



**Lloydminster Ukrainian Cultural Association
Malanka Dancers Handbook
2022-23**

Mission Statement

Our mission is to preserve and promote the cultural wealth of the Ukrainian heritage through the arts, music, songs, dance, language and social events, while developing knowledgeable dancers who are happy, confident and proud.

We encourage our members to develop self-discipline and inner personal motivation.

We hope that our members will learn to be honest, open, tolerant, supportive, positive, flexible and diligent.

We also encourage our dancers to establish new friendships and enforce teamwork and fairness, all while enjoying being part of the Malanka Dancers club.

Reviewed and Approved: August 2019

Introduction

Lloydminster Ukrainian Cultural Association (LUCA) also known as Malanka Dancers have been bringing Ukrainian Culture to the Border City since 1974! We are a self-governing, non-profit society dedicated to the preservation of Ukrainian culture and dance. Promoting and enjoying all aspects of Ukrainian culture is at the heart of everything we do.

The Intent of the Lloydminster Ukrainian Cultural Association

1. Preserve and promote the cultural wealth of the Ukrainian heritage through the arts, music, songs, dance, language and social events;
2. Encourage assist and cooperate with other cultural groups in the Lloydminster community;
3. Encourage family participation in furtherance of its objectives;
4. Maintain adequate reserves to ensure the long-term existence of the Association and funding for the Lloydminster Ukrainian Cultural Association, workshops, scholarships, and bursaries that will support and enhance the performing arts of the Ukrainian culture;
5. Conduct instructional classes in the art of traditional Ukrainian dancing and traditional costuming;
6. Strive to develop knowledgeable and well-disciplined dancers who are happy, confident and proud;
7. Encourage dancers to develop self-discipline and inner personal motivation;
8. Encourage individuals to be honest, open, tolerant, supportive, positive, flexible and diligent;
9. Have a membership consisting of student dancers, adult dancers, dancer's parents &/or spouses, general membership and instructors and/or assistant instructors;
10. Encourage the support of parent volunteers to maintain reasonable dance instruction fees; and,
11. Develop a dance/instructional fee schedule that has options which allows for respectful collection and receipt of required fees.

Contact Information

The Malanka Dancers Board of Directors encourages any dancer and/or parent/guardian to contact a member of the Board if they have any questions or concerns, and we will do our best to attend to your request as soon as possible.

The Executive and the Board of Directors are strictly volunteer positions.

2022 - 2023 Executive

Position	Name	Phone #	Email
President	Tara Jarvis	780-214-5594	malanka.executive@gmail.com
Vice President	Marcy McNernie	639-840-0499	malanka.vp@gmail.com
Secretary	Morgann LeComte	306-821-7404	malanka.secretary@gmail.com
Treasurer			lucadancefinances@gmail.com

Board Of Directors

Members at Large:

- Lori Fabish
- Mandy Graf
- Erin Armstrong

Committee Representatives

- Costume Coordinator – Marcy McNernie & Morgann LeComte
- Fundraising Coordinator – Amanda Boyachek
- Events/Performance Coordinator – Natasha Pidkowa
- Portrait Coordinator – Morgann LeComte
- Malanak Coordinator – Amanda Boyachek
- UDOTBF Coordinator – **Vacant** (1 Person)
- Zabava Coordinator – Derek Armstrong
- Advertising Coordinator – Mandy Graf
- Grant Coordinator – Lori Fabish
- Heritage Concert Coordinator – Erin Armstrong

Registration/Payment

- Regular dance season registration forms **MUST** be filled out properly; personal information, Liability, Video and Photography information pages are needed for the club's general files and the instructors' reference.
- The club accepts e-Transfer (**lucadancefinances@gmail.com**), cheques (payable to Lloydminster Ukrainian Cultural Association) and/or cash
- All payments for registration are to be made to the Treasurer – IF cash is the method of payment, then a receipt will be generated by the Treasurer – LUCA/Malanka Dancers will **NOT** be financially responsible for payments left with anyone else.
- Workshop registration and payment must be paid in full one week prior to the workshop date.
- Over the dance season the club may initiate clothing sales or other small fundraising events – **payments for clothing sales and/or fundraiser is to be given to the Chairperson of that committee only unless payment is being made by e-transfer, e-transfer can be made directly to the treasurer at the email above** – if making cash payments then a receipt may be generated – Malanka Dancers will **NOT** be financially responsible for payments left with anyone else.
- NSF cheques will initiate a \$40.00 administration/banking fee.
- **Security cheques for fundraising and volunteer hours are due to be submitted by the end of the first dance class.** See Fundraising and Volunteer information sheets included in the registration package.

Membership Fees and Voting Rights

- If you are not a parent/legal guardian/adult dancer or an alumni member the membership fee for LUCA is \$25.00 annually and may be paid via e-transfer, cheque or cash.
- All voting rights attributed to dance memberships are transferred to one parent/legal guardian of one household over the age of 18 in the event of a vote.

Specialty Dances (Solo, Duets, Small Groups, Character)

Specialty dances are over and above the regular instructed group dances that the instructor(s) teach throughout the dance year. Although dancers may request solos and duets, ultimately this decision resides solely with our instructor. Our instructor's goal is to ensure all dancer's reach their maximum potential and this includes not being overworked or stressed, which additional dances can cause.

1. Must be requested through the Executive by fully completing “Specialty Dance” Form (including if the dance will be performed at any festivals)
2. The instructor will then assess the dancer(s)
3. Consultation between the instructor, parent/guardian and dancer(s) must occur before choreography will be initiated
4. Payment MUST BE made to the club after the specialty dance has been agreed upon. See payment methods above
5. NOTE: The dance is the property of the individual(s) however the club requests that any entry at festival is via the club or if the dance is performed at a private event that the club is notified.

Financials

The club has an open book policy for all to view the financials and recorded minutes, given due notice of intent. We ask that you are diligent in attending all General Meetings to stay fully informed.

The club has reserved the right to not reissue stale dated cheques.

Communication

- Club communication will be via What’sApp, email and/or the club’s private facebook page. It is your responsibility to watch for communications. The What’sApp will be utilized to notify/update all club members in emergency situations (i.e. class cancelation, etc.), therefore all club members (even dancers) will be requested to have this app.
- It is encouraged that all questions or concerns regarding any aspect of the dance year be brought to the executive’s attention and/or instructor in a respectful manner.
- If an issue/question needs to be brought to the instructor’s attention, please ask the instructor if you can set up a time to discuss an issue. At no point are members encouraged to contact the instructor after hours. We politely ask you to respect this boundary.

Grievance

Concerns about any aspect of the club’s operation or concerns about inappropriate behavior by a dancer, club member, paid employee or any volunteer associated with the Lloydminster Ukrainian Cultural Association and/or Malanka Dancers is to be presented to an Executive member in writing within 30 days of the incident occurring.

LUCA/ MALANKA Grievance forms can be requested from the Executive at the dance studio.

The president and vice president shall decide how to resolve the situation. In the event the grievance involves the executive members mentioned at least 2 other executive members or Board of Directors will be utilized.

Fundraising

In the event the club commits to raise funds for general expenses, special events, trips, etc., a Fundraising Committee will be formed. It is this committees' job to plan, propose and document all aspects of the fundraiser. All fundraised monies must be used as they were originally intended as detailed in the initial proposal. All funds raised from the Malanka fundraiser stays within the Malanka Dance Club. If the money was raised for an event and/or trip and the event and/or trip does not occur, these funds are to remain in the club and used at the next available opportunity, in a manner as close to the original intention as possible.

Sponsorship

Corporate Sponsorship opportunity -the dance club has many expenses through the year and as a result, we are looking for financial help to take the burden off its club members. If you know of a business that may be interested in becoming a sponsor for our club, please contact the president. Our sponsors will receive many incentives by sponsoring a local and visible non-profit organization within the Lloydminster community. The Lloydminster Ukrainian Cultural Association will aim to promote brand visibility and recognition and attain open lines of communication between the dance club and the sponsor.

Events Hosted By The Dance Club

Zabavas

A traditional Ukrainian social gathering which provides an opportunity for our dancers and families to stay connected with food and fun. Zabavas are an occasion to encourage the cultural wealth of the Ukrainian heritage by gathering as a community through the arts, music, songs, dance, language, and social events.

The club will post the upcoming Zabavas on our Facebook page and via What'sApp. Assistance from the membership (including dancers) may be requested as these event costs are not included in the dance fees. This may vary from bringing a dish for a potluck, helping with set up and take down, or helping to facilitate activities. Hope to see you all there!

Malanka Dine & Dance

Every January the club hosts its annual Malanka (Ukrainian) New Years Dine and Dance. As this is one of the clubs "major" fundraisers, this is a mandatory event for all dancers and club members. There will be volunteer requirements prior, as well as throughout

the weekend and evening of the event. Communication will be through What'sApp, your email and facebook.

Ukrainian Dancing on the Border Festival

This event is generally three days sometime in March – April of the current dance season. As this is one of the club's "major" fundraisers, this is a mandatory event for all dancers and club members. There will be volunteer requirements throughout the event.

Communication will be through What'sApp, your email and facebook.

Policy on Cancellations and Lateness

Weather Policy

- Dance is automatically cancelled if temperatures are -40°C (without windchill) and/or busses in the Lloydminster area are cancelled.
- If there are icy/heavy snowfall warnings or it's occurring, the President will investigate the weather in instructor's home base, Lloydminster and surrounding area and consult with Vice President. If Instructor is from out of town, they may be given the option to stay overnight.
- Weather cancellations will be attempted to be made up, but there is no guarantee.

Injury/Stress or Illness

In the event a dancer has an injury, stress or illness that causes the dancer to miss class for an extended period or restricts the dancer's ability to perform during practice or otherwise, the parent/guardian must complete a "Modified Dance Plan" with accompanied doctors note to be submitted to the instructor. The instructor must be informed immediately. The dancer may be removed from dances at the discretion of the instructor &/or executive. Dance Instructors ONLY will determine the dancer's participation during dance performances and festivals. Dancers who are in a "Modified Dance Plan" need to be aware the date does not change for refund on registration fees.

Dance Practice Dress Code

Dress attire is an important aspect of dance training for several reasons. It allows the dancer to have full range of motion and movement, and it also allows the instructor(s) to observe body movements and position.

All	
<p>Jewelry: All jewelry is to be removed, including bracelets, rings, necklaces, watches and earrings</p> <p>Water bottle: Ensure a refillable water bottle is brought to class. Hair: Must be tidy and off the face. Long hair MUST be tied back and secured in a bun. NO bangs in the eyes. Cell Phones: ABSOLUTELY not allowed during class time</p>	
Girls	Boys
<p>Bottoms: Black tights/nylons with a black bodysuit and a black wrap around the skirt.</p>	<p>Bottoms: Black dance pants or slim fitting black sweatpants; must be stretchable.</p>
<p>Tops: Black t-shirt (slim fit and appropriate length) with no slogans, no cleavage, no midriff, no jewels OR black bodysuit with black tights/nylons</p>	<p>Tops: Black t-shirt (slim fit and appropriate length) with no slogans, no cleavage, no jewels OR slim fit black t shirt</p>

Code of Conduct

Students learn better in a secure, orderly and non-disruptive environment. The goal of the Malanka Dancers' Code of Conduct is to help students, instructors and parents/guardians create an environment that is conducive to teaching and learning. Malanka Dancers aim to set clear and reasonable rules that are fairly and consistently implemented. A safe and positive learning environment for all dancers is essential to our success and we appreciate everyone's commitment to our principles.



Dancers will:

1. Be on time for classes – if you are over 15 minutes late, please have a note from a parent/guardian to explain the reason why.
2. No cell phones will be allowed during class instruction or backstage at performances.
3. Must ask for permission from the instructor to leave the classroom.
4. Chewing gum is NOT allowed in class as it is unsafe to chew gum while dancing – the instructors may ask the dancer to dispose of their gum, however it is the student's responsibility - Malanka Dancers is not liable if a student is harmed or injured while chewing gum.
5. Not wear any jewelry in class – it could be hazardous.
6. Class attire is applicable to all classes and must be respected – requirements are listed in the registration package.
7. Be courteous, polite and respectful of instructors and fellow dancers – positive communication is encouraged. Bullying and/or disrespect will not be tolerated.
8. Attendance is crucial – if any dancer misses 3 or more consecutive classes in any term or misses enough lessons to impede their readiness for festivals and events, the instructor may suggest either a) private lessons to catch up, at the students expense or b) will exempt the student from any upcoming events – as well, if a dancer misses a class, or knows that they will be absent please let the instructor know.
9. Parents/guardians/family members/friends are not permitted in the studio while classes are in session.
10. Proper costumes and makeup are required for festivals and dance events – it is the dancers' responsibility to make sure they are properly equipped and knowledgeable on dress and makeup.
11. Respect the property of other dancers and respect the property of the Malanka Dancers.
12. All dancers are expected to represent the club favorably at all public events we attend, which includes appropriate behavior, language and dress.
13. If there is a discipline or behavioral problem with a student, the parent/guardian will be contacted – if the problem continues, the Malanka Dancers Board has the right to expel a student from the program with no refund of fees.

Parents/Guardians will:

1. Completely fill out the registration package, and return signed documents in a timely manner, so that the club has all necessary information requested.
2. Maintain a positive attitude and continuously encourage all dancers during practices and performances - enjoy watching your dancer grow and learn new things at their own pace.
3. Drop off and pick up your dancer on time.
4. Trust the professional guidance the instructors give your dancer.
5. Be courteous, polite and respectful of fellow parents/guardians, instructors and dancers – only positive communication is allowed – we encourage communication; however, negative or harsh tones will not be permitted, and repeated behavior may result in your dancer being expelled.
6. Be responsible to check all means of communication (i.e.: emails, texts, messages posted in the studio) to gather important information throughout the season.
7. Monitor and clean up after non-dancing children in the waiting room during classes.
8. Parents/friends/relatives are not allowed to watch regular classes as this can be very distracting to the students – scheduled “watches” may occur throughout the year so that all friends and family can come in to watch the dancers’ progress – check with your group representative or the instructor on dates
9. Feel free to ask as many questions as needed to guarantee the communication is kept up to date.
10. Have registration fees paid in full by December 31 of the current dance season OR contact the Executive to make payment arrangements.
11. Volunteer time, to the best of their ability, for the club's fundraising events, esp. Malanka Dine & Dance and the Ukrainian Dancing on the Border Festival, and general running of the club.
12. Exhibit exemplary behavior at the studio, performances and competitions - Be mindful of your actions when attending public events on behalf of the Malanka Dancers, as it reflects on the club – positively and negatively.
13. Consult the Malanka Dancers By-Laws if they have any grievance that they would like to bring forward to the club.

Instructors will:

1. Follow the guidelines as per their contracts with Malanka Dancers.

Malanka Dancers will:

1. Follow the guidelines as outlined in the Malanka Dancers By-Laws.