



# NLSD POLICY HANDBOOK

Amended July 2025

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## Overview

The Northern Lights School of Dance (NLSD) Policy Handbook is a guide for users that sets out the standards of conduct for dancers, their families, the NLSD Board of Directors and staff. As a condition of enrolment at NLSD, students and their parents or guardians agree to abide by all policies contained in this document. NLSD reserves the right to terminate any student's enrolment at any time for misconduct or inappropriate behaviour by the student or his/her parents or guardians. Before enrolment is terminated, the staff and Board of Directors at NLSD commit to working to resolve issues to the extent resources allow and as long as the other students in the school are not being impacted by the situation.

## Vision, Mission, Philosophy

As a community based non-profit society, NLSD has a strong sense of responsibility to fulfill all aspects of its mandate. NLSD strives:

- To contribute to the development of artistic expression, the arts, and the artistic community in the Yukon;
- To give our students and audiences an appreciation for dance and its place within the community;
- To develop the whole person through dance - their physical, artistic, emotional, social, psychological and spiritual being;
- To provide a stimulating, challenging and enjoyable environment where students and teachers can achieve their maximum potential;
- To create a balanced approach to learning, applying knowledge and living; and,
- To prepare and train emerging artists for the reality of the arts world.
- To make the arts financially accessible to the broader community by keeping our operational costs minimal

Through the arts, NLSD hopes that its members will join us in our aspiration to foster well-rounded citizens of the Yukon, who will be capable and competent representatives of the community in the world at large.

## Registration, Tuition and Fee Policies

### Registration Timeline

- For current students of NLSD, registration for the September intake will open in May of each year.
- New students may register starting May 31st. **Registration**

### Completion Requirements

- Registration is confirmed only after all the necessary paperwork and payment are received, or financing arrangements are made.
  - If paying by monthly installments, registration is not complete until preauthorized debit payments have been set up or an alternative payment plan has been created
  - If paying by monthly installments, registration is not complete until all post-dated cheques for the year and the first payment are received, or a payment plan has been created.
- Spots will not be held for dancers without completed registration.
- Students with outstanding fees from the previous season are not eligible to register unless a payment plan for past fees is signed by the Artistic Director and the student (or parent/guardian).

### Annual Membership Fees

- NLSD is a society under the Societies Act.
- An annual membership fee of \$10 per dance family is required at the time of registration.
- Membership is contingent on having one or more dancers enrolled at NLSD.
- Each family pays one membership fee regardless of the number of dancers enrolled and therefore considered one member of the society.
- Payment of the membership fee allows each family one vote at annual general meetings, special resolution meetings and/or other occasions where a vote may be necessary.
- If a dancer or dance family withdraws from all classes, their membership with the Society will be void.

### Annual Registration Fees

- An annual registration fee is also due upon registration. The fee amount may vary year-to-year based on the budget and covers costs such as mailings, handbooks, office fees, and wages for administrative positions.

### Incentive for Early Registration and Tuition Payment

- Discounts for Early Registration:

- 10% discount for registration and full payment of tuition during the early registration period.
- 5% discount for 50% of tuition paid during early registration.
- Eligibility Requirements:
  - Students must have all outstanding fees from the previous year reconciled prior to registering or they will not be eligible for early registration discounts.

## Tuition Schedule

- Tuition is charged from September to May for most classes.
- For classes beginning in January, tuition or the first installment is due at the time of registration.

## Payment Plans

- Payment plans are available for classes lasting multiple months. Monthly payments are due on the 1st of each month, with all fees paid in full by **May 1st**. To inquire about a payment plan, please contact [info@nlsdyukon.com](mailto:info@nlsdyukon.com).

## Additional Fees

- Additional fees may be charged during the year, such as costume fees, performance fees, and audition fees. These fees must be paid by the deadlines set by NLSD staff or the Board of Directors.

## Tuition in Arrears

- Students with tuition in arrears for two months without a payment plan will have their case referred to the Board of Directors during a regular meeting.
  - The Board, in consultation with the Artistic Director, will determine a course of action, including payment plans or possible termination of enrollment.
  - Board members with family members in arrears must abstain from the decision-making process and resign their position if necessary.

## Cheques Returned Due to Insufficient Funds

- A \$50 late payment fee will be charged for each returned cheque due to insufficient funds.

- After two returned cheques, NLSD will no longer accept cheques from the individual. Alternate payment methods, such as electronic payments, will be required.

## Class Sizes and Switching

### Minimum Class Sizes

- For a class to be considered viable, a minimum of 8 students must be registered. Enrollment numbers will be reviewed on the following dates:
  - September 15th for fall classes
  - January 31st for winter classes
- If fewer than 8 students are enrolled by these dates:
  - The class may be canceled, and all registered dancers will receive a full refund.

### Alternative Option for Under-Enrolled Classes:

- Before canceling, NLSD staff will:
  - Contact registered dancers (or their parents/guardians) to discuss continuing the class.
- If all participants agree, divide the tuition cost of the missing students evenly among the enrolled dancers.
  - For example: If 6 dancers are enrolled, the cost of two missing students will be evenly distributed among the 6 participants.
  - Provide a detailed breakdown of additional costs to families before a decision is made.

### Exception for Ballet Pointe Classes:

- Pointe classes may run with fewer than 8 participants due to the specialized nature of the discipline.
- Tuition for these classes will generally be higher, determined at the discretion of the Artistic Director.

### Maximum Class Sizes:

- Class sizes are capped based on:
  - Dancer age
  - Studio space



- Teacher and assistant teacher availability ○ Teacher experience

### Waiting Lists:

- Waiting lists will be established on a first-come, first-served basis when a class is deemed at capacity.
  - Priority may be given to returning students or siblings of current dancers.
- Waiting lists are valid until:
  - September 30th for fall classes ○ January 31st for winter classes
  - After these dates new students will not be admitted to ensure uninterrupted progress for enrolled dancers.

### Late Admission Exceptions:

- In rare cases, such as a transfer student with equivalent training or teacher approval, late admissions may be permitted.
- These decisions will be made at the discretion of the Artistic Director in collaboration with staff.

### Switching Classes:

- Switching Within Deadlines: ○ Students may switch classes up to September 30th/January 31st.
- Post-Deadline Switching:
  - Switching classes after these deadlines is not permitted unless recommended by the Artistic Director.
- Class Promotions:
  - If a dancer is promoted to a more senior class, they may switch and only pay the difference in tuition, if applicable.

### Communication and Notification:

- Families will be notified promptly about:

- Class cancellations ○ Tuition adjustments for under-enrolled classes ○
- Waiting list updates

- Notifications will include:
  - A clear explanation of the decision
  - A timeline for next steps

## Withdrawals and Refunds

### Membership and Registration Fees

- Membership and registration fees are non-refundable, except in cases where primary students are deemed not ready for dance. In such cases, a credit will be issued for the following year.

### Tuition Fees

- Class Withdrawals Within the First Month (Before September 30<sup>th</sup> for /January 31<sup>st</sup>):
  - If students choose not to continue a class after attending in September or January for classes beginning in those months), they must pay tuition for

September/January but will not be charged for the remainder of the year.

- Refund Cut Off Dates:
  - Refund requests must be submitted no later than September 30<sup>th</sup> for fall term/full season classes or January 30<sup>th</sup> for winter term classes. After these dates, no funds will be issued.
  - Refund requests due to Exceptional Circumstances\* may be considered

### Exceptional Circumstances for Refunds

Refunds for exceptional circumstances may be granted for the following reasons, subject to Board of Directors' approval:

- Medical Reasons:
  - A refund may be issued if a dancer is injured or needs to withdraw for medical reasons. A doctor's note is required.
- Family Emergencies or Relocation:

- Refunds may be granted if a dancer withdraws due to a family emergency or relocation out of the territory. Documentation may be requested to support the claim.
- Injury:
  - If an injury significantly impacts a student's ability to train, the Artistic Director will consult with the Board to determine eligibility for a refund. A doctor's note is required.

## Administrative Fees

- All class withdrawals are subject to a \$50 administrative fee, regardless of the reason for withdrawal.

## Refund Processing

- Refunds, once approved, will be processed within 30 days of the request.

Registration, Tuition, Class Size and Refund Policy updated April 6, 2025

## School Discipline and Expectations

### Classroom Discipline

Teachers in the class have the authority to make decisions with respect to what constitutes inappropriate behaviour and appropriate discipline. The goal is to teach students to be part of a group and to have respect for other students, teachers and their environment. Constructive techniques of discipline are used including:

- Telling students who exhibit unacceptable behaviour what is wrong and redirecting them to an alternative approach; and,
- Working with students who do not get along with one another to encourage them to tell their story and work together towards reconciliation.

Students who are being disruptive will be respectfully asked to stop their behaviour. If the behaviour is repeated they will be reminded of it and told why it is disruptive to others. If it continues a primary student will be asked to sit out for a short time (usually a few minutes) and watch the class until permitted to re-join. Students above primary level will be asked to sit out for the duration of the class.

In cases where the behaviour is a health and safety risk to the student or others (for example, a student striking another student or throwing an object), the student will be immediately asked to sit out for the entire class and may be asked to sit out from other

classes the student would normally attend that same day. If there is an incident and the student is asked to sit out, parents will be notified immediately.

Repeated disrupted behaviour may result in a one day suspension from class, or longer, depending on the severity of the incident(s). Suspension from class is at the discretion of the Artistic Director in consultation with the teacher. Before suspending the student, the student/parent or guardian of the student will receive a letter warning that the next incident will result in suspension. Best efforts will be made to contact the parent or guardian of the student prior to the student receiving a letter.

## Harassment Policy

This policy applies to NLSD staff, independent contractors, dancers, parents, members, Board members and to all persons who enter the Studio. Further, this policy applies to in-person, telephone, paper, and electronic interactions.

Northern Lights School of Dance is committed to providing an inclusive, safe, and enjoyable dance environment free from harassment for everyone, regardless of physical appearance or body type, ability, race, ethnicity, country of origin, gender, gender identity or expression, sexual or affectional orientation, relationship status, employment status, age, and religion or spiritual path.

We do not tolerate harassment in any manner.

We recognize that harassment takes many forms and that it can occur regardless of the identity or orientation of the people involved. We also recognize that accidents can happen while dancing and that all of us can misread cues.

## What is Harassment?

Harassment is any activity or behaviour that interferes with an individual's ability to attend, enjoy, or provide dance classes by creating an intimidating, threatening, unsafe, hostile, or abusive environment.

## Harassment may include:

- Deliberately touching people in an intimate or sexual manner without their verbal or non-verbal consent.
- Making unwanted sexually suggestive comments or gestures.
- Violating others' implicit or explicit boundaries, including personal space.
- Intimidating or threatening people in any way; refusing to take no for an answer.
- Stalking or following other people without consent; repeatedly asking a person to do something (dance, talk, socialize, etc.) who has said no through verbal or nonverbal cues.
- Degrading, shaming, or disrespecting other people for any aspect of their identity.

- Degrading, shaming, or disrespecting other people based on their chosen dance role or dance partners.
- Revealing identifying personal information about others without their consent.
- Other actions that make individuals feel uncomfortable or unsafe.

### How do I report Harassment?

If you feel you are being harassed, we encourage you to report the situation to the Artistic Director or to the Chair of the Board, as the circumstances require.

All complaints will be kept in strict confidence, and there will be no reprisals for making a complaint.

### Our Process

If either the Artistic Director or the Chair receives a complaint of harassment, the Artistic Director or the Chair, as the case may be, will speak directly with the alleged perpetrator.

All complaints of harassment will be taken seriously and reviewed by the Artistic Director or the Board of Directors immediately following the date the complaint. It is NLSD policy to tell the alleged perpetrator, explicitly, that an activity or behaviour violated this policy.

### **Dancers**

#### (a) First complaint

If the alleged perpetrator is a dancer, the Artistic Director will speak with the dancer about the complaint and, if warranted, warn the dancer that the behaviour is

unacceptable. The Artistic Director will also inform the dancer's parents or guardians of the behaviour.

#### (b) Second complaint

If a dancer is the subject of a second complaint of harassment, the Artistic Director will speak with the Board of Directors about the second complaint. If warranted, the dancer will be suspended from all classes for a period of time determined by the Artistic Director.

#### (c) Third complaint

If a dancer is the subject of a third complaint of harassment, the Artistic Director will speak with the Board of Directors about the third complaint. If warranted, the dancer will be permanently expelled from all classes for the remainder of the dance season.

If the dancer wishes to register for classes the following dance season, the dancer may be permitted to register subject to conditions.

### ***Parent, Member or person present at the Studio***

#### **(a) First complaint**

If the alleged perpetrator is a parent, member or person present at the Studio, the Artistic Director will speak with the parent, member or person present at the Studio about the complaint. If warranted, the Artistic Director will warn the parent, member or person present at the Studio that the behaviour is unacceptable and will ask the parent, member or person present at the Studio to leave the Studio immediately.

#### **(b) Second complaint**

If a parent, member or person present at the Studio is the subject of a second complaint of harassment, the Artistic Director will bring the second complaint to the attention of the Board of Directors.

The Chair of the Board will speak directly with the parent, member or person present at the Studio to inform the parent, member or person of steps that the Board of Directors will take to remedy the situation.

### ***Staff members or independent contractors***

If the alleged perpetrator is a staff member or an independent contractor, the Board of Directors will take the necessary contractual or disciplinary proceedings in accordance with applicable laws.

### **False Complaints**

A complaint made in bad faith may result in similar consequences as a complaint of harassment. A bad faith complaint is a complaint that is made to mislead or deceive, or with a malicious or fraudulent intent.

### **Other Proceedings**

If the Artistic Director or the Chair perceives an immediate threat to the physical safety of the complainant or any other member of the NLSD community, the Artistic Director or the Chair, as the case may be, will immediately contact the RCMP.

### **Termination of Enrolment**

In certain circumstances, when it is in the best interests of the other dancers collectively or the staff, it may be necessary for the Board of Directors to terminate a dancer's enrolment. Reasons for termination may include:

- Repetitive disruptive behaviour that distracts dancers and staff during class;

- Behaviour that is a concern to health and safety of the student, staff or other dancers by a student or his/her parents or guardian;
- Bullying; or
- Theft, or damage to property.
- Failure to meet payment requirements

Before termination of enrolment, the student/parents or guardian of the student will receive written notice indicating that the next incident with the student will lead to termination of enrolment. Termination of a student's enrolment is at the discretion of the Board of Directors in consultation with the Artistic Director.

If a Board Member's family member's enrolment is being considered for termination, that Board Member must abstain from the decision making process.

No refunds will be granted to students terminated for the reasons above.

## Attendance

Students are encouraged to attend classes regularly so they do not fall behind in their technique or miss being taught important choreography. It is not in the student's best interest to fall behind, as it is discouraging for both the student and other students in the class.

Illness is the only acceptable reason to miss classes. A doctor's note may prompt the teacher to reconsider whether the dancer may participate in scheduled performances.

Exceptions may be made for children who take family holidays depending on their ability to keep up with the class and learn their part. Whether the dancer participates in the year-end show in this circumstance is up to their teacher.

Student participation in productions may be jeopardised if attendance is too low in order to learn the required choreography. This will remain at the teacher's discretion under consultation with the Artistic Director. [Arrival and Departure](#)

Depending on the level of study, students are encouraged to arrive 15 minutes before class starts. Bathroom visits are expected to happen, to the extent possible, before class.

Students 11 and younger must be picked up immediately after class. These students are not permitted to wait outside the building and are not to be left alone in between classes if their break is more than 15 minutes. NLSD does not provide supervision for children outside of class and are not responsible for injury to children left unsupervised outside of class times.

Students 12 and older are permitted to wait unsupervised at the school for up to an hour between classes provided that there are other classes in session. There will be no supervision provided for these students. Parents allowing students to remain at the school do so at their own risk.

## Tardiness

All dance classes require that dancers be warmed-up in order to avoid injury. Dancers that arrive late cannot be properly prepared for the physical activity demanded in class. Being late and disrupting class is also disrespectful to other students and teachers. Students who are 10 minutes late may be asked to observe class to avoid injury. Students who arrive after 15 minutes will not be permitted into class unless prior arrangements were made with the teacher so that the student can observe class.

## Dance Attire

Proper attire and grooming is considered to be an essential part of dance training and helps the dancer feel correctly prepared for class. In addition, the required dancewear and colors selected assist our instructors by enabling them to focus more on body line, muscle movement etc. Hair must be secured back off the face and neck for all classes. No jeans, boxer shorts, long shirts or sock feet will be permitted in class. Small pieces of jewelry are permitted, but no chunky or dangling jewelry is allowed for safety reasons. Students who are inappropriately dressed may not be permitted to participate in class.

## Cold Weather Policy

NLSD will cancel classes if the temperature is - 40C or colder without windchill. If at 8:00

a.m. the temperature is -40C or colder, all classes are cancelled for the day. NLSD uses the website below to determine the weather:

[www.weatheroffice.gc.ca/forecast/canada/index\\_e.html?id=YT](http://www.weatheroffice.gc.ca/forecast/canada/index_e.html?id=YT)

NLSD students and parents are urged to contact the school at 668-6683 or [info@nlsdyukon.com](mailto:info@nlsdyukon.com) to confirm the status of classes if you have any doubt. We will up-date our voice mail with any cancellations.

## Code of Conduct and Ethics

*“Organization” refers to: Northern Lights School of Dance (NLSD)*

**Definitions** 1. The following terms have these meanings in this Code:

1. *“Individuals”* – Individuals employed by, or engaged in activities with, the Organization including, but not limited to dancers, instructors, members, volunteers, administrators, committee members, and Directors and Officers of the Organization
2. *“Workplace”* - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the Organization’s office,



work-related social functions, work assignments outside the Organization's offices, work-related travel, and work-related conferences or training sessions

**Purpose 1.** The purpose of this Code is to ensure a safe and positive environment (within the Organization's programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Organization's core values. The Organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

### Application of this Code

1. This Code applies to Individuals' conduct during the Organization's business, activities, and events including, but not limited to, competitions, classes, tryouts, shows, travel associated with the Organization's activities, the Organization's office environment, and any meetings.
2. An Individual who violates this Code may be subject to sanctions pursuant to the Organization's *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the Organization's *Discipline and Complaints Policy*, an Individual who violates this Code during a competition or show may be removed from the competition or show, and the Individual may be subject to any additional discipline associated with the particular competition or show.
3. An employee of the Organization found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, supplier, dancer or other third party during business hours, or at any Organization event, will be subject to appropriate disciplinary action subject to the terms of the employee's Employment Agreement.
4. This Code also applies to Individuals' conduct outside of the Organization's business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and dance environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

### Responsibilities

1. Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of the Organization members and other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation

- ii. Focusing comments or criticism appropriately and avoiding public criticism of dancers, instructors, directors, volunteers, employees, or members
- iii. Consistently demonstrating the spirit of sportsmanship, leadership, and ethical conduct
- iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- v. Consistently treating individuals fairly and reasonably
- vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
  - i. Written or verbal abuse, threats, or outbursts
  - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
  - iii. Leering or other suggestive or obscene gestures
  - iv. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - v. Practical jokes which endanger a person's safety, or negatively affect performance
  - vi. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - vii. Unwelcome sexual flirtations, advances, requests, or invitations
  - viii. Physical or sexual assault
  - ix. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - x. Retaliation or threats of retaliation against an individual who reports harassment to the Organization
- c) Refrain from any behaviour that constitutes **workplace harassment**, where workplace harassment is defined as vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:
  - i. Bullying
  - ii. Repeated offensive or intimidating phone calls or emails
  - iii. Inappropriate sexual touching, advances, suggestions or requests
  - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
  - v. Psychological abuse
  - vi. Personal harassment
  - vii. Discrimination

- viii. Intimidating words or conduct (offensive jokes or innuendos) ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- d) Refrain from any behaviour that constitutes **workplace violence**, where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:
  - i. Verbal threats to attack a worker ii. Sending to or leaving threatening notes or emails for a worker iii. Making threatening physical gestures to a worker
  - iv. Wielding a weapon in a workplace
  - v. Hitting, pinching or unwanted touching of a worker which is not accidental
  - vi. Throwing an object at a worker
  - vii. Blocking normal movement or physical interference of a worker, with or without the use of equipment
  - viii. Sexual violence against a worker
  - ix. Any attempt to engage in the type of conduct outlined above
- e) Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
  - i. Sexist jokes
  - ii. Display of sexually offensive material
  - iii. Sexually degrading words used to describe a person
  - iv. Inquiries or comments about a person's sex life
  - v. Unwelcome sexual flirtations, advances, or propositions vi. Persistent unwanted contact
- f) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Organization's *Discipline and Complaints Policy*. the Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization

- g) Refrain from associating with any person for the purpose of training, competition, instruction, administration, management, artistic development, or supervision of dance, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- h) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- i) Refrain from consuming tobacco products, or recreational drugs while participating in the Organization's programs, activities, competitions, or events
- j) In the case of adults, avoid consuming alcohol in competitions and situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Organization's events
- k) Respect the property of others and not wilfully cause damage
- l) Promote dance in the most constructive and positive manner possible
- m) When driving a vehicle with an Individual:
  - i. Not have his or her license suspended;
  - ii. Not be under the influence of alcohol or illegal drugs or substances; and
  - iii. Have valid car insurance
- n) Adhere to all federal, territorial, municipal and host country laws
- o) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
- p) Comply, at all times, with the Organization's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

### **Directors, Committee Members, and Staff**

1. In addition to section 7 (above), the Organization's Directors, Committee Members, and Staff will have additional responsibilities to:

- a) Function primarily as a Director or Committee Member of the Organization; not as a member of any other particular member or constituency
- b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organization's business and the maintenance of Individuals' confidence
- c) Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Organization
- e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f) Behave with decorum appropriate to both circumstance and position
- g) Keep informed about the Organization's activities, the territorial dance community, and general trends in the sectors in which they operate

- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Organization is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Respect the decisions of the majority and resign if unable to do so
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all the Organization governance documents
- m) Conform to the bylaws and policies approved by the Organization

### Instructors

1. In addition to section 7 (above), instructors have many additional responsibilities. The instructor-dancer relationship is a privileged one and plays a critical role in the personal, and athletic development of the dancer. Instructors must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Instructors will:
  - a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved dancers
  - b) Prepare dancers systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm dancers
  - c) Avoid compromising the present and future health of dancers by communicating and cooperating with professionals in the diagnosis, treatment, and management of dancers' medical and psychological treatments
  - d) Provide dancers (and the parents/guardians of minor dancers) with the information necessary to be involved in the decisions that affect the dancer
  - e) Act in the best interest of the dancer's development as a whole person
  - f) Report to the Organization any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
  - g) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
  - h) Not engage in a sexual relationship with a dancer under 18 years old, or an intimate or sexual relationship with a dancer over the age of 18 if the instructor is in a position of power, trust, or authority over the dancer
  - i) Recognize the power inherent in the position of instructor and respect and promote the rights of all dancers. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Instructors have a special responsibility to respect and promote the rights of dancers who are in a vulnerable or dependent position and less able to protect their own rights
  - j) Dress professionally, neatly, and inoffensively

- k) Use inoffensive language, taking into account the audience being addressed

### **Dancers**

1. In addition to section 7 (above), dancers will have additional responsibilities to:
  - a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
  - b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, classes, tryouts, shows, and events
  - c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
  - d) Adhere to the Organization's rules and requirements regarding clothing and equipment
  - e) Never ridicule a participant for a poor performance or practice
  - f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other dancers, instructors, or spectators
  - g) Dress to represent the dance and themselves well and with professionalism
  - h) Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by instructors and the artistic director

### **Parents/Guardians and Spectators**

1. In addition to paragraph 7 above, Parents/Guardians and Spectators at events will:
  - a) Encourage dancers to compete within the rules and to resolve conflicts without resorting to hostility or violence
  - b) Condemn the use of violence in any form
  - c) Never ridicule a participant for making a mistake during a performance or practice
  - d) Provide positive comments that motivate and encourage participants' continued effort
  - e) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
  - f) Respect and show appreciation to all dancers, and to the instructors, employees, directors and other volunteers

## **Northern Lights School of Dance Dancers Code of Conduct**

These guidelines have been thoughtfully created by all of us at Northern Lights School of Dance (NLSD) in line with our mission and values. At NLSD hope that our dancers and their families will join us in our aspiration to foster well-rounded citizens of Yukon who will be capable and competent representatives of the community in the world at large.

*Value 1:* To contribute to the development of artistic expression, the arts, and the artistic community in the Yukon. The art of dance is about constantly growing and evolving. I have the potential to do anything I put my mind to, but I must be willing to work hard! I know that a dancer who puts in their best effort WILL receive a more rewarding experience.

As a member of NLSD I will:

- Arrive on time, in my dance attire, warmed up, and ready to learn.
- Bring my CAN-DO attitude to class and my readiness to give it my all.
- Be ready and open to receiving constructive feedback as it will make me better.
- Challenge myself to learn, grow, and strive.
- Thank my teachers for their time and expertise.

*Value 2:* To provide a stimulating, challenging and enjoyable environment where ALL students and teachers can achieve their maximum potential; EVERY student is entitled to the best dance education. All dancers should be able to attend class without feeling self-conscious or alienated.

*As a member of NLSD I will:*

- Help to sustain an INCLUSIVE environment where all dancers are supported, regardless of age, level, or hours.
- Build up my peers and others as teammates.
- Stay humble and remember that I am not better than others.
- EMBRACE all of the dancers in my class, regardless of differences in skill level or background.
- Nurture existing friendships, while also making new friends.

*Value 3:* To create an inclusive and nurturing dance family and supports our studio and audiences giving them an appreciation for dance and its place within the broader community.

*As a member of NLSD I will:*

- Embrace all parents and students, give compliments, and share knowledge.
- Treat all members of my dance community with respect and kindness.
- Not engage in bullying of any kind, whether it be in person, on social media, or texting.
- Be friendly and have compassion for others.
- Treat others how I would like to be treated and will not gossip about others.
- Respectfully communicate with my teachers if I am feeling uncomfortable about a situation.

*Value 4:* To develop the whole person through dance - physical, artistic, emotional, social, psychological and spiritual being. As a dancer of NLSD it is important that I set a good example and represent my dance school both in and out of the studio, on and off the stage.

*As a member of NLSD I will:*

- Represent the very best of our studio.
- Conduct myself in a manner that reflects positively on NLSD.



- Participate appropriately in social media; I will keep it positive.
- Set a good example and act as role models for our younger dancers.

I will take care of my dance studio and all the place in which I dance. This is our dance home and this space belongs to each of us.

*As a member of NLSD I will:*

- Keep our studio clean by picking up after myself and others.
- When I see trash, I will throw it away.
- Place lost and found items in the bin.
- Pick up my belongings and clean up all messes.
- Treat the costumes with respect, hang them up appropriately, and ensure all accessories and props are put away properly.
- Ensure that my costumes are returned clean, with no make up on them, and in good repair.
- Look for ways to help my teacher, dance parents, and other students. I will roll up my sleeves and help.

As a volunteer run and non-profit society, NLSD relies on us, the dance families to help to keep the arts affordable and accessible.

*As a parent of an NLSD dancer I will:*

- Hold my dancer accountable to following through with these expectations.
- Adhere to these expectations myself.
- Volunteer my time and talents to support the school in keeping dance affordable and accessible for all.
- Treat all dancers, dancer instructors, board members, and other dance parents with respect, kindness, and compassion.
- Participate in fundraising activities as this helps to keep costs lower for everyone and supports our school in sharing dance with the community through our shows and events.
- Respect the rules in place during dance rehearsals, performances, photo days, and all other events.
- Respect class placement and casting decision. If I have concerns, I will book an appointment with the artistic director and have a respectful discussion.
- Support an inclusive and enjoyable environment for all dancers, teachers, and parents.

## Confidentiality Policy

*“Organization” refers to: Northern Lights School of Dance (NLSD)*



## Purpose

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the Organization.

## Application of this Policy

This Policy applies to all categories of membership defined in the Organization's Bylaws as well as all individuals employed by, or engaged in activities with, the Organization. Persons affected by this Policy include, but are not limited to, dancers, family members, volunteers, contractors, employees, committee members, and Directors and Officers of the Organization.

## Confidential Information

The term "Confidential Information" includes, but is not limited to, the following:

- a. Personal information of Organization Representatives including:
  - Home address
  - Email address
  - Personal phone numbers
  - Date of birth
  - Financial information
  - Medical history
  - Criminal Record Checks
- b. Organization intellectual property, proprietary information, and business related to the Organization's programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.

Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.

Individuals voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

## Responsibilities

Individuals will not, either during the period of their involvement/employment with the Organization or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

Individuals will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of the Organization.

Individuals will not use, reproduce, or distribute Confidential Information without the express written consent of the Organization.

All files and written materials relating to Confidential Information will remain the property of the Organization and, upon termination of involvement/employment with the Organization or upon request of the Organization, Individuals will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

### Intellectual Property

Copyright and any other intellectual property rights for all written or choreographed material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the Organization will be owned solely by the Organization, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The Organization may grant permission for others to use its intellectual property.

### Enforcement

A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to the Organization's *Discipline and Complaints Policy*.

### Substance Free Policy

*"Organization" refers to: Northern Lights School of Dance (NLSD)*

### Definitions

The following terms have these meanings in this Policy:

- a. *"Parent"* – The biological or adoptive parent, or persons legally responsible for an individual.
- b. *"Substance"* – This includes alcohol, cannabis and any substance that is prohibited under the *Controlled Drugs and Substances Act*.
- c. *"Individuals"* – All categories of membership defined in the Organization's Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, dancers, instructors, adjudicators, volunteers, administrators, committee members, spectators at events, and parents/guardians of dancers and sub letters of the Organization.

- d. “*Administrator*” – Artistic Director or Board of Directors.

## Purpose

The purpose of this Policy is to provide guidelines for dealing with substance use at the Organization, and any events that individuals attend.

## Application of this Policy

This Policy applies to all categories of membership defined in the Organization’s Bylaws as well as all individuals employed by, or engaged in activities with, the Organization. Persons affected by this Policy include, but are not limited to, dancers, family members, volunteers, contractors, employees, committee members, and Directors and Officers of the Organization (hereinafter “Representatives”).

## Policy Statement

The Organization supports:

- a. Substance free environments that provide a safe and welcoming environment for all individuals;
  - b. All efforts to prevent and intervene in situations of substance use among individuals, including the promotion of prevention programs, and the implementation of the Organization and community-based efforts aimed at supporting individuals who are at risk of substance use;
  - c. The prohibition of the use of substances at all Organization events and the NLSD facility.
- i. This may be amended for Special Events such as fundraising Galas or at performances where a third party provides service of alcohol to the attending public.

## Responsibilities

Organization staff who suspect that an individual is under the influence of a substance and who are negatively impacting the event, must report the situation immediately to the Artistic Director or the organization managing the event.

If an individual is found to be under the influence of a substance at a NLSD facility or at an Organization event, staff must determine if said individual requires medical or other attention, and also confirm no risk to another individual or organization property.

When an individual is suspected to have been using a substance at an NLSD facility or a related event, the Artistic Director shall interview the individual and determine the best course of action in accordance with any rules and policies developed for the Organization bearing in mind the safety of the individual involved as well as the safety of the larger group and event.

If the individual is a NLSD dancer, the Artistic Director will notify the individual's legal guardian.

Based on the situation, the Artistic Director will determine the best course of action in consultation with the Board of Directors. This may include counselling by a qualified person, and/or disciplinary action such as expulsion from the Organization or events.

## Document/Social Media Use and Distribution Policy

*“Organization” refers to: Northern Lights School of Dance (NLSD)*

### Definitions

The following terms have these meanings in this Policy:

- a. *“Social media”* – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, TikTok, Be Real, VSCO and X.
- b. *“Individuals”* – This includes Instructors, Dancers, Parents, Volunteers and Chaperones.
- c. *“Representative”* – All individuals employed by, or engaged in activities on behalf of, the Organization. Representatives include, but are not limited to, staff, administrators, Directors and Officers of the Organization, committee members, and volunteers.

### Purpose

This Policy provides Individuals with tips and suggestions for social media use. Individuals are strongly encouraged to develop their own strategy for social media use (either written down or not) and ensure that their strategy for social media use is acceptable pursuant to the Organization’s *Code of Conduct and Ethics*.

Given the nature of social media as a continually developing communication sphere, the Organization trusts all individuals to use their best judgment when interacting with social media.

### Social Media Policy for Representatives and Instructors

The following tips should be used by Adults (those older than 18 years) to inform their own strategy for social media use:

- a. Choosing not to engage with social media is an acceptable social media strategy. Resist commenting on students’ personal activities.
- b. Consider monitoring or being generally aware of students’ public social media behaviour to ensure compliance with the Organization’s *Code of Conduct and Ethics* and *Social Media Policy*.
- c. Representatives may not demand access to a students’ private posts.
- d. Do not “friend” students on social media unless they request the connection, and never pressure students to “friend” you.

- e. If you accept one “friend” request or follow one student, you should accept all friend requests and follow all the students; be cautious not to show favouritism.
- f. Consider managing your social media so that dancers do not have the option to follow you.
- g. Seek permission via a signed release from students’ parents before posting pictures or videos of the students on publicly available social media, for example, Youtube, Facebook, Instagram.
- h. Do not use social media to ‘trap’ students if they say one thing to you in person but their social media activity reveals they were doing something different.
- i. Keep official Organization business off social media.
- j. Never require students to join any Social Media platform that they do not wish to be a part of.
- k. Important Organization information should not be exclusively shared on social media. Updates are okay, but emails to members are also strongly recommended.
- l. Avoid association with any social media with explicit content or viewpoints that might offend or compromise the professional relationship between you and dancers.
- m. Never misrepresent yourself by using a fake name or fake profile.
- n. Be aware that you may acquire information about a dancer that imposes an obligation of disclosure on your part. This would include anything that contravenes with the *Code of Conduct and Ethics Policy*.
- o. Avoid Social Media platforms where no record of correspondence is recorded, for example, Snapchat and vanishing messages on Instagram.
- p. When photos are posted, do not tag or individually identify individuals on Social Media platforms. The overarching rule is “*if there is a face, there is no name*”.

## Social Media Policy for Students

The following tips should be used by all students of NLSD to inform their own strategy for social media use:

- a. Ensure your privacy settings are set to restrict who can search for you and what information others can see.
- b. Avoid posting photos or videos of other dancers without their express permission, delete any photos or videos of other dancers should they request.
- c. Do not feel pressure to join any social media you don’t want to join.
- d. You are not required to follow anyone on any social media platform.
- e. Avoid adding instructors to Snapchat and do not send snapchats to instructors.
- f. If you feel harassed by someone on a social medium, report it to any adult you feel comfortable with at home or the Organization.
- g. Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post. Once it is on the internet, there is no taking it back.
- h. Content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them.

- i. Avoid posting pictures of, or alluding to, participation in illegal activity. Remember, the Organization's *Code of Conduct and Ethics Policy* also pertains to your time away from the Organization.
- j. Model appropriate behaviour on social media befitting your status as a) a dancer, and b) a member of the Organization. As a representative of the Organization you have agreed to the Organization's *Code of Conduct and Ethics*, and must follow that Code when you post material and interact with other people through social media.
- k. Be aware that your social media may be seen by the Organization and content or behaviour demonstrated on social media may be subject to sanction under the Organization's *Discipline and Complaints Policy*.

### The Organization Responsibilities

The Organization should not attempt to impose social media restrictions onto individuals. There are many situations where social media contact is desirable and necessary; yet many situations where social media contact is unwanted and risky. Individuals should be trusted, pursuant to the Organization's *Code of Conduct and Ethics*, to navigate social media using their best judgment.

Complaints and concerns about an individual's conduct or behaviour in social media can be addressed under the Organization's *Discipline and Complaints Policy*.

### Discipline and Complaints Policy

"Organization" refers to: Northern Lights School of Dance (NLSD)

### Definitions

The following terms have these meanings in this Policy:

- a. "Case Manager" – An individual appointed by the Organization to administer this *Discipline and Complaints Policy*. The Case Manager does not need to be a member of, or affiliated with, the Organization.
- b. "Complainant" – The Party alleging an infraction.
- c. "Respondent" – The alleged infracting Party.
- d. "Days" – Days including weekends and holidays.
- e. "Individuals" – All categories of membership defined in the Organization's Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, dancers, instructors, adjudicators, volunteers, administrators, committee members, Directors and Officers of the Organization, spectators at events, and parents/guardians of dancers.

## Purpose

Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Organization's policies, Bylaws, rules and regulations, and *Code of Conduct and Ethics*. Non-compliance may result in sanctions pursuant to this Policy.

## Application of this Policy

This Policy applies to all Individuals.

This Policy applies to matters that may arise during the course of Organization's business, activities, and events including, but not limited to, competitions, rehearsals, auditions, camps, travel associated with Organization activities, and any meetings.

This Policy also applies to Individuals' conduct outside of the Organization's business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and arts environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such

- a. The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium;
- b. Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing;
- c. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense;
- d. The Discipline Panel may request that any other individual participate and give evidence at the hearing;
- e. The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate;
- f. The decision will be by a majority vote of the Discipline Panel situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only.

An employee of the Organization who is a Respondent will be subject to appropriate disciplinary action. Including review of employee's Employment Agreement, if applicable. Violations may result in a warning, reprimand, restrictions, suspension, or other disciplinary actions up to and including termination of employment.

## Reporting a Complaint

Any Individual may report any complaint to the Organization. A complaint must be In Writing and must be filed within fourteen (14) days of the alleged incident.

A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the Organization. This decision may not be appealed. Complaints related to harassment and abuse do not fall within the fourteen (14) day limitation. Allegations of criminal activity including but not limited to physical or sexual abuse will be immediately directed to the appropriate authorities and NLSD will cease investigation internally and support outside entities investigative efforts.

At the Organization's discretion, the Organization may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the Organization will identify an individual to represent the Organization.

Resignation or lapsing of membership after a complaint is filed does not preclude discipline being pursued under this Policy.

## Case Manager

Upon the receipt of a complaint, the Organization will appoint a Case Manager to oversee management and administration of complaints submitted in accordance with this Policy. Such an appointment cannot be appealed.

The Case Manager has a responsibility to:

- a. Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy;
- b. Propose the use of the Organization's *Dispute Resolution Policy*;
- c. Appoint the Discipline Panel, if necessary;
- d. Coordinate all administrative aspects and set timelines;
- e. Provide administrative assistance and logistical support to the Discipline Panel as required;
- f. Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

## Procedures

If the Case Manager determines the complaint is:

- a. Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.



- b. Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties that the complaint is accepted and of the applicable next steps.

The Case Manager's decision to accept or dismiss the complaint cannot be appealed.

The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.

After notifying the Parties that the complaint has been accepted, the Case Manager will first propose using the Organization's *Dispute Resolution Policy* with the objective of resolving the dispute. If the dispute is not resolved or if the parties refuse to use the *Dispute Resolution Policy*, the Case Manager will appoint a Discipline Panel, which shall consist of at least one non-vested Board Member to act as Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Discipline Panel of three persons may be appointed to hear the complaint and may involve appointment of an outside agency to facilitate. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.

The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communication with the Parties, an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:

If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.

The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.

If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in its own right, that party will become a Party to the current complaint and will be bound by the decision.

In fulfilling its duties, the Discipline Panel may obtain independent advice.

### **Decision**

After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's

conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Organization. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a confidential matter unless decided otherwise by the Discipline Panel. In the event of public safety or Organizational reputation concerns, NLSD Board of Directors reserve the right to prepare a statement on behalf of the Organization with respect to the investigation and outcome.

## Sanctions

The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:

- a. Verbal or written reprimand;
- b. Verbal or written apology;
- c. Service or other contribution to the Organization or affected Organizations;
- d. Removal of certain privileges;
- e. Suspension from certain teams, events, and/or activities;
- f. Suspension from all Organization activities for a designated period of time
- g. Withholding of prize money or awards;
- h. Payment of the cost of repairs for property damage;
- i. Suspension of funding from the Organization or from other sources;
- j. Expulsion from the Organization;
- k. Any other sanction considered appropriate for the offense.

Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.

Infractions that result in discipline will be recorded and records will be maintained by the Organization.

## Suspension Pending a Hearing

The Organization may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of a criminal process, the hearing, or a decision of the Discipline Panel.

## Criminal Convictions

An Individual's conviction for a *Criminal Code* offense, as determined by the Organization, will be deemed an infraction under this Policy and depending on the nature of the offense, could result in expulsion from the Organization.

## Confidentiality

The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

## Timelines

If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

## Records and Distribution of Decisions

As required by procedure or law, law enforcement and Government entities may be advised of any decisions rendered in accordance with this Policy.

## Appeals Procedure

The decision of the Discipline Panel may be appealed in accordance with the Organization's *Appeal Policy*.

## Appeal Policy

*"Organization" refers to: Northern Lights School of Dance (NLSD)*

## Definitions

The following terms have these meanings in this Policy: a.

- a. *"Appellant"* – The Party appealing a decision.
- b. *"Respondent"* – The body whose decision is being appealed.
- c. *"Parties"* – The Appellant, Respondent, and any other Individuals affected by the appeal.
- d. *"Days"* – Days irrespective of weekends and holidays.
- e. *"Individuals"* – All categories of membership defined in the Organization's Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, dancers, instructors, adjudicators, volunteers, administrators, committee members, Directors and Officers of the Organization, spectators at events, and parents/guardians of dancers.

## Purpose

The Organization is committed to providing an environment in which all Individuals involved with the Organization are treated with respect and fairness. The Organization provides Individuals with this *Appeal Policy* to enable fair, affordable, and expedient appeals of certain decisions made by the

Organization. Further, some decisions made by the process outlined in the Organization's *Discipline and Complaints Policy* may be appealed under this Policy.

### Scope and Application of this Policy

This Policy applies to all Individuals. Any Individual who is directly affected by the Organization decision shall have the right to appeal that decision; provided there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.

This Policy **will apply** to decisions relating to: a.

- Eligibility for travel;
- b. Conflicts of Interest;
- c. Expulsion or Suspension from the Organization;
- d. Discipline;
- e. Membership;
- f. Volunteer/Chaperone appointments and the withdrawal or termination of those appointments.

This Policy **will not apply** to decisions relating to:

- a. Employment;
- b. Policies, and procedures established by entities other than the Organization;
- c. Casting criteria and decisions;
- d. Budgeting and budget implementation;
- e. The Organization's operational structure and committee appointments;
- f. Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the Organization at its sole discretion);
- g. Commercial matters for which another appeals process exists under a contract or applicable law;
- h. Decisions made under this Policy.

### Timing of Appeal

Individuals who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit, in writing to the Organization, the following: a.

- Notice of the intention to appeal;
- b. Contact information and status of the appellant;
- c. Name of the respondent and any affected parties, when known to the Appellant;
- d. Date the appellant was advised of the decision being appealed;
- e. A copy of the decision being appealed, or description of decision if written document is not available;
- f. Grounds for the appeal;

- g. Detailed reasons for the appeal;
- h. All evidence that supports these grounds;
- i. Requested remedy or remedies;
- j. An administration fee of one hundred dollars (\$100).

An Individual who wishes to initiate an appeal beyond the seven (7) day period must provide a written request to the Board of Directors stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the seven (7) day period will be at the sole discretion of the Case Manager and may not be appealed.

### Grounds for Appeal

A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:

- a. Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make.
- b. Failed to follow its own procedures (as set out in the Respondent's governing documents).
- c. Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views).
- d. Failed to consider relevant information or took into account irrelevant information in making the decision.
- e. Made a decision that was grossly unreasonable.

The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

### Screening of Appeal

Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Organization and the Appellant may first determine the appeal to be heard under the Organization's *Dispute Resolution Policy*.

Appeals resolved by mediation under the Organization's *Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

Should the appeal not be resolved by using the *Dispute Resolution Policy*, the Organization will appoint an independent Case Manager who has the following responsibilities: a. Determine if the appeal falls under the scope of this Policy;

- b. Determine if the appeal was submitted in a timely manner;
- c. Decide whether there are sufficient grounds for the appeal.

If the appeal is denied on the basis of insufficient ground, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.

If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

### Procedure for Appeal Hearing

The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.

If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a. The hearing will be held within a timeline determined by the Case Manager;
- b. The Parties will be given reasonable notice of the day, time and place of the hearing;
- c. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing;
- d. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense;
- e. The Panel may request that any other individual participate and give evidence at the hearing;
- f. The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate;
- g. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in its own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome;
- h. The decision to uphold or reject the appeal will be by a majority vote of Panel members.

In fulfilling its duties, the Panel may obtain independent advice.

## Appeal Decision

The Panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a. Reject the appeal and confirm the decision being appealed.
- b. Uphold the appeal and refer the matter back to the initial decision-maker for a new decision.
- c. Uphold the appeal and vary the decision.

The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Organization. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a confidential matter unless decided otherwise by the Discipline Panel. In the event of public safety or Organizational reputation concerns, NLSD Board of Directors reserve the right to prepare a statement on behalf of the Organization with respect to the investigation and outcome.

## Timelines

If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Case Manager and/or Panel may direct that these timelines be revised.

## Confidentiality

The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

## Final and Binding

The decision of the Panel will be binding on the Parties and on all the Organization's Individuals;

No action or legal proceeding will be commenced against the Organization or Individuals in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the Organization's governing documents.

## Anaphylaxis Policy

*"Organization" refers to: Northern Lights School of Dance (NLSD)*

### Purpose

The purpose of this Policy is to reduce preventable, serious reactions and deaths due to anaphylaxis and life-threatening allergies in the studio and during travel activities by providing clarity to instructors, parents, volunteers and students regarding their roles and responsibilities that comply with Anaphylaxis Canada safety standards.

## Definitions

The following terms have these meanings in this Policy:

- a. *“Allergen”* – A substance capable of causing an allergic reaction, and may include food, insect stings, medication, pollen, mould, animal dander, house dust mites and natural latex.
- b. *“Anaphylaxis”* – A sudden and potentially fatal allergic reaction requiring immediate medical emergency measures.
- c. *“Auto-injector”* – A user-friendly pre-loaded syringe used to administer epinephrine (ie EpiPen, Twinject).
- d. *“Epinephrine”* – A synthetic version of the hormone adrenaline that is used in the treatment of anaphylaxis and life-threatening asthma attacks.

## Policy Statement

NLSD recognizes that it has a duty of care to individuals who are at risk from severe or life-threatening allergic reactions while under the Organization's supervision. This responsibility is shared among the Dancers, Instructors, Artistic Director, Volunteers, Parents/Guardians, Board of Directors and health care providers (e.g. doctors, nurses, emergency medical personnel etc.).

## Standards and Procedures

1. Epinephrine is the first line of treatment for anaphylaxis. An epinephrine auto-injector should be given at the first sign of a known or suspected anaphylactic reaction, including in previously undiagnosed individuals. In normally healthy individuals, epinephrine will not cause harm.
2. No person should be expected to be fully responsible for self-administration of an epinephrine auto-injector. An instructor, parent or volunteer should whenever possible assist a student presenting symptoms of anaphylaxis, as described above. If an adult is not available, dancers should assist in administration.
3. 9-1-1 or local emergency medical services should be called following administration of epinephrine and advised that someone is having a life-threatening allergic reaction. Instructors must follow instructions received from emergency medical services. All individuals receiving emergency epinephrine must be transported to a hospital or medical observation facility immediately, by ambulance where possible, for evaluation and observation.
4. Additional epinephrine may be required during transport. A second dose may be administered within 5 to 15 minutes of the first dose if symptoms have not improved.

## Roles and Responsibilities

It is the parent(s)/guardian(s) responsibility to:

- a. Educate the allergic child about avoidance strategies;



- b. Inform the studio about the child's allergies, and complete an Administration of Medication Plan/Emergency Procedure for the child;
- c. Where a family physician has provided recommendations for risk reduction strategies and a treatment of an anaphylactic reaction that differ from those outlined in this Policy, provide the studio with written instructions signed by the physician and discuss these with the Artistic Director;
- d. Ensure the allergic child carries an auto-injector at all times. Please monitor expiry dates and promptly replace outdated medication;
- e. Update the Artistic Director of any changes such as additional diagnosis or change in the status of the allergy.

It is the Organization's responsibility to:

- a. Ensure there is a prevention and management plan for the studio which may include restrictions on certain items such as foods or scents as well as other precautions as deemed necessary;
- b. Communicate emergency procedures for responding to anaphylaxis to instructors and review and update these procedures on a semi-annual basis or as circumstances change for the child;
- c. Conduct semi-annual training with instructors on the administration of auto-injectors as well as reminders of symptom recognition and risk reduction;
- d. Ensure an incident report is completed any time an auto-injector is administered to a dancer at the studio or during an NLSD travel event.

## Competition Dance Team Program Policy

### Purpose

The intent of this document is to provide clear policy and communication to Northern Lights School of Dance (NLSD) dancers and parents/guardians regarding their responsibilities, and the responsibilities of NLSD regarding the competitive dance program. As a charitable nonprofit organization, NLSD is dedicated to fostering a love of dance in a positive, professional, respectful environment. We wish to provide our dancers opportunities to grow artistically, technically and personally and to showcase their talents. NLSD's competitive dance program is designed for dedicated dancers who want to showcase their training and represent NLSD at festivals, competitions, conventions, and community events. This policy outlines the expectations, responsibilities, and procedures that ensure a successful and respectful experience for all dancers, families, and staff involved when participating in this program. By participating in the competitive dance program, dancers, guardians, and staff agree to uphold the values and standards outlined in this document.

## Program Participants

Criteria required for dancer registration and participation in the competitive dance program will be established by the Stage Dance Director and approved by the NLSD Board of Directors prior to each dance season. This information will be provided to the membership via email and posted on the website by June 15th of each year and reviewed with parents/guardians and dancers at the competitive dance meeting.

## Dancer Conduct

Dancers and families participating in the competitive dance program are representatives of Northern Lights School of Dance and are expected to uphold the values of respect, integrity, and professionalism at all times. This includes showing courtesy to fellow dancers, instructors, event staff, and competitors; maintaining a positive and inclusive attitude; adhering to all rules and guidelines set out by both our organization and the hosting event. Inappropriate behaviour, including bullying, disrespect or unsportsmanlike conduct, will not be tolerated and may result in disciplinary action in accordance with NLSD disciplinary policy, including the removal from future performances or the competitive dance program. As ambassadors of our community, NLSD dancers are expected to lead by example both on and off the stage.

Our dancers are expected to:

- Adhere to NLSD code of conduct as well as the hosting organizations expectations.
- Adhere to NLSD policies
- Be on time and prepared for all rehearsals
- Adhere to the costume requirements provided by the choreographer.
- Meet the criteria and expectations established and communicated by the Stage Dance Director for the Competitive Dance Program for each competition dance season.

## Parent And Guardian Conduct

Parents and guardians play an important role in supporting their dancers' growth and in representing Northern Lights School of Dance within the wider artistic community. We ask all families to uphold our values by demonstrating respectful, supportive, and cooperative behaviour at all events, rehearsals, and competitions. This includes positive communication with staff, refraining from negative commentary about other dancers, studios, or judges, and modelling good sportsmanship. Concerns should be addressed privately and directly with staff at an appropriate time. Behaviour that undermines the mission, staff, or team unity may result in restricted access to events, or in serious cases, reconsideration of a dancer's participation in the competitive dance program. Together, it is expected that we create a healthy and empowering environment for all our dancers to grow and succeed. To support our dancers, all parents and guardians are required to take respect in sport, which can be found at [Respect in Sport for Parents - Getting Started](#)

## Annual Choreography Limits

As a nonprofit organization, our resources, including staff time and availability are thoughtfully allocated to ensure the quality and integrity of our programs are maintained. To ensure all our dancers who wish to partake in competitive dance are afforded the opportunity, there is a limit to the amount of choreographed dances NLSD can offer each season. Dancers may be invited to participate in a select number of group, duet or solo routines based on age, experience, and readiness as determined by our staff. These limits support thoughtful choreography over quantity and will be determined by staff and communicated to the dancers each dance season

## Private Choreography

Dancers and their families may hire a private choreographer outside of the NLSD programming, to address their individual dancers' additional choreography needs. Any private choreographers arranged and hired outside of NLSD programming will be the full responsibility of the dancer's parents/ guardian. This includes but is not limited to: establishing fees, payments, logistics, insurance, and the rental cost of studio space.

## Costumes

Parents/guardians are responsible for ensuring their dancer is appropriately costumed for their solo, duo and group numbers as outlined by the Stage Dance Director. Program participants may opt to borrow costumes from the NLSD costume library to participate in opportunities arranged by NLSD.

- A Parent/Guardian is required to sign out the costumes, understanding they are responsible to replace the costume if they are not returned in the condition they were borrowed. .
- The cost of any damaged or lost costumes will be billed to the dancer's Jack Rabbit account.
- Parents/guardians are responsible for purchasing specific required items to ensure successful dancer participation in the program. Some examples include but are not limited to; tights (nude, black, fishnet, ballet), nude suit/undergarments, shoes (tap/jazz/street styles etc), and accessories. These required items will be communicated by the Stage Dance Director.

## Team Attire

NLSD Stage Dance Director, will determine what the team attire will be each year. This is likely to include but not limited to a team jacket, team hoodie, team garment bag, and a team travel backpack.

A team jacket will be worn during all travel and events. Team attire is essential to ensure the group is presented and operates as a team and is easily recognisable in large crowds. Team jackets will also be used as a cover up for costumes and worn at festivals during adjudication. Garment bags, branded with NLSD logo and the dancers name, will help support the proper care of the studio's costumes.

## Travel

All dancers, guardians and staff will abide by the following travel guidelines that are specific to participation within the Competitive Dance Program:

1. All dancers travelling to events outside of NLSD must be accompanied by their Parent/Guardian.
  - a. Parent/Guardian may make a private arrangement with other Parent/Guardian's travelling to the event, NLSD will not be party to these arrangements or assist in coordinating these arrangements in any way.
2. NLSD will book a hotel block, each family is responsible for securing their own accommodation within the booking time frame.
  - a. NLSD will send out a communication advising where the hotel block has been secured, including the release date of the hotel block.
  - b. Parent/Guardian's and their dancers are expected to stay at the designated accommodation, identified by NLSD, during team travel. This aims to foster a sense of teamwork and camaraderie among dancers and ensure that dancers are available for team meetings and being at the event on time.
  - c. NLSD will not book a hotel room on behalf of any individual Parent/Guardian and their dancer. Any damages to the facility are the responsibility of the dancer/family that secured the room. NLSD will not be responsible for any costs that are incurred as a result of damages or overages to an individual's accommodation.

- d. A receipt must be provided to NLSD to receive reimbursement from the dancer's travel fundraising account.
3. NLSD will provide the dates of travel and parents/guardians will need to secure airfare for the parent/guardian and their dancer. NLSD will not book airfare for dancers or their parents/guardians.
  - a. For international travel, each Group member will possess and carry with them a valid Canadian passport that will not expire within three (3) months of the intended return date for the trip. Where a temporary travel visa or other stated travel document is required for entry into a particular country, each member of the group will ensure that this documentation is also in their possession. The name appearing on all travel documents must match the one printed on the passport
  - b. All Group members (and parents/guardians of Vulnerable Individuals) must be aware of what is permitted and not permitted (restricted items) when traveling by air or passing through an international border. NLSD is not responsible for any fines, penalties or travel interruptions resulting from a Group member attempting to pass through an international border with a restricted item. Any Group member who is found to possess a restricted item is ultimately responsible and may be prevented from proceeding on the trip.
  - c. All Group members will abide by all other international, federal, provincial and local travel restrictions and regulations.
4. All families and dancers are expected to arrange their own transportation. NLSD will not be responsible for making these arrangements.
5. All families and dancers are expected to arrange their own meals. NLSD will not be responsible for arranging meals, except to arrange team dinners as reflected on the itinerary.
6. All dancers are responsible for transporting their own costumes, and ensuring the costumes are handled with care. Any lost or damaged costumes are at the expense of the dancer.
7. An itinerary will be provided to all travellers at least one week prior to travel. All dancers are expected to adhere to the itinerary.
  - a. It will be clearly identified when dancers are required to be at the hosting facility to prepare and support their teammates.
  - b. Team dinners or other team events will be communicated on the itinerary.
  - c. There will be free time identified on the itinerary for dancers to explore the area with their parent/guardian.
8. Staff will not be responsible for dancers at any time during travel. Parents/guardians are expected to be readily available to transport their child, and support with costume, physical and emotional needs at all times during the travel period. Staff are available to guide, support and celebrate dancers through their accomplishments and do not have the capacity to act as chaperones.

## Communication

The competitive dance program lead will communicate via email and in person meetings. During events, a chosen platform (such as WhatsApp) will be used to ensure all dancers and families are aware of the travel details and to provide timely and important information to the group.

## Financial Requirements

All travel dancers are required to register for the Competition Dance Program by August 1st of each year to confirm their commitment for the upcoming season. There will be a program registration fee, which will be clearly communicated at the time of registration. . Program fees support the costs of such things but are not limited to: instructor wages at festivals, instructor travel costs, costume fees and administration fees. Committing to the program by this date allows

NLSD to: : plan financially , determine the number of small and large group numbers, source choreographers, allocate studio time, schedule and understand the group fundraising needs.

NLSD is a non-profit organization and is not able to carry debt on behalf of our program users. Fees for NLSD securing registration at festivals, booking dancer choreography, ordering team gear, or any other expenses related to participating in the competitive dance program must be paid in a timely manner. When program costs occur the dancer's Jack Rabbit account will be used to register and invoice expenses related to the program. Participants must pay the dancer's Jack Rabbit fees or other related fees in full. If participants have sufficient funds in their travel dancer fundraising account a parent/guardian may request the funds be reimbursed by submitting a Travel Dancer Reimbursement form. If participants do not have sufficient funds in their travel fundraising account they may later submit for a reimbursement once funds are raised by a parent/guardian by submitting a Travel Dancer Reimbursement form. All expenses related to the competitive dance program must be paid no later than May 1st of each dance year.

Each solo, duo, small group, and large group a dancer participates in has associated choreography fee and festival registration fees. These fees will be clearly communicated by the stage dance director each year and these fees are the responsibility of the program participant.

## Competitive Dance Program Travel Fundraising

All competitive dance travel fundraising activities must be pre-approved by the board of directors, inclusive of sponsorships and grant applications.

The fundraising year for the competitive dance program begins July 1st and runs to June 30th.

Parent volunteers are needed and will work in collaboration with the NLSD Board of Directors to implement, support, coordinate and lead fundraising activities for the competitive dance travel program.

## Sponsorships

Team and individual sponsorships for the competition dance program will be permitted.

1. A team sponsor may be secured, by parent volunteers in collaboration with the board, to purchase team travel gear. A team sponsor will have their logo represented on the piece of team gear they sponsor. Any team sponsors must be secured by September 30th, 2025.
2. All travel dancers may secure one individual sponsorship of up to \$500.
  - a. Dancers must obtain a sponsorship letter from NLSD to provide to the potential sponsors. Dancers are not permitted to draft their own sponsorship communication.
  - b. It is the responsibility of each dancer to secure their own sponsor, dancers may opt out of individual sponsorship.
  - c. Individual sponsorships funds will be credited to the individual's fundraising account.
  - d. Individual sponsorships must be secured by September 30th of each dance season.
  - e. Dancers must obtain a tax receipt from NLSD to provide to the sponsor. This will only be provided once the sponsor's funds have been received by NLSD.

At the end of the season, any remaining funds that were attributed to the dancer's account through fundraising or sponsorships may be rolled over to the individual dancer's travel account for the upcoming season.

Any remaining funds that were obtained through fundraising or sponsorships will be put into the General Travel Fund if the dancer ages out of the travel program or chooses not to return to dance the following year.

### Volunteer Commitment

We believe that parent/guardian involvement is essential to the success of our dance program. As such, we require all parents/guardians to participate in volunteer opportunities and fundraising activities throughout the year to help offset the costs associated with travel and organizational expenses. These efforts will support both the individual dancer costs and organizational expenses related to travel.

Dancers will only be eligible for funds from fundraising activities they participate in. There may be additional costs for those who do not partake in fundraising activities.

# Appendix A

## Incident Report

TYPE OF INCIDENT:

☐ INJURY ☐ PROPERTY LOSS/DAMAGE ☐ NEAR-MISS

*\*Please use back of page or attach additional pages if required\**

### PART 1: TO BE COMPLETED BY INDIVIDUAL INVOLVED

DATE OF INCIDENT:	TIME:	ESTIMATED DAMAGE: \$
NAME(S) OF INDIVIDUAL(S) INVOLVED:		
LOCATION:		
DESCRIPTION OF INCIDENT <i>(include factors contributing to incident, and any injuries or damage to property that occurred):</i>		
SUGGESTIONS FOR PREVENTING SIMILAR INCIDENTS IN FUTURE <i>(safe work practices, training, etc):</i>		
LESSONS LEARNED:		
REPORT COMPLETED BY:		
SIGNATURE:	DATE:	
DATE REVIEWED BY INVOLVED PARTIES, FOLLOWING COMPLETION OF PART 3:		

### PART 2: TO BE COMPLETED BY REVIEWING TEAM:

RECOMMENDATIONS FOR FURTHER CORRECTIVE OR PREVENTATIVE ACTION:

REVIEWED BY:		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">SIGNATURE:</td> <td style="width: 40%;">DATE:</td> </tr> </table>	SIGNATURE:	DATE:
SIGNATURE:	DATE:	

**PART 3: TO BE COMPLETED BY BOARD OF DIRECTORS:**

ACTION TAKEN:	DATE COMPLETED:		
DIRECTOR:			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">SIGNATURE:</td> <td style="width: 40%;">DATE:</td> </tr> </table>	SIGNATURE:	DATE:	
SIGNATURE:	DATE:		

**CONFIDENTIAL**

INCIDENT # 20XX - \_\_\_\_\_



**Travel Consent Form and Disclaimer – Minor**

(for participants who are 18 years and younger)

*\*The following document must be legible and fully completed by one or more lawful parents/guardians of the participant.*

**PARTICIPANT INFORMATION**

Legal Full Name (print):

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Date of Birth (dd/mm/yyyy):

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Home Address:

(Street Address, City, Prov./Terr., Postal Code)

Participant's Contact Information:

Phone:

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Email:

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Participant's Emergency Contact Information:

Full name (print) :

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Phone:

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Email:

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**PARTICIPANT PASSPORT INFORMATION (for international travel only)**

Date of Birth (dd/mm/yyyy): \_\_\_\_\_ and Location: \_\_\_\_\_

Passport Number: # \_\_\_\_\_ and Date of Issue (dd/mm/yyyy): \_\_\_\_\_

Country of where the passport was issued: \_\_\_\_\_

**PARTICIPANT MEDICAL INFORMATION**

Yukon Health Care Card Number: # \_\_\_\_\_

Allergies or other medical conditions: \_\_\_\_\_

\_\_\_\_\_

Prescription medications to be administered (must complete Administration Form):

\_\_\_\_\_

Dietary Restrictions/Requirements: \_\_\_\_\_

Travel Medical Insurance Policy Number: # \_\_\_\_\_

Name of Insurer: \_\_\_\_\_

Toll Free Phone Number for Insurer: \_\_\_\_\_

### **ACTIVITY/EVENT INFORMATION**

*\*Arrival and departure dates are the dates the participant will be joining/leaving the group.*

Name of Activity/Event: \_\_\_\_\_

Location of Activity/Event: \_\_\_\_\_

Expected Arrival Date (dd/mm/yyyy): \_\_\_\_\_

Expected Departure Date (dd/mm/yyyy): \_\_\_\_\_

### **PARENT/GUARDIAN CONSENT**

My/our child is participating voluntarily in the Activities. In consideration of my/our child's participation, I/We hereby acknowledge I/we are aware of the risks, dangers and hazards that my/our child may be exposed to during the trip and hold Northern Lights School of Dance harmless for injury or illness. Risks include, but are not limited to:

1. Reasonably foreseeable hazards that are specific to the Activity(ies) in which my/our child is participating;
2. Travel to, from, and while participating in the Activity(ies) including environmental conditions, local crime, cultural differences and language barriers;
3. Risk of illness and fatigue resulting from travel and/or contact with a high number of individuals;

4. Mental and emotional strain and stress resulting from travel and separation from primary caregivers;
5. Travel Medical Insurance is not provided by NLSD and is the responsibility of the parent(s)/guardian(s) to obtain prior to travel;
6. Non-dance related excursions may carry additional risk, waivers will be signed individually with the excursion provider.

Furthermore, I/we hereby grant permission to the NLSD Travel Lead and/or Chaperones to administer over the counter medication or medical attention to my/our child should a non-emergent medical issue arise (headache, cramps, nausea, allergy).

I/We: \_\_\_\_\_

Legal full name of parent(s)/guardian(s)

Consent for the Participant, my/our child (print name) \_\_\_\_\_, to travel to the Activity/Event with Northern Lights School of Dance under the supervision of:

\_\_\_\_\_ .

(NLSD Travel Lead)

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date