

## Contra Dance Umbrella Cancellation Procedure

Prepared following the October 12, 2014 meeting of the Contra Dance Umbrella

Cancellations will be made only in cases of extreme weather. This procedure is written around unilateral decision-making as agreed at the October 12 meeting. However, our past experience as expressed at the October 12, 2014 meeting is that consultation can be an important part in making the decision.

When the tally sheets are placed in the cash box. Thomas (who prepares the tally sheets) will place telephone numbers and locations of band, caller, and sound in the spiral-bound notebook in the cash box (because that is what the opener has available). Dana (who is now doing the booking) will provide that information to the preparer. This will be on an on-going basis so they are available if and when needed.

After the opening and closing schedule is available. The booker will notify the band, caller, and sound of the contacts (opener and closer). The opener will be the primary contact on making the decision. The closer will be the back-up if the opener is not available.

Saturday morning, until 10 a. m. The opener will monitor and evaluate travel and building conditions through weather forecasts and VTrans' road conditions. The opener will monitor primarily for our area and secondarily for areas from which or through which the band, caller, and sound will be travelling. These are available at the National Weather Service ([www.weather.gov](http://www.weather.gov)) and at Vermont Agency of Transportation ([vtrans.vermont.gov](http://vtrans.vermont.gov) the 511 reports on the upper right) The monitoring will include conditions at the grange hall: power outage; condition of parking lot. Still to be resolved is how the opener will monitor the conditions at the grange hall.

Dance Saturday, 10 a. m. This is the time for notifying all parties about a cancellation.

- The opener will make the decision for the CDU, with the closer as the backup. The CDU will decide based on conditions at the Grange hall and the local travel area. If the CDU cancels, the opener (or closer) will telephone the band, caller, and sound person of the CDU's decision to cancel by 10 a. m. The opener may consult with the band, caller, sound, and other CDU members. The final decision rests with the opener.

- The band caller, and sound will base their decisions to cancel based on conditions in their areas and their routes of travel. If any of these three cancel, that party will notify the booker (Dana) and the opener by 10 a. m. The opener will then notify the other two as to the status (dance cancelled vs. continuing with substitutes). We left the October 12

meeting agreeing that cancellation time will be 10 a. m. for all parties. Should our cancellation time be later (say 11 a. m.)? That will give us time to react if we decide to try to find substitutes.

If a dance is canceled, the opener will notify:

- the band, caller, and sound of a cancellation (or substitution).
- Dana (Patty as backup) for posting on our Facebook page
- Todd (no backup) for placing on the answering machine
- Tim (Patty as backup) for placing on the CDU page and on the grange page on the internet
- Dana for notifying radio stations: WVPR (\_\_\_\_\_); WDEV (\_\_\_\_\_); WNCS (\_\_\_\_\_); WSNO (\_\_\_\_\_). We are not sure this will be effective.
- The opener will notify all other CDU members by a group e-mail.
- If a dance is cancelled, we shall try to place a notice on the door of the Grange hall. An out-of-town opener can call Montpelier CDU members to have them place the notice.

If the band, caller, or sound cancel, and conditions in the area are suitable, the CDU can hold the dance anyway, providing that substitutes can be found. The opener will work with the booker on finding and hiring substitutes.

#### Payments to band, caller, and sound

- The CDU chose to not include a payment policy. Rather the CDU will determine whether a band, caller, or sound get paid depending on the circumstances of a cancellation.