

KYTS Cultural events participation policy

(Adopted – 11/05/2024)

Overview:

This policy was developed during 2024-25 and can be modified at any time by the current or future committees as needed.

Purpose:

The purpose of the policy is to define roles and responsibilities of individuals who sponsor, choreograph, participate and the cultural committee members who organize. This policy also spells out guidelines on registering for events.

Definitions:

Executive committee Member: All current members, either elected or appointed as KYTS executive members.

Cultural committee: Group of executive committee members (and/or volunteers) who organize cultural programs in KYTS events.

Sponsor: KYTS member who proposes a program to be performed at a KYTS cultural event

Choreographer: Anyone who helps the Sponsor to put together the program.

Participant: Anyone who performs in a KYTS event.

Program: The performance (Ex: Dance, Music instrument playing).

Event: Organized by KYTS that has multiple programs (Ex: Pongal event).

Responsibility:

All executive members, KYTS members, and non-members who are participants, have a responsibility to follow this policy.

Policy and procedures:

A. Responsibilities of Cultural committee:

1. The cultural committee makes the final decision on all matters related the cultural programs.
2. It is expected that KYTS membership will be informed as soon as a firm plan is set for the event. This communication shall include but not limited to event date, start and end date/time of registration, number of programs planned, any change in this policy, any

preference given in registration (ex: those who didn't get a chance in the prior event), or any type of program promotion (ex: traditional).

B. Sponsor eligibility requirements and responsibilities

1. Sponsors should be current members of KYTS at the time of registration (and continue to be a member through event day) and be the primary contact for the program they sponsor.
2. Sponsors have responsibility to
 - a. ensure all participants meet the eligibility criteria and program they propose meet the guidelines set forth by the cultural committee before registering for the program.
 - b. to provide details about the program and participants, in a timely manner, as requested by cultural committee (ex: registering on time, providing song or replacement song details no later than the deadline, providing rehearsal video and/or promo video, providing names of participants, choreographer, sponsor names in Tamil, providing final song/music in mp3 format).
 - c. to provide alternate songs as requested by cultural committee to avoid repetition
 - d. pass along the communication received from the cultural committee to choreographers and participants
 - e. ensure that participants have completed "KYTS Photo/Video Release consent" form or have one currently in file, with KYTS.
 - f. ensure all payments (if any are due from a participant) are paid by the due date the cultural committee sets.
 - g. ensure all participants arrived on time for their performance

C. Choreographer requirement and responsibilities

1. Choreographers need not be KYTS members.
2. Along with Sponsors, Choreographers may be added in the communications from cultural committee.
3. Choreographers have a role in ensuring program guidelines and participant's eligibility are met.

D. Participants' requirement and responsibilities

1. All KYTS Members and their children can participate in KYTS events free of charge.
2. Non-members that meet the programs' criteria (as described in section "programs"), can participate in KYTS events by paying a fee. Currently, this fee is set as \$15 per event and subject to change.
3. All programs need to have at minimum one KYTS member or member child(ren).
4. All participants need to have completed "KYTS Photo/Video Release consent form" or have one in file already. This is applicable to non-members as well. For participants under the age of 18 years, their parents need to complete the consent form.
5. All participants must be 5 years or older.
6. Children under the age of 5 years old may participate in programs with adults or elder siblings who are 5 or more than 5 years old.
7. For age calculation, the date of event will be used.
8. Participants can perform in only one program except when the cultural committee may allow participation in more than one program. Currently, participants who are performing in programs defined as traditional, may be able to participate in another program.

E. Programs

1. Cultural committee, under the direction of KYTS executive committee, set rules related to programs to ensure events have variety of programs.
2. All programs must be in Tamil (songs, dialogue).
3. Once a program is registered, no new participants can be added. In case of any last-minute substitutions, sponsors need to contact the cultural committee immediately to update the registration. After rehearsal videos are submitted (or in-person rehearsal was conducted), no changes will be allowed.
4. Currently,
 - a. All programs need to be less than 5 minutes of duration, except for a few programs like drama where longer duration may be allowed at the discretion of cultural committee.
 - b. A minimum of 3 participants are required except solo karaoke or musical instrument playing.
 - c. Solo speech programs are not allowed.
 - d. Currently, the number of solo programs allowed are:
 - (a) Two solo musical instruments and
 - (b) One solo karaoke.
 - e. Time to time, the cultural committee may promote some type of programs, relaxing participation requirements. For Example, currently, traditional programs are promoted allowing dual participation.

F. Events:

1. Cultural committee, under the direction of KYTS executive committee, conducts events. Availability of hall, and duration available will dictate the number of programs.
2. To ensure everyone has a chance to perform at a minimum once a year, the cultural committee reserves the right to alter the registration process. For example, the registration window may be opened to all who couldn't participate in the previous event and after a week's time, others can register.