

Draw Protocol of STUdance

Secretary



Opgesteld door:

DrawCommittee 2018

(Nancy van der Lee, Julia de Jong, Martha Verkade, Celesta Kasper, Mathilde Mulder),

Advisory Board 2017-2018

*(Rennie Minzinga Zijlstra, Maudi Wagenvoort, Ellen Donkers, Dorea van Wees, Jet van der Kemp en
Daphne den Dekker),*

Board2017-2018

*(Celine Sup, Mathilde Mulder, Lieke van Herpen, Eva Papadakis, Ilse van den Belt en Sandra
Daams)*

Written by Mathilde Mulder & Julia de Jong

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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, members – followed advice, members – not followed advice, non-dancing members, new members drawn from the previous year, new not-female members, new female 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. Should this limit be exceeded, the following should be considered in consultation with the Advisory Board: a) distribution in the dance groups and days present at Olympos, b) adherence to the class recommendation.
- 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.
- Members - advice followed: Current members will receive at the end of the dance season a recommendation from the respective teacher. If they re-enroll and thereby follow the teacher's advice, members will be given priority in the appropriate group. In this way, the quality of the dance lessons and group

bonding is promoted.

Exceptions to this draw group:

- Members with shared membership, unless both members received the same advice.
- Members of the Mixles, if they are not taught by one teacher for the entire year. If there is one regular teacher for the Mix Lesson who teaches the entire year, members of the Mix Lesson will also receive advice. Members of the Mixles can indicate to the teacher within which style they would like to receive advice.
- Members who enter ChoreoLab and have not taken a regular class because they have not been taught by a qualified dance instructor.
- Members of the demo team, since admission to the demo team is by audition.
- Members - advice not followed: Current members who do not enroll according to the advice are placed below. This includes members of a shared membership who have both received different advice. In addition, enrolled members at ChoreoLab (who have not taken a regular class) are also included in this category.
- Non-dancing members: These are members of STUdance who entered into an agreement with STUdance the previous year as a non-dancing member, meaning they did not participate in a dance class. If they are still a student the following year, they may re-enroll in a dance class.
- New members drawn from the previous year: These are *new* members who were still on the waiting list at the end of the previous season, and *who were drawn from the draw last season*. These members are given priority over other non-members as long as they are still studying.
- New non-female members: For good dynamics in the association, an influx of (more) non-female members is important. New non-female members therefore have a priority position in the draw compared to new female members.
- New Female Members: New female members are female students who are not yet members of STUdance and have registered through the registration form.
- Gap Year Members: These are members of STUdance, but decide to take a gap year in their studies next year. As a result, they are not enrolled at an educational institution but still get a chance to be placed in a dance group.
- Non-student members: These are members of STUdance who have graduated. They may remain members for one more year.

4. Guidelines

4.1 Advice

The dance teachers review the members' dance skills and advise for the upcoming year accordingly halfway 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 followed 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 an 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 halfway 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 binding final advice, just like regular members.

4.2 Flexibility

During the draw, the secretary aims to place 22 members in a dance group (apart from the demo team). 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 24 members. This rule is valid until 1 February of the dance season.

A minimum of four to a maximum of six weeks after the start of the season, change-week takes place. During this week, members and teachers may request a member's change to a dance group of a different level within the same style, except for demo team. Swaps can take place as long as the groups meet the above criteria. The board, in consultation with members and teachers, will decide whether or not substitutions can take place.

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 Feminine Hiphop

Feminine hiphop 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 hiphop or streetdance because of the level, they can get an exception in consultation with the teacher and the board.

5.3 Feminine Jazz/Modern

Feminine jazz/modern 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.

5.4 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.

5.5 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 case of emergency, members can take more than one class at a time.

5.6 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 cannot 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.

5.7 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 Member Meeting.

7. Final statement

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