

NAYA'S TRANCE BELLY DANCE DANCER HANDBOOK

Updated: December, 2010

Our mission and vision:

To share our love of belly dance and the joy that it brings with the local community through performances, classes, and special workshops.

General Information:

- Naya's Trance Belly Dance is a professional belly dance troupe.
- Naya's Trance Belly Dance is currently managed by a Board of Directors. The current Board of Directors consists of Sheryl Bernard, Andrea Panasci and Kimberly Sinclair, all members of Naya's Trance. Their role is to manage the business of the troupe, secure opportunities for dancers, organize events and oversee the choreographic process.
- Individual dancers will also be called upon and encouraged to utilize their own talents to benefit the troupe by securing new opportunities, developing choreography and assisting with larger troupe events.
- Dancers in the troupe are not considered employees of Naya's Trance.
- Dancers in the troupe who receive payment for services are considered independent contractors.

Dancer Expectations:

- Dancers are expected to be on time and prepared for all weekly troupe meetings. In general, troupe meetings begin promptly at 7:00 PM on Wednesday evenings at Maine State Ballet. (348 US Route 1, Falmouth, ME) If you are going to be late or absent please contact Andrea as soon as possible. (Cell phone 590-1905)
- A large percentage of troupe business will be communicated via e-mail and the Naya's Trance website. All dancers are expected to check both of these venues on a regular basis to stay updated on troupe activities. Business meetings will be held on an as needed basis and periodic updates will be provided at regular troupe sessions as required.
- Dancers are encouraged to attend a minimum of 1 professional development (belly dance) workshop annually and continue classes whenever possible.

Dues:

- Non-refundable quarterly dues of \$ 75.00 are due January 1, April 1, July 1 & October 1.
- Dues cover the basic expenses of participating in troupe activities and receiving promotional services through Naya's Trance. These expenses include, but are not limited to, studio rental and rehearsal fees, web hosting, telephone service, as well as the costs for promotional materials.

Budget:

- Budget priorities will be determined by the Board of Directors.
- The Board may adjust these priorities as needed, based on unforeseen circumstances or unanticipated opportunities. The Board will inform dancers of any major budget modifications that may impact troupe events or activities.
- Dancers will be provided with an annual budget for Naya's Trance at the beginning of each calendar year and treasurer's updates will be distributed after major troupe events.

Attendance:

- Naya's Trance Belly Dance supports efforts to maintain spiritual and physical health and well being. Vacations and sick days may be requested if needed.
- Dancers who are not able to attend all scheduled rehearsals for a performance may be dismissed from the performance at the board's discretion. Dancers who miss more than 3 rehearsals for a performance will automatically be withdrawn from the piece.
- Blackout dates will be established in advance for major performances. Dancers who miss any scheduled rehearsals during blackout dates will automatically be withdrawn from the performance.
- Dancers with excessive absenteeism will be asked to meet with the Board of Directors. Please be judicious when choosing to miss troupe.
- Dancers who agree to be part of the troupe are expected to make a full time commitment to Naya's Trance and should plan on meeting every Wednesday night from 7 to 8:30 PM, with the exception of a small vacation during the month of December. With major performances planned well in advance the hope and expectation is that dancers will be able to arrange their schedules in order to attend all

the necessary rehearsals and events. Dancers who wish to seek a leave of absence must speak with the Board of Directors in advance to obtain permission.

- Dancers may request a leave of absence/sabbatical for up to 6 months. After that point the dancer must make a decision to return to Naya's Trance or retire their position.

Performances:

- Performance dates and times are set well in advance whenever possible. Dancers are expected to use the advance notice to make all necessary arrangements with work/family/transportation to arrive on time for scheduled events.
- In general, call times for performances will be 1 hour prior to "curtain" time for the performance. Dancers are expected to arrive on-time in hair and make-up. Backstage time will be used for dressing and warm-up.
- Dancers are expected to be clean and sober when representing Naya's Trance Belly Dance at all performances.
- Dancers should not socialize with clients at belly-grams. Even if the host or hostess asks you to stay out of courtesy, thank them politely and leave.

Costumes:

- Dancers are expected to keep costumes and props in professional working order and appearance.
- Dancers should have and gradually acquire the following wardrobe basics:
 - Professional quality beaded cabaret costume
 - Skirt to coordinate with cabaret costume: both circle **AND** mermaid skirts
 - Gold bedlah (contact Sheryl for specific requirements)
 - Black melodia or faux-lodia pants
 - Coin Bra
 - Turkish Vest
 - Fringe shawl
 - Coin hip scarf
 - Zils

Longer term as funds allow:

- Large 20+ yard skirt

- Hermes Sandals (these may be more of a priority for you if you want/need them for dancing outside)
 - Harem Pants (especially if your circle skirt is see through and they are used under the large 20 yard skirts) but these can often be borrowed from other dancers
 - Veil
- Dancers who need to obtain several of these items should speak with the Sheryl Bernard to determine priority.

Creative Holdings:

- Choreography, improvisational structures, set, lighting, and costumes designs, productions, musical arrangements, and concepts created by and performed with Naya's Trance and any or all of its dancers are the creative holdings of Naya's Trance.
- Naya's Trance reserves the right to duplicate and/or revise material at any time.
- Dancers agree to credit Naya's Trance Belly Dance and/or individual collaborators, as appropriate, for original works created on any future independent printed collateral materials and in other documents and presentations.
- Naya's Trance agrees to credit individuals for original works created, as appropriate, on all printed collateral materials and in other documents and presentations.
- Naya's Trance agrees to respect any dancer's specific request for exclusive rights to original works created.

Troupe Assets:

- Costumes, props, music, and any other materials purchased for use by Naya's Trance Belly Dance remains the sole property of Naya's Trance Belly Dance.
- Dancers may request the use of such items. Requests are subject to the approval of the Board.

Hiring/Booking Belly Grams & Events:

- Dancers are required to manage all screening, scheduling, and contracting for Belly Grams and Belly Dance Parties through one of the following central contact sources overseen by the Board of Directors:
 - *Telephone: (207) 409-8268*

- Email: info@nayastrance.com
- Web: www.nayastrance.com

- Dancers agree to the following basic rate schedule:
 - \$150/ dancer
 - \$35/hour for travel to and from events 30 + miles outside Portland
 - This is a flat hourly rate, and will not be pro-rated against actual mileage/ travel time.*
- Exact rates, contracts, and dancer pay are to be determined on an individual basis by the Board of Directors on behalf of Naya's Trance Belly Dance, the dancer being contracted, and the client.
- Dancers are responsible for reporting all earnings and gratuities to the IRS.
- Dancers are responsible for "paying out" any production assistants, chaperones, and/or musicians not specifically contracted by and/or through Naya's Trance Belly Dance.
- Naya's Trance Belly Dance agrees to provide dancers with adequate promotional materials as appropriate, including but not limited to, Naya's Trance Belly Dance business cards, as well as class and service listings and individual dancer biography pages at www.nayastrance.com.
- The Board of Directors on behalf of Naya's Trance Belly Dance agrees to screen all clients and provide all contract services and client interface for dancers.

Private Practice:

- Dancers are not required to manage screening, scheduling, and contracting for classes, workshops, seminars, regular/on-going restaurant appearances through the central contact sources by Jessica Jane Means on behalf of Naya's Trance Belly Dance, LLC.
- Dancers who dance independently as well as with Naya's Trance Belly Dance are required to meet with the Board of Directors to determine appropriate boundaries and continue to keep clear communication with the troupe prior to organizing, scheduling, contracting, or otherwise agreeing to present any belly dance related services including but not limited to classes, workshops, and seminars in dance, costuming, make-up or any other belly dance related topics.
- Dancers in Naya's Trance Belly Dance are required to promote all business and performance opportunities through Naya's Trance Belly Dance.

- Dancers who engage in private practice are expected to include their affiliation with Naya's Trance Belly Dance (*i.e. Jeanie of Naya's Trance Belly Dance...*) on all promotional materials that accompany any and all belly dance related services including but not limited to fliers, web and email announcements, and class descriptions. Dancers are expected to ask event promoters to include this information on promotional materials.

Private Practice shall be defined as:

1. the creation and distribution of independent promotional materials including but not limited to business cards, websites, and fliers for belly dance services
 2. the establishment of independent contact sources including but not limited to telephone, email, or internet client interface for belly dance services
 3. independently contracting or agreeing to perform or present belly dance at any public venue, event, or gathering whether for a fee or for charitable purposes
 4. hiring or organizing belly dancers or similar belly dance performing artists, instructors, or presenters from Naya's Trance Belly Dance, or otherwise, for independently arranged events
- Performance appearances at student showcases, hafflis, and NBDA events are not considered private practice.

Acknowledgment of Rules, Policies, and Procedures

I have read and understand the rules, policies, and procedures contained in the Naya's Trance Dancer Handbook. I have also reviewed the Naya's Trance Discipline Policy. I agree to abide by all of the terms and conditions stated in the Naya's Trance: Dancer Handbook & Discipline Policy. I understand that violations of the rules, policies, and procedures in the Naya's Trance Dancer Handbook may result in disciplinary action, suspension, or termination. I understand that I may voluntarily resign my position as a dancer in Naya's Trance Belly Dance at any time.

Print & Sign Your Name

Date