

**HARVEST HOEDOWN GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.**

1. The purpose of Harvest Hoedown shall be for the enjoyment and benefit of Square, Round, Clogging, Contra and Country Western dancing, and provide for further development of dancing activities through planned interchange of ideas and methods. (Rev: 12/91)
2. The Harvest Hoedown shall be conducted in conformance with the Bylaws of the Association.
3. The Harvest Hoedown Chairperson shall meet qualifications as per ARTICLE VIII unless so appointed, then as per ARTICLE IX. (Rev: 12/91)
4. The Harvest Hoedown Chairperson shall invite, in writing, representation from each member club to be a member of the committee. Said written invitation can be extended via the U.S. Postal Service, e-mail, printed invitation/flyer in membership packets at a Board or General meeting, or via article in the *Squarecaster* or similar local square dance publication available to all Association members. (Rev. 3/05)
 - a. If no names are received by a stated deadline, then the Harvest Hoedown Chairperson shall select committee people at his/her own discretion.
 - b. The Harvest Hoedown Chairperson will determine the number of assistants each subcommittee may have and must approve all assistants.
 - c. The Jr. Past Chairperson of Harvest Hoedown shall be an ex-officio member of the Committee. (Rev. 12/91)
5. The approved Association contract form shall be used for hiring of callers, cuers, and setting of sound.
 - a. These contracts, as well as the facilities contract, shall be submitted to the Board for approval.
 - b. Association President and the Harvest Hoedown Chairperson shall sign contracts for facility rental and setting of sound.
 - c. The Association President and Caller Procurement Director shall sign contracts for callers and cuers. (Rev: 3/05)
6. The budget shall be submitted to the Board for approval no later than the March Board meeting. Once approved, any increase in the budget shall be resubmitted for approval. (Rev: 3/95)
7. A committee Treasurer shall be appointed with the approval of the Board and follow procedures as outlined in ARTICLE IX, Section 3.e.
8. A minimum and a maximum of \$2,000.00, plus the facility rental deposit, must be left in a revolving account for operating expenses for the following year. Any advanced payments for the following year will be carried forward over and above the \$2,000.00. (Rev: 7/97)
9. The weekend dance/event schedule shall be completed no later than the September Board meeting and shall be given to the Board for distribution to all member clubs, as deemed necessary. (Rev. 4/05)
10. The Harvest Hoedown Chairperson shall contract for facilities at least one year in advance. (Rev: 3/95)
11. The featured callers, with the exception of the New Dancers caller, shall be hired at least three-to-four years in advance and they shall be hired to call Friday, Saturday and Sunday. (Rev. 3/05)
 - a. If possible, at least one of the featured callers should live within 200 miles of Sacramento.
 - b. The featured New Dancers caller may be hired for any part of the event with callers from the Square Dance Callers Association of Sacramento Valley calling the remainder of the program.
 - c. The featured Round Dance instructor shall be hired at least two years in advance. (Rev: 7/97)
12. The Harvest Hoedown Chairperson shall select a chairman to be responsible for each hall and see that program announcements are made throughout the event.
13. The Harvest Hoedown Chairperson shall select the Sound person(s) following a request for bid process among known available sound providers. (Rev. 3/05)
 - a. The Sound Person(s) shall include a complete itemized list of equipment to be used in each/all area(s), plus all standby equipment.
 - b. The Harvest Hoedown Chairperson must determine that the Sound person(s) has sufficient equipment. (Rev: 3/95)
14. Where exhibitions are a part of the program, at least one of the member exhibition groups from within the Association will be on the program.

15. Payment for performing exhibition groups shall be an option of a weekend pass, or a donation to their travel fund and a pass for the session at which they perform. Any donation may not to exceed \$50.00 per group. (Rev. 3/05)
16. The Harvest Hoedown Chairperson shall give an oral report as well as submit a written report on the status of Harvest Hoedown, including an itemized financial statement, at each Board meeting.
 - a. A final written and oral report of Harvest Hoedown shall be presented at the December Board Meeting and at the January General meeting.
 - b. All reports and financial statements shall be submitted in triplicate, one each to the President, Secretary, and Treasurer. (Rev:12/91)
17. The Treasurer's books must be closed and ready for audit within 90 days of completion of the activity, as per ARTICLE IX, Section 3.e.6. (Rev: 7/95)
18. The Harvest Hoedown Chairperson shall maintain a current inventory list, including storage trailer, of all equipment used for Harvest Hoedown. A copy of this inventory list shall be submitted to the Historian and the new Harvest Hoedown Chairperson at the December Board meeting. (Rev. 3/05)
19. Committee Chairpersons will receive two weekend ribbons, RV camping for two nights, and meals at the Harvest Hoedown Chairperson's discretion.
 - a. Committee Assistants, if needed and approved by the Harvest Hoedown Chairperson, may receive an appropriate event package at the Chairperson's discretion.
 - b. The Association President is to receive the same package as the Committee Chairperson, since he/she is an ex-officio member. (Rev. 6/93)
20. The Committee will set fees and compensation for non-featured Callers, Cuers and DJs.(Rev. 3/05)
 - a. Callers, Cuers and DJs listed on the program and calling one hour or more will receive a fee, and two weekend ribbons but no other compensation. (Rev. 3/05)
 - b. Callers, Cuers, and DJs calling less than one hour will receive two weekend ribbons, but no fee or other compensation. (Rev: 3/05)
21. At the discretion of the Harvest Hoedown Chairperson, Callers, Cuers, and DJs for Association member clubs not on the program may or may not receive two weekend ribbons. (Rev. 3/05)
22. All past Harvest Hoedown Chairpersons will receive free weekend ribbons not to include meals or RV camping. Association members holding Outstanding Service Badges will receive two weekend ribbons in accordance with the Standing Rules. (Rev: 6/93)
23. Current Council members will receive two weekend ribbons. (Rev. 3/05)
 - a. A letter inviting them will be sent to the Council meeting that precedes the Association Event. (Rev. 3/05)
 - b. This letter may or may not include the ribbons in it. This is at the discretion of the Harvest Hoedown Chairperson. (Rev: 6/93)
24. The Harvest Hoedown Chairperson will determine what the Harvest Hoedown outfit will be for their particular event. (Rev: 3/95)
25. Enclosure "A" will be used as a basis for the responsibilities of each committee position and should be distributed to all committee members for their information. (Rev: 3/95)
26. Appropriate dance attire for the attendee's club shall be required only for Saturday night. (Rev. 3/05)

FUN WEEKEND GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.

1. The purpose of the ASDSC Fun Weekend shall be to provide an informal setting for family activity in a non-structured format of camping and non-dancing activities supplementing square, round, clogging, contra, and country western dancing workshops and exhibitions. Friendliness and informality shall be stressed. (Rev: 12/91).
2. Fun Weekend shall be conducted in conformance with the Bylaws of the Association.
3. By October 31 the Fun Weekend Chairperson shall invite, in writing, representation from each member club to be a member of the committee. Said written invitation can be extended via the U.S. Postal Service, e-mail, printed invitation/flyer in membership packets at a Board or General meeting, or via article in the *Squarecaster* or similar local square dance publication available to all Association members. (Rev. 3/05)
 - a. If no names are received by November 30th, then the Fun Weekend Chairperson shall select committee people at his own discretion.
 - b. The Jr. Past Chairperson of Fun Weekend shall be an ex-officio member of the Committee. (Rev: 7/97)
4. The approved Association contract form shall be used for hiring of callers and cuers. These contracts shall be submitted to the Board for approval, and signed by the Association President and the Caller Procurement Director. (Rev: 6/95)
5. The Approved Association contract form shall be used for the sound contract. Sound as well as Facilities contract shall be submitted to the Board for approval, and signed by the Association President and the Fun Weekend Chairperson. (Rev: 6/95)
6. The Fun Weekend Chairperson shall select the Sound person(s) following a request for bid process among known available sound providers. (Rev. 3/05)
 - a. The Sound Person(s) shall include a complete itemized list of equipment to be used in each/all area(s), plus all standby equipment. (Rev. 3/05)
 - b. The Fun Weekend Chairperson must determine that the Sound person(s) has sufficient equipment. (Rev. 3/05)
7. The format and budget shall be submitted to the Board for approval no later than the January Board meeting. Once approved, any increases in budget shall be resubmitted for approval. (Rev: 6/95)
8. A committee Treasurer shall be appointed with the approval of the Board and follow procedures as outlined in Article IX, Section 3.e.
9. A minimum of \$2,000.00, plus the facility rental deposit, must be left in a revolving account for operation expenses for the following year. Any advanced payments for the following year will be carried forward over and above the \$2000.00. (Rev: 7/97)
10. Appropriate Dance attire for the attendee's club shall be required only for Saturday night. (Rev. 3/05)
11. Arrangements for facilities for succeeding years shall be negotiated by the Fun Weekend Chairperson in time for approval by the March Board meeting or earlier if possible. (Rev: 10/94)
12. The Fun Weekend Chairperson shall give an oral report as well as submit a written report on the status of Fun Weekend, including an itemized financial statement, at each Board meeting.
 - a. A final written and oral report of Fun Weekend shall be presented at the September Board meeting and at the October Delegates meeting.
 - b. All reports and financial statements shall be submitted in triplicate, one each to President, Secretary and Treasurer. (Rev: 12/91)
13. The Treasurer's books shall be closed and ready for audit within 90 days of completion of the activity, as per Article IX, Section 3.e.6. (Rev: 7/95)
14. The Fun Weekend Chairperson shall maintain a current inventory list, including storage trailer, of all equipment used for Fun Weekend. A copy of this list shall be submitted to the Historian and the new Fun Weekend Chairperson at the October Board meeting. (Rev. 4/05)

15. Committee Chairpersons will receive weekend ribbons for two people, two nights RV camping, and meals at the Fun Weekend Chairperson's discretion.
 - a. Committee Assistants, if needed and approved by the Fun Weekend Chairperson, may receive an appropriate event package at that Chairperson's discretion.
 - b. The Association President is to receive the same package as the committee chairmen, since he is an ex-officio member. (Rev: 6/93)
16. All past Fun Weekend Chairpersons, past Association Presidents and Outstanding Service badge holders will receive two weekend ribbons in accordance with the Standing Rules. (Rev: 6/93)
17. Current Council members will receive two weekend ribbons. (Rev. 3/05)
 - a. A letter inviting them will be sent to the Council meeting that precedes the Association event. (Rev. 3/05)
 - b. This letter may or may not include ribbons. This is at the discretion of the Fun Weekend Chairperson. (Rev: 6/93)

**FIFTH SATURDAY ASSOCIATION DANCE GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.**

1. The purpose of the Fifth Saturday Association Dance shall be for the enjoyment and benefit of the Association dancers.
2. The Fifth Saturday Association Dance shall be conducted in conformance with the Bylaws of the Association.
3. The Board of Directors shall be responsible for coordination of dance venues in agreement with and preventing conflict with other organizations (i.e. local Callers Associations) to maximize the attendance, participation and enjoyment of this dance for all members and associates of the ASDSC. (Rev. 3/05)
4. The Vice-President will be the chairperson of all Fifth Saturday Association Dances. (Rev. 3/05)
5. The Fifth Saturday Association Dance shall be held on the Fifth Saturday. Fifth Saturday Association Dances may be scheduled or eliminated by Board Approval.
6. The approved Association contract form shall be used for callers and cuers and setting of sound. (Rev. 3/05)
 - a. Prior to any contractual commitment, the Caller Procurement Director will submit it to the Board for approval.
 - b. The Association President and the Caller Procurement Director shall sign all contracts for callers and cuers. (Rev. 3/05)
7. The Chairperson shall contact the Caller Procurement Director to verify confirmed contract with the Caller and Cuer not later than 6 months in advance and obtain a copy of contract for Fifth Saturday files. (Rev: 7/95)
8. Contracts for featured Square Dance Callers shall include a clause that the caller will not call within 50 miles of the area for the period of one month before to one month after he calls for the Association. The above applies only if the caller does not call for a Member Club on a regular basis. (Rev. 7/97)
9. The Chairperson shall contract for facilities one year in advance or as soon as possible. Facility contracts must be approved in advance by the Board and signed by the President and the Chairman. (Rev: 7/97)
10. The Chairperson shall contact the Caller and Cuer six (6) months in advance to confirm contract. (Rev: 7/95)
11. Sign-in sheets will be kept for one year.
12. A full written financial and attendance report on the provided form shall be presented at the next Board meeting following the dance. (Rev. 3/05)
13. Vice-President, District Director serving as co-chair of the event, and Treasurer are admitted free to all Fifth Saturday dances in their term along with the President and Past Presidents. (Rev: 3/05)
14. Appropriate dance attire for the attendee's club shall be required. (Rev. 3/05)

STATE FAIR DIRECTOR GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC. (Rev. 3/05)

1. The purpose of State Fair and California Progressive Squares Day is to promote the fun and friendship of square dancing, while increasing public awareness of our state official folk dance as a recreational activity.
2. The State Fair and California Progressive Squares Day events shall be conducted in conformance with the Bylaws of this Association.
3. The State Fair Director shall send a letter to all clubs informing them of the event(s), purpose and date(s), requesting their participation. Director shall also work with neighboring associations in coordinating the various events.
4. Working with the District Directors, clubs and callers in each area, and Caller Procurement Director where appropriate, the State Fair Director shall design the routing of dances in that area, including dance time, caller and location.
5. The State Fair Director shall verify all insurance requirements and be sure proper insurance documents for each dance location are requested and obtained from the Association's Insurance Director.
6. The State Fair Director shall generate and coordinate publicity for the events, including but not limited to news releases, event flyers and advertising in local dance publications. He/she shall also prepare a generic flyer to be distributed to clubs no less than six (6) months prior to the event.
7. At the June Board meeting or as soon as information is available, the State Fair Director shall present clubs with a final printed master schedule showing times of dancing, location and breaks for State Fair dancing and Progressive Squares Day activities.
8. The State Fair Director shall obtain copies of flyer from the Promotions Director outlining new dancer classes for distribution during the California Progressive Squares Day event.
9. The State Fair Director shall obtain California Progressive Squares Day event danglers from Council and coordinate the sale of said danglers to local dancers.
10. The State Fair Director shall work with the designated dancing locations to secure needed items such as water, power and tables, etc. and arrange to have first aid available at each dance location.
11. Appropriate dance attire is required for Progressive Squares and State Fair dancing event(s).