



Lancaster University Dance Society (LUDanS)

Code of Practice

This code of practice is in addition to Lancaster University Student Unions' general code of practice for student groups which must also be followed.

As a member of LUDanS, you must abide by this code of practice at all times during activities so that all activities are conducted safely.
Failure to do so may result in expulsion from the society (see Duty of Care).

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1. Aims of the society

- The society exists to provide dance classes for all levels and performance opportunities throughout the year
- To provide opportunities for all members to choreograph and teach if they so wish
- To offer members the chance to represent Lancaster University at dance competitions

2. Responsibilities of all members

- All members must read and understand the whole of this Code of Practice
- Members must have paid for membership before attending any general classes/auditions
- All members are responsible for their own safety and wellbeing during and outside of classes
- All members must ensure that appropriate footwear is worn during classes, e.g., dance shoes, trainers, barefoot, half-socks, to reduce the chance of injury
- All members must ensure that they are dressed appropriately to dance in
- All readily removable jewellery (e.g., bracelets, necklaces, watches, rings) must be removed before starting a class
- All members are responsible for their own property during classes and must keep these at the side of the room to avoid trip hazards
- All members must bring water to ensure they remain hydrated throughout the sessions
- Members should aim to arrive 5 minutes before their session to allow for enough time to warm up appropriately during class
- Members should remain vigilant and let a member of exec know if they notice anything that may be a hazard during a class e.g., splinters

3. Responsibilities of competition members

- All competition members must be available for set competition dates, if not Internal Competition Co-ordinator must be contacted as soon as possible

- All competition members must treat all choreographers equally and with respect, whether they are on that specific team or not. This includes during auditions, at rehearsals and all competitions
- All competition members must attend ALL competition rehearsals
- All competition members MUST give 48 hours notice (unless an emergency) for any absences to competition rehearsals, this must be given to BOTH the choreographer and the Internal Competition Co-Ordinator
- All competition members must ensure that they are ready before the start of rehearsals, e.g., tap shoes to be on before the start of the class, to ensure time is not wasted during the rehearsal
- Failure to attend 2 or more competition rehearsals without a valid* reason puts their place on the team at risk of being compromised
- All competition members must pay the extra competition membership fee to enable them to compete
- All competition members must have Facebook so they can access the competition Facebook page to ensure they receive all updates relevant to their squads
- All competition members must fill out the LUDanS Health and Safety form to allow them to attend rehearsals and compete
- All competition members MUST attend Stretch and Fitness every week, if unable to attend must send apologies to the President 24 hour prior to class

*Valid reasons do not constitute commitments to other societies every week, if you have a conflict with a different society, you MUST ensure you are still able to attend dance rehearsals during your allocated time slots (available on the rehearsal schedule)

4. Responsibilities of general class teachers

- Ensure all dancers are treated equally and with respect
- Give reasonable notice (24 hours) to the President if you cannot attend a general class
- Have a sufficient amount of choreography prepared ahead of the class

5. Responsibilities of show choreographers

- Ensure all dancers are treated equally and with respect
- Give reasonable notice (24 hours) to Show Co-ordinator/President if you cannot attend a rehearsal
- Have a sufficient amount of choreography prepared ahead of the rehearsal
- Commit to attending the show dress rehearsal and all shows planned for that academic year

6. Responsibilities of competition choreographers

- Ensure all dancers are treated equally and with respect
- Not be biased against dancers in auditions
- Always do what is best for the society and your competition team
- Give reasonable notice (48 hours) to Internal Competition Co-ordinator/President if you cannot attend a rehearsal
- Have a sufficient amount of choreography prepared ahead of each rehearsal
- Be willing to host and organise additional rehearsals as required
- Commit to entering your dance in all agreed competitions
- Ensure to thoroughly check storage before considering buying costumes
- Consult both Internal Competition Co-ordinator/Treasurer before buying costumes
- Any costumes bought must be ordered at least 2 weeks prior to first competition and have arrived by the week before the first competition
- Be willing to have your choreography performed at non-competition events
- Be willing attend and have your choreography in the show and attend all dress rehearsals and shows

7. Responsibilities of executive

- Attend all meetings of the Executive Committee (called by the President), or send apologies if they are unable to attend
- Apologies to meetings MUST be sent at least 24 hours prior to any meetings, then to be deemed acceptable at the discretion of the President

- Ensure the society complies with SU Equal Opportunity Policy and notify the President of any problems that they find. Be aware of the Safety Framework and Code of Practice and ensure that no society activities compromise any of these points. Ensure that the President is informed if any problems
- Ensure that the first aid kit is present for all forms of classes
- Attend all socials/charity/welfare events organised by the society, or send apologies if they are unable to attend
- Follow individual responsibilities of elected role as stated in the society constitution

8. Duty of Care

Please note that on top of the above procedures, all individual members of the society owe a Duty of Care to fellow members of the society and other societies, and where appropriate the public. Any society member who acts in such a way as to deliberately cause harm or injury to a fellow member and/or who displays open and persistent disregard for the societies Code of Practice will be disciplined by the society Executive committee and may face expulsion from the society.

If anyone has any questions or queries relating to this document, please contact us at ludans@hotmail.co.uk