

Kids in Kilts Parent Committee Travel Policy

Adopted by the Executive Board - November 16, 2022

1. Overview

This policy was developed to help provide clarity on the types of travel in which dancers may participate, and how Kids in Kilts Parent Committee (KIKPC) supports these activities, including financial support for teacher travel. KIKPC and the KIK Director will review this policy on an as needed basis, to ensure the approach outlined in this policy is sustainable.

There are three types of travel covered in this policy:

- 1.1. **Informal Trip** - an out-of-town competition where KIK dancers are attending, but does not involve team travel coordination or special choreography by the KIK Director or parents. Attendance by a KIK teacher on the trip is optional.
- 1.2. **Organized Team Trip** - an organized, special trip for interested KIK dancers where there is coordination and involvement of the KIK Director and a core group of parents. Attendance by a KIK teacher on the trip is required.
- 1.3. **Conferences and Special Events** - a trip where KIK dancers are selected or nominated to participate and where special dancer preparation is required and attendance of the teacher may be required. This includes the Scottish Dancer Teachers' Alliance (SDTA) North American Scholarship Conference and the ScotDance Canada Championship Series (SDCCS).

2. Informal Trip

Many dancers travel to out-of-town Highland dance competitions to gain experience and have fun, with several KIK dancers often making an Informal Trip to the same competition (e.g. competitions in Brandon, Regina etc.). A KIK teacher is not obligated to attend an Informal Trip, but may choose to attend to support the dancers and help with warmup, etc. if there are a number of KIK dancers attending. A Teacher Travel Fund has been created to help offset teacher costs for this type of travel, as described in Section 5 below.

3. Organized Team Trip

A Team Trip is a trip taken by a group of KIK dancers and chaperones with an accompanying dance teacher that has been organized by the Director of KIK together with a Trip Planning Committee approved by KIKPC. The overall purpose of Team Trips will be to provide dancers with opportunities to have fun while participating in dance competitions and workshops. The Trip Planning Committee and participating families may coordinate fundraising opportunities in order to assist as many dancers as possible to be able to participate.

Ideas proposed for Team Trips should be discussed first with the KIK Director, and annually at the KIKPC AGM and other open meetings. The Director of Kids in Kilts will

advise KIKPC of supported Team Trips, the approximate dates that these will happen, and a recommendation to form a Trip Planning Committee. The intention is for these larger trips to occur approximately every two years, dependent upon interest.

3.1. Trip Planning Committee

A Trip Planning Committee will be established by the KIK Director and KIKPC for all Team Trips to organize and coordinate team travel. Depending on the scale of the trip, the core committee is recommended to consist of a representative of Kids in Kilts School of Highland Dance (to be assigned by the Director of Kids in Kilts), a member of the KIKPC Executive Board and one or two other KIK parents, as well as the KIKPC Treasurer.

3.2. Participation

All dancers interested in participating (including chaperones) wishing to go on the Team Trip shall be reviewed and approved by the KIK Director. All chaperones must meet all credential requirements established for the trip. Anyone applying to go on the Team Trip must have their KIK account in good standing.

3.3. Trip Schedule

Each trip will have an itinerary laid out that will have mandatory events and/or activities for dancers and chaperones. It is assumed that by traveling with the team, the teachers, chaperones, and dancers agree to attend these events and/or activities. Prior to departure, it is expected that dancers and chaperones will participate in practices, rehearsals, showcases and team meetings.

3.4. Participation Costs and Fee Payments

All estimated costs will be supplied to KIK once established by the Trip Planning Committee. Once costing has been approved by the KIK Director, it will be made available to parents/guardians of the dancer(s). Budget of the trip will be set as per dancer, not per family, as will be the fundraising dispersal, and will include the costs related to teacher travel per Section 5 below.

Payments or installments are due on their due date unless otherwise negotiated. Late payments will be subject to a monthly late fee of 1.5%. If fees are not received by the final deadline, the dancer/family will be suspended from the trip and a refund will not be issued. All deposits made are non-refundable.

A detailed financial report will be made available within (60) days after the trip. Any expenses and/or receipts not submitted within 60 days will not be reimbursed.

3.5. Fundraising for Team Trips

All Fundraising activities for KIK Team Trips must be approved by both the KIKPC and the KIK Director, including how the funds raised will be distributed (e.g. shared between participating dancers, offsetting a group cost such as ground transportation or teacher travel) and expectations for participation. If a dancer wants access to any team fund raised, they must actively participate in the fundraisers, as defined by Trip Planning Committee and outlined in the fundraising proposal submitted for approval. All funds

raised for the trip will be allocated according to the purposes outlined and approved by KIKPC and the KIK Director.

4. Conferences and Special Events (including SDTA and SDCCS)

KIK dancers may be selected or nominated to participate in a conference or special event where teacher attendance is expected and special dancer preparation is typically required. Examples include:

- *Scottish Dance Teachers' Alliance (SDTA) North American Scholarship Conference* - Dancers are nominated to attend this event by an SDTA Judge based on dancer achievements in Theory exams.
- *ScotDance Canada Championship Series (SDCCS or 'Canadians')* - SDCCS is a national competition held in July where any dancer may attend from around the world. For Premiers, it is an elite level championship that comes as a climax to a dancer's year of hard work. Premier dancers may be selected to be Provincial Representatives at the event, which comes with a special invitation to compete for Canadian Championship awards. Backstage access at the event is restricted to teachers and dancers only; it is expected that the teacher would attend to warm up and support their dancers and families throughout the 5 day event.

Travel to these types of events is not organized as a group but is arranged independently by each traveling family. The KIKPC Travel Bursary Program has been established to support dancers attending these types of conferences and special events. Participating dancers may also choose to fundraise for these trips, and shall discuss their ideas with KIKPC and the KIK Director prior to commencing any fundraising activities. See Section 5 for information on Teacher Travel Expenses for this type of trip.

5. Teacher Travel Expenses

Attendance by a KIK teacher at out-of-town competitions and events is an important part of a successful experience for traveling dancers. In some cases, such as Team Trips, the trip is only possible if the dance teacher attends.

While teachers may be able to write off travel as a business expense, teachers are not paid for their time during the trip, substitute teachers are required for dance classes missed while they are away, and significant time and energy is required by the teacher in advance of the trip for class scheduling, dancer preparation, and trip planning meetings. These expenditures of time and money would not otherwise occur if dancers were not traveling.

Each trip is different in terms of advance preparation, travel time/costs, and the amount of active support dancers require during the trip. In some cases, more than one teacher may be required on a trip to support the number of participating dancers. The following section outlines how KIKPC supports this teacher travel and how these costs will be considered based on the type of trip. Efforts shall be made to ensure teacher travel expenses are modest but fair, to ensure the teacher is sufficiently compensated while minimizing expenses for participating dancers.

5.1. Teacher Travel Fund

The Teacher Travel Fund is designed to support teachers traveling to support KIK dancers at out-of-town competitions that are not Team Trips (e.g. Informal Trips or Conferences). This fund shall be used at the sole discretion of the Director of Kids in Kilts. KIKPC is not involved in directing how these funds are distributed for teacher travel. Funds can be dispersed to any qualified teacher who has been asked to support KIK dancers at an event by the Director.

These funds are not intended to be used for official Team Trips, as costs related to teacher travel for Team Trips will be reviewed and included in the budget planning for those trips. KIK can access the fund to help offset the cost of a Team Trip, keeping in mind that the funds are limited to a percentage of each KIKPC fundraiser, unless certain funds raised are specifically directed towards this fund. As per the KIKPC Bylaws, the Teacher Travel Fund is subject to an independent review each year.

5.2. Informal Trips

Travel costs for a Teacher making an Informal Trip shall be funded by the Teacher Travel Fund at the discretion of the Director of Kids in Kilts, as described above.

5.3. Organized Team Trips

Travel costs for a Teacher attending a Team Trip to assist dancers prepare and participate in the trip's dance related activities shall be covered and built into the overall Team Trip budget. Covered costs will include but is not limited to: accommodations, transportation, and entry fees for competition events. A daily per diem for meals and incidentals on travel and competition days may also be considered, depending on the nature and length of the trip.

For each Team Trip, the KIK Director will submit the estimated teacher travel costs to the Trip Planning Committee. These costs will be outlined in the overall Team Trip budget prepared by the Trip Planning Committee and will be divided equally between all dancers participating (not per family participating) in the Team Trip and added to their total fees owing.

Cost of the mandatory events/activities for the teachers will be covered and included in the budget and cost of the trip. Voluntary activities are to be covered by the teacher choosing to attend that activity.

Student / Teacher Ratio for Team Trips

The required student/teacher ratio for each Team Trip will be determined by the Director of KIK. Any more than 12 choreographies and a second teacher may be required on the trip whose travel costs will be covered as described in 5.3 above.

If additional teachers wish to attend the trip but are not required for student/teacher ratio, they will be expected to pay for their own travel costs. The Director of KIK may also choose to support the travel of other teachers through the Teacher Travel Fund, at their sole discretion.

5.4. Conferences and Special Events

The specific Teacher Travel costs covered for these types of events will depend upon the number of KIK dancers attending, the amount of dancer preparation required, and the location of the event. Covered costs may include but is not limited to: accommodations, transportation, and entry fees for competition events. A daily per diem for meals and incidentals on travel and competition days may also be considered, depending on the nature and length of the trip.

It is unlikely that more than one teacher would be needed to support dancers at Conference and Special events, unless advised by the KIK Director.

These types of events typically have professional development and networking opportunities for teachers, so a cost-sharing approach to Teacher Travel costs is to be applied as outlined below:

- *20% will be at the teacher's own cost.
- *30% will be funded by the Teacher Travel Fund. This percentage could be higher if the fund is sufficiently supported through fundraising and anticipated future travel can still be accommodated.
- *50% will be split evenly amongst attending dancers (per dancer, not dance family), which may take the form of a supplemental fee charged by KIK to those participating (e.g. extra fee added to preparation classes at the discretion of the KIK Director). Participating families may plan fundraisers leading up to the trip to help offset this 50% cost.

***All percentages are approximate depending on location of trip, number of dancers attending, and funds available.**

If the group attending is considerably small (3 dancers or less), the KIK Director will take into account the age and level of the dancers to ensure teacher attendance is needed. If teacher attendance is required and there are 3 dancers or less, the 50% of costs split by participating dancers may be reduced to a lower amount, to ensure the trip does not become cost prohibitive for the small number of participants.