

# Tango Colorado

## POLICIES

for TEACHERS and DJs

Updated July 26, 2018

### Table of Contents

<b>I. Policies for Tango Colorado Teachers and DJs .....</b>	<b>2</b>
<i>A. Policies for Tango Colorado Teachers.....</i>	<i>2</i>
<i>B. Policies for Tango Colorado DJs.....</i>	<i>5</i>
<b>II. Professionalism .....</b>	<b>7</b>
<b>III. IRS Requirements – Teachers, DJs, Performers, Contract Labor .....</b>	<b>8</b>
<b>IV. Tango Colorado Teacher &amp; DJ Website Photos.....</b>	<b>9</b>
<b>V. Signature Form.....</b>	<b>10</b>
<b>Appendix A – Teacher Application .....</b>	<b>11</b>
<b>Appendix B – W9 Form .....</b>	<b>13</b>

# **I. Policies for Tango Colorado Teachers and DJs**

## **A. Policies for Tango Colorado Teachers**

Purpose:

It is Tango Colorado's intent to improve and maintain the floor craft, navigation and dance technique of Argentine Tango within the community by providing a strong, consistent, easily duplicated learning foundation necessary to achieve that goal.

Further, it is Tango Colorado's intent to be a feeder into the teaching and dancing community. To provide students and teachers with a consistent outcome for making the transition to more advanced material, we encourage you to closely follow the teaching guidelines and present the concept of tango and floor craft in a structured, easily understood format that reviews and builds weekly on all prior weeks' instruction.

Your responsibilities as a TC instructor include being a reciprocal feeder as well. Please encourage your students to come to TC on Tuesdays to practice what they learned from you between any lessons from you. Support of Tango Colorado and the tango community will only increase your exposure and name recognition.

When teaching for TC, be proactive by promoting your TC lessons on your website with a link to the TC website (per the TC link-link policy posted on our website) and using various social media, including the Tango Colorado Facebook page.

### **1. Lesson Format**

1.1 Arrive early enough to prepare. Please start and end on time. The students pay for a full hour of instruction. Practica participants expect to be able to dance in that space at 7:45 pm.

1.2 The teacher is in control of the music throughout the lesson. However, please stick to good, rhythmic tangos to help students with the beat, except on rare occasions when your lesson plan might include other music.

1.3 Introduce yourself and welcome the students on behalf of Tango Colorado. Minimize talking during the lesson and get the students dancing as much as possible. Present the concept of tango and floor craft in a structured, easily understood format and review and build weekly on all prior weeks' instruction. You are encouraged to populate your lesson with your present and past students. Their ability to relate and share on your behalf is priceless. Provide as much personal attention as possible. A partner or assistant is helpful. Your one partner or assistant will receive free Practica admission.

1.4 It is strongly recommended that you formally end each lesson with a brief demonstration of the material presented. The students will love it! After the demonstration, point out the benefits of staying for the Practica and the fun of the community mixer. It's OK to announce your own lessons or availability for private lessons.

1.5 At the end of the lesson, a TC representative will welcome the students and give them some basic information about TC and the Practica.

1.6. While it is not mandatory, we would encourage you to remain after the lesson to answer individual questions and guide your students. This increases the likelihood they will stay to practice and return the next week. People are less interested in how much you know and more interested in how much you care.

## **2. Lesson Content**

### Beginner

2.1. There will be various skill levels of the students: teach to everyone. A partner is helpful. Make sure new people feel welcomed and not ignored in favor of more experienced dancers.

2.2. Teach small elements which work on the dance floor: walking with intention, apilado connection utilizing lady's hands/forearms to man's shoulders/chest, changing weight, check left turn, walking outside on either side with your partner, side steps, 4 step sequence variations, cruzada, rock step (hamaca) sequence variations. **NO BACK STEPS INTO LINE OF DANCE PLEASE.** This is an integral part of floor craft.

2.3 Emphasize musicality (listening to the music) and the importance of walking on the beat. Feeling the music and dancing to the music are two of the most important elements in learning tango and should be introduced in the beginning.

2.4. Emphasize the importance of not anticipating on the part of the follower and the responsibility of the leader for whether or not the lead is clear and easily followed.

2.5. Demonstrate the different forms of embrace and the basics of a comfortable embrace.

2.6. Review all prior weeks' instruction at the beginning of each lesson weekly before adding new material. This reinforces the learning experience for the returnees and assists the integration of drop-ins.

2.7. Introduce a cliff hanger in the fourth week so they follow you into the next series. Keep it simple but exciting.

### Beginner II:

2.8 Continue to review the first four weeks of elements at the beginning of each lesson.

2.9 Utilizing what has been taught, present some dance sequence variations to get them dancing and feeling comfortable.

2.10 Teach balance and axis elements.

2.11 Teach floor craft and navigation elements.

2.12 In the third week, you may introduce the 8 count basic without a back step into line of dance. Please utilize a side step. This is an important element of floor craft. Also bear in mind that the 8 count basic is typically not conducive to dancing on a crowded dance floor nor is it danced socially on a crowded dance floor. Only elements are utilized in this situation.

### **3. Tango Colorado Membership**

You must be a member of Tango Colorado in order to teach lessons at the TC Practicas.

### **4. Tango Teaching Experience**

Teachers should have experience presenting tango in a group setting. They need to convey information clearly and effectively. They should have the ability to engage as well as adapt to student groups that are comprised of different ages, backgrounds and abilities.

### **5. Sound system certification at the Turnverein.**

If you are using the Turnverein's sound system when teaching at the Denver Practica, you must be certified in using the system first by the Turnverein manager. This was a very expensive system and there have been problems caused by untrained users.

### **6. Teacher Attitude & Deportment**

We are looking for teachers who can provide a positive and enjoyable learning experience for those wanting to take the first step in learning Argentine Tango. This means being professional, appropriate, friendly and positive. Please see "Code of Professional Conduct" under TC Policies and Docs, currently available by clicking on the Resources page of the TC website.

We also are looking for teachers who are active members of the Tango community and who participate in, support, and help promote Tango Colorado and its Practicas and events.

### **7. Documentation of Credentials**

An application will be made available to anyone who would like to apply or re-apply to teach on behalf of Tango Colorado. These applications should be submitted to the TC Teacher Coordinator and will be reviewed by the Board of Directors or its designees to determine whether applicants are qualified to teach for Tango Colorado. **Please [see Appendix A](#) for a copy of the application.**

### **8. Teacher Scheduling and Pay Requirements**

Tango Colorado takes a number of considerations into account when scheduling teachers: teachers who participate in, support and help promote Tango Colorado and its practicas and events, draw, availability, reliability, retention from week to week and qualifications.

Please commit to teaching only if you feel certain you will be able to honor the commitment for the full series. If you will not be able to teach during a period for which you committed, please notify the Teacher Coordinator as far in advance as possible. Please feel free to contact another accepted instructor for availability so, if necessary, you can recommend an accepted instructor substitute to the Teacher Coordinator. In all cases please try to contact the Teacher Coordinator first.

After each lesson it is the teacher's responsibility to sign-off on the number of students in each class. If he or she does not, pay will be based on the number of students on the

sign-in sheet at the desk.

Normally you will be paid during the first week to ten days following each month of teaching. We strongly encourage promotion of your lessons in order to increase attendance, as the more students in your class, the greater your exposure to potential long-term students and the more you get paid.

## **2. Policies for Tango Colorado DJs**

### **1. Keep the Dancers Dancing**

The DJ's primary job is to keep the dancers happy and dancing, selecting mixes that serve the community's needs as directed by the Board of Directors. This means knowing the music and understanding the conventions for how to combine music for tandas. The quantity of music you have is secondary to the quality. We appreciate the many of you who continually work hard to improve your music selections. Please make sure that you can maintain flexibility in your tandas based on crowd participation for each tanda.

We expect your focus to be on the dancers and though this does not mean you cannot dance on a night you are DJing, we strongly encourage careful attention to the crowd. Teaching lessons or having meetings during a Practica for which you are the DJ is not allowed. The board will continue to monitor DJs and feedback from dancers and reserves the right to schedule DJs accordingly.

The expectations for the music at a Practica are not the same as at a Milonga. The main focus should be to enhance retention of both new dancers and more experienced dancers and create and maintain good energy in the room and on the dance floor.

### **2. Tandas and Cortinas**

Music at Practicas should always be played in tandas with a rotation of tangos, valsés and milongas with the exception of the first 30 minutes after the class, when only tangos with simple, strong rhythms should be played so that the beginners from the beginner lessons have a chance to practice more effectively. Between 30 minutes after the ending of the class and 10:00 pm DJs should play rotating tandas consisting of two tandas of tangos, one of valsés, two more of tangos, then one of milonga. We request that tandas are limited to three songs during that time.

Cortinas are required between each tanda and after the community mixer dance. Cortinas should be clearly distinguishable. Not using cortinas is not user friendly for even some experienced dancers but is particularly confusing to new dancers and does not help them learn tango etiquette.

At Practicas, after 10 pm and at milongas after midnight, if a DJ wishes to play four song tandas and/or alternative tango music, they may; however, the DJ should always observe the dancers and make their selections based on what they observe on the floor. Alternative tango music tandas, like traditional music tandas, should be structured and easily danceable.

### **3. Community Mixer Dance**

Only tangos should be played for the community dance and, to facilitate all dance levels, the music should be more rhythmic. One of the main goals in creating the community mixer dance was to include beginners. There should also be a very clear Cortina signaling the end of the community mixer dance.

### **4. Membership**

You must be a member of Tango Colorado in order to DJ at the TC Practicas.

On occasion a guest DJ may be invited to DJ an event. The decision to do so must be approved by the Board. An invited guest DJ does not have to be a member of Tango Colorado.

## 6. DJ Attitude

We are looking for DJs who provide a positive and enjoyable experience for those attending Tango Colorado events.

We also are looking for DJs who are active members of the Tango community, at large, and who participate in, support, and help promote Tango Colorado and its Practicas and events.

## 7. Application

Any Tango Colorado member may apply or re-apply for an Audition to be part of Tango Colorado DJ List for TC events by notifying the Board of Directors in writing by US mail or email.

[TCBoard@tangocolorado.org](mailto:TCBoard@tangocolorado.org)

Tango Colorado, 1570 Clarkson St., Denver, CO 80218

A member can obtain the privilege to an audition by:

- **Endorsement:** an applicant can be endorsed by other member(s) with five or more years of continuous attendance to Tango Colorado in regards to his/her tango DJ skills
- **Seniority:** an applicant with five or more years of continuous attendance to TC practicas and milongas is assumed to have gained knowledge and skill in Tango music.
- **Non-TC DJ experience:** proven experience of DJ performance in other tango events

The Board of Directors and its designated agents may ask the applicant for additional information related to tango DJing.

The Board of Directors and its designated agents will assess whether the applicant is suitable for DJing for Tango Colorado.

## 8. Scheduling

Tango Colorado takes a number of factors into consideration when scheduling DJs: draw, availability, reliability, a DJ's careful attention to the dance floor and subsequent ability to adapt quickly to the crowd, overall musical consistency and prior experience.

Please make every effort to follow through with your commitment to DJ on your scheduled evening. If you need to make a change, please contact the DJ Coordinator prior to asking another DJ to take your place or trading with someone else. If you have an emergency, please try calling, texting, or emailing, the DJ Coordinator as soon as possible.

Tango Colorado reserves the right to cancel any event. If an event is canceled, the DJ

will be notified as soon as possible and TC will attempt to reschedule the DJ to another date.

## **9. Set up and Breakdown**

DJs should be at the Practica early enough to begin playing music when the Practica starts, which is 7:45 pm. Normally, the sound system will already be set up, but please be there early enough to be set up and ready to go on time. It is the DJ's responsibility to secure and put away the sound system prior to leaving. There is a specific order for turning the system on and off. If you need help, please make sure to ask someone who knows how to close down and secure the system before you leave. DJs will be docked \$20 from their pay if they are late or the system has not been properly shut down and secured before they leave. Some of the sound equipment belongs to Tango Colorado and that equipment must be stored in the Tango Colorado cabinet.

The Turnverein Cultural Center has its own requirement that anyone using its sound equipment must be certified in using it by the manager of the Turnverein. It is the responsibility of the DJ coordinator to arrange this.

## **10. Pay**

Tango Colorado DJ performance pay structure is as follows:

- One hour = \$25.00
- Minimum performance hours = 3 hours = \$75.00
- Additional hour = \$25.00
- Set up and breakdown time are responsibility of the DJ

The Tango Colorado treasurer will make a reasonable effort to pay the DJs promptly by check after the calendar month in which they worked, or electronically within 5 days of the performance. Twenty dollars will be deducted from their pay if they are late or the system has not been properly shut down and secured. DJ's will not be paid for any cancelled event. If an event is canceled Tango Colorado will attempt reschedule the DJ.

## **11. Training sessions**

Tango Colorado may, from time to time, organize training sessions for DJs. Although these sessions are not mandatory, attendance is encouraged.

### **III. Professionalism**

Professionalism is required of all Teachers and DJs who participate in Tango Colorado's lessons, practicas, and events.

If any board member of Tango Colorado witnesses mistreatment of others and/or inappropriate behavior or language both at TC or non-TC events or failure to meet job expectations, or if the board receives allegations of such behavior and determines there are adequate grounds that such allegations are true, the board of Tango Colorado will take subsequent action as it deems appropriate and necessary. This may include temporary or permanent suspension of teaching or DJing and/or termination of Tango Colorado membership.

Criticism of other instructors and DJs while teaching a lesson for Tango Colorado or while DJing at a Tango Colorado practica or event is not considered appropriate.

### **IV. IRS Requirements – Teachers, DJs, Performers, Contract Labor**

All persons or companies providing services to TC are required to complete IRS form W-9 prior to receiving payment. Please contact the TC Treasurer if you need a copy of the form. It includes your full name, address, and Tax ID number. 1099s will be sent to anyone or any entity who receives more than the current IRS minimum. As of 2008 that minimum is \$600. A copy of the W9 form is included at the end of this document. Please return it to the Tango Colorado address below.

Tango Colorado  
1570 Clarkson St.  
Denver, CO 80218

Checks to you are generally issued through the bank and will be mailed to you. It is your responsibility to cash these checks promptly, no later than 90 days of issue. They will not be reissued.

Please alert the Treasurer if you have a change of address!

## VI. Tango Colorado Teacher & DJ Website Photos

To be listed as a Teacher or DJ on our website you must:

- Be a current Tango Colorado member with a fully paid membership.
- Have met the criteria that Tango Colorado requires to become a TC Teacher or DJ stated in the policies above.
- Submit all photos and information to Tango Colorado and designate whether it is to replace current photos or information or if it is new.
  - Information you should include: Your full name, your phone number and your email address.
  - As an additional service to you, if you do have a website, TC has a Link-to Link Policy that will enable you to add your website link to your information. Once you have included the TC link, <http://www.tangocolorado.org> , to your website, please submit your website link to TC and it will be added to your other information.
  - Ideal photo specifications for Teacher and DJ photos: 130px wide x 140px tall or smaller. The height is most crucial. Photos should be named without an “&” and preferably without any special characters.

All submission requests will be handled as quickly as possible, but you must allow at least two weeks for the website to be updated.

## VIII. Signature Form

Please fill out the following form, sign it, and return it to a board member of Tango Colorado or mail it to the address below.

I, \_\_\_\_\_ have read and agreed the Tango Colorado Teacher and DJ Policies.

My contact information is below:

Phone Numbers: cell: \_\_\_\_\_ home: \_\_\_\_\_

Email address: \_\_\_\_\_  
*Please print clearly*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Tango Colorado  
1570 Clarkson St  
Denver, CO 80218**

## Appendix A – Teacher Application

# Tango Colorado Teacher Application

(If necessary, please use additional sheets to answer any of the questions, with a reference to the question number being answered clearly stated on the continuation sheet.)

Applying as an individual \_\_\_\_\_

Applying as a couple \_\_\_\_\_ (Please fill out TWO forms, one for each.)

Applicant Name: \_\_\_\_\_

If applying as a couple, Partner's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

1. How long have you been involved in Tango? \_\_\_\_\_ years

2. How long have you been teaching Tango? \_\_\_\_\_ years

3. Where have you taught Tango?

\_\_\_\_\_  
\_\_\_\_\_

4. How long have you been a member of Tango Colorado? \_\_\_\_\_

5. When did you begin teaching private lessons? \_\_\_\_\_ Group lessons? \_\_\_\_\_  
Month/Year Month/Year

6. I regularly (at least once a month) attend: \_\_\_\_ (picnics, holiday party, etc.)? \_\_\_\_ the TC  
Denver practicas? \_\_\_\_ TC Milongas/Events

7. Please describe your emphasis in teaching Tango to beginners (Attach  
additional sheets if necessary.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Please describe your most prominent Tango style (Milonguero/Close Embrace, Salon, Nuevo, other. Please explain):

---

---

10. Besides teaching and dancing socially, how do you continue to improve your dance skill? (Attach additional sheets if necessary.) \_\_\_\_\_

---

---

11. Besides attending events, how do you currently or how do you plan to support Tango Colorado events? (Attach additional sheets if necessary.)

Word of mouth,  Our website,  Your website,  Distribution of promo materials  
 Social Media,  Facebook,  Other: \_\_\_\_\_

12. Please attach any testimonials you may have from former students.

13. Please include any comments/suggestions as to how we might improve the Tango Colorado Lessons. (Attach additional sheets if necessary.)

---

---

---

---

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B – W9 Form

If you have not filled out a W9 form OR your address or other information has changed since you submitted the original form, please complete the form on the next page and return it to the treasurer – See [III. IRS Requirements – Teachers, DJs, Performers, Contract Labor](#) for contact information. Thank you.