



DANCE FOR FUN AND EXERCISE

a guide for setting up a dance group in your community

An initiative of the Bendigo Loddon Ageing Framework

FEBRUARY 2009

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Additional copies of this Guide may be downloaded at www.blpcp.com.au

1. Introduction

In 2006, Inglewood and Districts Health Service (IDHS) received a grant from 'Go for your life' physical activity grants program to establish the 'Dance Your Way to Health' Program in Inglewood and surrounding districts. This was based on a program that originated in Maryborough, Victoria in 1999.

The Inglewood Program was initiated by Chris Elliott, Community Health Nurse, at IDHS and targeted people over the age of 50. The funds enabled the program to operate for two years, until November 2007. The 'Dance Your Way to Health' Program provided by the IDHS was extremely successful and culminated in the first Loddon Shire 'Festival of Dance' which brought participating groups together and showcased their new found skills. Further Dance Programs are continuing at IDHS facilitated by Rebekah Barnfield, Community Health Nurse.

The Inglewood and Districts Health Service Program inspired this Guide which was developed to assist small communities to establish dance groups.

This Dancing for Fun and Exercise "Organiser's Guide" is designed to provide general practical advice and recommendations for any person who is interested in starting a Dance Group in their local community or area and is written for Dance Group organisers who may not have any previous experience in organising Dance Groups. The aim of this Guide, is to increase the knowledge, understanding and practical skills of the Dance Group organiser.

Ideas on how to enlist the help of others, through to hiring the hall are covered. There is also an explanation of the importance of undertaking periodic evaluations to gain feedback from dancers about what is working well and what could be done differently to improve the dance group as it progresses.

The first section of the Guide provides background information, together with an explanation of the Guide's objectives, reasons why we need to exercise and how dancing can be part of a physical activity program, as well as who can dance for fun and exercise. The second section provides a step by step guide for setting up a dance group, including information about types of dance styles, flyers, hall checklist, participant tips and sample feedback forms. The third section provides examples of success stories that whilst they are different, have the common thread of community participation and will hopefully enthuse and inspire you.

Finally the last section provides some additional information that may be useful depending on what you and your team want to achieve through the establishment of a Dance Group.

1.1 Objectives of the Organiser's Guide

Establishing a Dance Group for fun and exercise can be beneficial for you and your community. It enables people to socialise, creates a sense of community involvement and encourages people to be active and healthy. This guide hopes to make the process easy for any interested person to organise a Dance Group.

By keeping this process simple and straightforward, we hope to encourage participation within communities both large and small particularly older people who are looking for a fun way to enjoy exercise as well as the opportunity to meet other people.

This Guide is specifically written to assist with establishing community dances. It provides step by step information for anyone wishing to set up and run a Dance Group within their community.



1.2 Why Dance for Fun and Exercise?

As well as being fun, dancing is good for your health. Research suggests it assists you to improve your strength so you can maintain your independence; have more energy to do the things you want to; improve your balance; prevent or delay diseases; and improve your mental health.

Dancing is a fun way to get active without having to go to a gym or buy any equipment! If you're dancing ballroom steps or rock and roll for example you can get your heart rate up and work your thighs and buttock muscles differently than other forms of exercise. You will also meet people and socialise at the same time.

Health professionals report that social dancing helps to:

- Reduce stress
- Increase energy
- Improve strength
- Increase muscle tone and coordination

Whether your preference is line, hip hop, square, swing or ballroom dancing, statistics from the National Heart Foundation say that dancing will:

- Lower your risk of coronary heart disease
- Decrease blood pressure
- Help manage your weight
- Strengthen the bones in your legs

In addition, it also assists in:

- Building your stamina
- Increasing your flexibility without joint damage
- Improving self awareness and self confidence
- Releasing toxins from your bloodstream
- Developing strong social ties

To find out more information about Dancing for Health go to the following web address:

<http://www.goforyourlife.vic.gov.au>

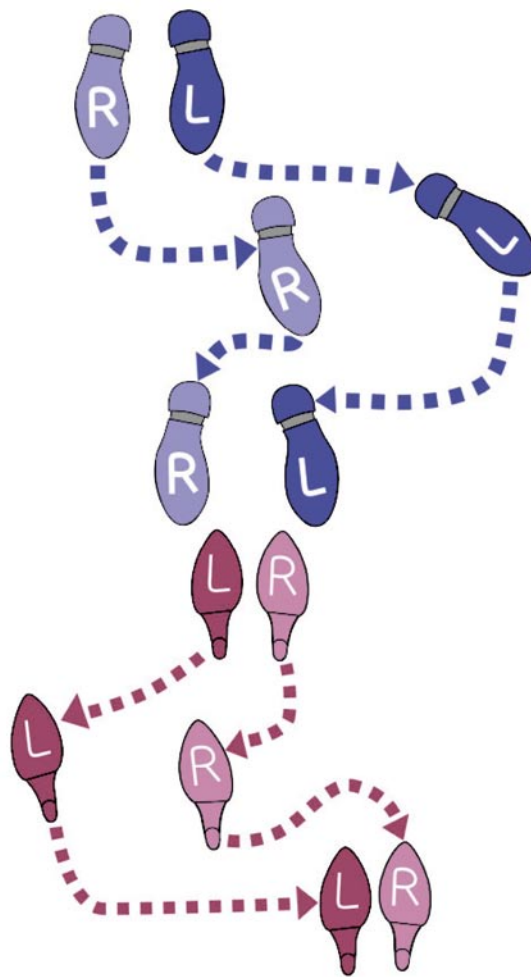
1.3 Who can Dance for Fun and Exercise?

Dancing is an exercise that can complement walking and other physical activities that people do regularly. It may sometimes be used to replace one of your exercise sessions.

We are advised to undertake at least 30 minutes of exercise, on most days to stay fit and well. When people ask if they should join the group if they have health issues such as arthritis, heart disease and other health concerns, it is important that you do not provide advice, unless you are a health or fitness professional and your employer allows you to do this. Otherwise you should advise people to see their doctor prior to joining the group, to discuss the exercise they will be undertaking.



2. Getting Started



2.1 Role of the Organiser

The organiser needs to coordinate the people within the group, without taking over. The organiser is responsible for ensuring people are encouraged to contribute and share their ideas. People want to be involved and generally do not like being told what they must do. Flexibility in the planning stage and considering all ideas are very important to maintaining interest and enthusiasm in the group.

2.2 Step by Step Planning

STEP ONE

You may choose to set up a Dance Group alone or seek out like minded individuals in your community who are willing to “come on board” and help with setting up a group. The more people you can get to share the responsibilities the more likely it is that the group will continue, because of their feeling of ownership through participation. Whilst many people are not interested in forming a “committee”, lots of people are only too happy to help out. You may simply ask your friends or neighbours, put a notice in the local paper or put up notices on community noticeboards to attract interested individuals.

STEP TWO

The next step is to ask for expressions of interest from anyone who has either taught dancing before or who is an experienced dancer who would be prepared to share their skills with the group. This person doesn't need to be trained, but rather have knowledge of the dances they are offering to teach. Knowing what local people can teach would assist in making a decision about the types of dance sessions that can be offered.

You could compile a flyer with information about the proposed group requesting anyone interested in teaching dancing to contact you. There are various methods of distributing these including a letterbox drop, putting up flyers or you could run a small advertisement in your local newspaper.

Other useful resources for locating volunteers who may be willing to share their dance skills include:

- Your local clubs and organisations may know of a person who attends dances
- Advertise in your local community newsletter or your community noticeboard
- Put up signs around town and at other community events
- Go for you life web site includes a community directory listing dance classes/clubs in Victoria (<http://www.goforyourlife.vic.gov.au>)
- Go for your life Infoline 1300 739 899
- Victorian Line Dancing Association 0404 953 389 (<http://www.victorianbootscoot.asn.au>)
- Victorian Square Dancing Association 1800 643 277 (<http://www.squaredance-victoria.com>)
- Dance Sport Victoria (ballroom and competitive dancing) <http://www.dsvic.com>

If you can get someone from your community who is prepared to assist in this area, that would be ideal, however if not, you need to advertise for someone to teach your Dance Group. The organisations that are suggested for finding volunteers may also be able to assist you. School newsletters usually accept advertising and provide an easy way of accessing families and others in your community. The Yellow Pages directory should have advertisements for dance instructors in your local area. The best way is word of mouth in your community to let everyone know you are looking for someone to teach dances to a group of locals. Signs in shops, post office and medical clinic may help you attract someone.

STEP THREE

Once you have your dance teacher, you will know what dance styles you are able to offer to the group, so the next step is to find an appropriate venue. You may find many organisations in your area that have suitable venues for the Dance Group. You can approach these organisations to see if they would support the group and suggest to them that in the spirit of community, they might assist to get the Dance Group up and running with either free or cut price rates for the venue. If you let them know that you and others will organise it, they may let you set it up as one of their community programs. Examples of these types of organisations include Senior Citizens Centre, Bowling Club, RSL, Football Club, Neighbourhood/Community House and local health service.

If these organisations are unable to assist, you will need to find a venue for full payment. Whichever the situation, at this point you should check that the venue you are using has public liability insurance. This may be in the hire fee, or can be a little extra. In the case of an existing organisation, it should have its own insurance which would cover the Dance Group.

STEP FOUR

Selecting the music is your next step and if you have a community member offer to teach the group, you will need to organise music and the CD player. Music licenses are also required. These licenses can be obtained for as little as \$55 per year (current fees as of 2/12/2008) from the Australasian Mechanical Copyright Owners Society Limited linked with the Australian Record Industry Association Limited).

Their website address is: <http://www.apra-amcos.com.au>

If you are hiring a professional Dance teacher, they will supply music for the Dance Group and pay the necessary licensing fees out of their pocket. This will require you to charge a higher fee to the participants to cover these and other costs.

STEP FIVE

Add up all the costs, (the main ones to consider are venue, music license and advertising) then decide how much to charge each person per session to come to the Dance Group.

You may want to offer tea/coffee as well, which you would need to factor into your budget or this may be something you all decide to do on a rotating roster to share the costs equally.

STEP SIX

The next step is to recruit group members by advertising the time and venue of the Dance Group. You should consider including information on the promotional flyer that supports both singles and couples to attend, as many older people live alone. Stating that everyone is welcome and that dance partners will be shared are positive ways of encouraging single people to attend.

There are free community announcements in most local radio and television stations and you could also put flyers in shop windows and community noticeboards.

Contact your local newspaper and let them know what you are doing as they might run an article on your community project for free to increase your membership.

Enquire what other activity groups are running in your area and ask them to put an advertisement about the Dance Group in their newsletters.

Often, using affiliate newsletters can create a sense of connection with others outside your Dance Group and therefore broaden the group's horizons. It might be useful to find out what groups, such as the netball or football club, in your local community have newsletters.

Different days or weeks are often used to promote or raise awareness about different issues of interest to the community. This includes Rural Health Week, Mens' Health Week, Senior Citizens Week, Arthritis Awareness Week, International Dance Week and so on. These may provide an excellent opportunity to support and promote your group. Contact the organisers of these weeks such as your local health service or council to see if they would advertise for you as part of the activities.

You may also like to use doctor's surgeries, hospital waiting rooms, Post Office, Supermarket and Pharmacy to advertise the Dance Group. (*see Section 2.5 Sample Promotional Flyers).

STEP SEVEN

When people arrive to the dance you may want to give them a Tips For Dancing flyer to get them acquainted with the group and help them get the best out of their attendance. In particular, encourage everyone to bring their own bottle of water as they can get hot while dancing and possibly dehydrate without always feeling thirsty.

When the Dance Group is well underway and everyone is enjoying themselves and trying new dance steps, it is a good idea to seek feedback from people about how the group is going. You may choose to do this informally or hand out a written feedback sheet for people to fill out. Even a suggestion box is a simple way of undertaking this.

2.3 Quick Checklist for Setting up a Dance Group

The following checklist would be useful in organising the Dance Group.

- Do you have at least 10 individuals?
- Have you organised the dance teacher?
- Have you agreed on the type of dances for the group?
- Do you have an appropriate venue?
- Is the insurance arranged?
- Do you have the support of a local organisation?
- Have you determined what to charge?
- Have you organised advertising/flyers?
- Have you or the teacher organised a music license?
- Are refreshments arranged?
- Have you or the teacher organised the music, including CD's and player or a musician?

2.4 Types of Dances to Choose from

There are many sorts of dancing to choose from. Here are some possibilities:

LINE DANCING

Sometimes referred to as Bootscootin', this was developed from a variety of dances including Latin, Ballroom, Jive, Funk and Salsa, as well of course Irish dancing. It's not just country music that is used for this style. A wide variety of music is used and people of all ages can Line Dance.

Dances range from simple to quite technical and likewise gentler rhythms to more energetic.



OLD TIME/BALLROOM DANCING

Old Time Dancing incorporates a mixture of styles including Tango, Waltz, Quickstep and Ballroom. These dances are usually sequence (a series of moves in sequence) dances for couples.

Each couple on the dance floor does the same steps at the same time and at the end of the sequence, the steps are started again.

Old Time Dancing is relatively easy to learn for all of those reasons, because a beginner can copy other dancers on the floor.

SQUARE DANCING

One of the marvellous things about 'Modern Square Dancing' is that although it is a couple of centuries old, it is fresh and challenging. Modern square dancing is formation dancing by sets of four couples, with two couples facing each other up and down the hall and the other two couples facing each other across the hall, thus forming a square. A "Caller" calls the steps to music, provided by a record.



BUSH DANCING

This is the great Australian traditional form of dancing to get the whole family involved and having fun! Many, many dances both group and couple oriented to choose from and enjoy.

SCOTTISH COUNTRY DANCING

Steps are performed on the spot or travelling. Patterns are weaved by the dancers on the floor and this becomes the main form of expression. There are Jigs and Reels which are fast or Strathspeys which are slow. Lots of fun and can be enjoyed by everyone.

CONTEMPORARY

This dance form uses flow of movement and develops posture, balance, control, rhythm and strength. It is modern and expressive. Contemporary Dance has few boundaries and can be interpreted in different ways. Great for the free spirits!



BELLY DANCING

Wonderful for both mental and physical development, Belly Dancing is suitable for all ages and body types. It improves flexibility and strength and teaches how to move the core muscles independently.

Whilst Belly Dancing now has obvious clothing that enhances the performance from the viewer's perspective, it is not necessary to go all out, just have some fun and gain some confidence learning to connect using your eyes, hands and sensual body movements.

2.5 Venue Checklist

As you look for suitable places to hold the Dance Group, this is a checklist you can use to ensure all your needs are taken into account when looking over each venue.

VENUE CHECKLIST

- Safe dance floor
- Kitchen facilities
- Power points for music
- Ramp access
- Tables or benches for setting up refreshments and music
- Public Liability Insurance included/extra
- Cleaning - who is responsible and is there a cost?
- Chairs –do we have to put out and pack up?
- Do we need heating and cooling and is it available?
- Is there an urn or kettle for refreshments?
- Are there water jugs or bottles?
- Parking availability

2.6 Sample Promotional Flyers

Included are two flyers that you can use to get some ideas as to what you might say when trying to get people interested in the Dance Group.

Example 1

Dancing for Fun and Exercise

EXPRESSION OF INTEREST FLYER

Approximate
Cost \$3 - \$5
Per session

*Dancing is a great way to have fun, meet
people and keep fit!*

I am looking to start up a Dance Group in our
area. Some of the options for this could include

- Old Time Dancing/Ballroom
- Square Dancing
- Bush Dancing
- Line Dancing
- Scottish

WHO CAN DANCE?

*Anyone...*If you are an
experienced dancer or a
beginner who has never
danced before, you
might enjoy participating
in a dance group in our
area.

Afternoon/morning tea
may be included.

We may be able to help
you link up with another
person to arrange a lift if
you do not have
transport.

If interested in coming
along, please contact:

Name:

Ph:

Benefits:

- *Improve self esteem
- *Strengthen bones
- *Increase muscle tone
- *Increase coordination
- *Build Stamina
- *Help manage your weight
- *Develop social ties
- *Reduce Stress



Example 2

Dancing for Fun and Exercise

EXPRESSION OF INTEREST FLYER

Benefits:

- *Improve self esteem
- *Strengthen bones
- *Increase muscle tone
- *Increase coordination
- *Build Stamina
- *Help manage your weight
- *Develop social ties
- *Reduce stress



Approximate Cost \$3 - \$5 per session

Dancing is a great way to have fun, meet people and keep fit!

I am starting up a Dance Group in our area. Some of the options for this could include

- Old Time Dancing/Ballroom
- Square Dancing
- Bush Dancing
- Line Dancing
- Scottish

Please contact me NOW if you are interested

Name:

Phone:

2.7 Participant Tips

You could give a form like this to your participants so they can make the most of their experience with your Dance Group.

TIPS FOR DANCING

Welcome to our Dance Group. We are so pleased that you have decided to join us. We have put this flyer together to help you make the most of the Dance Group!

The whole idea of this group is to have FUN and ENJOY yourself! In order to do that there are a couple of things that you need to do to ensure your health and wellbeing whilst participating.

- Drink plenty of water
- Have a break if you need to rest between sessions
- Don't overdo or overstrain – no prizes for pushing yourself too far too fast
- Ask others for help if you need it – sit and watch new moves before you participate if you want
- Treat others as you would like to be treated yourself
- Wear comfortable clothing, dress in layers, that way you can adjust to temperature variation both in yourself and in the venue
- Wear comfortable well fitting shoes that are appropriate for dancing – leather soled is best
- Check with your dance teacher that you are moving correctly - this will pay off with your joints, muscles and bones!
- Before joining the dancing group it is a good idea to discuss it with your doctor.

2.8 Sample Feedback Form

As the group is progressing you can use a form like this one, or a suggestion box to get feedback and decide if any changes need to be made to better serve your dancers.

**DANCING FOR FUN AND EXERCISE
FEEDBACK FORM**

Please complete the following either by circling the answer or giving a brief statement.

VENUE

Do you think the venue is suitable for dancing?

YES NO

If NO why not? _____

Is the venue in a convenient location for you?

YES NO

If NO why not? _____

PROGRAM

What types of dances do you enjoy?

Are there any new dances that you would specifically like to try?

ORGANISERS

Do you feel part of the group?

YES NO

If NO why not? _____

Are helpers approachable?

Do you get a chance to have an input?

YES NO

If NO what would you like done differently? _____

PHYSICAL ACTIVITY

Do you get the results you are looking for? _____

YES NO

How does Dancing for Fun and Exercise assist you?

Other Comments:

Thank you very much for your cooperation

3. Success Stories

The success stories that have been included in this Guide are diverse and by no means do you need to duplicate what these groups have done in order for your group to be successful. However, these groups are running very well and have been for some time. You will develop your own group in a style that suits you and the members of your community, but these stories may inspire you and give you some further ideas.

EAGLEHAWK DANCE GROUP

The Eaglehawk Dance Group was first established by the local Senior Citizens Group and ran successfully for many years. A few of the existing group members then set up a committee and began running the group and have continued to do so until this present date.

The group runs dances every Thursday night, tea and biscuits are provided and pre-recorded music is used with the exception of the 1st Thursday of each month when the group hires an organist or a band and attendees are required to bring a plate for supper.

This group has been an outstanding success with up to 80 people attending per night. They are incorporated as a group and regularly donate funds to charity and organisations that need their help.

Every year the Eaglehawk Dance Group hold a Gala night, where evening gowns and dress suits are worn and the local Eaglehawk shop owners willingly donate goods for a Gala night raffle and the funds raised once again, are set aside for donations to chosen causes.

Newcomers are most welcome

Cost: \$5 per person

Venue: Darling Street Hall, Eaglehawk

SPRING GULLY DANCE GROUP

The Spring Gully Dance Group was established officially in 1958 and recently celebrated 50 years of Dancing.

“Learn to Dance” nights are held every Monday night. They use pre-recorded music and the dance teachers are unpaid volunteers. Further to that, the group holds Wednesday night New Vogue dances.

Their main focus is on Saturday night dances throughout the year, where different bands are hired and money is raised for charities. These dances attract between 80 – 140 people depending on the time of year.

This group has strongly affiliated with other community groups and relies mainly on word of mouth to advertise their events. They use a flyer at the local tourist information booth and get many people dropping in while travelling through Bendigo. They have become that well known they have people who come to Spring Gully from all over Australia to attend their dances!

Newcomers welcome.

Monday Learn to Dance with Tape Music

Wednesday New Vogue with Tape Music

Saturday Dance with Band & Supper

135 Spring Gully Road, Spring Gully, Bendigo

BRIDGEWATER COMMUNITY DANCE GROUP

The Dance Your Way to Health program was initiated by Inglewood & Districts Health Service in 2006 to encourage physical activity in older adults within the Southern part of the Loddon Shire. This project was supported by the 'Go for your life' Physical Activity Grants program which was made available through the Victorian Government's Community Support Fund.

The target group is men and women over 50 years of age. This program ran for 8 weeks with 8 programs over 2 years, progressing from 45 minute dance segment to 90 minutes. During 2006 & 2007 the program was conducted in Tarnagulla, Inglewood, Bridgewater and Wedderburn. For the Dance Your Way to Health program to continue after the funding finished at the end of 2007, sustainability of the group was the priority as all members of the group wanted to continue into the future.

The Inglewood & Districts Health Service Community Health Nurse supported the dance group with grant applications, purchase of a sound system and music, hall selection/bookings and advertising of the program. As of 2008 the group became sustainable by a further grant from Loddon Shire Building Resilient Communities Fund to assist with hall costs through out that year.

The Dance Your Way to Health program is a 60 minute square dancing session at the Bridgewater Town Hall on Thursday's 1:30 – 3:00pm during school term. A 36 week program is planned for 2009. A weekly donation of \$3 is used to pay for the Square Dancing instructor along with light afternoon tea. Further grant applications have been submitted to various organisations to assist with hall costs and we are waiting to hear if they are successful for 2009.

4. Additional Resources

You already have a clear outline of the necessary steps to get the Dance Group up and running. The following are suggestions that you may like to consider if you decide to take the group to the next level and affiliate with other groups, run secondary activities or expand the focus of the group.



4.1 Encouraging Participation and Communication

Be clear about the group objectives, that way you will attract the people into the group that are like minded and can see themselves fitting into the group. Have a list of tasks that you would like done and ask people if they would be able to do one of these each week.

- Manage the money e.g. collect fees, banking, pay bills
- Coordinate the morning/afternoon tea e.g. buy milk, sugar, tea, biscuits and bring along or delegate to other group members
- Organise the music e.g. Pick up the CD player/choose the CD's for the week, change the CD's as needed at the dance
- Welcome and assist new members

Have a really good communicator with a happy demeanour for your “New Member” person. This person will be the one who welcomes your new members and helps them move into the group.

When you first start your group, everyone will be keen to get to know each other and nametags may assist this process. You can simply buy a roll of stick-on labels from the newsagent and have members write their name in marking pen on theirs and stick them to their clothing. If you have regular new members, it is a good idea to have nametags at each dance because it can be embarrassing to some people to not remember names. When you have members of your group who have offered their assistance it is a good idea to use a coloured star or something that stands out from the rest of the nametags, so those people are instantly recognisable to newcomers. This means that if anything needs to be taken care of, your helpers can be seen and approached with ease.

If a “helper” member can't make it one week and therefore can't do their “job”, decide beforehand what the rules are about this. For example do they delegate their job to someone else, or ring you directly for you to organise a substitute?

A phone tree is a great idea for when there is a cancellation or if any type of message needs to be conveyed to participants. The person above rings the person below on the list and that way it saves your phone bill and gives everyone ownership and a sense of “their group”. To set this up you will need to get permission from people to pass on their contact details.

When participants sign up they may complete a registration form with all their relevant details on it. This includes address and phone number. This will assist in establishing a telephone tree for keeping participants informed of the group's activities. It may be a good idea to place a statement about their ability to decide for themselves regarding their participation in such a program. If they have any health concerns they should check with their Health Professional.

DANCE FOR FUN AND EXERCISE SAMPLE REGISTRATION FORM

Name _____ Date _____

Address _____

Phone Number _____

I understand this Dance Group is for fun and exercise. As an adult I am able to decide my capability to participate in this program. I am responsible for my own health and safety in the Dance Group.

In the event of a medical emergency, I hereby give my consent for an ambulance to be called.

I also give my permission for my photograph to be used for promotion purposes by the Dance for Fun and Exercise Dance Group.

Signed _____ Date _____

Thank you for your cooperation

4.2 Seeking Additional Funds for your Group

Most community groups do not need to receive funds to establish a new activity or group. However, if you would like to fundraise to get started, decide what you want the money for and how much you need.

Try contacting your local service groups like Zonta, RSL, Apex, Lions Clubs, your local Council or Health services and even local shops for funding support. If not in monetary donations, some may offer stock donations which could be useful if you wanted to run a stall to raise money for the group.

It is important to be clear about why you are seeking funding, as this will determine the possible sources of funds and the amount of money you need. Your local council and the Victorian Health Promotion Foundation (VIC Health - www.vichealth.vic.gov.au/) might be a good starting point for seeking funds.

4.3 Logos

If you decide to “go bigger” and get additional funds or other support, you may want a logo and a catchy blurb to get people interested. This ideally should have eye appeal and draw attention at a glance, so it is easily recognizable when you do any future advertising. Look on the internet or use Microsoft publisher for some ideas.

If you haven't got access to these resources, go to a library and get some assistance. Alternatively your local school is full of computer geniuses in the making who would probably be only too glad to help develop one.

Logos that have been previously published usually have copyright © unless you come up with them yourselves. You can adapt or modify existing designs and that is perfectly acceptable, as long as they LOOK DIFFERENT from the originals!

If the Dance Group wishes to affiliate with another organisation you must firstly get their permission to publish their logo on anything that you print.

4.4 Photos

Photos that you take of the participants enjoying themselves at the Dance Group are always great for recognition and evidence of progress. However, if you wish to use these photos in any publication, including one that is within the group, you must get permission from those in the photos. We suggest that you include this on your enrolment form at the beginning, so it doesn't get overlooked and check that the person in the photo has signed the registration form before publishing any photos.

4.5 Using Paid Dance Instructors

The dance teacher does not need formal qualifications if he/she is volunteering. However, if you do hire a Dance Teacher, you would probably want them to have appropriate qualifications depending on what they were charging for their services.

4.6 Other Legal Information

You may want to incorporate and register the Dance Group. There are “pros and cons” to this. Also if you intend to conduct a fundraising activity you will need to consider the laws that regulate such activities and your legal obligations in Victoria. For more information on both issues you may contact either Consumer Affairs on 1300 558181 or go to their website <http://www.consumer.vic.gov.au>.

Be aware of the food safety act when holding public dances that invite people outside of your regular group, a member may be required to hold a food handler’s certificate when serving food. To clarify whether your group needs to meet this requirement contact the Environmental Health Officer based at your local council or go to the following website: <http://www.health.vic.gov.au.foodsafety>.



4.7 Sample Dance Plan

This is only a sample and you do not have to follow it exactly, just remember breaks, warm ups and cool downs.

SAMPLE DANCE PLAN	
9.30 am	Arrive and set up hall
9.45 am	Greet everyone
10.00 am	Stretch and warm up 15 minutes
10.15 am	Slow to medium dance music for 20minutes
10.35 am	5 minute water break – keep moving
10.40 am	Slow, medium and fast dance music 20 minutes
11.00 am	5 minute water break – keep moving
11.05 am	Medium to Slow music 10 minutes
11.15 am	5 minute water break – keep moving
11.20 am	Stretch and cool down 10 minutes
11.30 am	Morning Tea/Snack/Get together
12.00 pm	Finish

4.8 Using Volunteer Guidelines

Volunteers make up a large percentage of the working population in this country. People who for one reason or another chose to give their time and services to help a cause.

We need to be very grateful and courteous to our volunteers and here are a few tips that may make you and them blend well together.

- Provide adequate feedback for the volunteer
- Reward their efforts publicly
- Chastise (if necessary) in private
- Volunteers have the right to undertake activities in a healthy and safe environment – don't expect anything from them that you wouldn't do yourself
- Ensure they are treated in accordance with principles of antidiscrimination and equal opportunity
- Ensure they are given accurate and truthful information about your group/organisation
- Ensure they are given clear guidelines about re-imburement policies (if any)
- Have his/her confidential/personal information dealt with privately
- Make an agreement that all confidential/personal participant information is treated with strictest confidence (no telling tales)
- Explain their role clearly and make sure they are provided with sufficient training to undertake that role

Volunteering Australia has developed helpful risk management tool together with information about recruitment of volunteers dealing with positions of trust, money and physical tasks for your perusal <http://www.volunteeringaustralia.org>.

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