

STATEMENT OF POLICIES FOR CONDUCTING A
USA^{WEST} SQUARE DANCE CONVENTION®

1. The **USA^{WEST} POLICY BOARD** shall be responsible for the policies, procedures and Convention site selections for conduct of future **USA^{WEST} SQUARE DANCE CONVENTION®**.
 - a. The **USA^{WEST} POLICY BOARD** pledges its assistance to each current Convention planning committee and requests that each member be placed on the mailing lists so as to be informed of all current developments as they progress.
2. The sponsoring organization shall appoint, as the Convention General Chairman, an active square dance couple. Once selected and named, the General Chairman shall not be replaced without prior approval of the **USA^{WEST} POLICY BOARD** in writing.
 - a. The General Chairman shall have complete authority, without any outside interference, to personally appoint the Assistant General Chairman and the Directors. The General Chairman shall retain the authority for final approval of all committee members.
3. The General Chairmen and all following General Chairman should meet with the their planning techniques and problems. These chairmen should be kept acquainted through bulletins, news releases, and letters of all developments concerning the current Convention. The succeeding Conventions shall not publicize their Conventions until the current Convention takes place. This is necessary to protect the current Convention.
 - a. However it is permissible and even advisable to initiate and establish contacts with square dance and round dance leaders as early as possible, knowing many of them book several years out, for attendance and tentative placement as panel, clinic and workshop moderators and members.
4. When a city is awarded the **USA^{WEST} SQUARE DANCE CONVENTION®** they shall arrange a meeting within approximately 90 days after that award with **USA^{WEST} POLICY BOARD** representatives from their district to coordinate the organization of their committees and the procedures for conducting the Convention, said representatives to sit in on as many meetings as shall be necessary with the organizers of said Convention. Expenses of such a meeting, except those of the advisors shall be borne by the successful local group. A meeting shall be arranged with the **USA^{WEST} POLICY BOARD** for each convention preceding their own, for discussion of plans, organization and any other Convention business, if deemed necessary by either party.
 - a. As an aid during early development and planning phase, and to minimize future problems, a standard organization chart will be furnished to the General Chairman for application to his Convention. The only variance permitted to this organizational chart will be in the number and category of the sub-committee below the main committee listed for each Chairman. All primary personnel should become familiar with and adhere to these Operating Guidelines.
 - b. A standard format and a standard financial statement or report format must be approved by the **USA^{WEST} POLICY BOARD** for use during this Convention.

- c. As soon as possible, a complete set of detailed Operating Guidelines of the latest issue approved by the ^{USA}**WEST POLICY BOARD** will be furnished the General Chairman for use from the initial planning phase through completion of the Convention.
5. At the time of the award, sponsoring organization will be given an outline of the various convention activities by type, indicating the name of the ^{USA}**WEST POLICY BOARD** member responsible for each. It will be incumbent on that organization's convention committee to coordinate their responsible activities with the ^{USA}**WEST POLICY BOARD'S** designated representatives periodically during the various phases of planning and development, to request advice and approval on plans and arrangements.
6. All members of the ^{USA}**WEST POLICY BOARD** shall be forwarded copies of all news releases and minutes of the general committee meetings.
7. In order to protect the sponsoring organization, its officers and members, a separate corporation with its own bank account should be set up by the sponsoring organization for the purpose of conducting the ^{USA}**WEST SQUARE DANCE CONVENTION**®.
 - a. Particular care will be exercised on public releases of financial statements due to frequent misinterpretations of statements and figures.
 - b. However, the sponsoring organization is encouraged to release information on the amount of surplus monies and information on the planned program for the use of the same, for the perpetuation and advancement of the square dance activity. This information should be released to all known square and round dance publications simultaneously.
8. The sponsoring organization, or the Convention Corporation, shall contract for liability insurance in sufficient amounts to cover possible accident or damage costs that may occur in connection with the conduct of the convention. The ^{USA}**WEST POLICY BOARD** shall be included in the contract. The ^{USA}**WEST POLICY BOARD** may be able to assist with this insurance.
9. The convention shall be planned primarily for the enjoyment and benefit of square dancers, yet provide for the further development of the square dance activity through a planned interchange of ideas and methods among all participants.
 - a. Provisions should be made for fellowship or relaxation rooms with chairs and/or couches and checking facilities. Proper identification, direction, and publicizing shall be provided.
 - b. Hospitality shall be a prime consideration and every effort will be made to enlist city officials and businessmen in this endeavor.
 - c. All convention activities must be planned on the basis that they exert tremendous influence on the square dance movement nationwide and set the patterns and examples for numerous phases of the activity for the coming year. Careful consideration should be given to panel, clinic, and workshop topics and material, to comfortable rhythmic calling that will provide for smooth dancing and to the types of commercial booths and their products, that will, in a sense, be receiving the endorsement of the convention by their very existence.

10. Program participants should be selected from as many varied areas of the states as possible in order to maintain a national flavor and avoid the appearance of favoritism.
 - a. No expenses or fees shall be paid to any participants, singly or in groups, nor shall any waiver of registration fees be made. The reputation, importance, value and enjoyment of the ^{USA}**WEST SQUARE DANCE CONVENTION**® should be inducement enough. An exception is permissible for those participants who are not directly associated with the square dance activity, but who will contribute to the programmed Convention or its related requirements. Also excepted are the musicians playing for the programmed activities.
 - b. Each sponsoring organization may, on the basis of local conditions, determine advisability of using paid "live" music or records for any or all programmed dances.
11. The Convention shall include discussion panels, clinics and workshops for leaders, dancers, editors, recording artists, recreation leaders, etc.
 - a. Panel, clinic, and workshop chairmen should be requested to have available, whenever possible, pre-printed material for handouts to participants during the session where presented. Attempts should be made to use workshop material, such as new figures or dances, during the programmed dances.
 - b. Maximum effort will be expended to emphasize education activities and to prominently publicize educational aspects of the Convention.
 - c. Care must be exercised to program as moderators and panel members, leading members of that part of the activity with which the subject matter of the panel deals.
12. Care should be exercised to screen callers programmed for participation in convention activities to determine and insure that they are active callers. Every effort should be made to avoid the use of the ^{USA}**WEST SQUARE DANCE CONVENTION**® by any caller for the furtherance of his personal interests, or as a sounding board for a new or "about to be" caller.
 - a. Programmed callers should be cautioned to avoid projecting any feeling of extremely "fast time" or "contest type" calling into the dances but should rather be encouraged to provide calling that is enjoyable to an overwhelming majority of the square dancers in attendance.
 - b. A determined effort must be made to impress all that the very life of our activity is dependent on the caller-leaders setting the example through their calling of the basis requirement for grace and rhythm in square and round dancing.
13. The Convention shall include clinics for demonstration of, and opportunities for dancers to participate in round dancing, contra and quadrilles. Folk dances of foreign countries, if presented at all, should be very limited.
14. The Director Education shall be active dancers and shall not be active square dance callers or round dance instructors.

15. All Convention activities shall be planned, programmed, and scheduled in such a manner that they shall be concluded prior to two (2) AM each day.
16. Only one official Convention Program book will be printed, publicized or circulated as such.
17. A vigorous publicity campaign must be prepared, and initiated at the Convention immediately preceding, followed by national and local releases at least monthly, using newspapers, radio, television, and magazines.
18. The current Convention General Chairman, together with the ^{USA}**WEST POLICY BOARD** president, shall arrange for a meeting approximately fifteen months prior to the convention, between the ^{USA}**WEST POLICY BOARD** and the local planning committee to review and approve the general program outline for the Convention. At this time an additional meeting should be arranged, if possible, with the local city officials, hotel and motel association representatives, and newspaper representatives so that the ^{USA}**WEST POLICY BOARD** may assist in promoting a greater degree of cooperation and support from these sources.
 - a. The General Chairman will arrange for a meeting of the local general planning committee(s) regularly after the ^{USA}**WEST SQUARE DANCE CONVENTION**® following their own pre-convention meeting. The General Chairman will keep the assigned ^{USA}**WEST POLICY BOARD** advisors informed of the schedule for these meetings so they may all attend, when possible, to furnish advice and guidance.
19. Directions and guidance furnished by the ^{USA}**WEST POLICY BOARD** to the local planning committees should be considered and accepted as simple guidelines by the sponsoring organization and planning committees.
20. A complete evaluation report on the Convention, covering all aspects and committee work, shall be made and a copy furnished to each ^{USA}**WEST POLICY BOARD** member and future general chairmen within 90 days following the close of the Convention. Such reports should primarily record planning and arrangements that were successful or lacking, with time factors involved, problems encountered and how solved, and recommendations for future improvement.
21. A complete record of all news releases (copies), convention data (attendance, registration, etc.) and a final financial statement shall be presented to the ^{USA}**WEST POLICY BOARD** within 90 days following the close of the Convention.
22. To insure quality sound in the Convention facilities, the contract for sound should be submitted to the ^{USA}**WEST POLICY BOARD** for approval before it is accepted and signed by the local Convention Committee.
23. A portion of the registration monies received from all registrants to the convention shall be paid to the ^{USA}**WEST POLICY BOARD** per the ^{USA}**WEST SQUARE DANCE CONVENTION**® *Contract*,. providing the Convention has surplus funds after the Convention is completed, These funds are to be used for expenses incurred in the planning and promotion of future conventions.
24. All registration and cancellation fees shall be set by the General Chairman and approved by the ^{USA}**WEST POLICY BOARD**.