

Thủy Vân Dance Company - Code of Conduct

1. General Conduct:

- All individuals involved with Thủy Vân Dance Company, including Board Members, instructors, students, parents, volunteers, and guests, are expected to act with politeness, respect, and professionalism. They must:
 - Support teamwork, integrity, and commitment while encouraging positive and constructive behavior,
 - Maintain a safe and supportive environment, respecting Thủy Vân Dance Company's property and the property of others.

2. Activity and Involvement:

- Dancers are required to participate in at least one dance piece every four months. This participation quota resets four months after the most recent performance. Each four-month period is considered a trimester, beginning from the dancer's start date with the company.
- Dancers who are unable to meet this requirement will be placed on hiatus.
- If a dancer remains on hiatus for two consecutive trimesters, they will be removed from the company with written notice, unless they demonstrate a commitment to participate in a performance during the following trimester.

3. Class and Rehearsal Attendance:

- Missed classes due to illness, vacation, or other reasons may be made up by attending the following scheduled class with instructor permission.
- The student is expected to self-learn and/or practice a piece if absent. If the student is unable, he/she may request a make-up class from an instructor.
 - Make-ups will depend on the availability of the instructor.
 - Make-up classes are restricted and must be arranged with instructor approval.
- Students must attend the first practice of a given dance piece in order to be casted. If absent for any particular reason, the student will not be able to participate in the given piece.
- Dancers missing more than half the classes of a given dance piece may be unable to perform in the selected piece. The instructor is granted the ability to deny a student from performing to preserve class integrity.
- Dancers are expected to attend mandatory rehearsals, which will be notified two weeks prior to the rehearsal date.

4. Skill Expectations:

- Dancers must actively aim on improving their dance skills, technique, and performance quality throughout the membership term.
 - All dancers are required to participate in a given technique training class as a prerequisite to learning his/her first dance piece.
 - Dancers will be required to attend a technique training class when offered by instructors.

- Dancers will periodically be evaluated on his/her technique.
- Dancers will aim to perform better upon each technique training course.

5. Casting and Performance Attendance:

- Casting decisions are based on the dancer's strengths, skills, and availability. Public complaints about casting may result in removal from the performance. Concerns should be communicated privately to the choreographer.
 - Constructive feedback and communication are encouraged to address concerns about casting or performance opportunities.
- Dancers will have the opportunity to sign up for dance pieces and performances as notified by the instructor. Final casting decisions will be made by the instructor, with the specific needs of the performance or song in consideration.
- Dancers who are assigned to a performance by the instructor may withdraw their participation within 24 hours of receiving notice of the assignment.
 - This applies when a dancer is assigned to a performance by the instructor rather than signing up directly due to their existing participation in the selected dance piece.
 - Dancers are assumed to be available to perform on the assigned date unless they notify the instructor of any issues.
- Dancers who withdraw from a performance outside the approved 24-hour time frame are responsible for arranging an understudy to take their place.
 - Failure to secure a replacement may result in disciplinary action.
- Dancers who withdraw from learning a new dance piece after it has commenced are responsible for arranging an understudy to take their place. This disruption affects the choreography, positioning, and overall integrity of the performance.
 - Failure to secure a replacement may result in disciplinary action.
- Approved absences and withdrawals include, but are not limited to, circumstances such as death, physical injury, and other significant personal emergencies.

6. Professionalism and Fairness

- All decisions within Thủy Vân Dance Company (Thủy Vân Dance Company) are made with fairness and professionalism. Personal relationships or feelings will not influence casting, choreography, or any other dance-related matters.
- Dancers should understand that all casting and company decisions are based on factors such as commitment, skill level, work ethic, and the overall needs of the production.
- Dancers and instructors are encouraged to separate personal feelings from dance matters. Every member is expected to act in the best interest of the team, placing the success and cohesion of the group above individual desires or concerns.
- Thủy Vân Dance Company prioritizes the collective success of the team over individual recognition or preferences. Dancers are encouraged to support each other and trust that all decisions are made to enhance the overall performance and integrity of the company.

7. Performance/Show Day Behavior:

- Dancers must act in a manner that does not diminish Thủy Vân Dance Company's image.
- Dancers must maintain politeness and professionalism in all interactions.
- Dancers should always greet event staff and fellow performers with respect and a friendly attitude.
- Dancers should be dressed appropriately to the event when not in costume.
- Dancers must refrain from using inappropriate language or engaging in unruly behavior.
- Dancers must stay with the group at all times unless given explicit permission to do otherwise.
- Dancers must prepare their own props and/or costumes at the venue if outfit changes are necessary.
- Dancers should be knowledgeable of the set list and performance order.
- Dancers should be proactive in offering help without needing to be asked.

8. Communication:

- Direct all questions or concerns to the Director via Facebook, Number, Instagram, Email (thuyvandanceco@gmail.com), or the website contact page.
- Stay informed by reading all communications from Thủy Vân Dance Company, including social media updates. Notifications will be communicated primarily through Facebook.

9. Social Media Use:

- Social media posts that defame Thủy Vân Dance Company or its members are not tolerated. All posts should reflect positively on Thủy Vân Dance Company.

10. Intellectual Property and Confidentiality:

- Choreography and creative work developed at Thủy Vân Dance Company are intellectual property of the company. Dancers must not use or share these materials without written consent.
- Members must maintain confidentiality of sensitive information and discussions within Thủy Vân Dance Company.

11. Discipline:

- If an individual's actions or behavior violate the Thủy Vân Dance Company Code of Conduct or are deemed unbecoming, the Board of Directors will assess the severity of the infraction and administer appropriate disciplinary measures.
- Disciplinary actions will be reviewed on a case-by-case basis. Some examples of potential consequences include but are not limited to:
 - Verbal or written warnings
 - Temporary suspension from rehearsals or performances
 - Removal from a dance piece
 - Requirement to issue a formal apology
 - Revocation of certain privileges within the company
 - Probationary status with specific conditions for continued participation

- Permanent removal from the company
- Thủy Vân Dance Company reserves the right to terminate the dancer's membership with written notice in the case of a breach of contract, misconduct, or any actions that could harm the group's reputation.

By signing this document, you acknowledge that you have read, understood, and agreed to abide by the terms outlined in this Code of Conduct.

Thank you for your cooperation in creating a positive and respectful environment at Thủy Vân Dance Company.

Name

Date

Signature