



# American College Dance Association Policy and Procedures Manual

## Section XIII: Regional Conference Policies for Participants

### Color Indicators

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**Note:** Items in green are new policies and adjustments approved by the Board during FY25.

**Note:** Items in red are updates approved by the Board during FY25 and/or language/cosmetic updates made by the VP for Policy and Procedure.

**Note:** Items in blue are proposed changes to the current PPM to be voted on by the Board in FY26.

**Note:** Items in purple indicate questions for the Executive Director and President.

## **ACDA REGIONAL CONFERENCE POLICIES FOR PARTICIPANTS**

**The following policies have been developed by the Board of Directors to ensure consistency and equity in ACDA Conferences throughout the country.**

### **I. General Policies**

- A. As indicated in the ACDA Mission Statement, Regional Conferences are essential to accomplishing the goals of ACDA; namely, “to support and affirm dance in higher education.” Additionally regional conferences foster creative potential, to honor multiple approaches to scholarly and creative research and activity, to promote excellence in choreography and/or performance...” It is the Association’s expectation that these goals be met through Conference activities including classes, presentations, adjudication and Informal Concerts, Feedback Sessions, and opportunities for faculty and student exchange.
- B. ACDA serves its members and the larger dance community by advocating for dance education and providing platforms for exchange and mutual respect through sustainable practices in pursuit of equity. Regional Conference programming and opportunities should be consistent with ACDA’s five Core Values: Service, Education, Equity, Inclusion and Respect.
- C. ACDA values diversity, equity and inclusion and has a commitment to serve as a reflection of college/university dance programs. ACDA gives value and presence to the various forms, styles, cultural traditions and aesthetic dimensions of dance. It is the Association’s expectation that diversity be represented within Adjudication and Informal Concerts, master classes, panel discussions and lectures with opportunities for experiences in traditional, classical and contemporary dance forms that celebrate world culture.
- D. ACDA strives towards conference planning that supports the core value of Respect, defined as “maintaining and improving human, social, artistic and environmental sustainability by seeking practices that result in environmental stewardship and prioritizing [participant] safety, health and wellness.” Conference attendees are asked to participate in all sustainable practices in place at the conference and to consider their own health and wellness during the conference.
- E. ACDA has established regions for purposes of organization only. Members are not restricted to participation exclusively or solely in their own geographic area. International members are always considered ‘out of region’ for registration purposes. All members may participate in one or more Regional Conferences each year.

- F. ACDA and Conference Coordinators are dedicated to providing requested special accommodations for any student or faculty member attending a conference. In order to facilitate accommodations, ACDA requires that Conference Coordinators reach out to faculty representatives of attending schools *at least 60 days prior* to the start of the Conference to discuss potential accommodation needs.

## **II. Membership**

- A. Colleges, universities, and junior/community colleges must hold a current Institutional Membership in ACDA to be eligible for adjudication and to receive the discounted membership registration fee. Memberships are for two years. (NOTE: Individual Membership applies to people, not colleges, universities, or organizations. Individual members are welcome to attend Conferences at the discounted membership registration fee but are not eligible for adjudication.)
- B. ACDA member Institutions in Alaska and Hawaii will be considered “in-region” for registration purposes in all regions.
- C. International colleges and universities may hold Institutional Membership in ACDA and are considered ‘out of region’ members for Conference registration purposes. They have all other membership privileges afforded U.S. Institutional Members.
- D. If a student is attending a conference, but is not under the auspices of an institution, for whatever reason, they must register as a Non-Member Individual participant regardless of the member status of their home school.
- E. There are no refunds on ACDA memberships.

## **III. Conference Websites and Registration**

- A. Conference websites will be accessible the first Wednesday in September.
- B. All Conferences will use the online registration system determined by the National Office and hold registration within the determined timeline.
- C. Each registering institution must identify one Faculty Representative and use online registration to register all participants and to enter program, teaching and other required information within the stated deadlines.
- D. To participate in the adjudication process, a faculty member must be registered and present. For a student group to attend the Conference

without a faculty member using the ACDA Institutional Membership, the Association requires the official ACDA liaison to send the Conference and National Office written confirmation that all students are 18 or older by the conference start date and that the student group is attending as representatives of the institution without faculty supervision. If registering without faculty supervision, but with institutional support, students should register as a group during in-region priority; each must register as an Individual Member. One Informal Concert slot would be available to the group. If for any reason institutional confirmation is not provided, each student could register separately as an Individual Non-Member and not include the school's name in their registration once registration priorities are lifted.

#### Procedures for Registering a Group Without Faculty

- a. The ACDA Liaison writes to ACDA stating that no faculty member is able to accompany the students to the Conference. At this time, the Faculty Representative also affirms that these students are using the Institutional Membership to register and that the students are attending the conference with the approval of the ACDA Liaison and with the understanding that they will be responsible for themselves.
  - b. Students register themselves as Individual Members, not "students"
  - c. Students will pay the member rate registration fee
  - d. Students may register during in-region member priority
  - e. Students register as a group
  - f. Students may bring one dance from their institution for the Informal Concert
  - g. Students bringing a dance for the Informal Concert should designate a non-performing student to facilitate the performance
  - h. Students may not bring work for Adjudication Concerts
- E. Registration spaces will be held in the current Regional Conference for the next year's regional host institution. Registration spaces will also be held for the Regional Director and one Executive Committee representative and their schools (if they are attending with their students) at the Conference where each of these Board Members is serving in an official position. Any registration limitations and fees applicable to general registrants will apply to these registrations.
- F. Once the student cap is met by a registering institution, additional students may not be added as a different registrant type (e.g., Individual, Faculty, Musician, etc.).
- G. With advanced notice, the ACDA National Office may cancel a registration that fails to comply with stated registration rules including but not limited to valid membership and adherence to student registration caps.

- H. All musician-performers are required to register as a Conference participant.
- I. All general production information concerning the Adjudication, Gala and Informal concerts, and general venue(s) descriptions must be available on the Conference website. Websites must also indicate whether or not a Gala Concert will be scheduled in a non-National Festival year.

#### **IV. Scheduling**

- A. All ACDA conferences must schedule a minimum of three (3) days of classes, workshops and Adjudication Concerts.
- B. All Conferences will schedule an ACDA Membership Meeting and a Regional Planning Meeting. Student representatives from each participating institution should be encouraged to attend the ACDA Membership Meeting.
- C. In a National Festival year, a Gala Concert comprised of the adjudicators' selections from the adjudicated works must be scheduled. Inclusion of a Gala in a non-National Festival year is an option to be determined by the Conference Coordinator.

#### **V. Fees**

- A. A registration fee must be paid for each Conference participant with the following exceptions:
  - ACDA Board Members
  - musicians for classes
  - students and faculty volunteering from the Host Institution (Host Institutions may choose to waive registration or charge student volunteers a discounted registration fee)
  - Technical Directors attending only tech rehearsal(s) and performance(s) of her/his school (If attending classes, receptions and/or other Conference events, the TD must register for the Conference)
- B. A processing fee of \$10 will be added to each paid registrant's fee. This fee is non-refundable.
- C. Due to the administrative fees for registration and the negative impact holding then releasing registrations has on other ACDA members, a \$25.00 cancellation fee will be assessed on each canceled registration prior to full payment, whether initiated by the registrant or ACDA National Office.
- D. With advanced notice to the registrant, the ACDA National Office may cancel a registration that fails to comply with stated registration rules including, but not limited to, valid membership and adherence to student registration caps.

- E. A \$75.00 cancellation fee will be assessed on each canceled adjudication slot prior to full payment, whether initiated by the registrant or ACDA National Office. There are no refunds on paid adjudication slots.
- F. There are no refunds on paid registrations. Schools should register only the number of participants and dances for adjudication that they are committed to bringing.
- G. As a general rule, full-time faculty members do not receive honoraria or registration waivers for Conference teaching – ACDA is a service-oriented organization.

## **VI. Attendance at Conferences**

- A. All attendees must sign and comply with the terms of the general liability waiver.
- B. All Conference registrants are required to sign the Statement of Empowerment to indicate that they have read it. It reads as follows: “ACDA recognizes that Art can provoke; therefore, during the course of the Conference, participants are empowered to remove themselves from conference activities.

This statement will be:

- Included on the Release Form
  - Included in the Welcome Packet in the form of paper or an App
  - Posted at the registration table
  - Posted outside performance and instructional spaces
  - Included in performance programs
- H. The host institution may designate official Conference photographers/videographers to take images and video of conference activities for archival purposes, documentation, and/or publicity. All Conference photographers should be easily identifiable. Any images taken during a Conference may be used at the discretion of the host institution and/or ACDA for archival purposes, documentation and/or publicity. To protect the privacy and rights of all participants, publishing or posting recorded material from an ACDA Conference is prohibited without permission. All images of any activity (performances, Feedback Sessions, classes, receptions, etc.) during a Conference are owned exclusively by ACDA and the host institution and may not be posted, printed or distributed in any way, including on the Internet, without written permission of ACDA or the host institution
- I. Faculty, staff and students from participating institutions may not independently initiate recruitment for their own matriculating programs during regional conferences and/or national festivals. This includes holding auditions, initiating

conversations with potential program candidates, advertising in conference materials, and/or distributing recruiting materials. Promotion of workshops or opportunities outside of a degree program is permitted within ACDA policy and Conference guidelines/limitations established by the Conference or Festival Coordinator.

## **VIII. Reporting of Policy and Procedure Violations**

ACDA encourages all members to voice their concerns, complaints, or problems regarding perceived violations of ACDA policy and procedures. It is the Association's goal to settle perceived policy and procedural violations fairly, simply, and quickly. ACDA asks that the following steps be taken so the Association can investigate and, when appropriate, take action.

ACDA is committed to:

- Addressing all policy or procedural formal complaints.
- Respecting the confidentiality of all parties involved.
- Keeping all parties informed throughout the process.
- Communicating the formal decision to all parties involved.
- Taking actions to ensure compliance with the formal decision.

In turn, the Association expects that members voicing their concerns and engaging with the procedures below will:

- Accept the outcome as final.
- Respect confidentiality of all parties involved.

### **1. Step 1 - Informal Report**

ACDA Members should first contact the appropriate ACDA Representative (see below) to report a perceived policy and procedural violation. The ACDA Representative will help resolve the issue quickly and informally. This may be done through informal discussion.

- During the academic year - contact your Regional Director or the ACDA President.
- During a Regional Conference - contact the Executive Committee representative or Regional Director in attendance.
- During a National College Dance Festival - contact the ACDA President or Executive Director.
- At any point, an ACDA Member is also welcome to contact the Executive Director and/or President.

If an informal attempt to resolve the matter is not successful, a formal complaint should be raised in writing.

## 2. Step 2 – Raising a Formal Policy or Procedural Violation Complaint

Formal Policy or Procedural Complaints must be submitted to the ACDA Executive Director and/or President. The Formal Complaint must:

- Be submitted in writing within 30 calendar days following the date the reporter first knew of the alleged violation.
- State clearly and concisely all the known facts related to the alleged violation, including “who, what, where, when, and why.” The complaint must also include the informal discussion referenced in Step 1.
- Explain the outcome requested and/or suggested solution.
- Be signed and dated.

## 3. Step 3 - Time Limits of Meeting, Investigation, and Outcome

Within 10 business days following the receipt of a Policy or Procedural Formal Complaint, the ACDA Executive Director and/or President will respond with a request for dialogue. The time limits expressed below serve as a guide in resolving a Formal Policy or Procedural Complaint. If identified as requiring a longer time limit due to exceptional circumstances, the time may be extended.

- Within 10 business days of the response the ACDA Executive Director and/or President will speak with the reporter to discuss the Policy or Procedural Formal Complaint for greater understanding.
- Within 10 business days following the date of the meeting to discuss the Policy or Procedural Formal Complaint the reporter will receive a response detailing the outcome and/or decision rendered.

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