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After the Club President the New Dancer Coordinator (NDC) is the next most important officer of a square dance club. They must coordinate between the Club President and the club instructor many necessary duties to achieve success. Without new dancers clubs are destined to fail. New dancers are the lifeblood of our activity. New dancers usually have friends nobody has ever contacted to join the square dance activity. They are often highly motivated and willing to encourage others to join something they find new and exciting. The main objective of the NDC is to provide the best fun filled learning experience possible. The NDC must also work year round to energize the club to recruit prospective new dancers, not just one month prior to a new dancer session. The task is very rewarding when everything comes together and you are able to achieve club growth. To that avail, below is a list of some of the responsibilities every NDC should strive to achieve.

## New Dancer Coordinator (NDC) list of responsibilities:

1. Recruitment must be done year round by members. Material needs to be updated and available at all times to facilitate recruitment such as club business cards, new dancer information post cards, and publicity flyers for any new dancer sessions. Other unique promotional materials could also be used such as pens, wooden nickels, and magnets.
2. Plan ahead with the club President and the instructor when a new dancer session is to be held and for how long a period. Most successful clubs offer more than one new dancer session per year, use multi-cycle or condensed teach methods, or a combination of both depending upon hall availability and instructors. The facility must be secured in advance by one of the parties involved; and where available, the set up should be properly documented.
3. Use existing club members as angels to produce a schedule where there will be three available couples present at each session to fill the odd square. It is possible angels are not needed to even the sets per session but that is not usually known until the session starts due to unforeseen circumstances.
4. Throughout the year contact information of prospective new dancers should be collected by members and organized in a data base to send reminders or other information regarding the starting dates and times set for open house dance parties and/or the next new dancer session.
5. Often an open house dance party is used as an introduction before a new dancer session begins. This event needs to be well planned and highly advertized by as many means possible. Publications, community news papers, classified ads all help but the most effective means still is one on one recruitment of friends.
6. Temporary name tags should be made available for everyone needing one in order to recognize individuals to encourage conversations.
7. A profile sheet should be available for guests to fill out requesting contact information such as address, phone numbers, and email; along with a few other brief questions; such as, how they heard of the new dancer session, if they mind being contacted for future events, and any other clubs or hobbies they wish to share. Knowing the latter can help make connections between members with similar interests, and discloses skills that could have future use.

8. A welcome letter should be developed and made available for all the new dancers. It should contain all the information they need to know regarding the upcoming new dancer session. Session times, number of sessions, dress considerations, the NDC contact information, goals and objectives, and any other necessary elements they are going to need to know should be provided in this letter. The do's and do not's information along with a brief history and list of calls that are to be taught should also be available but not necessarily provided until they have officially joined the new dancer sessions. This material should also be reviewed, updated, and maintained for future use.

9. Once the sessions start, the NDC should arrive early to assure the room is set up according to the instructors needs and to make preparations for the new dancers. Water, mints, and other supplies might also be needed.

10. An attendance spread sheet should be developed to track a trend that may become a problem. Occasionally new dancers have scheduled work trips or vacations that should be blocked off on the attendance sheet. Knowing this information ahead of time can assist the NDC to find replacement angels for the missing dancer/s to keep the squares even. Coordinate with the instructor if a make-up workshop session can be offered a half hour prior to the start time for anyone missing more than one session at a time.

11. Having a club roster available is helpful in case there is a last minute need for an extra angel due to an emergency or illness. Having a roster of new dancers can also be an asset to the group.

12. Sending out an encouraging weekly email reminder listing the new calls taught helps tremendously. Having this information along with a link to Taminations and Saddle Brook Squares will provide the dancers a place to review the material between sessions. Basic/Mainstream handbooks, instructional DVD's, WEB references, practice dance material, and other publications, should be made known to the new dancers for them to review.

13. Coordinate with the club and instructor times the new dancer group could attend special events that would offer dance tips geared at the proficiency of the new dancer, possibly at the start of the event. This helps with the transitioning between class and club as new dancers get to know more club dancers.

14. Plan and coordinate any graduation ceremonies to be held with all the parties involved. Diplomas need to be filled out and signed. If games are to be played, it is best to do so with the entire room of dancers not just as an initiation of new dancers, as this could be deemed a form of humiliation. New dancers have been through enough just to learn the calls; no need to stress them out by watching them perform under high duress being blind folded and made to walk on potato chips. Be sure to take a group photograph for all to remember!

15. The NDC must help new dancers with the transition between the new dancer sessions and the club dances. Provide them information they might need to know such as membership dues, badges, club shirts, workshop times; and if utilized, how the dancer rotations system works. Regional and State Organizational information could also be provided along with a list of area clubs and special events.

16. One important item is a final evaluation of how well things worked. What was the retention ratio of graduating new dancers per everyone that started the course? Could anything have been done differently to achieve a higher rate of success? Would you recommend adding or changing anything on this list of responsibilities? These details should be kept for future reference correlating any trends and should be shared with the instructor.

17. Training a successor is encouraged so having folks help along the way provides others the opportunity to learn some of the duties of a NDC, while creating a list of prospective candidates for the position in the future.