

CANADIAN SQUARE AND ROUND DANCE SOCIETY NATIONAL
CONVENTIONS/FESTIVALS



VOLUME 1

BIDDING

March 2009

FOREWORD

1. National Conventions/Festivals is a publication in two volumes prepared by the Convention Coordinator of the National Society to help dancers bidding for and organizing Canadian National Square and Round Dance Conventions. It incorporates the experience of those who have organized previous conventions/festivals.
2. The words “Convention” or “Festival” may be chosen by the hosting organization. For simplicity this Guideline will use the word “Convention” to describe the event.
3. Volume 1 outlines the procedures to be followed on bidding for a convention and can be made available to all federations proposing to hold a national convention.
4. Volume 2 contains suggestions for the operation of a convention.
5. Both Volume 1 and Volume 2 are available at the Society's website: www.csrds.ca
6. Part of the task of the Convention Coordinator is to review the minutes of previous convention boards and Convention Final Reports in order to continually update these suggestions.
7. These two volumes were originally published June, 1986 and were based on the first set of guidelines published in 1980. An extensive revision of these Guidelines was made in December 2003 to reflect the changes in the holding of major dances in Canada. A third revision updating and modernizing these Guidelines was made March 2009.

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Section 1

SOCIETY BY-LAW & REGULATIONS

8. Among the primary objectives of the Society is to promote the square and round dance movement in Canada. One method used by the Society to achieve this end is to sanction and promote national square and round dance conventions and to provide guidance and assistance, when required, to a region holding such a convention. The tradition in Canada has been to hold a convention every two years on the even numbered years.

9. The covering Society Convention by-laws, Guidelines, Rules & Regulations are given below:

By-Law 19 states:

19.0 Conventions

19.1 The Canadian Square and Round Dance Society may sanction from time to time a national square and round dance convention for the enjoyment of square and round dancers and for the betterment of the square and round dance movement in Canada.

19.2 The host area for a convention shall be selected in a fair and equitable manner as decided by the Board of Directors.

Guidelines - The three part Guidelines are as follows: (available at Society website: www.csrds.ca)

- (a) Basic Letter of Agreement
- (b) Volume One – Convention bidding procedures
- (c) Volume Two – Suggestions for the operation of a Convention)

Regulation 5 states: 5.0 Conventions:

5.1 Conventions normally should start on the third Thursday in July, and run for three consecutive days, or as approved by the Board of Directors.

5.2 Society shall advance as a non-interest forgivable loan, \$5000.00 to the Convention/Festival Host providing the terms of the Letter of Agreement that is signed between the Convention/Festival Host and Society are fully met.

5.3 The hosting organization for any National Convention shall sign an agreement with the Society covering the details and responsibilities for hosting such a Convention. This Agreement shall be signed within six (6) months of the date of the Convention being awarded by the Society.

5.4 Any hosting organization requesting authorization of the Society to hold a National Square and Round Dance Convention shall undertake an obligation to provide the Society with a portion of the registration fee collected from each registrant. The registration fee shall be divided between the hosting organization sponsoring the Convention and the Canadian Square and Round Dance Society on the following basis: eighty-five percent to the hosting organization and fifteen percent to the Society. In case of a hosting organization lacking a Federation and/or an Association the Convention Letter of Agreement shall be changed to show that the registration fee is divided eighty-five percent to the Hosting Association and fifteen percent to the Society.

5.5 The sharing of any deficit shall be negotiated by the Board of Directors and the hosting organization.

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5.6 Convention refunds – Society three part Convention refund and cancellation policy follows:

Part 1: A 20% refund charge will be administered on all Convention Registration fees collected till the cut off date. The last day of February of the Convention year is recommended as the cut off date, which can be set as a later date only by the Convention Committee.

Part 2: A no refund policy will take effect after the cut off date. Refunds after this date will only be allowed at the discretion of the Convention Committee due to health reasons or death in the immediate family causing the registrant to not be able to attend the Convention.

Part 3: In the case of registered participants not attending (no show), the Convention Committee should make reasonable attempts to deliver by whatever means or methods the respective Convention packages (badges, syllabus, programs, etc).

5.7 Convention Dress Code – The Dress Code will be determined by the Hosting Convention Committee.

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Section 2

CONVENTION BIDDING RULES AND PROCEDURES

10. **Sanctioning** - It is essential that all Canadian Square and Round Dance National Conventions be sanctioned by and held under the auspices of the Society, that a National Convention reflect favourably and contribute to the square and round dance movement in Canada, that the financial affairs of any Convention be open to the dancing public and under the scrutiny of the Society, and that a National Convention maintains a Canadian character and flavour.

11. **Frequency** - Unless otherwise authorized by the Board of Directors of the Society, a National Convention shall be held every two years on the even numbered years.

12. **National Convention Coordinator** - The Society Board of Directors shall elect/appoint the National Convention Coordinator, who shall be responsible for: Prepare Convention Guidelines and updates or revisions for the Society Board of Directors approval. Solicit all Provincial & Territorial Federations/Associations in order that future Convention bids are secured at least 4 years prior to convention dates. Ensure that information, knowledge and recommendations from past conventions are available for future conventions (Convention final reports). Provide a National Convention Coordinator report for meetings of the Society Board of Directors at least twice per year, and for the Annual General Meeting. Consult with the sanctioned Convention Committees in order to define the sanctioned Convention local advertising and promotional area. Consult with the sanctioned Convention Committee in order to prepare and bring about the successful completion of the Convention Letter of Agreement. Consult with and seek the advice and knowledge of past Convention General Chairs and other past Convention Committee members as deemed necessary. (Refer to TC-8 page 1 of 1 revised Feb 17, 2008)

13. **Selection a Host Area** - The Society Board of Directors shall select the host areas for National Conventions, normally, four years in advance of a Convention, to permit sufficient time for proper organization and arrangements. A prospective host organization should send a letter of intent to the Convention Coordinator, with a copy to the Society Secretary, as soon as it contemplates hosting a Convention but not later than six months in advance of any meeting of the Society at which a decision on hosting a convention will be made. As well, the host organization shall submit details of its offer to host a convention to the Convention Coordinator, with a copy to the Society Secretary, at least three months in advance. The details submitted should include dancing levels, accommodation, hotel, motel and camping accommodations, tourist facilities, airline, bus and roadway accessibility, dancing population and any other details that would aid the Board of Directors in the selection process. The required detail is outlined in section 3.

14. Specifically the duties of the Convention Coordinator, is to receive intentions to bid and details of bids, prepare summaries of bids for presentation at the Board of Directors meetings, review minutes of previous Convention Boards and Convention Final Reports in order to add to or change these publications.

Note - These Regulations are published under the authority of By-Law 16.1 (Rules and Regulations).

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Section 3

CONVENTION BIDS

15. In order to ensure fairness in the presentation of bids to host a national convention, each bidder shall complete the bidding detail sheets attached as Annex "A" to this section. In addition, each bidding organization will be allotted ten minutes, at the Annual General meeting, or other time or meeting as decided by the Board of Directors, to stress the important aspects of their bid.

Items covered in the presentation and/or the detail sheets should cover at least the following:

- a. Sponsor Name of host organization.
- b. Organizational Structure - The organizational committee structure used is at the discretion of the host organization, however, host committees should be aware of successful organizations used for past dancing conventions.
- c. Convention Size - The normal Canadian biennial convention should be planned for a size of 1,250 or more dancers. Dancing space and accommodation usually set the size of the convention that can be hosted.
- d. Site General description, location in city and access by road or public transit; number of buildings to be used, distance between buildings and planned use of shuttle buses.
- e. Dancing Halls - The normal convention should have at least three square dance halls, one round dance hall, and one clogging hall. The halls should usually be associated with a different level of dancing. Typically for three square dance halls, the levels would be Mainstream, Plus, and AI. For one round dance hall, phases I to IV dances would be included. For one clogging hall, the levels would be beginner and intermediate. As space permits, other levels of square, round, or clog dancing may be added. The final mix of halls depends upon the dance type and level of registered dancers. Time sharing of halls may be done if required to satisfy as much as possible the registered dancers.
- f. Dance Area - Total area in square meters or square feet, number and size of rooms, obstructions (such as pillars), type of floor(s) currently in place and planned, size and seating capacity of hall for pageants, fashion shows, etc.
- g. Accommodation - Past experience has shown that the number of rooms required should be planned as 25% of the number of individual dancers.
- h. Parking Number of spaces and location from dance hall.

16. The final decision on who shall hold a Canadian convention shall be made by the Society's Board of Directors. Typically this decision is made by the Board meeting privately after a presentation of competing bids at an Annual General meeting during the Convention, and then the winning bid is announced at the closing ceremonies. However, the Board may make other arrangements at their discretion providing that the method chosen is fair to all bidders.

17. If there is more than one bid, the Convention Coordinator or a designated member of the Society Board shall act as master of ceremonies during the presentations of bids, and shall ensure fairness and equal time for all bidders.

18. If there is more than one bid, the Society Board will use a point system to compare measurable items from the Bidding Detail Sheets. If there is only one bid, the Board shall make the decision based on the submitted application and their judgement of the bid.

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CSRDS Convention Bidding Details

1. City:
2. Sponsoring Federation:
3. Date of Letter of intent
(required six months in advance of presentation)
4. Date of Bidding details
(required three months in advance)
5. Proposed Convention dates
6. Estimated Attendance for planning purposes
(estimated number of individual dancers)
7. Halls reserved? (Y / N) _____
8. Number of locations under one roof (Under one roof may contain a number of Halls. This can be recorded as one location, but must be separated if areas have a different floor or large distances between halls)
9. Dancing Proposed (indicate "Y" or "N" for each category)

Square	Round	General
Basic	Phase 1	Clogging
Mainstream	Phase 2	Wheelchair
Plus	Phase 3	Teens
A1	Phase 4	Teens
A2	Phase 5	Contra
C1	Other	
C2		
C3		

10. Parking Areas (exclusively for dancers)
Use approximate number and distance if unknown

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