

Ohio Committee CCA

Standing Rules

2016-17

1. MEMBERSHIP

- A. On completion of the Grade I Teacher's Exam the candidate is required to join CCA before applying for their Grade II Teacher's Exam.
- B. All dues must be current with the National office to be a member in good standing.

2. PRIVILEGES

- A. All members shall participate in the meetings and functions of Ohio Committee CCA and shall be entitled to the floor for discussion.
- B. All members shall participate in the transaction of business and have the privilege of voting and holding office.
- C. All members shall have the privilege of having their students participate in any student workshops.
- D. All members attending two workshops and meetings per year are eligible to have their students participate in our scholarship auditions.
- E. To remain eligible to submit candidates for examinations a member must continue to attend a minimum of every three (3) years either a:
 - a. National Seminar
 - b. two (2) CCA Seminars of shorter duration
 - c. two (2) CCA refreshers.
 - d. Two CCA Seminars held by our Ohio Committee counts towards eligibility as long as there is an examiner on the faculty

3. MEETINGS

- A. There shall be four (4) meetings a year for membership.
 - 1) A summer planning meeting required for officers and open to all membership.
 - 2) During the teacher's workshop with our liaison chairman.
 - 3) During the two (2) student ballet day workshops held during the fiscal year.

4. CCA SEMINARS AND WORKSHOPS

- A. **There shall be one (1) Liaison workshop for teachers during the fiscal year.**
 - 1) The guest teacher is our Liaison chairman unless she is unable to attend and then the teacher will be appointed by the National Liaison Coordinator.
 - 2) The Liaison chairman receives compensation for a minimum of seven (7) hours of work.

- 3) The transportation and hotel is paid for by the National Office.
- 4) The host teacher for Liaison Day will be compensated:
 - a. \$40.00 to help defray their expenses.
 - b. Reimbursement of cost of transportation of faculty (submit receipts to treasurer)
 - c. Free workshop
- 5) The workshops are open to members and non-members teachers over the age of 18.
 - a. These workshops shall include syllabus classes for teachers who must register for the full day.
 - b. Students working in the Professional exams may register for those graded classes only
 - c. Teachers who are working on their Grade One exam may register for just the Grade One Class when offered instead of the full day registration.
- 6) The Chairperson with approval of the membership shall schedule the event and oversee all faculty contracts, facility and food arrangements.

B. There shall be two (2) student ballet day workshops held during the fiscal year.

- 1) The Ohio Committee will be responsible for paying for the guest teacher's salary, food, travel and lodging.
 - a) CCA teachers will receive \$100.00 per hour unless otherwise voted on.
 - b) Guest teachers will receive \$50.00 per hour unless otherwise voted on.
- 2) Teacher or a studio representative must be present to monitor his or her students for the ballet day workshops.
- 3) No student checks will be accepted by the committee. Only teacher's checks or cash.
- 4) The host teacher for Ballet Day Workshops will be compensated:
 - a. **\$150.00 to help defray their hosting expenses.**
Reimbursement of cost of transportation of faculty (submit receipts to treasurer)
 - d. **Reimbursement for food with submission of receipts**
Free workshop
- 5) The treasurer will be compensated one teacher's scholarship for her registration duties.
- 6) The workshops are open to members, non-members, their assistants and students
- 7) These workshops shall include syllabus classes with other

dance instruction for teachers, assistants and students.

- 8) The Chairperson with approval of the membership shall schedule the event and oversee all faculty contracts, facility and food arrangements
- 9) Teachers that bring 10 students to Ballet Day have a reduction of \$25.00 off a teacher's tuition. You will also receive an additional \$1.00 off per student after the first 10 students have been established.
- 10) No refunds to workshops. If a student is absent from workshop and is eligible for a voucher (this is at the discretion of the teacher), the wristband must be dated and given to the Committee treasurer for their records. The voucher is to be used for the next workshop. Mini's get one year to us the voucher.
- 11) [The registration assistant will be compensated \\$50.00 for the day.](#)

C. Guidelines for hosting CCO Workshops and Seminars

- 1) Arrange transportation of the guest teacher
 - a. To and from airport if necessary
 - b. To and from the hotel and workshop location
- 2) Contact the CCO chairperson to help provide transportation and hotel for faculty as deemed necessary
- 3) Contact the CCO chairperson to coordinate lunch for members, students and faculty.
- 4) Provide the corresponding secretary with all needed information for the brochure
- 5) Recommend any local faculty that could possibly teach at the workshop
- 6) If there are classes being held Saturday evening, food and beverage should be available for guest teacher (compensated by CCO)
- 7) For ballet day workshops you must have available at least two large classrooms and one smaller classroom.
- 8) Post signs of rooms and the schedule for the event
- 9) Provide a qualified person to help with registration and selling of CCO merchandise. [This person will be compensated \\$50.00.](#)

5. EXAMINATIONS

A. To remain eligible to submit candidates for examinations a member must continue to attend a minimum of every three (3) years either a:

- a. National Seminar
 - b. two (2) CCA Seminars of shorter duration
 - c. two (2) CCA refreshers.
 - d. Two CCA Seminars held by our Ohio Committee counts towards eligibility as long as there is an examiner on the faculty
- B. All teacher's dues must be up to date before sending any students up for exams.
- C. All candidates names, ages and monies must be submitted by the posted deadline date.
- D. **All** exam sessions need to go through the Ohio Committee CCA registrar.
This includes those studios hosting independent examination sessions.
- E. Anyone hosting an exam will be compensated \$75.00 for one examiner and \$100.00 for 2 examiners per weekend session. Host will submit receipts to the CCA Ohio Committee Treasurer for reimbursement for transportation to and from the airport.
- If the exam is divided between studios the monies will be divided according to how many days each studio has the examiners.
- F. A letter from the sponsor of Grade 5 teachers and higher is required. This is in the form of a recommendation.
- G. Guidelines for Hosting CCA Exams
- a. Make arrangements to pick up examiners at the airport when they are coming from out of town.
Starting time for exams will be within 1 ½ after their arrival (unless they come in the night before.)
 - b. The exam day must not extend beyond eight (8) hours.
 - c. Make arrangements for departure from the airport and the hotel.
 - d. Send candidates names and ages to area registrars.
 - e. Biographical letter for Grade I teacher candidate should be ready to present to the examiners just before the examination.
 - f. Area registrars should have the sponsor's list of the names, ages and requested order for each exam session typed or printed clearly on ruled paper. List all Grade I sets together, grade II sets, etc. This does not necessarily mean they will be scheduled back to back for the exam schedule.
 - g. Make hotel reservations in Cecchetti Council of America's name, including names of examiners. Make reservations for one room unless specified by the National Registrar.
 - h. Offer the examinations coffee or something else to drink before they start, periodically checking their needs during the day.
 - i. Check with the examiners concerning the set-up of the exam room making sure that it is the best physical arrangements for watching the candidates perform

- j. Two sets of numbers, one thru five, must be available for candidates to wear on exam day.
- k. Have an exam table and two comfortable chairs for examiners
 - On table office supplies needed are:
 1. 10-12 sharpened pencils
 2. Black ink pens
 3. Pad of note paper
 4. Paper Clips
 5. Scissors
 6. 9X12 addressed sponsor envelopes
 7. White out
 8. Water/Coffee/Tea
- l. Schedule sheets or marking guides must be in duplicate. The numbers worn by the candidates must correspond to the schedule sheets and examination charts.
- m. Sponsors' or doctors' note are to be delivered to the examiners along with the charts for that session.
- n. Health problems and injuries must be addressed. The waiver release form and a doctor's note are to be presented to the examiners at the time of the exam.
- o. Examiners must be given notice if a student is retaking an exam. To maintain confidentiality, paper clip a folded note to the exam chart.
- p. No credits will be given unless the financial report is accompanied by a doctor's excuse for a major illness or a parent's excuse for a death in the immediate family. Credit for that exam will be given for another exam session and is good for one year. No refunds will be given under any circumstances.
- q. Clear all classes on weekend of exams.
- r. Make arrangements for operation of music for all exam sessions. Sponsoring teacher and or coach may not be present in exam room. A teacher who is taking an exam may not play for another exam at the same level until their exam has been completed
- s. Lunch should be provided within four hours of the exam session
- t. An additional short break may be scheduled if the day's schedule is a full eight hours.
- u. Fill out all the charts, cards, certificates and major certificate requests, if applicable, prior to the session.
- v. There should not be more than two groups of five students in one day.
- w. Candidates should be dressed in a conservative black leotard and pink, footed tights. Hair must be arranged in a bun, unless it its too short to do so. Hair must always be secured away from the face and neck.

- x. Prepare the candidates for all aspects of the exam, theory as well as syllabus. Review the professional exam conduct prior to the session.
- y. If exam papers are to be mailed send them certified mail to the sponsoring teachers. Postage may be submitted to Ohio Committee Treasurer for reimbursement.
- z. Occasionally, an exam candidate may misinterpret the examiner's direction and/or actions. This is often due to being extremely nervous. Please confer with all members present in the examination room before making an assessment. If you feel the situation warrants additional evaluation, please contact the National Registrar.
- aa. [The Ohio Committee will reimburse funds to the exam host for compensation to those who play music in the exam sessions when they are unable to find volunteers. The compensation should not exceed \\$10.00 per hour.](#)

****For more information please read the Examination Guide provided by Cecchetti Council of America.**

6. SCHOLARSHIPS

Teachers:

- A. Ohio Committee CCA will send 2 teachers with full room and board to the National CCA Summer Seminar. These will be randomly chosen at the Winter Ballet Day meeting.
- B. Ohio Committee CCA will send one teacher with our National matching scholarship. (Ohio Committee will be responsible for $\frac{3}{4}$ of the total fees). This person will be randomly chosen at the Winter Ballet Day meeting.
- C. Ohio Committee CCA chairperson has the choice of using one of the scholarships to the National Summer Seminar once during her two year term.
- D. If a scholarship recipient becomes ill or for some reason cannot attend the Seminar the National Office will accept a name transfer.
- E. To be eligible for a CCO Teacher's scholarship the teacher must have attended two of the last three CCO meeting prior to the summer seminar.

Students:

- A. Ohio Committee CCA will send 4 students to the National Summer Seminar
 - a. 1st place in each older category will receive room and board and tuition
 - b. 2nd place in each older category will receive tuition only

- B. Students receiving the scholarship must submit a black and white photo in a a la seconde body position and in first arabesque.

Scholarship Teachers and Adjudicators:

- A. One adjudicator and one teacher up to 20 dancers. Two adjudicators and one teacher for more than 20 dancers.
- B. If under 10 dancers are participating the adjudicator may judge and teach if that is agreeable with the adjudicator.
- C. Adjudicator and teacher can be the Ohio Committee liaison, guest teacher for Ballet Day, a qualified non-Ohio committee member or a CCO committee member who does not have students participating. Adjudicating CCO committee members are to be approved by the CCO Board.
- D. Adjudicators and audition teacher will be paid accordingly.
- e. \$50 for adjudicating
 - f. \$50 for teaching

7. AWARDED SCHOLARSHIPS

- 50% of the entries will receive an award up to 10 awards.

Youth Scholarships:

- **1st Place Winner:**
 - Scholarship t-shirt and placement certificate.
 - A voucher for the next two Ohio Ballet Day workshops.
 - \$20 merchandise voucher
- **2nd Place Winner:**
 - Placement certificate
 - A voucher for Ohio Ballet Day workshop ~ to be used within one year.
 - \$15 merchandise voucher
- **3rd Place Winner:**
 - Placement certificate
 - A voucher for half tuition for Ohio Ballet Day workshop ~ to be used within one year
 - \$10.00 merchandise voucher
- **4th thru 10th Place Winner:**
 - Placement Certificate
- **All other entries:**
 - A Participation Certificate.

Teen Scholarships:

- **1st Place Winner:**
 - Tuition and room and board is awarded for the National Summer CCA Seminar

- Scholarship t-shirt and placement certificate.
- If winner is not attending CCA Seminar a voucher for the next two Ohio Ballet Day workshops will be issued
- **2nd Place Winner:**
 - Tuition only is awarded for the National Summer CCA Seminar
 - Placement certificate
 - If winner is not attending CCA Seminar a voucher for Ohio Ballet Day workshop will be issued ~ to be used within one year.
- **3rd Place Winner:**
 - A voucher for half tuition for Ohio Ballet Day workshop ~ to be used within one year
 - Placement Certificate.
- **4th thru 10th Place Winner:** Placement Certificate
- **All other entries:**
 - A Participation Certificate

*The CCA Seminar Scholarship will be awarded to the highest scoring applicant with the final decision being left to the discretion of the judge.

8. COMMITTEES

- A. All committee chairpersons are voted on by the membership.
 - a. Principal
 - b. Scholarship Fund
 - c. Scholarship
 - d. Librarian
- B. A chairperson may appoint an assistant, with the approval of the officers, to assist with their job responsibilities.

PLEASE NOTE: All monies being compensated throughout the standing rules and scholarships being allotted are dependent on the amount of money in our Ohio Committee CCA accounts. These amounts will be steadfast as long as we have \$4000.00 in our account at the beginning of the fiscal year.