constantly being updated www.milduraballetanddance.com.au. The website is one tool that will be used to improve information and communication with students and parents. As you would appreciate being a non-profit

organization, a lot of voluntary time and effort is put in by many parents especially the committee, class representatives, costume coordinators and concert crews. It is sometimes difficult to disseminate information as these people all have other family and work commitments outside of the Guild.

Keep an eye out and check for updates regarding all information about the Guild and your child's classes.

The Guild has a current email list of all students and uses Team App or email as its main form of communication with parents as it is quick and the most cost effective way of distributing relevant information. If you do not receive regular notifications from the Guild, we may not have your email address on file. Please contact the office urgently if your email address has changed or you are concerned that you may not be receiving updates via email. Personal information is not disclosed to other parties and all email correspondence is sent via Blind Carbon Copy (BCC) to ensure your confidentiality.

22.0 OPEN WEEK

Parents and friends have the opportunity during open week to view all classes taught by the Guild. It is also an excellent opportunity for your child to see other classes and dance styles offered by the Guild. Teachers look forward to seeing as many interested students as possible. Younger children are permitted to attend; however they must not be allowed to disrupt the class.

Open Week Please Refer 14.0 for relevant dates Please note that no video or photography is permitted during open week or any other classes/ rehearsals unless written permission has been obtained from guardians of ALL students as well as the teacher of the class.

We ask all our families to please ensure under no circumstances are you to place any photos, images, videos, etc. on social media with reference to MBDG and is considered a breach of our Social Media policy.

We realise you may have your own private Facebook page and can appreciate your desire to share your joy of your child's achievements with your family and friends, as we too are very proud of all our students. Your child's safety is important to us, therefore all we request is that

the images shared amongst your family and friends are of your children only and have no other Guild student present or group photo unless prior consent is obtained, and that the images are taken at your private premises.

23.0 GUILD UNIFORM

(See Attachment 3 & 4 for Uniform Requirements) Students are required to wear the Guild Uniform, however for those just beginning with no dance wear, it is acceptable to wear loose comfortable clothing and bare feet for the first two weeks. Please ensure to name all items (shoes, skirts, leotards, etc).

24.0 DRESS CODE

The Guild's uniform requirements are listed in Attachment 2, 3 & 4. Full uniform is required to be worn at all times.

For all classical classes hair must be off the face and neatly in a bun, fringes must be pinned back. (Directions for a secure bun are given in Attachment 2).

Guild uniforms and costumes should not be worn outside the studio unless covered by a t-shirt, tracksuit or ballet jacket.

Students should not wear ballet, tap or jazz shoes outside of the studio, dance shoes are not designed to be worn on hard surfaces such as concrete and bitumen and can easily be damaged. In addition, the dance floors may be damaged if substances such as chewing gum, or tar from the hot bitumen are walked into the studio.

Many younger students wear 'croc' style shoes over their ballet and jazz shoes. Tap shoes should be put on once students enter the studio, this will help protect shoes and the Guild dance floors.

Any loss of clothing or footwear is the responsibility of the student. All items should be clearly labeled with the student's name. A lost property box is located at the studio.

25.0 NEW ENROLMENTS

Any new enrolment inquiries are to be directed to the following:

- The Guild Office Manager- email milduraballet@bigpond.com

New students are placed in classes based on information provided and it is sometimes difficult to get this right from the start where the teacher has not had an opportunity to see a student dance. Teachers therefore may move students between classes during the first term when another class is determined to be more suitable for their ability.

26.0 SECOND HAND UNIFORMS

Parents may place second hand uniforms on our second hand rack at the studio, on the web site (in future) and in our newsletter. Second hand uniform items will be placed in a bag with a form completed & attached.

When this item is sold, a team app message will be sent to you, money can be collected during office hours.

27.0 TIMETABLE

Please refer to Attachment 9 for your child/s class level and time. The timetable is subject to change depending on availability of teachers and studio space.

28.0 CODE OF CONDUCT

Policy - OP 06-2014

The Mildura Ballet & Dance Guild Inc. encourages parent/s to:

- Become involved in the running of the Guild by joining the committee or concert sub-committees (which can be done at the AGM in April) or by helping out the committee in any way necessary, particularly at performance time.
- Participate in any special events or functions organized by the Guild.
- Support the Guild in the promotion of our school.

The Guild EXPECTS parents and students to:

- Ensure regular and punctual attendance. Students are required to be in the studio ready to start their class on time.
- Ensure that students arrive in a proper state

of health. If unwell, then students should stay home, unless it is a concert or eisteddfod rehearsal, students should attend if possible to watch what is happening.

- Ensure students arrive in clean, correct uniform. The uniform is set by the Guild and must be strictly adhered to. If students have arrived without correct uniform to several classes then teacher should approach parents and ask why the student does not have the correct uniform. Also if parents are having difficulties purchasing uniform, then parents should inform their child’s teachers.
- Provide the Guild with any relevant or new medical information regarding your child. It is vital that the Guild has up to date information in order to treat any emergencies that may occur.
- Parents are expected to either make, or have made, any costumes required for your child for the annual performance or eisteddfod. The teachers set costumes and it is up to parents to have them made by the required time. If your child is not going to be in the annual concert, then please let the teacher know by the start of Term 3, so materials, etc. will not be purchased.
- Parents must make every effort to attend any information sessions at performance time regarding costumes or makeup. It is very important that you have all the relevant information regarding your child’s costume and makeup and accessories.
- Respect the professionalism of the teaching staff. We have a very well trained professional teaching staff and their decisions are to be respected.
- Respect and follow any instructions given by teachers regarding the purchase of Pointe shoes or any other suitable footwear. It is up to the teachers to decide the most appropriate Pointe shoe or other footwear for the student and any decision made by the teacher is final.
- Respect the privacy of teaching staff outside the Guild hours. There are to be no phone calls made to teaching staff at their homes. This is an invasion of their privacy and is their time off to spend with their families. Any queries should be directed to the class representative in the first instance, then the President.

- Students are expected to behave in an appropriate manner both outside and whilst in the studio.

- Parents are expected to handle any issues or complaints in the correct manner. There is a correct procedure to follow when you have an issue you wish to discuss.

- The Guild accepts the signed Parents/Guardian consent form for use of Guild Media for intended purposes.

- The Guild will endeavour to monitor all forms of posting to ensure that they are within Guild guidelines.

- Parents and students are expected to maintain the Guild’s policy in relation to Media for intended purposes, as detailed below.

- Mobile telephones should not be used within the classroom or performance venues, to take photographs or video.

- Parents and students are expected to abstain from all forms of bullying including cyber bullying as per the Responding to Bullying Policy OP05-2014 Cyber bullying including, but not limited to;

- Posting inappropriate material on line.

- Sending harassing emails /posts/text messages.

- Posting items on line without permission of those involved.

- Use of guild media not for its intended purpose.

- Parents and students are expected to abstain from all forms of posting utilising the many forms of today’s technology (eg ;Mobile Phones, Tablets, Laptops and Computers); includes but is not limited to;

- Posting inappropriate material on-line, via the Web, Facebook, Instagram, SMSText, Snapchat or any medium that is open for the general public to view.

- Posting items on-line without the permission of those involved.

- Use of guild media not for its intended purpose.Students are expected to show respect towards themselves and of fellow

students within the learning, working or social environment of the Mildura Ballet & Dance Guild Inc.

1. Procedure for Managing Disputes and Mediations (as per OP02-2014 Complaints Management Policy) Any member of the Guild Community may lodge an informal or formal complaint via any

member of the Committee, who in turn will lodge the complaint to the Complaints Officer.

The Complaints Officer needs to inform both parties that a formal process has now been activated and both parties need to be provided with details of the complaint (eg: who is involved, when and where alleged incident took place, nature of the incident etc.)

The Complaints Officer will establish a small group of committee/staff members that do not have a personal association with the parties involved. In the case where this is not deemed possible the MB&DG committee may need to consider involving a third party to help mediate the situation (as per the Guild’s 2013 Model Rules).

Application as outlined in the Guild’s 2013 Model Rules

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Guild;
 - (d) a member and an employee.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within14 days of the dispute coming to the attention of each party.

Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 27, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Guild—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the

Guild but in any case must not be a person who—

- (a) has a personal interest in the dispute; or
- (b) is biased in favour of or against any party.

Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.

- (2) The mediator must not determine the dispute.

Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

- 2. Disciplinary Action as outlined In the Guild’s 2013 Model Rules Division 2 Grounds for taking disciplinary action The Guild may take disciplinary action against a member in accordance with this Division if it is determined that the member—
 - (a) has failed to comply with these Rules; or
 - (b) refuses to support the purposes of the Guild; or
 - (c) has failed to comply with the Guild’s Operational Procedures; or
 - (d) has engaged in conduct prejudicial to the Guild.

30.01 Responding to Bullying Policy - OP 05-2014 The Mildura Ballet & Dance Guild Inc. rejects all forms of bullying.

No student, employee, parent, caregiver or community member should experience bullying within the learning, working or social environments of the Mildura Ballet & Dance Guild Inc.

Bullying is defined as repeated verbal, physical or social psychological behaviour that is harmful and involves the misuse of power by an individual or group towards another individual or group. Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including but not limited to that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Types of bullying:

Verbal: name calling, teasing, abuse, putdowns, sarcasm, insults, threats Physical: hitting, pushing, kicking, scratching, tripping, spitting Social: ignoring, excluding, ostracising, alienating, making

inappropriate gestures and remarks Psychological: spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS, email messages and all other forms of social media, inappropriate use of cameras, phones, photos and DVD’s

Cyber-bullying: bullying through the use of technology or any electronic communication, which shall include but is not limited to electronic mail, internet communications, instant messaging, posting on social networking sites, or facsimile communications. Cyber-bullying includes creating a web page or blog in which the creator assumes the identify of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution by electronic means or communication of messages that meets the definition of bullying above, whether distributed directly or creating a posting that may be accessing by one or more persons.

Conflict or fights between equals or single incidents are not defined as bullying, the management of general complaints or grievances are not included in this policy.

1. Principles

Responsibilities of teachers and committee members The prevention of all inappropriate behaviours including bullying requires teachers and committee members to:

- be aware of, identify and prevent bullying at the Mildura Ballet & Dance Guild Inc. where ever possible,
- exhibit zero tolerance for inappropriate behaviour regardless of whether a complaint is received about that behaviour,
- if a staff or committee member become aware of bullying through informal channels such as a conversation, phone call, or from third party comments further action should be taken following the guidelines of the MB&DG Managing Bullying Procedure
- encourage all staff, students and Guild members to behave in accordance with the principles of equal opportunity and anti-discrimination,
- provide leadership and role modelling in relation to appropriate and professional behaviour,

- respond promptly, sensitively and confidentially to all situations where inappropriate behaviour is exhibited or alleged to have occurred

2. Procedure for Managing Bullying

Informal Process

If bullying is observed taking place among students in the classroom, the teacher will address the issue at that level, immediately and directly. While addressing the issue, the teacher will seek to protect the victim while exercising natural justice for the alleged bully. The teacher will attempt to halt any bullying behaviour and where appropriate elicit an apology from the bully. If the bullying continues or is occurring outside the classroom, a written statement will be taken to the Complaints Officer, who will organise to interview on separate occasions the alleged bully and the victim, with their parent and either a teacher or another committee member in attendance.

This initial interview will be considered an ‘informal interview and is to determine fact and allow both parties involved to express concerns. At this stage the confidentiality of parties can be maintained if requested. If confidentiality is requested by the victim, the victim needs to be informed that the situation can be investigated informally but cannot be escalated to a formal procedure unless factual information or evidence can be provided.

The information gathered at these interviews will then be considered by the Complaints Officer and the following may occur:

- a) the Complaints Officer may deem that there is not enough factual information or evidence to support escalating the claims to a ‘formal investigation’. In this situation the Complaints Officer would contact both parties and inform them that the Mildura Ballet & Dance Guild Inc. do not intend to take proceedings any further.
- b) the Complaints Officer may determine that there is significant evidence and/or factual information and the formal process for managing bullying will be activated.

Formal Process

The Complaints Officer needs to inform both parties that a formal process has now been activated and both parties need to be provided with details of the complaint (eg: who is involved, when and where alleged bullying took place, nature of the bullying etc.)

The Complaints Officer will establish a small group of committee/staff members that do not have a personal association with the parties involved. In the case where this is not deemed possible the MB&DG committee may need to consider involving a third party to help mediate the situation (as per the Guild’s 2013 Model Rules).

26 Application – as outlined in the 2013 Model Rules

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Guild;
 - (d) a member and an employee.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

27 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

28 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 27, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and

- (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Guild—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Guild but in any case must not be a person who—

- (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.
- 29 Mediation process**
- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.

- (2) The mediator must not determine the dispute.

30 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

To determine the seriousness of the situation the nature and severity of the alleged bullying needs to be evaluated by the Complaints Officer and the working party:

- 1) Is this a provoked or spontaneous episode or is there evidence the episode was planned or pre-meditated?

- 2) Has the alleged bully been involved in allegations of bullying prior to this episode?

- 3) What impact has the offense had on the victim, other students, staff, the MB&DG community and the MB&DG reputation?

- 4) What has been the outcome of any mediation that may have occurred as part of the

process?

Based on this assessment the working party then need to formulate an action plan that may

include:

- Suspension/expulsion from classes
- Limitation of participation in certain activities (exams/concerts)
- A behaviour modification agreement that will be monitored by the teacher and followed up by the Complaints Officer
- A formal apology may be requested
- Counselling or peer support organised for the students/parents involved
- The Guild may also consider presenting information relating to the details of the complaint that are not personal, as a means to re-enforce the zero tolerance message regarding bullying to the Guild members This may be in the form of a discussion with particular class groups or as a newsletter.
- It may be deemed no further action is required The action plan will be presented to the Mildura Ballet & Dance Guild Inc Committee of Management for approval prior to its implementation. Once approved it will then be referred back to the complaints officer or mediator to feedback the outcome of the process to all parties involved.

30.02 Drug and Alcohol Policy – OP 08-2014

This policy applies to all employees, guild members and students of Mildura Ballet & Dance

Guild Inc. including those employed on a casual, part-time or fixed term basis. Prohibition of the use of drugs and alcohol whilst on Guild Premises or related venues also applies to contractors employed by Mildura Ballet & Dance Guild Inc.

The procedure applies to the use of all drugs and includes prescription or other legal drugs which have the potential to impact upon a person’s ability to safely work and/or perform.

A copy of this policy is available upon request at the Guild.

29.0 RELIEVING TEACHERS AND REFUND POLICY

Policy – OP04 2013

Introduction:

- In accordance with the Guild’s Constitution, the Guild employs suitably experienced and qualified teachers to teach the appropriate dance styles offered to its students.
- It also employs trainees to assist the teaching faculty in delivering the approved syllabus to the students.
- All trainee teachers are senior students of the Guild and have been selected to assist the faculty because of future career interests and their ability to relate to students and impart the skills required by the syllabus.

Teacher Absences:

- On occasions, a class teacher may be absent due to illness, study or for family reasons. In most circumstances, the Guild arranges a relief teacher to take the class.
- In the Guild’s opinion, the teaching faculty are all capable of relieving in any dance style.
- In some instances, the relief teacher may be one of the trainee teachers referred to above, and all are capable of relieving in all but senior classical classes. Re-scheduled Classes:
- On occasions, it may become necessary to re-schedule classes. In the event that a conflict of Classes occurs due to the re-scheduling, a refund of the class fee will be issued so there is no disadvantage to the student.

Refund Policy for all classes except Intermediate Classical Classes and Higher Classical Classes:
<ul style="list-style-type: none">Over the full dance year, there are a number of occasions when additional classes or rehearsals are held to prepare for upcoming events. These could include but are not restricted to the Eisteddfod, Examinations and the Annual Performance. These classes are held without cost to participating students.The Guild considers, therefore, that any classes that may be cancelled during the year are adequately catered for by these additional classes. Accordingly, there will be no credits given to students for classes up to Intermediate Classical that are cancelled for any reason (except as detailed in the following point).In special circumstances the Guild will consider a refund for cancelled classes, where the teacher may be absent due to illness, study or for family reasons. If the Guild is unable to provide a relief teacher and the class is cancelled in excess of two (2) times within the school year, those classes exceeding two (2) cancelled classes shall be credited at the end of the school year.
Refund Policy for Intermediate Classical Classes and Higher Classical Classes:
<ul style="list-style-type: none">The only occasions when there will be refunds for cancelled classes will be for Intermediate and Higher Classical classes.The Guild does not intend to provide any relief teaching staff for cancelled classes at these levels unless the relief teacher is one of the approved senior members of the teaching faculty. Accordingly, credits will only be given to students for Intermediate and higher Classical classes that are cancelled when a senior relief teacher is not available (except as detailed in the following point).In special circumstances the Guild will consider a refund for cancelled classes, where the teacher is may be absent due to illness, study or for family reasons. If the Guild is unable to provide a relief teacher and the class is cancelled in excess of two (2) times within the school year, those classes exceeding two (2) cancelled classes shall be credited at the end of the school year.

- Calculation of Refunds:
- The Guild accounts are issued on a term basis and will be the same for each term of the year regardless of the number of dance weeks in the term.
 - For the calculation of refunds, the Guild assumes the term has 10 dance weeks and the refund will be issued on that basis (regardless of the number of dance weeks in the term).

- Accident and Illness Absences:
- Unfortunately, students are always prone to illness and accident and as has always been the case, the Guild will refund classes calculated as above for any missed classes over 4 weeks per term due to accident or illness, on the production of a medical certificate. Where a student has a long term medical condition preventing regular class attendance, a single certificate may be produced stating that the student has an ongoing medical condition. In these special circumstances, the Guild will charge for only those classes attended.

- Holiday and Student Exchange Absences:
- Where students are attending holidays and student exchange where the time exceeds 5 weeks in any one term, the Guild will refund classes not attended for that term, upon presentation of evidence.
 - Parents and students are required to notify the teacher of such absences and should be aware that any such absences during term 3 or term 4 may result in the student not being able to participate in the annual performance as it is very difficult to choreograph a dance when students are missing.

- Extra Curricular activities:
- Where a student wishes to attend another activity within the timetabled class time. Students and/or parents have the option to withdraw from the class for the term whilst the additional activity is being undertaken. The Guild will endeavour to maintain a class placement for the following term, although it cannot be guaranteed. There will be no refund given to Term Fees, if the student misses classes to attend another activity.

- Examination Fees and/or Workshop Fee Refunds:
- The Guild pre-pays the fee required to the appropriate Dance Body on behalf of the student/parent/guardian upon receipt of the permission slip.
 - Where a student is unable attend either an enrolled examination/assessment/workshop through illness or injury, a Medical Certificate i is required to be given to the Guild. The Medical Certificate will in turn be forwarded to the appropriate Dance Body to obtain a refund. When the Guild receives the refund the student's fee account will be credited.

1. Principles

- Verify teacher absences and organise replacement teacher if available and/or cancel the class.
- Verify and monitor number of classes that are cancelled.
- Liase and confirm with student/parent/guardian Medical Certificates required for accident/illness or long term medical condition.
- Verify and liase with student/parent/guardian in relation to holiday and student exchange absences.

2. Who is responsible for implementing this policy?

- The teacher shall advise the nominated committee member as soon as practical if unable to teach any class/es.
- The nominated committee member shall in turn endeavour to organise a replacement teacher and/or cancel the class/es.
- The nominated committee member shall notify Class representatives, Treasurer and Administration Officer of the change.
- The Treasurer and Administration Officer shall verify produced Medical Certificates to calculate the required fees and/or refund.
- The Treasurer and Administration Officer shall verify Holiday and Student Exchange absences to calculate the required fees and/or refund.

- Calculation and/or adjustment of Fees is the responsibility of the nominated committee member and the Administration Officer;
- Preparation Invoices and/or Credit Notes will be in line with the above principles will be the responsibility of the Treasurer;
- Delivery of the invoices and/or credit notes generated to nominated postal address of the member will be the responsibility of the Administration Officer.

Attachment 1 - Examination Requirements

CLASSICAL BALLET EXAMINATION AND ASSESSMENT

All Examinations and Assessment Examinations will be at the teacher's discretion. The Guild offers classical classes to all students. Students are notobligated to participate in examinations or assessment examinations. If students do wish to participate then the following minimum class requirements would be necessary to complete the required syllabus level.

GRADE	Minimum Class Requirements
Primary, Grades 1, 2, 3, 4 & 5 Graded Examinations Presentation Examinations	2 classes per week at their level 1 class per week at their level
Higher Grade 6 Examinations (at Teachers' Discretion)	1 x Grade 6 Class 1 x Vocational Class at their level (at Teachers' Discretion) e.g. Intermediate Foundation or Intermediate
Higher Grade 7 Examinations (at Teachers' Discretion)	1 x Grade 7 Class 1 x Vocational Class at their level (at Teachers' Discretion) e.g. Intermediate or Advanced Foundation
Higher Grade 8 Examinations (at Teachers' Discretion)	1 x Grade 8 Class 1 x Vocational Class at their level (at Teachers' Discretion) e.g. Advanced Foundation, Advanced 1 or Advanced 2
Vocational Graded Examinations	Minimum Class Requirements
Intermediate Foundation	2 x Syllabus Classes (eg: Intermediate Foundation) 1 x Strengthening Class – Intermediate (at teachers' discretion), depending upon class numbers or timetable.
Intermediate	2 x Syllabus Classes (eg: Intermediate) 1 x Strengthening Class – Advanced Foundation
Advanced Foundation Advanced 1 Advanced 2	2 x Syllabus Classes (eg: Advanced Foundation) 1 x Strengthening class – Advanced 1 if available or Intermediate
Pointe Class	Intermediate Foundation upwards (at Teachers Discretion)
Open Classical	Invitation only at Teachers Discretion

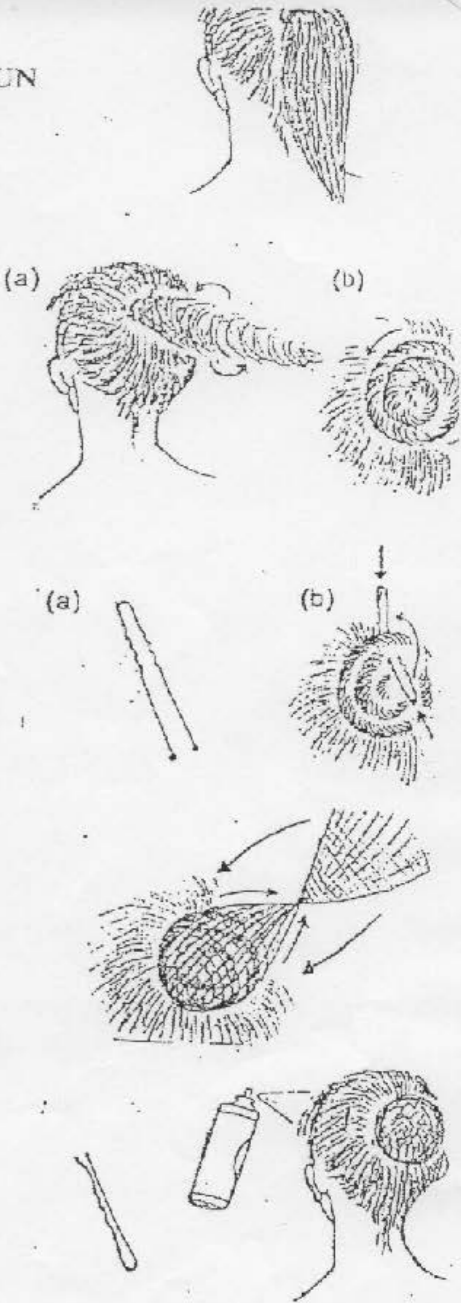
Notes: At Senior level parents and students should be discussing their individual requirements with the teacher.

One (1) Strengthening class is offered to our senior students only and is carried out upon the discretion of the teacher. This class will not be charged for as students will not be directly tutored and will work at the back of the class.

Attachment 1

HOW TO DO A SECURE BUN

1. First brush the hair back into a *very strong, tight* ponytail at the back of the head. If the hair is very wispy or not all the same length, a little water through the hair is a great help. For more important occasions 'gel' should be used at this stage. It is **VITAL** that the ponytail is as tight as possible, or else the bun will flop around (especially when doing pirouettes!).
2. Take the hair and gently twist it around (a), and then lay it around the elastic on the head in a continuing circle in the same direction as the original twist, making a shape like a snail shell (b). Tuck the tail in neatly. (Don't wind the hair into the snail shell too tightly thus causing the bun formation to poke out from the head like a sausage).
3. Using *thick, strong* 'fringe' pins (a) gently take the hair almost from the centre of the bun with the prongs parallel to the head (b) and push pin into bun along scull - not just anywhere like a porcupine. This action will pull bun into a firm shape. Only use as many pins at this stage to hold it in shape before putting on the net (about 4).
4. Using a **LARGE** hair net (either sheer or 'slumber'), lay it around the bun a few times - using large nets is more economical **AND** stronger as they can be used over and over until there are too many holes.
5. Finally, tidy up and secure net in place with more pins in the same way as before, only don't try and take the hair from the centre of bun or the net will tear.
6. Using 'bobby' pins hold back any wisps on the side of the head, and spray liberally with gel spray or hair spray.



YOU CAN PURCHASE THE ABOVE MENTIONED ITEMS AT A SUPERMARKET OR CHEMIST, AND I RECOMMEND LADY JANE FOR NETS AND PINS. YOU CAN MAKE YOUR OWN GOOD HAIR ELASTICS TO THE SIZE YOU NEED FROM HAT ELASTIC (from haberdashery stores).

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Attachment 3 – Uniform Requirements

Uniform Requirements 2019

The Guild will no longer be organising shoe & uniforms for students. In replacement, Meredith Dalla Santa will be coordinating all uniform requirements for Guild students.

Meredith is the area representative for Bloch & Capezio. Meredith’s contact details are as follows:

Meredith Dalla Santa

(E) sunraysiadancewear@gmail.com

(M) 0408 170 826

Classical Ballet Uniform:

Tiny Tots / Pixies / Fairies / Pre Primary / Primary Classes



Junior & Senior Boys

- White Leotard
- Navy Tights (summer: black or navy shorts)
- White socks and shoes
- Footwear as above.

Grade 1/Grade 2/Grade 3 Classes



Grade 4/Grade 5 Classes



Senior Classes



Boys Class Only

- Black Bike Shorts
- Black Fitted T-Shirt eg Bonds
- Footwear as above.

Tap/Jazz/Hip Hop/Contemporary Uniform:



Boys Tap

- Black shorts
- Black fitting t-shirt (eg. Bonds)
- Footwear (as directed by teacher)

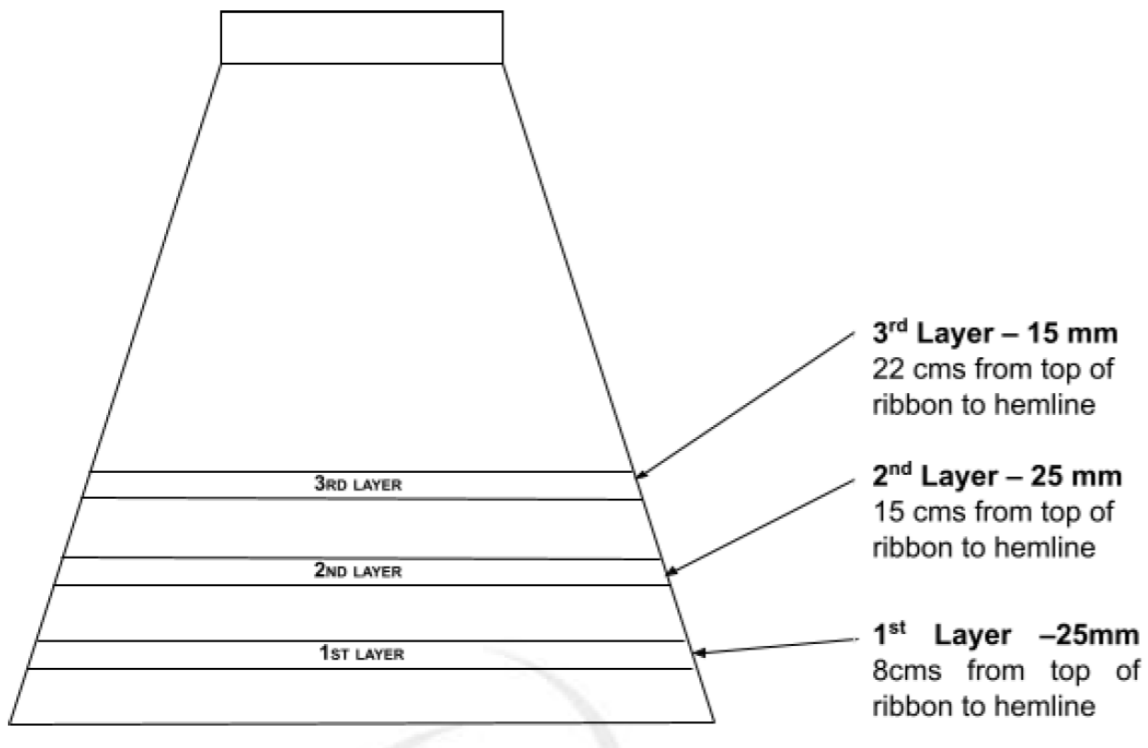
Boys Contemporary, Jazz & Hip Hop

- Black shorts
- Black Guild T Shirt or Black fitting t-shirt (eg. Bonds)
- Footwear (as directed by teacher)

* No Shoes required for Contemporary Dance *

* Sneakers required for Hip Hop *

Attachment 5 - Character Skirt – Grade 1, 2, 3, 4 & 5



Blue Ribbon Colours - Grade 1, 2, 3, 4, 5

1st Layer - Dark Royal
Birch Colour Number 001165

2nd Layer - Dusky Blue
Birch Colour Number 001165

3rd Layer - Cornflour
Birch Colour Number 001164

All ribbon is available at spotlight
Approximate ribbon required

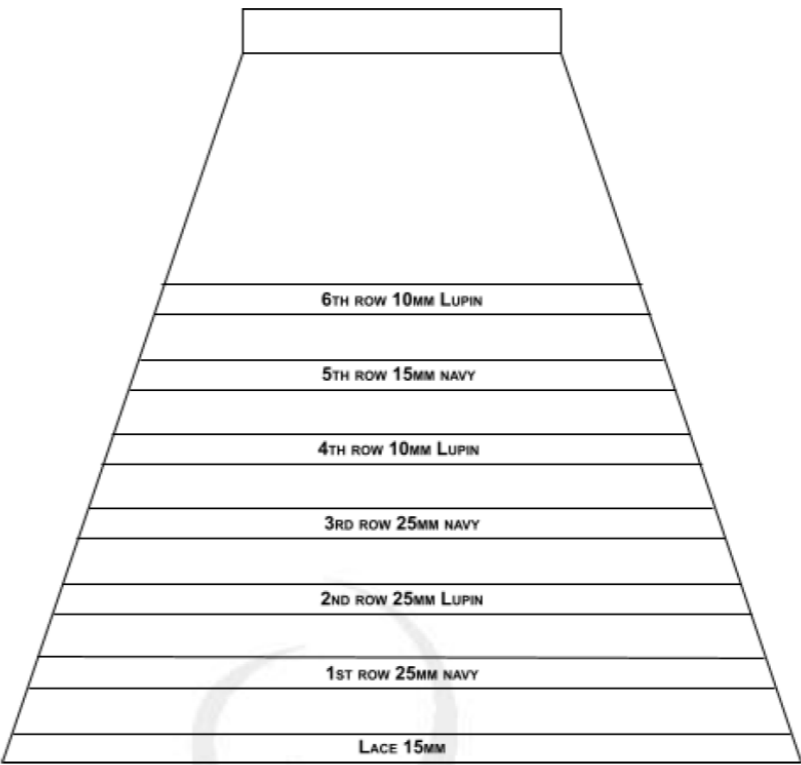
Child Small
3.60m - 1st Layer
3.35m - 2nd Layer
3.00m - 3rd Layer

Child Medium
4.10m - 1st Layer
3.65m - 2nd Layer
3.20m - 3rd Layer

Child Large
4.40m - 1st Layer
4.00m - 2nd Layer
3.60m - 3rd Layer

Child X Large
4.60m - 1st Layer
4.10m - 2nd Layer
3.70m - 3rd Layer

Attachment 6 - Character Skirt – Higher Grades



Character Skirt Requirements

Main Skirt = Black Poly Poplin= 4 times length

Petticoat = White Poly Poplin = 4 times length

The character skirt is a circular skirt black Poly Poplin with a white Poly Poplin

Petticoat enclosed in a 4 cm waistband.

Ribbon Requirements for a skirt with a finished length of 80cm

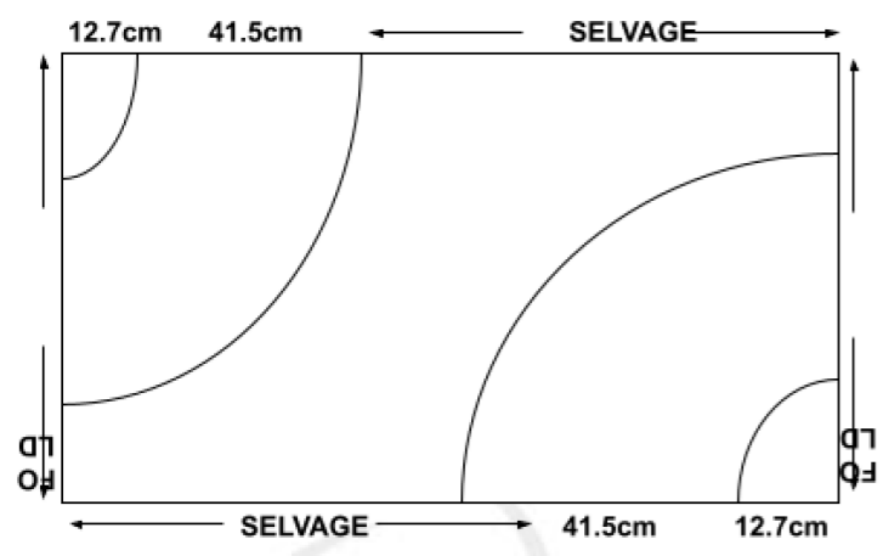
Ribbon Placement is measured from finished hem edge of skirt, with the bottom edge of ribbon being placed on this mark. Ribbon placement marks are indicated above.

Finished lace 15mm should extend below finished hem of the skirt.

**For enquiries please contact :- Joanne Allen
0408 257423**

ROW	COLOUR	WIDTH OF RIBBON	APPROX AMOUNT REQUIRED	DISTANCE FROM HEM EDGE
6	Lupin	10mm	3.2m	43cm
5	Navy	15mm	3.7m	36cm
4	Lupin	10mm	4.0m	29cm
3	Navy	25mm	4.4m	22cm
2	Lupin	25mm	5.0m	15cm
1	Navy	25mm	5.4m	8cm
Lace	White Broderie Anglaise	25mm	6.0m	15mm to extend below hem of skirt

Attachment 7 – Character Skirt – Sewing Instructions



Please note: the above drawing is not to scale

Fabric requirements approx. 3.5 to 4 times length depending on length required.

The instructions are the same for cutting a circular skirt or overlay, the finished length is the difference.

Note: Remember to use your measurements.

The Grades Character Skirt finished length = Mid Calf

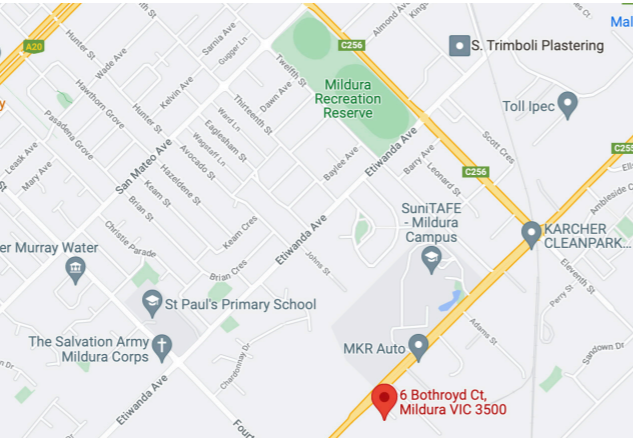
1. First Measure the hip/waist measurement eg: 80cms divided by 2 = 40 cm,
Then divide by 3.142 = 12.73
2. Fold enough fabric over to measure 12.7 + 41.5cm (overlay/skirt finished length)
Total Length = 54.2 cm.
3. Pin tape measure into folded edge, pin or mark hip/waist cut out of 12.7cm from selvage to folded edge around in an arc.
4. Leaving tape measure in position, measure down a further 41.5cm, pin or mark from selvage edge to folded edge around the arc.
5. Cut skirt/overlay out. Fold and put aside. Refold fabric the other direction and repeat the above to cut the second half of the skirt/overlay.

6. Skirt – Sew side seams together. Leave an opening on left hip approximately 15cm for getting in and out of skirt. Cut a waistband by waist measurement by

8. cm wide. Interface half the waistband fold in half and attach. Finished width of waistband 3cm

7. Overlay– (Usually for Tutu) - Sew side seams together. Find centre back and make a split approximately 15 cm long, neaten back edge. This will then line up to centre back of tutu. make a split approximately 15 cm long, neaten back edge. This will then line up to centre back of tutu.

Attachment 8 – Studio Location



6 Bothroyd Court Mildura – Off Benetook Avenue between 11th and 14th Streets.

