



GCB Parent Code of Conduct and Grievance Procedure (5/17/24)

Parent Code of Conduct

Every parent (especially when serving as a volunteer representative for Garden City Ballet) impacts the overall experience for performers, families, staff, board members, volunteers, and the community at large. As a valued member of our Nutcracker community, please be mindful of your communication and interaction with respect to the following:

With respect to *performers*, I will:

- Be supportive and complimentary of all dancers, including my own
- Let choreographers make any necessary corrections to dance technique for all dancers, including my own
- Ask permission before posting any photos to social media that include unrelated dancers

With respect to *families*, I will:

- Be a good sport when it comes to casting decisions
- Keep in mind that parents are affiliated with, and loyal to, different local dance studios
- Recognize and refrain from dance community gossip

With respect to *paid staff**, I will:

- Share constructive feedback and communicate concerns in a respectful manner, at an appropriate time
- Take time to complete the post-production survey

*Paid staff includes seasonal positions (Artistic Director, Assistant Artistic Director, Choreographers, Costume Designers, Costume Mistress, Lighting and Technical Directors, Stage Managers, Production Crew, Photographer, Videographer) and one full-time employee (Executive Director)

With respect to *board members*, I will:

- Keep in mind these are volunteers who are working for the good of the organization, the community, and all families who participate in GCB
- Communicate concerns in a respectful manner, at an appropriate time
- Follow the Board Member Code of Conduct if I have previously served
- Respect that children of board members do not receive special casting consideration

With respect to *volunteers*, I will:

- Keep in mind these are largely parent volunteers doing their best for the good of the whole
- Communicate concerns in a respectful manner, at an appropriate time
- Do my part to make the experience enjoyable, positive, and meaningful for all involved

With respect to *the community at large*, I will:

- Recognize and refrain from dance community gossip
- Keep in mind that speaking negatively in the greater community about performers, families, staff, board members, and volunteers can have a lasting and damaging impact

Grievance Procedure

GCB hopes that all Nutcracker families have a positive experience, but understands this is not always the case. If you are unable to constructively resolve an issue directly with those involved, here are three options to express a formal grievance:

- After a “cooling off” period of 24-48 hours, directly email the GCB Board President (board@gardencityballet.org) or Executive Director (caroline@gardencityballet.org)
- Request an in-person meeting with the GCB Board President and/or Executive Director - an additional person may be included to take notes
- Share concerns through the online Post Production Survey (offered annually after the show closes) / this survey is anonymous unless you choose to identify yourself in the comments

It would also be helpful if anyone filing a formal grievance prepares (in writing and in advance of any in-person meeting) a brief summary of the situation, with suggested actions to be taken and desired outcomes or goals.