

# Old Farmer's Ball

## Policy Manual

October 2015

### Committees

(approved December 2012 minutes)

Committees are responsible for implementing policies, goals, and objectives identified by the Board. While the Board has ultimate authority over policies, goals, and objectives, committees are encouraged to develop and propose them for Board approval. Policy changes should be prepared in a format that are either additions or changes to the Policy Manual, and clearly indicate where they are located in the document.

Policy is considered to be items that effect the Old Farmer's Ball in a broad way. It could be, for example, a policy on selling items that effect all dances, or reciprocity for the \$1 discount for Jonesborough Dancers.

Committees will develop, maintain, and, with the assistance of the Webmaster, publish on the OFB web site a document (Operations Manual) containing procedures and guidelines which form the basis of operations in their area. The initial document will be submitted to the Board for approval. The Operations Manual will be used to operate all activities of the committee.

Each committee will generate a written report following each committee meeting. The report shall contain the date of the meeting, a list of committee members present and absent, changes made to the Operations Manual, and a list of other decisions reached by the committee.

The Board Secretary will distribute a copy of the Committee Reports to Board members prior to each meeting. If the Board takes no action with respect to a Committee Report, then the Committee Report is considered to be approved by the Board.

As stated in the Bylaws, committees and their chairs are made up of OFB members in good standing who may or may not be a Board member. There must be at least one Board member on each committee.

Each committee should be reviewed annually by the Board. The review encompasses selected criteria developed in conjunction with the committee. The Board will determine a format to be followed, a timeline, and an approval process.

All committees must communicate with Warren Wilson College officials and employees only in the manner designated by the Board.

Committees have almost complete control over their areas. They

- are authorized to spend money as long as the expenditure is within budget, strictly for their area, and consistent with the Operations Manual of the Finance Committee.
- will handle complaints and compliments generated from their area, except that their decision can be appealed to the Board by any party.
- may give promotional discounts that are clearly geared towards developing their dance as long as no outside organization receives a benefit.

Committees may not authorize any expenditure that involves any outside group. They may not give any discount to a group for any of their events. Decisions involving outside groups are reserved for the Board.

### **Dance Committees**

Dance committees are responsible for all aspects of the operation of their dance. All dance committees are specifically charged with

- following an appropriate, transparent, and fair system for selecting bands and callers. The system will be incorporated into the their Dance Operations Manual.
- following an appropriate, transparent, and fair system for selecting potential Dance Hosts. The system will be incorporated into the their Dance Operations Manual.
- ensuring that each dance has an adequate number of Dance Hosts and other volunteers to successfully operate the dance.
- publicize events in a manner consistent with the Marketing Operations Manual.
- actively participate in OFB membership drives and the Annual Meeting in a manner consistent with the Membership Operations Manual.
- appoint one member of their committee to serve as a member of the Membership Committee.
- follow the Operations Manual generated by the Marketing, Membership, Sound, and Finance Committees as it pertains to them.
- develop, maintain, and post or otherwise distribute a checklist of activities for opening and closing the dance.

### **Thursday Dance Committee**

The Thursday Dance Committee is responsible for successfully running our flagship dance. This dance has a special relationship with Warren Wilson College that must be nurtured.

The committee is specifically charged with

- providing an entry level experience for beginning dancers at every dance.
- develop and maintain procedures and guidelines that encourage Warren Wilson students to participate.
- carefully coordinate and publicize events held jointly with Warren Wilson College.
- recommend for Board approval the person who will serve as the Volunteer Coordinator, and supervise this person. The Volunteer Coordinator may not be the Chair of the Thursday Dance

Committee, or of any subcommittee involved with the volunteer process.

- provide training for new Dance Hosts and volunteers.

#### Advanced Dance Committee

This committee must submit a description and set of charges for Board approval by September 30, 2013.

#### English Country Dance Committee

This committee must submit a description and set of charges for Board approval by September 30, 2013.

#### Saturday Dance Committee

This committee must submit a description and set of charges for Board approval by August 30, 2013.

#### Splash Dance Committee

This committee must submit a description and set of charges for Board approval by October 30, 2013.

#### New Years Eve Dance Committee

This committee must submit a description and set of charges for Board approval by August 30, 2013.

#### **Other Committees**

Booking Committee is responsible for identifying and selecting in a fair and responsible manner appropriate bands and callers for dances produced by the Thursday Dance Committee. The Committee will implement a process where the scheduled frequency of local callers and bands is done by the Committee or a subcommittee, and the actual assignment of the band or caller to a specific time slot is implemented by the Booking Secretary.

The Committee recommends for Board approval the person(s) who will serve as the Booking Secretary, and supervise this person. The Booking Secretary may not be the Chair of the Thursday Dance Committee, the Booking Committee, or of any subcommittee involved in the booking process.

Sound Committee is responsible for managing equipment for sound and sound attenuation purchased with OFB money, within the framework provided by the Board. The committee has complete authority, above and beyond any individual or committee, over the use of any sound equipment.

The committee is charged with

- maintaining an inventory of all sound and related equipment valued over \$100.
- developing a policy for lending and renting sound equipment.

- handling requests for lending and renting sound equipment by applying the Board-approved policy. Deviations from the policy must be approved by the Board.
- managing all sound equipment.
- developing a long-range view for the purchase and maintenance of equipment, and annually presents to the Board a 5 year plan for purchases.
- recommending for Board approval the person who will serve as the Head Sound Engineer, and supervises this person. The Head Sound Engineer is a member of this Committee, and cannot be the Chair of the committee.
- appointing individuals known as Sound Engineer who have sole approval to operate sound equipment owned by the organization.

Dance Development Committee is responsible for classes, workshops, development of dances, online training materials etc. that are designed to improve the quality and quantity of dancers, callers and musicians. The Dance Development Committee must have the concurrence of the associated dance committee before making any change to a dance.

Finance Committee is responsible for drafting the annual budget and revising it as needed according to Board direction. The committee has complete authority, above and beyond any individual or committee, to enforce overall budgetary constraints that are consistent with the budget or as directed by the Board. Individual expenditures of committees are at the discretion of the respective committee, providing they are within the approved budget. The Finance Committee discusses and manages any issues relating to finance that are too detailed for the whole Board. It reports back to the Board with proposals for approval. Input from committees is used by the Finance Committee to create the annual budget. New projects are reviewed by the Finance Committee to make sure they fit into the overall organizational budget. The committee is responsible for reviewing and renewing our insurance policy annually. The Treasurer is the main liaison with the accountant.

Publicity Committee is responsible for all aspects of marketing and information dissemination. It supports dance committees, and ensures a continuity of marketing practices. It recommends for Board approval policies relating to marketing, and implements them. The Committee recommends for Board approval the Webmaster and the Newsletter Editor, and supervises them. They both are members of the Committee.

Executive Committee is defined in 8.1 of the Bylaws.

Membership Committee manages all issues related to membership. It keeps the membership list updated; working with the door volunteers to make the joining process efficient. It produces and distributes membership directories. It plans and carries out the annual membership meeting. The database manager is a member of the committee. Each dance committee will appoint one member of their committee to be a member of this committee. The Board Secretary is a member of the committee.

## **Policies**

## Thursday Dance

### Sound Person Fee

Sound engineers will be paid 12% of the total gate or a minimum of \$125. This will not change the payout form. The additional amount beyond \$125 will be calculated and paid quarterly by the bookkeeper. - July 2015 Minutes

### Payout Percentage

The payout amount is set at .7 of the door for performers.

### Cancellation

The dance does not get canceled. It can only cancel itself. However, Warren Wilson College can cancel the dance.

### Warren Wilson College New Freshmen Week

Freshmen may dance at no charge during Freshmen Week. Freshmen sign the displayed list as they enter the dance in order to give Warren Wilson College an accurate count of \$1-per-Freshman reimbursement. If they don't sign the list, they pay \$1.

### Admission Policy

General admission is \$6 for non-members, \$5 for members and \$1 for Warren Wilson College students and faculty. The OFB Board Hosts for the evening makes the decision to have those who are there to just watch and listen pay or not pay.

Board members and long-term volunteers always dance free of charge. Openers and closers dance free the night they work, and volunteers who cover the door get in free for the month they work, including the 5<sup>th</sup> Thursday, if there is one that particular month.

### Booking Policy

Booking: "Our current policy is to book in quarterly cycles and to book no more than 3 cycles out. When requests come in from traveling bands, inform them of our 9 month policy. Then invite them to make that request again within the 9 month window. That way everyone has an equal opportunity to be booked for their ideal travel date.

Our policy is to also give a larger amount of bookings to our amazing supply of local bands. Currently we book 3-4 out-of-town acts per 3 month cycle. This number is flexible and at the discretion of the Booking Chair and the approval of the Booking Committee." - November 2012 minutes

Compensation: All compensation is overseen by the Treasurer of the Old Farmers Ball Board.

- Standard compensation is a split of the door after expenses.
- The caller receives one cut.
- Band compensation is a maximum of 4 cuts to be divided among the band members.
- On Open Band nights, the band and caller cuts are for the 2 appointed band leaders and 1 appointed caller for the night.

5. In the event of low attendance, inclement weather or unexpected cancellation of the dance the minimum payout for bands with up to 4 payers is \$100 per band member. For bands with more than 4 members, the minimum is \$400 to be split equally. Minimum payout for the caller is \$100.

6. For out-of-town bands, defined as at least one member traveling over 150 miles each way, the minimum payout is \$110 per member, with a minimum \$440 for bands with more than 4 members. The caller gets the same minimum if the band is considered out-of-town.

7. Compensation may vary for special events and is at the discretion of the Board of Directors and the event's overseeing committee.

Pre-Dance Lessons: The regular pre-dance lesson takes place from 7:30 to 8:00 each week. The lessons are free. The lesson is always taught by the evening's caller. On Open Mic nights, the lesson is taught by the hired caller for that night.

Caller: The caller is expected to remain on the stage throughout the dance. The caller does not join into the dance after it is going, or call with a headset mic from the floor. Our dance is so large that it is important that your attention be on the dancers throughout the dance and the best place for that is on the stage.

Cancellation: The dance does not get canceled. It can only cancel itself. However, Warren Wilson College can cancel the dance.

"Dance Dvpmnt Comm design and give to the Warren Wilson College Admissions dept, a coupon for free admission of all prospective students and their family to one Thursday night OFB dance." - March 2010 minutes

"Allow for issuances of coupons giving any new dancer who attends the beginning workshop a free dance the next time that same person attends a Thursday night OFB dance." - March 2010 minutes

Problem: cliquishness, dancers stay in their own group

"We enlist callers to help in finding solutions to the problem by

- sending a letter with the caller agreement that identifies the problem, and

- ask the caller to promote community dance etiquette and inclusivity by considering:

- a mixer or dances of other formations (square, 4 face 4, 3 couple dancing, etc) that will break the contra only norm and mix our dancers into other parts of the room,

- using dances that include lots of neighbor interaction." - October 2009 minutes

"OFB Admissions Policy to allow musicians playing on the Open Band/ Open Mic nights to be admitted for free, and to allow the caller coordinator on those nights to determine if the callers get in free or not." - Feb 2012 minutes

"The responsibility for the assignment of Dance Hosts to dances have been transferred to individual dance committees. If a dance committee is not able to fill all slots prior to a Board meeting, time during the Board meeting can be allocated for the task." - April 2012 minutes

"Discussed cut-off time for cash count. We decided to request of the board that this time be within the range of 10:15 to 10:30 p.m." - April 2012 minutes

"Discussed the amount of cash to be left in the cash box at the end of the dance. We discussed the ongoing issue of running low on ones and/or fives. Proposed is \$80 - 40 ones, 4 fives and 2 tens." - April 2012 minutes

### **English Country Dance**

The OFB subsidy to the English Country Dance is limited to \$2600 annually. - January 2014 minutes

## **Membership**

### **Annual Membership Meeting and Dance**

The Old Farmers Ball offers a free dance to the community following the Annual Membership Meeting. The dance has an Open Band and Open Callers' mic format with pay to two band leaders and one caller leader. Pay and leaders are chosen on an annual basis.

### **Membership Year**

September to September

## **All dances**

All dances held in Bryson Gym must use OFB Sound equipment or other equipment as approved by the OFB Sound Engineer. Talent may opt to use their own mics, monitors, and mixers. Sound generated from these devices will be fed into the OFB sound board or other equipment as approved by the OFB Sound Engineer. - June 2014 minutes

All OFB Dances should be limited to a peak of 89 decibels and a maximum average of 85 decibels. This shall be measured using A weighting and slow averaging. - June 2014 minutes

Sound closet spare key only given to dance host, who either wears it or puts it in the safe. Sound closet to remain locked during the dance when not in use. - July 2015 Minutes

Items placed on tables or the bulletin board at OFB dances will strictly be dance-related. - May 2012 minutes

The Board Host has the discretion to recruit anyone to cover a volunteer job as needed based on their judgment of that person's ability and trustworthiness. - June 2011 minutes

### **Admission to Dances for Members of Other Dance Organizations**

We offer dancers who are members of other folk dance organizations admission to all OFB dances at the same price we charge Old Farmer's Ball members. This includes members of the Country Dance and Song Society.

### **Sales At The Dance**

There is no current problem with the sale of items by individuals. The OFB Board will reconsider if it becomes out of hand, or if Warren Wilson College objects.

### **Pets**

Service dogs and contained pets, only, are allowed at the dance.

## **Board operations**

Committee Reports will be collected by the Secretary and distributed via email to all Board members a few days prior to the Board meeting each month. Objections to actions recorded in the reports can be raised at that Board meeting. If the Board does not act to change a decision of a committee, then the

decision stands. Committee Reports are then included as an appendix to the minutes of that Board meeting. While other topics can be included, Committee Reports should be focused on decisions taken by the committee. - April 2012 minutes

The Board lowered the number of Directors from 15 to 12, effective following the annual meeting. - November 2012 minutes

### **Publicity Committee**

There was a consensus that we should not promote any individual band or caller more than any others, and that we draw promotional material from the performers and not manufacture our own. - Nov 2011 minutes

### **Advanced Dance**

The Advanced dance will "Charge \$6, \$5 OFB members, \$1 to WWC students. i.e. the same structure as the Thursday dance." - Mar 2012 minutes

Bands that are booked for the AD will generally have 2 or 3 members, and on rare occasions have 4. We will continue to use the same payout formula that is used for the Thursday Dance. - May 2012 minutes

The Advanced Contra Dance is a permanent dance to be held 9 times per year - October 2012 minutes

The Advanced Dance is generally held on Fridays, but can be held on a Sunday if needed. - November 2013 minutes

### **Sound Committee**

The keyboard may be loaned to OFB-approved groups and events, as long as the keyboard is covered by accidental damage insurance and is returned by 6 PM Thursday. Blanket approval is given to the English Country Dance, the Open Band, Splashdance, and the Advanced dance. - July 2015 Minutes

Sound Equipment Rental Policy is in Appendix A. - July 2015 Minutes

### **Other**

#### **Benefit Dance Policy**

A particular group expresses an interest in having a benefit. The OFB Board determines whether or not the benefit is within the spirit of the OFB. The Booking Committee must approve the band and caller and determine whether or not the band/caller of choice has very recently performed at an OFB dance. The Booking Committee may also make band and/or caller suggestions.

The "sponsoring" group must contact the band and caller to confirm that they are willing to donate their pay to the cause. The "sponsoring" group then contacts the Booking Committee with confirmation, and

the Booking Committee firms up the date. The “sponsoring” group can have flyers, info, etc. about their cause. The sound person receives the regular pay, and OFB keeps its regular percentage of the door.

#### Bryson Gym Repair Projects

If the cost is over \$100, we would ask Warren Wilson College to match our efforts, either with money or labor.

#### Harassment Response

The harassment response is handled by the Board Hosts for that particular evening on a case-by-case basis. Further considerations are detailed in the Dance Development Guidelines.

#### Listserve

The OFB Listserve is reserved for dance-related posts. It is not to be used for individual messages or for discussions.

## Appendix A

# OFB Sound Equipment Rental Policy

Approved in July 2015 Board Minutes

The Old Farmers Ball is willing to rent sound equipment, including the electronic keyboard, to individuals, groups, and businesses providing that the equipment is supervised, installed, moved, operated, and returned to the OFB by sound technicians approved by the OFB Sound Committee. Any and all charges made by the sound technician is paid by the organization renting the sound equipment.

### Charges for equipment

The Head Sound Engineer will establish the total value (based on new or replacement cost) of all requested equipment. This total value forms the basis of the charge to the group per day for the equipment, as follows:

Organizations that are non-profit as defined under the Internal Revenue Code Section 501(c)3 are charged 1% of the total value per day. Organizations that are an official part of Warren Wilson College are charged 1% of the total value per day. All other organizations, businesses, and individuals are charged 3% of the total value per day.

### Equipment available for rent

Equipment that is in regular use by the OFB in Bryson Gym (first-line equipment) can only be rented if the equipment is used solely in Bryson Gym. Other equipment, but not the keyboard, may be rented and transported to other locations. Transportation is done solely under the supervision of an OFB-approved Sound Engineer.

### Use of Equipment by the OFB or one of it's committees

Sound equipment is available for use at any event sponsored by the OFB or one of it's committees free of any charge. First-line equipment can only be used at Bryson Gym.

### Procedures

The application to rent equipment is located on the OFB web site ([www.oldfarmersball.com](http://www.oldfarmersball.com)). It should be filled out and emailed to the Head Sound Engineer at least 30 days before the event date. Applications that are received less than 30 days before the event will be charged an application fee of \$20.

The Head Sound Engineer will determine the total cost for the rental equipment, select (on a rotating basis) the Sound Engineer willing to work the event, secure the cost for that Sound Engineer, and email a contract for the event to the applicant. The contract will itemize the total cost for the sound equipment, the cost for the Sound Engineer, the cost for equipment owned by the Sound Engineer, the grand total cost, and the deposit (50% of the grand total). This process should be completed within 7 days of the receipt of the application.

Once the contract is signed by the applicant, Head Sound Engineer, and the selected Sound Engineer, and the deposit is received, the Head Sound Engineer emails a copy of the contract to the relevant Sound Engineer, the applicant, and the Chair of the Sound Committee. The check or money received from the applicant is forwarded to the Board Treasurer. The Chair of the Sound Committee sends general information about the rental to the Sound Committee and includes the general information in the next report to the Board.

If the applicant appeals the cost or other issues surrounding the rental, the issue is turned over to the Chair of the Sound Committee who will refer it to the Board. The applicant will have to agree to wait for a decision until after the next regularly-scheduled Board meeting.

Application

Old Farmer's Ball  
PO Box 2852  
Weaverville, NC 28787  
Sound Equipment Rental Application

email completed application to \_\_\_\_\_

Date of application \_\_\_\_\_

Name of Organization, Business, or Individual \_\_\_\_\_

If an organization,

1. is it non-profit as defined under Internal Revenue Code section 501(c)? \_\_\_\_\_

2. is it associated with Warren Wilson College? \_\_\_\_\_ How? \_\_\_\_\_

Contact individual \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Location of Event (including room number) \_\_\_\_\_

Number of sound pickups \_\_\_\_\_

Contract

Old Farmer's Ball  
PO Box 2852  
Weaverville, NC 28787  
Sound Equipment Rental Contract

This agreement is for sound equipment and services between the Old Farmer's Ball (herein OFB), \_\_\_\_\_ (herein the Sound Engineer), and the customer identified below. The Sound Engineer must be a person who is listed as an approved OFB Sound Engineer.

Customer \_\_\_\_\_

Contact individual \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Location of Event (including room number) \_\_\_\_\_

Number of sound pickups \_\_\_\_\_

The Sound Engineer is responsible for supervising, installing, moving, returning, and operating the Sound Equipment owned by the Old Farmer's Ball. The Sound Engineer may add any equipment they own that is identified below and included separately in the price.

The cost is shown below.

\$ \_\_\_\_\_ rental of OFB sound equipment (payable to the OFB)

\$ \_\_\_\_\_ services provided by the OFB-approved Sound Engineer (payable to the Sound Engineer)

\$ \_\_\_\_\_ sound equipment rented from the Sound Engineer (payable to the Sound Engineer)

\$ \_\_\_\_\_ total cost

Specific OFB equipment included in this rental follows.

\_\_\_\_\_  
\_\_\_\_\_

Specific equipment provided by the Sound Engineer follows.

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It is agreed that 50 percent of the total payment is due at contract execution and the remaining 50 percent balance is due 48 hours before the start of the event, unless otherwise agreed to in writing. Any additional expenses incurred during the rental will be billed by invoice at completion and payment is due prior to departure from the event. A 10% finance fee may be applied to invoices not paid within 7 calendar days of the end of the rental.

The Sound Engineer is our agent at the Lessee's event. It is the responsibility of the Lessee to provide suitable security to protect the equipment listed above that is satisfactory to the Sound Engineer at all times that the equipment is at the venue. The Sound Engineer, at his sole discretion, may choose to discontinue amplification of sound and break down and return to the OFB any and all sound equipment for any reason.

If any part or portion of the Equipment is destroyed, damaged, lost or stolen during the Rental period, the Lessee shall be liable to the OFB for repair cost or full replacement cost, including freight charges and taxes, and without deduction for betterment or depreciation of that Equipment. The replacement value or repair cost of the Equipment shall be determined by the actual cost of the OFB to replace or repair the Equipment, at the OFB's option.

Lessee shall use the Equipment at its own risk and expense and assume the full responsibility for injuries to any person or property resulting from the use or possession of the Equipment during the Rental Period. THE OFB SHALL NOT BE LIABLE WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY, IN NEGLIGENCE, OR OTHERWISE FOR INCIDENTAL, CONSEQUENTIAL, OR SPECIAL DAMAGES, OR FOR THE COSTS OF SHIPMENT ARISING IN CONNECTION WITH THE USE OR POSSESSION OF THE EQUIPMENT BY LESSEE OR ANY THIRD PARTY DURING THE RENTAL PERIOD. UNDER NO CIRCUMSTANCE SHALL THE OFB'S LIABILITY OR LESSEE'S REMEDY FOR DAMAGE AGAINST THE OFB EXCEED THE AMOUNT OF THE RENT PAID BY LESSEE UNDER THIS AGREEMENT.

Lessee hereby agrees to indemnify and hold the OFB harmless from any and all liability, claims, costs, damages or losses resulting from the use or possession of the equipment by Lessee or any third party during the Rental Period.

The OFB reserves the right prior to the rental of the Equipment to require Lessee to obtain adequate insurance coverage for the replacement value of the Equipment and for any injuries to person or property resulting from the use or possession of the Equipment during the Rental Period and to submit evidence of such insurance to the OFB. The OFB may require Lessee to name the OFB as an additional named insured under any insurance policies obtained pursuant to this paragraph.

THE OFB MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, WITH RESPECT TO THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO ANY EXPRESS OR IMPLIED WARRANTY OR REPRESENTATION AS TO THE EQUIPMENT'S PERFORMANCE, DESIGN, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

The acceptance of Equipment by the OFB upon its return from Lessee shall not waive or prejudice any

claim that the OFB may have against Lessee.

Lessee hereby agrees to pay all reasonable attorneys' fees and costs incurred by the OFB in protecting or enforcing the OFB's rights under this agreement.

This agreement, and the OFB's sales invoice, of which the Lessee has been given a copy, represents the final complete and exclusive expression of this agreement between Lessee and the OFB. No terms, warranties, or representations, express or implied, including any and all representations or warranties made by any agent or representative of the OFB to Lessee, which are not set forth in this agreement or rental sales invoice, shall be binding upon the OFB.

This agreement cannot be modified except by the written agreement of both parties. This agreement shall be interpreted under and governed by the laws of the State of North Carolina.

\_\_\_\_\_  
applicant signature

\_\_\_\_\_  
Head Sound Engineer signature

\_\_\_\_\_  
Sound Engineer signature

\_\_\_\_\_  
Sound Engineer (print)