TAVRIA

UKRAINIAN FOLK DANCE ENSEMBLE
& DANCE SCHOOL

Handbook

2025-2026

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Tavria Ukrainian Folk Dance Ensemble & School Handbook 2025–2026

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1. Introduction

1.1 Objective

Tavria Ukrainian Folk Dance Ensemble & School aims to promote Ukrainian culture and the art of Ukrainian folk dance through a performing ensemble and a dance school.

1.2 Goals

- Participate actively and have fun
- Strive towards a common goal through teamwork
- Form new and lasting friendships
- Learn about Ukrainian heritage and culture

2. Organization, Governance & Family Engagement

2.1 Role of the Board of Directors

The Board of Directors is elected at the Annual General Meeting of Tavria membership each November and is guided by the organization's bylaws. The board works in the best interest of Tavria Ukrainian Folk Dance Ensemble Inc., overseeing daily functions alongside employees and volunteers. The full board consists of ten (10) members, including at least two parents or performing members of the most senior group of the school or the ensemble. Positions include President, Vice President, Secretary, Treasurer, and six members at large. Meetings occur approximately once a month, with reports from the President, Treasurer, and committees. Policies guide new initiatives, concerns, and fundraising objectives.

2.2 Board of Directors & Committees

The Board provides governance, sets policy, and oversees organizational direction. Membership requirements and current members are listed in Appendix A.

2.3 Volunteer Committees

Tavria relies on volunteer committees to support events, fundraisers, costumes, and festivals. Committees are open to parents and community members — you do not need to be a board member to participate. Committee roles include:

- Malanka Committee
- Festival Committee
- Costume Committee

2.4 Staffing & Volunteer Roles

Tavria Ukrainian Folk Dance Ensemble & School operates with a combination of paid staff and volunteers, each contributing to the smooth running of the organization and the success of our dancers.

Role	Responsibilities	Paid / Volunteer
Artistic Director	Oversees all choreography, teaching standards, festival participation, and ensemble vision.	Paid
Instructors	Lead weekly classes, rehearsals, and choreography for assigned groups; provide feedback to dancers.	Paid
Apprentices	Assist instructors in classes and rehearsals; gain teaching experience under supervision.	Volunteer

Role	Responsibilities	Paid / Volunteer
Studio Administrator	Manages registration, fees, schedules, communications, and general inquiries.	Paid
Costume Head / Coordinator	Manages costumes, rentals, fittings, and costume care.	Volunteer
Event Coordinators	Organize annual & special events.	Volunteer

Key Contact Points for Families

- Registration & Fees: Studio Administrator
- Class or Choreography Questions: Artistic Director or Instructors
- Costumes & Fittings: Costume Head
- Volunteer Opportunities & Fundraising: Volunteer/Event Coordinators

2.5 Parent & Family Involvement

Parents are key to Tavria's success. Opportunities include:

- Volunteering for class parent or costume rep roles
- Supporting fundraising initiatives
- Assisting at performances and festivals
- Communicating with instructors and administration in a respectful, constructive manner

Parents are encouraged to maintain open communication with instructors, the administrator, and board members when needed.

A strong partnership between home and studio provides the most effective support for your child. Ongoing communication throughout the year between parents and the studio is encouraged. If your child experiences difficulty, please contact the instructor first, followed by the school administrator, and then the president if necessary. Concerns should not be directed to parent representatives.

Parents who are interested in volunteering as a class parent or costume representative, assisting with fundraising, or supporting other studio initiatives are encouraged to contact any member of the Board or the studio administrator. Participation in these roles ensures a broad representation of parent viewpoints and contributes to the success of the Tavria School of Ukrainian Dance.

3. General Information for Dancers & Families

3.1 Attendance Policy

If your child is unable to attend a lesson, please inform their instructor directly, following the communication guidelines provided at the start of the season (typically via BAND message). Perfect attendance is strongly encouraged as it shows courtesy to the instructor, supports class preparation, and benefits the other students in the class. Attendance issues can have a significant impact on group choreography and the progress of other dances.

Tavria offers workshops to introduce new choreography and intensive learning opportunities:

- These may be scheduled on weekends, consecutive evenings, or summer sessions.
- Attendance is required to participate in the choreography being taught.
- Dancers may be allowed to catch up independently if unable to attend; however, participation in the related performance is at the instructor's discretion once the dancer demonstrates they have reviewed the missed choreography and are ready to be added.

Missing lessons in the weeks leading up to a performance—particularly within 2–3 weeks before a festival or major event—may affect a dancer's ability to participate. If your family knows in advance of upcoming absences, especially during festival or performance periods, please communicate this as early as possible. This allows instructors to plan and adjust choreography in a way that minimizes disruption to the group.

Decisions regarding participation in performances due to attendance concerns are made with the best interests of the group in mind and are at the discretion of the instructor.

Key Points to Remember:

- Notify the Instructor: Contact your child's instructor directly if they cannot attend class (usually via BAND).
- Perfect Attendance Matters: Supports class preparation, group choreography, and benefits all students.
- Impact on Performances: Missing lessons within 2–3 weeks of a festival or performance may affect participation.
- Plan Ahead: Communicate planned absences early, especially around festivals or performances.
- Instructor Discretion: Participation decisions are made in the best interest of the group.

3.2 Medical Awareness

Please inform the studio of any medical conditions (allergies, asthma, seizures, vision/hearing issues, etc.) so staff can support the dancer's safety.

3.3 Dance Fee Schedule & Registration

Fees are annual with monthly payment options (see Appendix D). Withdrawals, refunds, and payment schedules are outlined in Appendix D.

3.4 Late Dancer Registration Policy

Tavria welcomes dancers who register after the season has begun; however, late registrations come with the following considerations:

- Full Monthly Fees Apply
  - If a dancer registers partway through a month, the full month's fees are required.
  - Fees are not prorated based on the number of classes attended.
- Choreography Participation
  - Depending on the timing of registration, a dancer may not be included in all upcoming performance choreography.
  - Inclusion is at the instructor's discretion, based on the dancer's ability to catch up and the progress of the class.
  - This does not affect registration fees, as fees are based on instruction rather than performance participation.
- Responsibility to catch Up
  - Dancers who join late are expected to independently catch up on missed material, with guidance from the instructor as appropriate (e.g., practicing with another dancer).
  - Additional private sessions are not included in the registration fee but can be arranged if requested.

3.5 Website & Communication

All updates about classes, schedules, performances, fundraisers, and workshops are communicated via:

Tavria website: www.tavria.org

Email updates

BAND app messages

3.6 Dress Code

Girls: Bodysuits (black), dance tights/leotards (black), t-shirts/tank tops (black), sports bra, shorts, skirt, socks, dance slippers. Hair tied up in a bun or braids.

Boys: T-shirts/tank tops (white), shorts/sweats, socks, dance slippers. Hair neat; long hair tied back.

Prohibited: baggy oversized pants/sweatshirts, constrictive clothing such as jeans, long shirts, dangling jewelry, hats, bare feet, or stockinette socks.

3.7 Studio Policies

3.7.1 Cleanliness & Safety

- Bring water bottles to class; water cooler available for refills
- No outdoor shoes in the studio; use the shoe rack
- No running in hallways or on stairs
- Children must not be left unsupervised in the studio.
- Keep all common areas clean and tidy.
    - Garbage into garbage cans
    - Recycling into recycling bags or bins
    - Chairs put away
    - A carpet sweeper is available in the lobby for areas needing extra attention

3.7.2 Building Rules

- Non-smoking facility
- Idle-free parking zones

3.7.3 Studio Supervision Rules

- Children under 18 must be supervised by an adult or instructor/apprentice assigned to their class or activity.
- Please note that if an instructor is teaching another class, they are only responsible for that class—not for unsupervised children in the building.
- Children may not be supervised by peers at any time, even if they are an apprentice with another class.

3.7.4 Studio Rentals

- Must be booked online at least 5 days in advance.
- A Thursday request may not be seen until Monday—plan ahead.
- Rentals are only confirmed once approved and an invite has been sent. If you do not receive confirmation, the studio is not booked.
- Studio supervision rules of 3.7.3 apply to studio rentals

3.8 Code of Conduct

The Tavria Code of Conduct applies to all members of the organization—including dancers, instructors, parents, chaperones, and volunteers—whenever they are participating in Tavria activities or representing Tavria.

This includes:

- Classes, practices, auditions, and dance camps
- Festivals, competitions, and performances
- Travel associated with Tavria activities
- Meetings, office environments, and studio rentals
- Online spaces and digital communications

This Code also applies to behaviour outside official activities when such conduct negatively affects Tavria's members, relationships, or reputation. The Board of Directors has sole discretion in determining these situations.

3.8.1 Member Responsibilities

All members share responsibility for creating a safe, respectful, and supportive environment. Members are expected to:

- Show respect for all individuals regardless of physical appearance, ability, background, identity, or beliefs.
- Communicate appropriately—criticism should be constructive, not public or personal.
- Support a positive learning environment through leadership, fairness, and ethical conduct.
- Act against discrimination or unfair practices when appropriate.
- Treat others fairly and reasonably at all times.

3.8.2 Harassment & Prohibited Behaviour

- Harassment of any kind will not be tolerated. Examples include (but are not limited to):
- Verbal, written, or online abuse, threats, or outbursts
- Offensive jokes, remarks, innuendos, or taunts
- Condescending or patronizing behaviour
- Offensive visual material or suggestive gestures
- Practical jokes that embarrass, endanger, or disrupt
- Hazing of any form
- Unwanted physical contact (touching, pinching, kissing, etc.)
- Unwelcome sexual advances or flirtations
- Physical or sexual assault

- Retaliation against someone who reports harassment
- Behaviours (even if not directed at a person) that create a hostile or unsafe environment

3.8.3 Social Media Guidelines

- Breaking these guidelines will be considered a violation of the Code of Conduct:
- Do not use social media to air personal grievances—contact the individual or Board instead.
- Do not state opinions as fact or share misleading information.
- Do not share or post photos without proper consent.
- Do not post unverified, discriminatory, defamatory, or damaging comments.
- Do not share sensitive information about Tavria before it has been officially released.
- Do not discriminate, harass, or bully others on social media—including in private chat groups.

3.8.4 Concern and Conflict Resolution Policy

At our dance studio, we are dedicated to creating a positive and supportive atmosphere for all dancers, instructors, and parents. We expect this commitment to extend to our dance studio, as well as during festivals, performances, and all Tavria events. To uphold this atmosphere, it is important to address complaints and conflicts promptly and effectively. This policy outlines the steps for addressing various concerns, ensuring a fair and respectful process for all involved.

Class-Related Concerns

Instructor First Approach:

- If a concern arises during a dance class or is a class-related matter, it should first be addressed directly with the instructor(s) of the class. This allows for a quick resolution and helps maintain a positive learning environment.
- Approach the instructor(s) after class or schedule a time to discuss the concern privately, ensuring that the conversation is respectful and constructive.
- 24-Hour Waiting Period: We encourage a 24-hour waiting period before approaching the instructor(s) to allow time for reflection and to ensure the conversation is approached calmly and constructively.
- Confidentiality is important; details of the complaint should not be shared outside of those directly involved in the resolution process.

Dancer-Related Concerns

Parent First Approach:

- If the concern is regarding a dancer(s), parents should first attempt to resolve the issue with the parent of the other dancer involved. This encourages open communication and mutual understanding.
- Parents should avoid involving the dancers directly in the initial stages to prevent unnecessary stress or misunderstanding among the children. After the initial conversation, parents might consider having the dancers gather for a follow-up discussion.
- 24-Hour Waiting Period: Similar to class-related concerns, a 24-hour waiting period is recommended before initiating the conversation to ensure it is approached thoughtfully.
- Confidentiality is important; details of the complaint should not be shared outside of those directly involved in the resolution process.

Escalation to the Board or Administrator

If the concern is not resolved through the first approach, it can be escalated to the studio administrator or a board member. This step is intended to ensure that all concerns are addressed thoroughly and fairly, providing an additional layer of oversight and support.

- Informal Conversation
- If you would like to discuss the scenario with a neutral party to help decide if you would like to initiate a formal complaint. you may request an informal conversation with the studio administrator or board member.
- This individual can provide guidance, offer a fresh perspective, and help clarify any misunderstandings before deciding on further actions.
- These do not require formal documentation or intervention from the studio unless they escalate or cannot be resolved informally.

Formal Complaints

- Document the Steps Taken: Before escalating, ensure that you have documented all previous efforts to resolve the issue. This includes dates, parties involved, and the outcomes of each attempt.
- Submit a Written Request: Prepare a detailed written request explaining the nature of the concern, the steps you have taken to address it, and why you believe further intervention is necessary. Be clear and concise, focusing on facts rather than emotions. Please submit to the office or by email to tavriaukrainian@gmail.com
- Meeting with the Administrator or Board Member: Once your request is submitted, a meeting will be scheduled with board members and/or studio administrator within 5 days. This meeting will provide an opportunity to present your concerns and discuss possible resolutions.
- Follow-Up Actions: After the meeting, a follow-up plan will be developed. This may include additional meetings with the other parties involved, where the studio representatives act as a mediator or other actions deemed appropriate by the board.

3.8.5 Progressive Response Plan

If a dancer misbehaves or breaks the Code of Conduct, Tavria will use a progressive discipline process:

- Provide constructive feedback privately.
- Maintain a positive learning environment.
- Act against unjust discrimination.
- Treat all fairly and reasonably.

First Incident:

- Instructor and dancer discuss the concern and create a plan moving forward.
- Incident is documented on an Incident Report Form and filed for the school year.

Second Incident:

- Parent(s)/guardian(s) are informed.
- The dancer may receive a class suspension.
- A resolution meeting with the dancer, parent(s), and instructor is held.
- Incident is documented and filed for the school year.

Third Incident:

- Parent(s)/guardian(s) are informed.
- A dancer may receive a suspension of up to 3 months.
- Incident is permanently filed.
- At the end of suspension, the dancer may be placed on probation for up to 1 year, with written expectations.

Fourth Incident:

- Parent(s)/guardian(s) are informed.
- The dancer may be permanently dismissed from Tavria.
- Incident is permanently filed.

Incident	Action	Documentation
First	Instructor addresses the issue	Incident Report Form
Second	Parents involved, possible suspension	Filed in the office

Incident	Action	Documentation
Third	Suspension up to 3 months, probation	Filed permanently
Fourth	Possible permanent dismissal	Filed permanently

3.8.6 Appeals Process

- Any dancer facing discipline or dismissal has the right to a fair hearing before the decision is finalized.
- A written request for appeal must be submitted to the President of Tavria within 7 days of notification.
- An impartial appeal board of 3 Board members will be appointed to conduct the hearing.
- No dancer may pursue legal action until all internal appeal processes have been completed.

Our Commitment

The Tavria School of Ukrainian Dance is committed to working with dancers and parents to resolve behaviour concerns whenever possible. The goal of this Code is not punishment, but to ensure a safe, respectful, and positive environment for all members.

3.9 Alcohol Policy

3.9.1 Purpose

The purpose of this policy is to ensure the safety and well-being of dancers, maintain a professional performance environment, comply with applicable laws and licensing requirements, and protect the reputation and integrity of Tavria Ukrainian Folk Dance Ensemble at all events and performances.

3.9.2 Dancer Alcohol Restrictions

Dancers may not consume alcohol within 24 hours before a scheduled performance.

Dancers must arrive sober, alert, and fit to perform at all scheduled rehearsals and performances.

Alcohol consumption is strictly prohibited while in costume, including post-performance while still in costume.

3.9.3 Enforcement

Event organizers, volunteers, board members, and the instructional team are authorized to enforce this policy.

Anyone suspected of violating this policy before or during an event may be removed from the performance area, backstage area, dressing rooms, or the event itself.

3.9.4 Consequences of Violation

Violations of this policy may result in one or more of the following actions, at the discretion of Tavria leadership:

- Immediate removal from the event or performance
- Suspension from upcoming classes, events, performances, festivals, or competitions, as applicable
- Notification of parents or guardians (when applicable)
- Notification of authorities, when required by law
- Repeated or serious violations may result in extended suspension or removal from the organization

3.9.5 Underage Drinking

Possession or consumption of alcohol by anyone under the legal drinking age is strictly prohibited at all Tavria events and activities.

Providing alcohol to underage individuals is strictly prohibited.

Violations of this section may result in one or more of the following actions, at the discretion of Tavria leadership:

- Immediate removal from the event or activity
- Suspension from classes, events, performances, festivals, or competitions
- Notification of parents or guardians
- Notification of authorities, where required by law

4. In-Class Expectations & Code of Conduct

4.1 In-Class Behaviour & Expectations

At the Tavria School of Ukrainian Dance, every dancer has the right to a safe, respectful, and enriching cultural experience. Class time is limited each week, so dancers are expected to arrive prepared to participate, learn, and contribute positively to their group. One dancer's behaviour should never interfere with the learning, progress, or enjoyment of others.

Instructor Commitment
Instructors are dedicated to treating all dancers fairly, respectfully, and consistently. Their role is to guide dancers in developing both their skills and positive classroom behaviour.

Misconduct includes, but is not limited to:

- Repeatedly interrupting or being inattentive
- Intentionally distracting others
- Talking back or refusing to follow the instructor's directions
- Leaving the studio without permission
- Pushing, roughhousing, or other physically disruptive behaviour
- Using inappropriate language or swearing

Handling Misconduct

When disruptive behaviour occurs, instructors may take the following steps, depending on the severity and frequency:

1. Redirection during class – gentle guidance to refocus the dancer.
2. Short break outside the studio – to regain composure.
3. Sitting out for the remainder of class – if behaviour continues.
4. Sent home for repeated or severe incidents.

Repeated occurrences of misconduct may affect a dancer's participation in choreography and performances. These steps are designed to maintain a focused, respectful, and supportive learning environment for all dancers.

5. Performance Planning & Opportunities

5.1 Annual Performance Plan & Calendar

Tavria offers a variety of performance opportunities throughout the year, allowing dancers to showcase their skills, build confidence, and celebrate Ukrainian culture. We do our best to share these dates as soon as we can on our website calendar, BAND etc.

- Major annual performances include:

- Christmas Concert
- Malanka
- Spring Concert
- Mosaic

Community Performances

Tavria is active in the community, regularly performing at events such as:

- Mini-concerts at senior homes in Regina
- Spring Free from Racism Day.
- Pre-Mosaic celebrations.
- Conventions, weddings, anniversaries, and other cultural events.

- These opportunities give dancers the chance to practice performing in front of an audience while giving back to the community.

Larger-Scale Performances

The Ensemble and occasionally other groups in the school often perform at provincial and national events, as well as out-of-town festivals.

Note: Tavria generally does not perform during July and August, but special arrangements may be made if opportunities arise.

Performance Referrals

If you know of a potential performance opportunity, please inform the administrator or performance coordinator as early as possible so arrangements can be considered.

5.2 Festival Participation (Tavria & Guest Schools)

Tavria festival

Each year, Tavria hosts one of the largest and most well-respected Ukrainian Dance Festival-style "competitions" in Saskatchewan, giving dancers the opportunity to showcase their talent, culture, and hard work. What does "Festival style" mean?

- Dancers perform before an adjudicator and receive a score and feedback about their performance.
- Awards are given as gold, silver, or bronze medals, based on marks, along with other awards.
- Dancers are not ranked against each other (1st, 2nd, 3rd, etc.); instead, they are recognized based on performance level.
- It is not a competition. It is a celebration of Ukrainian Culture.

    - Encourages growth, confidence, and camaraderie among dancers across different schools and regions.
    - Fosters a sense of community within the wider Ukrainian dance network.

All dancers (except Sadochuk level) participate in Tavria's Festival.

- Families are expected to support festival operations (registration, kitchen, boutique, backstage, sound, etc.).
- One volunteer shift per registered dancer is required; unfulfilled shifts incur a $100 fee.

Guest Festivals

As dancers get older, they may attend festivals hosted by other organizations. Participation in guest festivals provides dancers with exposure to different styles, competition, and cultural exchange.

- Family Trips: At least one festival trip per season requires families to organize travel and accommodations independently.
- Group Bus Trip:
    - Senior groups may participate in a bus trip, fully chaperoned by a small number of parent volunteers.
    - Other attending parents act as spectators only and are expected to refrain from interrupting rehearsals or group activities.

5.3 Workshops & Additional Training Opportunities

Opportunities inside and outside Tavria are encouraged for exposure to different instructors, styles, and approaches. These may be in the form of weekend technique classes or summer camps. Information is communicated as it becomes available.

6. Costumes, Footwear & Appearance

6.1 Costume Agreement & Rental Policy

Costumes are an important part of Ukrainian dance, and Tavria provides access to authentic regional costumes for dancers at all levels. In most cases, Tavria provides rental costumes. Only a small number of costume items need to be personally owned by dancers. If required, families will be given specific guidelines.

Costume Agreement

By renting a costume from Tavria, the dancer and parent/guardian agree to:

- Return all costume pieces in the same condition as received.
- Treat costumes with care and respect.

- Launder washable items (e.g., cotton blouses, slips) after each performance following the washing instructions provided on the Tavria website.
- Return costumes on the plastic hanger provided.
- Accept responsibility for any damages, missing pieces, or stains. A damage fee will be set by the Board, and parents will be invoiced accordingly.

Rental Fees & Deposits

- Costume rental is $30–$35 per costume, depending on group and costume type.
- Maximum rental cost: $140 per year, per dancer for group dances.
    - Excludes shoe rental that some groups may utilize.
    - Additional Shoe rental fee of $15/pair
- Small group (solo/duet/etc) costumes will incur additional rental fees if they are not part of the group set.

Payments & Forms

- Costume rental agreements will be sent electronically for signing.
- Costume invoices are sent via Uplifter, like the registration invoices.
- Payments can be made by credit card, e-transfer, cash, or banked credits.
- Tavria provides rental costumes for most group dances. Some items may need to be personally owned by dancers.
- Families must return all costume pieces in the same condition, launder washable items per instructions, and return costumes on hangers provided.
- Damage fees will be set by the Board for missing or damaged items.

6.2 Required Footwear & Tights

- Footwear is the responsibility of dancers and parents.
- Girls: Suntan-colored dance tights for performances. Tights are available for purchase at the studio or local dance stores.
- Boys: Appropriate soft shoes for Ukrainian folk dance; long hair must be tied back.
- Families are responsible for ensuring dancers have the required footwear and tights for all performances.

6.3 Hair & Makeup Guidelines

Girls' Hair:

- Sadochok to Intermediate:
    - Hair must be French braided in one or two braids, tucked neatly at the nape of the neck.
    - No bangs should hang loose.
    - If hair is too short to braid, it must be pinned or secured with hairspray.
    - A hairnet is required to prevent braids from coming loose.

- T1 & T2:
    - Hair must be in a tight, slicked-down, low bun, covered with a hairnet.
- Academy & Ensemble:
    - Hair must be in a tight, slicked-down, low bun, covered with a hairnet.
    - Braided ponytail extensions
- Boys' Hair: Neatly combed; long hair tied back if necessary. Gels and hair sprayed if necessary. No bouncing hair.

Makeup Guidelines

GIRLS

Base Face

- Foundation with contour and blush *see below for colour suggestions
- Required for: *Intermediate Tavrianka 1, Tavrianka 2, Academy, and Ensemble*

Eyebrows

- Tidy with some colour added, if needed
- Required for: *Tavrianka 2, Academy, and Ensemble*

Eyes

- Ivory/cream highlight
- Brown shimmer shadow on the lower to middle part of the lid
- **No eyeliner, no wings/ticks**
- Applies to: *All classes*

Lashes

- *Tavrianka 2, Academy, and Ensemble*: False lashes longer than natural, but not extreme
- *Sadochok, Beginner, Junior, Intermediate, and Tavrianka 1 (Boys & Girls)*: Mascara only

Lips

- Red lipstick

Eyeshadow Colour Reference
(You do **not** have to use this brand—just find similar shades.)

- #38 Cream Boat
- #22 In Sequins **or** #25 Shimmy Shimmy
- Used for highlighting

BOYS

Base Face

- Foundation and contour
- Required for: *Tavrianka 2, Academy, and Ensemble*

Eyebrows

- Tidy with some colour added, if needed
- Required for: *Tavrianka 2, Academy, and Ensemble*

Eyes

- Light brown with a small amount of shimmer
- Applies to: *All classes*

Lips

- Neutral lipstick

Mascara

- Light coat

Eyeshadow Colour Reference

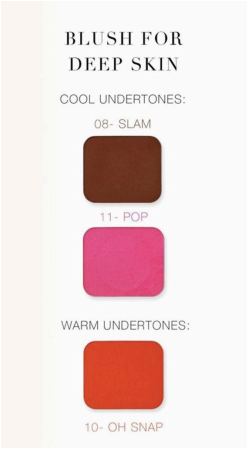
- #21 Gold School

Eyebrows (Boys and Girls)

Could be filled with a shadow, light or dark brown to match complexion. Or you can use a brow gel and or brow pencil.

Blush (you do not have to use this brand, need to find shades similar)

Colour suggestions based on skin tone



Jewelry & Nails:

- No jewelry of any kind is permitted on stage.
- No coloured nail polish or enhancements is allowed—any coloured polish or enhancements must be removed before a performance. Only nude or beige nail polish is allowed, at the instructor's approval.
- New piercings are discouraged before festival/performance season; if unavoidable, earrings must be covered with Band-Aids during performances.

6.4 Performance Guidelines & Public Appearance Policy

Dressed and Ready Time

For every performance, a “Dressed and Ready” time will be provided. This is the time dancers should arrive fully prepared to be left with the instructor, including:

- Dressed in the appropriate costume, with all accessories and footwear
- Hair and makeup completed according to guidelines
- Fed and hydrated
- Bathroom used
- Any necessary props in hand
- Arriving on time ensures the dancer is ready to participate and allows the instructors to focus on final preparations for all performers.

Parent Responsibilities

Parents play a vital role in ensuring performances run safely and smoothly. Responsibilities include:

- Timely Drop-Off and Pick-Up
- Ensure dancers arrive by the “Dressed and Ready” time.
- Be on time for pick-up at the conclusion of the performance or event.
- Support Preparation at Home
    - Assist with meals, hydration, and bathroom use before leaving.
    - Ensure hair, makeup, and costume meet the required standards.
- Backstage Conduct
    - Remain in designated areas unless otherwise instructed.
    - Avoid interrupting instructors or distracting dancers during preparation and performance.
- Costume Care
    - Ensure borrowed costumes and props are handled carefully and returned promptly after performances.
- Positive Encouragement
    - Support all dancers with positive reinforcement.
    - Avoid comparing dancers or critiquing performances in ways that could affect morale.

By following these guidelines, parents and instructors work together to create a safe, organized, and enjoyable environment, allowing dancers to focus on performing their best.

Public Appearance Policy: Full Costume or No Costume

This policy applies to all public appearances, including performances, festivals, and events.

Dancers must either:

- Wear the full costume, including vests, belts, beads, and headpieces
  OR
- Wear no costume pieces at all

Partial costuming is not permitted. This standard ensures our group presents a consistent, polished, and professional appearance in all public settings.

Footwear Exception: Footwear is the only exception to this rule. However, shoes should be neutral, discreet, and as cohesive as possible with the overall look.

Dancers are representing the Ukrainian people and culture both on and off stage. We want each dancer to feel proud and respectful in how they present this heritage to the public.

Cultural Representation: Dancers represent Ukrainian culture and are expected to behave respectfully on and off stage.

7. Fundraising & Bingo Program

7.1 Importance of Fundraising

Fundraising is essential to the continued operation and growth of Tavria. It helps offset the cost of programming for all families while ensuring the organization can maintain and expand its high-quality offerings. Fundraising events also provide opportunities for parents and families to engage with one another and strengthen the Tavria community.

We strongly encourage all families to actively support and participate in fundraising efforts, as involvement is critical to the sustainability and success of the organization.

Key Fundraising Activities Include:

- Malanka (Ukrainian New Year Celebration)
- Perogy Sales
- Tavria Dance Festival
- Raffles
- Mosaic Passport Sales
- Seasonal or special initiatives

Families and volunteers are welcome to propose new ideas — please contact the office or a board member to discuss approval and logistics.

7.2 Bingo Tuition Program

Bingos are a vital component of Tavria's fundraising efforts. They provide essential funds that help offset organizational overhead costs, including studio rent, utilities, and instructor fees.

Each group has an assigned number of "required" bingos assigned based on participation costs.

Families who do not wish to participate in bingos may opt to pay an increased dance fee instead of working bingos.

Key Points:

- Bingos run from June 1 – May 31 annually.
- Families are encouraged to complete at least half of their required bingos by February 28.
- If required bingos are not completed by May 31st, the buyout fee will be charged to the dancer's account and an invoice issued. If this invoice is not paid, dancers may not be able to participate in upcoming performances, such as Mosaic.
- Families who have completed their required bingo may work extra bingos and will receive a minimum $40 credit per bingo toward their dancer's credit account.
- There is a family cap of 15 bingos/year

Scheduling Guidelines:

- Priority is given to families who have not yet fulfilled their bingo requirements.
- Families may sign up for additional bingos on the "Spare List",
- All bingos are held at Centennial Bingo Hall, 2311 2nd Avenue, Regina, SK.
- Sign-up sheets and schedules are available on the Tavria website.

7.3 Other Fundraising Initiatives

Approval and Proceeds

All fundraising initiatives require the approval of the Tavria Board of Directors, including confirmation of how proceeds will be distributed:

- Studio Fundraiser – 100% of proceeds go to Tavria. Organizers may receive an agreed-upon percentage or flat amount if approved by the Board.
- Individual Fundraiser – Organizers may receive 5% of total profits, while sellers or workers may receive an agreed-upon portion.
- Combined Fundraiser – Organizers may receive 5% of total profits, sellers or workers may receive an agreed-upon portion, and the remainder is allocated to Tavria.

All arrangements for fundraising proceeds must be documented and approved prior to the event.

7.4 Fundraising Policy

Refer to Appendix C – Fundraising Policy for full details.

Summary:

- The Credit System offsets individual dancer expenses.
- "Good of the Organization" funds support operational costs (rent, utilities, instructor wages, costume maintenance, etc.).
- All fundraising activities must be pre-approved by the Board.
- Credit earned by a dancer carries forward year-to-year if the dancer remains in the organization.
- If a dancer leaves and siblings remain, the credits stay with the family; otherwise, they remain with Tavria.

Procedures for Fundraising:

- Proposal Form: Submit to the Board prior to the event.
- Report Form: Submit within 30 days after the event.
- Default: If forms are not submitted, all credits default to the "Good of the Organization."

Examples:

- Pizza sale to support a specific group trip or activity
- Fundraiser for props, choreography, or group-specific needs

8. Appendices

Appendix A – Board of Directors

President: Jason Danyliw
Vice President: Deanna Williams
Treasurer: Dean Anaka
Secretary: Gabby Tolver
Members-at-large: Carla Warnyca, Twyla Mosley-Widger, Elliot Mazden, Kevin Harris, Daylyn Lyons, Tyler Kowalchuk

Appendix B – Privacy Policy

Appendix: Personal Information Protection and Electronic Documents Act (PIPEDA)

The Tavria Ukrainian Folk Dance Ensemble Inc. (“Tavria”, “we”, “our”, “us”) respects your right to privacy and is committed to protecting personal information in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA).

Personal Information Collected:

- Name, address, telephone number, email, birthday
- Saskatchewan health card information
- Pictures and video clips

Purpose of Collection:

- Communication about classes, performances, fundraising, and volunteer opportunities
- Publicity and promotional purposes

Storage and Use:

- Stored securely in the database and hard copy files
- Access limited to authorized personnel
- Health card info used only for medical emergencies

Disclosure:

- Personal information is not sold or shared with third parties
- Any other use will be communicated in advance with an opportunity to refuse

Retention: Kept only as long as legally required

External Links & Cookies:

- Tavria is not responsible for external site privacy policies
- Cookies track non-personal data only; no personal info is stored

Further information can be found on the website of the Privacy Commissioner of Canada.

Appendix C – Fundraising Policy

Fundraising at Tavria falls into two categories:

1. Credit System Fundraising – currently being updated

2. “For the Good of the Organization” Fundraising

Credit System Fundraising - The credit system is currently being updated.

- Funds raised are utilized to offset individual dancer expenses.

- All credit system fundraisers must be pre-approved by the Board.

- Fundraising credits earned by a dancer:
    - Carried forward year to year while the dancer remains in the organization.
    - If a dancer leaves, credits remain with the family if siblings remain; otherwise, credits stay with Tavria.

"For the Good of the Organization" Fundraising

- Funds support general operations of Tavria, including but not limited to:
    - Rent
    - Instructor wages
    - Utilities
    - Repair, maintenance, and improvements to the facility
    - Costuming and props

- Examples of such fundraisers include, but are not limited to:
    - Bingos
    - Tavria Festival
    - Malanka
    - Other events deemed for the organization's benefit

- 5% of net profits may be credited to the organizer of a "Good of the Organization" fundraiser if pre-approved by the Board.

Fundraising Procedures

- Proposal Form: Must be completed and presented to the Board prior to the event.

- Report Form: Must be submitted to the Board within 30 days of the event.

- If forms are not submitted on time, all credits will default to the "Good of the Organization."

Individual or family-proposed fundraisers for a specific event or group must be approved by the Board. Examples:

- Pizza sale to support Tavrianka 1 on a bus trip
- Fundraiser for The Academy to offset costs of props for choreography

Appendix D – Fee Schedule & Withdrawal Policy

Fee Schedule

Class fees are set on an annual basis to reflect the total time spent in the studio, at performances, and in choreography workshops. Monthly payment options are available, but fees are not charged on a month-to-month “membership” basis. Fees will not be adjusted for missed rehearsals, other activities, or extended holidays, as the structure assumes attendance at all rehearsals and performances.

Invoices will be sent via Uplifter, with payment options including credit card, e-transfer, or family credit. Payments can be made directly from the invoice or processed in the office by the administrator.

Withdrawal and Refunds

If you need to withdraw, written notice must be submitted to both the instructor and the administration. Fees for the remainder of the month in which notice is given will still apply.

Because fees are annual, refunds may not always be possible. Refund requests will be reviewed on a case-by-case basis by the board and will only be processed once:

- All outstanding invoices are paid in full, and
- Any borrowed costumes are returned in satisfactory condition.

A $20 administrative fee applies to all withdrawals and will be deducted from any refundable amount.

Non-Refundable Fees: Festival registration fees and costume fees are non-refundable once they have been submitted or distributed.