



ACDA REGIONAL CONFERENCE POLICIES FOR PARTICIPANTS

The following policies have been developed by the Board of Directors to ensure consistency and equity in ACDA Conferences throughout the country.

I. General Policies

- A. As indicated in the ACDA Mission Statement, Regional Conferences are essential to accomplishing the goals of ACDA; namely, “to support and affirm dance in higher education...to foster creative potential, to honor multiple approaches to scholarly and creative research and activity, to promote excellence in choreography and/or performance...” It is the Association’s expectation that these goals be met through Conference activities including classes, presentations, adjudication and Informal Concerts, Feedback Sessions, and opportunities for faculty and student exchange.
- B. ACDA serves its members and the larger dance community by advocating for dance education and providing platforms for exchange and mutual respect through sustainable practices in pursuit of equity. Regional Conference programming and opportunities should be consistent with ACDA’s five Core Values: Service, Education, Equity, Inclusion and Respect.
- C. ACDA values diversity, equity and inclusion and has a commitment to serve as a reflection of college/university dance programs. ACDA gives value and presence to the various forms, styles, cultural traditions and aesthetic dimensions of dance. It is the Association’s expectation that diversity be represented within Adjudication and Informal Concerts, master classes, panel discussions and lectures with opportunities for experiences in traditional, classical and contemporary dance forms that celebrate world culture.
- D. ACDA strives towards conference planning that supports the core value of Respect, defined as “maintaining and improving human, social, artistic and environmental sustainability by seeking practices that result in environmental stewardship and prioritizing [participant] safety, health and wellness.” Conference attendees are asked to participate in all sustainable practices in place at the conference and to consider their own health and wellness during the conference.
- E. ACDA has established regions for purposes of organization only. Members are not restricted to participation exclusively or solely in their own geographic area. International members are always considered ‘out of region’ for registration purposes. All members may participate in one or more Regional Conferences each year.

- F. ACDA and Conference Coordinators are dedicated to providing requested special accommodations for any student or faculty member attending a conference. In order to facilitate accommodations, ACDA requires that faculty representatives of attending schools contact the Conference Coordinator *at least 60 days prior* to the start of the Conference to discuss potential accommodation needs.

II. Membership

- A. Colleges, universities, and junior/community colleges must hold a current Institutional Membership in ACDA to be eligible for adjudication and to receive the discounted membership registration fee. Memberships are for two years. (NOTE: Individual Membership applies to people, not colleges, universities, or organizations. Individual members are welcome to attend Conferences at the discounted membership registration fee but are not eligible for adjudication.)
- B. ACDA member Institutions in Alaska and Hawaii will be considered “in-region” for registration purposes in all regions.
- ~~C. Suspended for 2023: Baja and West regions will observe the same start date for ACDA member open (all region) registration as all regions. Baja and West regional members are accorded permission to reciprocal region priority registration beginning one week after a one-week period of region-exclusive registration.~~
- D. International colleges and universities may hold Institutional Membership in ACDA and are considered ‘out of region’ members for Conference registration purposes. They have all other membership privileges afforded U.S. Institutional Members.
- E. If a student is attending a conference, but is not under the auspices of an institution, for whatever reason, they must register as a Non-Member Individual participant regardless of the member status of their home school.
- F. There are no refunds on ACDA memberships.

III. Conference Websites and Registration

- A. Conference websites will be accessible the first Wednesday in September.
- B. All Conferences will use the online registration system determined by the National Office and hold registration within the determined timeline.
- C. Each registering institution must identify one Faculty Representative and use online registration to register all participants and to enter program, teaching and other required information within the stated deadlines.

- D. To participate in the adjudication process, a faculty member must be registered and present. For a student group to attend the Conference without a faculty member using the ACDA Institutional Membership, the Association requires the official ACDA liaison to send the Conference and National Office written confirmation that all students are 18 or older by the conference start date and that the student group is attending as representatives of the institution without faculty supervision. If registering without faculty supervision, but with institutional support, students should register as a group during in-region priority; each must register as an Individual Member. One Informal Concert slot would be available to the group. If for any reason institutional confirmation is not provided, each student could register separately as an Individual Non-Member and not include the school's name in their registration once registration priorities are lifted.

Procedures for Registering a Group Without Faculty

- a. The ACDA Liaison writes to ACDA stating that no faculty member is able to accompany the students to the Conference. At this time, the Faculty Representative also affirms that these students are using the Institutional Membership to register and that the students are attending the conference with the approval of the ACDA Liaison and with the understanding that they will be responsible for themselves.
 - b. Students register themselves as Individual Members, not "students"
 - c. Students will pay the member rate registration fee
 - d. Students may register during in-region member priority
 - e. Students register as a group
 - f. Students may bring one dance from their institution for the Informal Concert
 - g. Students bringing a dance for the Informal Concert should designate a non-performing student to facilitate the performance
 - h. Students may not bring work for Adjudication Concerts
- E. Registration spaces will be held in the current Regional Conference for the next year's regional host institution. Registration spaces will also be held for the Regional Director and one Executive Committee representative and their schools (if they are attending with their students) at the Conference where each of these Board Members is serving in an official position. Any registration limitations and fees applicable to general registrants will apply to these registrations.
- F. Once the student cap is met by a registering institution, additional students may not be added as a different registrant type (e.g., Individual, Faculty, Musician, etc.).
- G. With advanced notice, the ACDA National Office may cancel a registration that fails to comply with stated registration rules including but not limited to valid membership and adherence to student registration caps.
- H. All musician-performers are required to register as a Conference participant.

- I. All general production information concerning the Adjudication, Gala and Informal concerts, and general venue(s) descriptions must be available on the Conference website. Websites must also indicate whether or not a Gala Concert will be scheduled in a non-National Festival year.

IV. Scheduling

- A. All ACDA conferences must schedule a minimum of three (3) days of classes, workshops and Adjudication Concerts.
- B. All Conferences will schedule an ACDA Membership Meeting and a Regional Planning Meeting. Student representatives from each participating institution should be encouraged to attend the ACDA Membership Meeting.
- C. In a National Festival year, a Gala Concert comprised of the adjudicators' selections from the adjudicated works must be scheduled. Inclusion of a Gala in a non-National Festival year is an option to be determined by the Conference Coordinator.

V. Fees

- A. A registration fee must be paid for each Conference participant with the following exceptions:
 - ACDA Board Members
 - musicians for classes
 - students and faculty volunteering from the Host Institution (Host Institutions may choose to waive registration or charge student volunteers a discounted registration fee)
 - Technical Directors attending only tech rehearsal(s) and performance(s) of her/his school (If attending classes, receptions and/or other Conference events, the TD must register for the Conference)
- B. A processing fee of \$10 will be added to each paid registrant's fee. This fee is non-refundable.
- C. Due to the administrative fees for registration and the negative impact of holding then releasing registrations has on other ACDA members, a \$25.00 cancellation fee will be assessed on each cancelled registration prior to full payment, whether initiated by the registrant or ACDA National Office.
- D. With advanced notice to the registrant, the ACDA National Office may cancel a registration that fails to comply with stated registration rules including, but not limited to, valid membership and adherence to student registration caps.
- E. A \$75.00 cancellation fee will be assessed on each cancelled adjudication slot prior to full payment, whether initiated by the registrant or ACDA National Office. There are no refunds on paid adjudication slots.
- F. There are no refunds on paid registrations. Schools should register only the number of participants and dances for adjudication that they are committed to bringing.

- G. There are no refunds on paid registrations. Schools should register only the number of participants they are committed to bringing.
- H. As a general rule, full-time faculty members do not receive honoraria or registration waivers for Conference teaching – ACDA is a service-oriented organization.

VI. Attendance at Conferences

- A. All attendees must sign and comply with the terms of the general liability waiver.
- B. All Conference registrants are required to sign the Statement of Empowerment to indicate that they have read it. It reads as follows: “ACDA recognizes that Art can provoke; therefore, during the course of the Conference, participants are empowered to remove themselves from conference activities.

This statement will be:

- Included on the Release Form
 - Included in the Welcome Packet in the form of paper or an App
 - Posted at the registration table
 - Posted outside performance and instructional spaces
 - Included in performance programs
- I. The host institution may designate official Conference photographers/videographers to take images and video of conference activities for archival purposes, documentation, and/or publicity. All Conference photographers should be easily identifiable. Any images taken during a Conference may be used at the discretion of the host institution and/or ACDA for archival purposes, documentation and/or publicity. To protect the privacy and rights of all participants, publishing or posting recorded material from an ACDA Conference is prohibited without permission. All images of any activity (performances, Feedback Sessions, classes, receptions, etc.) during a Conference are owned exclusively by ACDA and the host institution and may not be posted, printed or distributed in any way, including on the Internet, without written permission of ACDA or the host institution
- J. Faculty, staff and students from participating institutions may not independently initiate recruitment for their own matriculating programs during regional conferences and/or national festivals. This includes holding auditions, initiating conversations with potential program candidates, advertising in conference materials, and/or distributing recruiting materials. Promotion of workshops or opportunities outside of a degree program is permitted within ACDA policy and Conference guidelines/limitations established by the Conference or Festival Coordinator.

VII. Adjudication

- A. The adjudication of works presented at the Conference is designed to be a learning and educational experience, de-emphasizing competition. Critical feedback by the

adjudicators is a valued part of ACDA Conferences and will be conducted in an open and supportive forum.

- B. Each Regional Conference will have three adjudicators. In the event of an unforeseen emergency, a panel may proceed with only two adjudicators after reasonable attempts to secure a third adjudicator have been made. In no case may there be a single adjudicator for a Conference. If a Gala Concert is planned, the same adjudicators must adjudicate all Adjudication Concerts.
- C. Adjudicators must not have had significant direct affiliation with the Host Institution within the four years prior to the Conference. They must not be currently or recently (within the previous two years) directly affiliated with any college or university in the region in question. If an adjudicator has had significant direct affiliation with an attending institution, the faculty representative should inform the ACDA National Office.
- D. The Conference Coordinator will make every attempt to build an adjudicator panel reflecting diversity in experience, age and ethnicity.
- E. College/university faculty members are not eligible for consideration as adjudicators in their own region but may serve in other regions.
- F. All schools must comply with the Adjudication Policies for Participating Institutions
 - 1. Only ACDA Institutional Members in good standing are eligible for adjudication. Membership dues are payable to ACDA and sent to the National Office. See current Membership Information on the ACDA web site (www.ACDA.dance) or contact the ACDA National Office at (240) 428-1736 or info@acda.dance.
 - 2. No more than two works from any institution may be adjudicated in a Conference season. An adjudication fee will be charged for each piece. Once a work has been adjudicated, it cannot be submitted for adjudication at any other Conference during the same Conference season. Adjudicated works that are not accepted for the Gala Concert in one Conference season may be reworked for adjudication in subsequent conference seasons. However, once a work has been accepted for a Gala Concert performance, it may not be resubmitted for adjudication by the same institution.
 - 3. A student, faculty member, or guest artist may choreograph a work presented for adjudication in any idiom; however, only students may perform. In addition to student performers, musicians may be visible to the audience whether they are students or non-students.

ACDA understands that all of its member institutions might define the term “student” in different ways. Some of our institutions exclusively serve undergraduate students while others serve professionals seeking degrees. Further, some of our community college institutional members serve undergraduate students not by preparing them for specific degrees,

but for transfer to a four-year institution. For participation in the adjudication process, ACDA defines the term “student” below:

Definition of a student:

A student is one who is officially declared by the Institutional Member as meeting one of the following criteria during the academic year in which the work is adjudicated:

- A candidate seeking a degree, diploma, or certificate, full or part-time, or if not seeking a degree, diploma, or certificate, having an equivalent focus and track of study as determined by the institution, is considered a student
- An individual with student status throughout the semester prior to a Conference
- A high school student registered and paying for college classes and considered by an institution to be participating in its program

Many of our institutional members welcome student dancers from their community into their classes who seek to develop, refine, or maintain studio and dance study-based practices; ACDA considers these student dancers to be community non-degree seeking dancers.

In order for a community non-degree seeking student dancer to perform in an Adjudication Concert, ACDA requires their home institution assert that the dancer is a part of a program with an equivalent focus and track of study as their degree, diploma, and certificate seeking branches. If the community (student) dancer is not participating in a branch of the program with such a focus or track of study, they are welcome to attend ACDA Conferences and Festivals and may only perform in Informal Concerts.

ACDA maintains the right to ask Institutional Members to clarify how their student participants performing in Adjudication Concerts fulfill the Association’s definition of a student and/or how their student participants fulfill their institution’s definition of a student.

- G. Students may only register and perform with one institution per Conference, except in the case of institutions that share an official administrative structure.
- H. If two works are submitted for adjudication, a student must have choreographed at least one of the works.
- I. The maximum time for each work presented for adjudication is 12 minutes.
 - The burden of meeting the time requirement rests with the choreographer. ACDA recommends that the choreographer allow a

time margin within the 12-minute limit for technical errors or individual theater peculiarities.

- The work will be timed in performance and judged to begin when any one of the perceived elements of choreographic choice (lights, sound, movement) is visible or audible to the audience. This includes the rising of the curtain on a pre-lit stage. A curtain rising with no perceptible light, sound, or movement does not trigger the start of timing.
 - The work ends when all perceived elements of choreographic choice have been diminished (no lights, no sound, no movement).
 - Bows are not included in the 12-minute time limit unless they are required as part of the work by the choreographer.
 - Adjudication Concerts generally do not include bows. If there is no Gala Concert, bows during Adjudication Concerts are at the discretion of the Host Institution.
 - The production crew may alert a school if a work is running close to or over 12 minutes during tech rehearsal. In no circumstance will the production crew be responsible for keeping the work within 12 minutes.
 - If a work exceeds the 12-minute limit during adjudicated performance it is the ACDA Executive Committee representative's responsibility to confirm if the error was the responsibility of the school or if a technical error on the part of the crew caused the work to go over the 12-minute limit.
 - If a work goes over 12 minutes, it is ineligible for the Gala Concert and consequently ineligible for the National Festival. It will, however, continue through the adjudication process with feedback from the adjudicators.
 - It is the responsibility of the ACDA Executive Committee representative to enforce the time limit and to communicate with the faculty or staff member from the presenting institution as to the ineligibility of any particular work.
 - The 12-minute time limit will be observed even if there is no Gala Concert scheduled during a non-National Festival year.
- J. To reserve adjudication slots, institutions must officially register student(s) for a Regional Conference. Any adjudication registration without a corresponding school registration of student(s) will be canceled.
- K. A \$75.00 cancellation fee will be assessed on each cancelled adjudication slot prior to full payment, whether initiated by the registrant or ACDA National Office. There are no refunds on paid adjudication slots
- L. It is the responsibility of each school to obtain and secure all appropriate and necessary licenses and permissions prior to bringing any works to Regional Conferences and National Festivals for performance.
- M. Institutions that will not be available to participate in the Gala Concert (e.g., leaving the Conference early, dancer injury, etc.) will receive adjudication feedback but are not eligible for consideration for Gala selection. Institutions in this situation must notify the Conference Coordinator and ACDA Executive Committee representative prior to the Gala selection. The ACDA Executive

Committee representative will inform the adjudicators of the titles of any works not to be considered for the Gala.

- N. If an institution chooses to bring a work choreographed by a Conference adjudicator, that work may not be considered for the Gala Concert. Feedback will be given only for performance. The Conference Coordinator, upon receiving the program information from the Institutional Members, will notify any Institution planning on bringing an adjudicator-choreographed work to the Conference of this policy immediately. Should the Institution still choose to bring the aforementioned work, the Conference Coordinator will inform the Executive Committee representative attending the Conference as soon as possible. The ACDA Executive Committee representative will assure that all adjudicators are informed of this policy prior to the Adjudication Concert.
- O. Each registered school must identify a faculty or staff member who will accompany their students throughout the adjudication process.
- P. No attempt is to be made during the adjudication process or in the selection of works for the Gala Concert to classify or equate college dance programs. All works presented for adjudication will be evaluated solely in terms of performance and choreography.
- Q. All dances will be given the same amount of time for technical rehearsals. The minimum amount of time is 15 minutes, while some conference schedules allow for a few extra minutes. The technical rehearsals for these concerts are always very tightly scheduled. Schools are expected to arrive 30 minutes prior to their scheduled time to receive instruction about how the rehearsal will proceed as well as other pertinent information particular to the Host Institution. Schools that miss their technical rehearsal must contact the Conference Coordinator immediately; the Conference Coordinator will contact the Executive Committee representative. Technical Directors and their crews do not have the authority or obligation to re-schedule technical rehearsals. The Conference Coordinator and Technical Director are under no obligation to provide an alternate technical rehearsal or performance time to accommodate Institutions that miss their scheduled technical rehearsal. Schools that miss their technical rehearsal should expect only lights up and lights down cues for their performance, or their previously loaded cues if they were sent in advance.
- R. All schools should check the Conference website for stage dimensions and rehearse within those limitations so as to avoid injury to dancers and/or damage to the theater.
- S. Conference participants (faculty and students) shall not attempt to engage adjudicators in any conversation pertaining to Conference participants, choreography or attending institutions. Questions concerning the adjudication process must be directed to the Conference Coordinator, Regional Director and/or ACDA Executive Committee representative.
- T. A sound recording (when applicable) of concert quality to accompany the dance will be provided by the choreographer for the performance in the format specified by the Conference Coordinator or Conference Technical Director. Should the music or sound score be performed live, musicians may be visible to the audience

whether they are students or non-students. All performers must be registered for the Conference.

- U. All Conference participants must be prepared to work within the technological capabilities and all other limitations stated by the Host Institution. If acceptable to the Conference Coordinator, video or other technology or scenic elements may be used, but all works presented for adjudication must contain a live dance performance element.
- V. Each participating Institution is responsible for submitting required technical information. Some Host Institutions prefer to pre-set the lighting cues. Institutions that do not submit the required technical information or contact the Host Institution's Technical Director by the posted deadline are not guaranteed that all lighting cues will be ready for the attending institution's designated technical rehearsal. Attending institutions in this situation can opt to select a general warm or cool look or, provided the Technical Director has been contacted and approves, use their technical rehearsal to develop additional cues. In this case, attending institutions may not have time to run their dances fully.
- W. Each participating institution is responsible for submitting required program information in a timely manner. Institutions that do not submit program information by the posted deadline may expect their program information to read: "Information not submitted."
- X. All performers in adjudication concerts, except those from the host institution, must be officially registered at the Conference and are encouraged to participate fully in Conference events.
- Y. The ACDA Executive Committee representative must approve cast replacements for works accepted for the Gala Concert and the adjudicators must be informed prior to the Gala performance.
- Z. If a dance is ineligible from consideration for the gala, it is the responsibility of the Executive Committee Representative to explain to the school in question before gala selections are posted that its work has been disqualified. The Executive Committee Representative should then work with the Regional Director and the host to post the following statement along with the list of selected dances for the Gala Concert: "Dances that do not adhere to ACDA policy are ineligible for consideration for the Gala."
- AA. If a dance is ineligible for consideration for the Gala for any reason, the ACDA Executive Committee Representative at the Conference will inform the school. All dances that are ineligible for consideration will be listed with the Gala postings in order to inform the Conference at large that these dances were not among those considered by adjudicators
- BB. Gala Concerts are recorded for archival purposes, documentation and programming for the American College Dance Association National Festivals. The recordings are housed in the ACDA archives at the University of Maryland, College Park. Neither ACDA nor the Host Institution is required to duplicate the archival videos for individuals or institutions. It is highly recommended that each choreographer document her/his dance prior to the Regional Conference.

CC. Members are not restricted to participation exclusively or solely in their own geographic area and may participate in one or more Regional Conferences each year. While members may participate in more than one Conference, only two (2) dances per school may be adjudicated in any single conference season, at least one of which must be choreographed by a student.

VIII. Reporting of Policy and Procedure Violations

ACDA encourages all members to voice their concerns, complaints, or problems regarding perceived violations of ACDA policy and procedures. It is the Association's goal to settle perceived policy and procedural violations fairly, simply, and quickly. ACDA asks that the following steps be taken so the Association can investigate and, when appropriate, take action.

ACDA is committed to:

- Addressing all policy or procedural formal complaints.
- Respecting the confidentiality of all parties involved.
- Keeping all parties informed throughout the process.
- Communicating the formal decision to all parties involved.
- Taking actions to ensure compliance with the formal decision.

In turn, the Association expects that members voicing their concerns and engaging with the procedures below will:

- Accept the outcome as final.
- Respect confidentiality of all parties involved.

1. Step 1 - Informal Report

ACDA Members should first contact the appropriate ACDA Representative (see below) to report a perceived policy and procedural violation. The ACDA Representative will help resolve the issue quickly and informally. This may be done through informal discussion.

- During the academic year - contact your Regional Director or the ACDA President.
- During a Regional Conference - contact the Executive Committee Representative or Regional Director in attendance.
- During a National College Dance Festival - contact the ACDA President or Executive Director.
- At any point, an ACDA Member is also welcome to contact the Executive Director and/or President.

If an informal attempt to resolve the matter is not successful, a formal complaint should be raised in writing.

2. Step 2 – Raising a Formal Policy or Procedural Violation Complaint

Formal Policy or Procedural Complaints must be submitted to the ACDA Executive Director and/or President. The Formal Complaint must:

- Be submitted in writing within 30 calendar days following the date the reporter first knew of the alleged violation.
- State clearly and concisely all the known facts related to the alleged violation, including “who, what, where, when, and why.” The complaint must also include the informal discussion referenced in Step 1.
- Explain the outcome requested and/or suggested solution.
- Be signed and dated.

3. Step 3 - Time Limits of Meeting, Investigation, and Outcome

Within 10 business days following the receipt of a Policy or Procedural Formal Complaint, the ACDA Executive Director and/or President will respond with a request for dialogue. The time limits expressed below serve as a guide in resolving a Formal Policy or Procedural Complaint. If identified as requiring a longer time limit due to exceptional circumstances, the time may be extended.

- Within 10 business days of the response the ACDA Executive Director and/or President will speak with the reporter to discuss the Policy or Procedural Formal Complaint for greater understanding.
- Within 10 business days following the date of the meeting to discuss the Policy or Procedural Formal Complaint the reporter will receive a response detailing the outcome and/or decision rendered.

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