

# Draw Protocol of STUdance

## Secretary



Set up by:

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## **1. Introduction**

This protocol is set up by the DrawCommittee 2018, the Advisory Board 2017-2018, and the board 2017-2018. The DrawCommittee consists of five generations of secretaries. It is an occasional committee which is founded to shine a new light on the current placing system of STUdance and to support the secretary. The secretary is concerned with the members and the memberships. The implementation of this protocol ensures that the drawing process unfolds according to the guidelines that have been set up. The secretary is in charge of this protocol and ensures that the guidelines will be followed up.

## **2. Application and membership**

Guidelines are described in the Internal Rules of STUdance for the application process and the membership of STUdance.

## **3. Placement and draw**

### **3.1 Order**

A draw will take place when the registrations for placement in the dance classes exceed the available spots. The order of priority is as follows: (Candidate) Board members, Dance and Move Now members, new male members, members – followed advice, members – not followed advice, non-dancing members, new members, gap year members, non-student members.

The goal of the draw is that everyone will be placed in a group of their preference as much as possible. Preferences are indicated on the application form.

### **3.2 Elaboration**

Elaboration for the different draw groups:

- (Candidate) Board members: (Candidate) Board members are prioritized in the draw to improve the visibility and presence of the candidate board and to thank the current board for their efforts. There is a maximum of two candidate board members and two current board members per dance group.
- Dance and Move Now members: D.A.M.N. members are prioritized in the draw because they are obliged to take a regular class at STUdance according to the demo team policy.
- New male members: New male members are important for a good dynamic within STUdance. Therefore, new male members are prioritized.
- Members – followed advice: Current members receive advice from their teacher at the end of the dance season. When a member reenrols and follows the advice of the teacher, the member has priority for placement

in that dance group. This way, the dance level and the bond between members are improved within a group.

Exceptions for this group:

- Members with a shared membership, unless both members received the same advice.
- Members of Mixles, if there are several teachers within one season. When there is one teacher for the entire season members of Mixles also receive advice. The members of Mixles can ask for advice in a certain dance style.
- Members who enroll in Choreolab who have not taken a regular class, because they have not been taught by a professional dance teacher.
- Members of the demo teams since enrolment for the demo teams happens through auditions. A H.E.A.T. member will receive advice within Hiphop if they decide to quit H.E.A.T.
- Members – not followed advice: Members who have not received or followed advice will be placed after members who have followed up their advice. This includes members with a shared membership who both received different advice. Besides, members who enrolled in Choreolab (who did not take a regular class) are placed in this category.
- Non-dancing members: These are the members who obtained a non-dancing membership, which means they did not participate in a dance class. They can apply for a dance class in the new season if they are still a student.
- New members: New members are students who applied through the application form and who are not a member of STUdance yet.
- Gap year members: These are STUdance members who decide to take a gap year from their studies. This means they are not enrolled with a educational institution but they are presented with the opportunity to be placed in a dance group.
- Non-studying members: These are graduated STUdance members. They are allowed to remain members for one more year.

## **4. Guidelines**

### **4.1 Advice**

The dance teachers review the members' dance skills and give advice for the upcoming year accordingly half way through the year and at the end of the year. The advice contains a recommendation of the dance skill within the style. Only the final advice is binding for the prioritized position in the draw for the next season. A member is placed with priority when a member re enrolls for the same style and follows the advice from the teacher. A draw is used if there are more applications

than spots in a dance group. In this draw, members are placed with priority when they participated in this particular dance group last year, when they received advice for this particular dance group again, and when they follow this advice. The final advice does not need to be followed. A member is placed according to the 'member – not followed advice' category if a member decides to not follow the advice. The advice is only valid if the member is still a student in the upcoming dance season. The member is placed according to the 'gap year member' or 'non-studying member' when this is not the case.

#### 4.1.1 Applying for exception

A member can apply for exception when they disagree with the received advice. The board decides whether the member receives an exception or not.

#### 4.1.2 Shared memberships

An exception is made for members who have a shared membership. In this case, the member who uses the first half year of the membership only receives advice half way through the year. This advice now becomes the final advice and will be binding for the next season. The member who uses the second half year of the membership receives a binding final advice, just like regular members.

### 4.2 Flexibility

During the draw, the secretary aims to place 20 members in a dance group (apart from the demo teams). However, the teacher can decide together with the board to place a member elsewhere when a member does not fit in with the level/style/group. This is made possible by the flexibility rule which prescribes that a group can contain 18 to 22 members. This rule is valid until 1 February of the dance season.

## 5. Exceptional circumstances

### 5.1 Classical ballet

Classical ballet is only offered in one level at STUdance, unlike other dance styles. The member will automatically get advice about this style. If a member wants to switch to jazz or modern because of the level, they can get an exception in consultation with the teacher and the board.

### 5.2 Filling opened spots

A member needs to send an email to the secretary if they decide to cancel their membership during the year. The secretary will approach people from the waiting list first when this happens. When there is no waiting list for a certain group or nobody from the waiting list wants the opened spot, the secretary can look for

members or students who are not members with STUdance in the following order: non-dancing members, the interest list, and other students.

### 5.3 Collapse of a dance group

The collapse of a dance group entails that so many members from one dance group quit during the year that the group contains less than 10 members. The dance group needs to be saved if this is the case. This happens according to the description in 5.2. In a case of emergency, members can take more than one class at a time.

### 5.4 Blacklist

The board will contact members who have not paid for their membership yet. The member will be placed on the blacklist and will be evicted from the dance group if no payment has taken place after the board contacted and warned this member. The blacklist entails that the member is no longer a member of STUdance and has no possibility to ever become a member again. This decision is made by the secretary and treasurer of the board and the concerning member will always be informed of this.

### 5.5 Exceptions

The board will consult the Advisory Board and potentially former secretaries to find a fitting solution if certain situations are not included in this protocol.

## **6. Changes**

Potential changes in the draw protocol need to be approved by a general meeting.

## **7. Final statement**

In cases where the Draw Protocol or the Internal Rules do not suffice or in cases of different interpretations, the board makes the final decision.