

**Royal Scottish Country Dance Society
Calgary Branch (the “Branch”)**

TEACHER CANDIDATE TRAINING SUPPORT GUIDELINES

Fulfilling the Branch Objectives through Teacher Candidate Training Support

The primary way that the Objectives of the Branch are fulfilled in the Branch area is through the offering of weekly dance classes through Scottish Country Dancing (“SCD”) clubs in the area. These weekly dance classes are vital to the health of SCD in Calgary and are only possible if there are qualified teachers to lead the classes. These Teacher Candidate Training Support Guidelines outline how the branch will support the training of teacher candidates to ensure that there are enough qualified teachers in the Branch area to maintain the offering of weekly dance classes. *Funding for these initiatives will be provided only if funds are available in the Board approved budget each year.* Funding for Teacher Candidate Support will be funded either through the Operating Account (including funds from the AFA grant, if available) or, if budgeted and approved by the AGLC, through the Casino Account. Support will be prorated if requests received are more than the approved, budgeted funds.

Definitions

HQ: RSCDS Headquarters in Scotland who set the standards for SCD teachers and teacher candidates.

Branch Area: The Branch Area is the Southern Alberta area, excluding communities that have their own RSCDS Branch and excluding SCD clubs affiliated with a group that has their own AGLC funding.

FQ Teachers: Fully Qualified Teachers are those who have attained their RSCDS Full Certificate or RSCDS Teaching Certificate Part 2, are voting members of the Branch and who actively teach in the Branch area.

Candidate: A Candidate is a person who is a voting member of the Branch and is actively studying to attain their RSCDS Teacher Certificate Part 1 or Part 2 as defined by HQ.

Support for Teacher Candidates

The board of directors of the Branch will review each year the number of fully qualified teachers in the Branch area, the demographics of those teachers and the number of dancers in the Branch area who have the skills, desire and qualifications (as defined by the RSCDS Headquarters (HQ)) to become a Candidate. This review will determine if a Teacher Candidate Course should be offered by the Branch with the understanding that this will be approximately a 1 year commitment for the Branch, the Branch appointed Tutor, and for the Candidates. This approximate 1 year commitment includes running the course and taking the examination. The examination could be taken locally or with another RSCDS Branch depending on the number of candidates and exams to be taken. Also, if the Branch will be an exam centre in a given year candidates from other RSCDS Branches could take their exams in Calgary and share in the exam expenses.

If it is determined that a Teacher Candidate Course is required, a Tutor has agreed to teach the course and enough Candidates are available then a Teacher Candidate Course will be offered by the Branch if funds are available.

If a Teacher Candidate Course is offered by the Branch, funding for the Teacher Candidate Course will include:

- Hall rentals for classes as required over the 1 year period
- Exam Expenses
 - Hall rental for the exams
 - Accommodation and meals for examiners
 - Meals for candidates and dance partners (for the Unit 2 exam) on exam day
- Payment of Teacher Candidate exam fees for Teacher Candidates who are voting members of the Branch.
- Honorarium for the Branch appointed Tutor

If a Teacher Candidate Course is not available through the Branch at the time a Candidate wishes to take a course and corresponding exam, that Candidate can apply to the Branch for support to a maximum of \$1,500 (which includes the exam fees) to take training at either Teachers' Association Canada, St. Andrew's Summer School (or other HQ recognized training programs) and provided the candidate meets the requirements as follows:

- The Candidate must be eligible to train and take their exams according to HQ guidelines.
- A copy of the application to attend Summer School Teaching Certification is provided.
- A letter of recommendation by a Branch FQ Teacher is provided.

Additional funding may be considered, depending on circumstances, if funds are available, and the following requirements are met:

- A complete budget of additional funding required with supporting documentation is provided.
- Approval of Additional Funds requires the Branch Executive and the Board Teacher's Rep (or a FQ Teacher from the Branch if the Branch Teacher's Rep is not a FQ teacher) to review all of the above documentation and recommend to the Board that the Additional Funding be approved, and the Board then votes in favour of the request.

If a Teacher Candidate Course is being offered by the Branch for Units 1 through 5, and a Candidate could attend the course offered by the Branch and take their exams in Calgary within one year of being eligible to take their exams, the Board may choose not to support the Candidate to take their exams elsewhere.

Other funding for individual Candidates (the "Candidate Support") may include the following:

- Support to attend Summer School to aid in improving dancing skills leading up to examinations as follows:
 - Up to \$1000/year will be provided per Candidate if funds are available

- Support will be provided for registration and accommodation costs only. Travel costs are not eligible.
- Candidates will be supported for one summer school attendance prior to their Unit 2&3 exams and one summer school attendance prior to their Unit 5 exam as long as the Candidate is actively working on their Unit 4 qualification with a Mentor. Candidates will be encouraged to take courses through both TAC and in Scotland to build their network and experience and bring maximum benefit to the Branch.
- Each application for funds must be accompanied by a letter of recommendation by the Branch appointed Tutor for Unit 2/3 Candidates or the Candidate's Mentor for Unit 4/5 Candidates.

Payment of support will be made after the course has taken place and within 30 days of submission of receipts. Candidates will only be eligible for funding once for Units 2/3 and once for Units 4/5 regardless of the outcome.