

Texas Cloggers' Rally - Texas Instructor Vice Chair Responsibilities

Texas Instructors Chair is responsible for but not limited to:

- Review the Rally feedback form from the prior Texas Instructor Vice Chair.
- Obtain budget from the Rally Chair(s).
- Prior to the Event
 - Discuss with Rally Chair(s), Rally Advisor and TCC President the number of Texas Instructors to be invited to teach at the upcoming Rally. (ALL Texas Instructors shall be current TCC members)
 - Texas instructors - invite to fill scheduled halls, Texas Dance List (TDL) Hall and the Rapid Fire Room.
 - Send invitation to Texas Instructors between September & November. Send reminders in January (all prior to event).
 - Invitation shall include but not limited to; request two or more different routines not taught at any other Texas Workshop in the last 6 months, ask for different levels of routines, ask what routines they can teach or cue from the TDL*, request seminars or specialty classes to be taught.
 - * Refrain from having Rapid Fire “Only” Instructors (basically that means that’s all they will teach all weekend).
 - Provide the instructors with the TCC “Guidelines for Leveling a Routine.”
 - Request ALL cue sheets to be sent to you prior to being sent to the Syllabus Vice Chair.
 - Please review ALL routines – check for level difficulty and place in the proper room accordingly. If you do not have enough of a particular level please advise the Rally Chair(s)... at this point you may need to request additional routines from initial instructors or add additional instructors to fill the levels of routines required.
 - Advise Beginner Hall Vice Chair of routines and instructors that would like to teach in the Beginner Hall – send the routines to he/she for review.
 - Acquire National Instructor routines from the Rally Chair(s).
 - Build the schedule
 - Verify with Rally Chair how many rooms are available for Friday and Saturday during the event. Fill halls with required level of routines.
 - Send schedule to Rally Chair & Beginner Hall Vice Chair for review.
 - Finalize schedule – then send schedule and routines to Syllabus Vice Chair at least 4 to 6 weeks prior to the event date.
 - Make small (5x7) print outs of the SATURDAY Schedule to be placed at the Registration table to hand-out at the Rally during registration.
 - Please advise Newt Weeks of all TCC instructors that are teaching at the Texas Rally for the first time. Must be TCC Members.
 - Coordinate with the Hospitality Vice Chair the number of Lunch tickets required for the instructors.
 - Build Registration Packets to be placed at the Registration Table for Instructor Pick up.
 - Must contain a letter stating “THANK YOU”
 - Advise them of all comp items; lunch, registration, syllabus, etc...
 - Advise them of any meetings, instructions for Saturday night Exhibitions (consult with Rally Chair(s) and Saturday Night Exhibition Chair for info)
 - Name tag, ribbon, bracelet, etc... - work with Registration Vice Chair to establish the items for identification.

- At the Event
 - Supply the Rapid Fire room with music and cue sheets for the dances being reviewed. Ask the Texas Dance Committee for help with this if necessary.
 - Prepare sign board labels for each room – per the schedule. Set-up boards and easels. (See Sound Vice Chair for boards and easels).
 - Be prepared to assist with any/all instructor meetings.
- Be prepared to assist the Rally Chair with other items as necessary.
- Fill out and submit your Rally feedback form to your Rally Chair(s).

Note: The TCC is a 501c3 non-profit organization and is sales tax exempt. A form is available that can be provided to your vendors. (NOTE: This sales tax exemption applies only to purchases made by TCC.)

Also available is a Reimbursement Form that may be completed and given to the TCC Treasurer to receive reimbursement for any out-of-pocket expenses that may be incurred.