

RIVER CITY RASCALS



WINONA CLOWN CLUB

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Handbook 2013

GENERAL RULES

- I. This organization will be known as the "WINONA CLOWN CLUB, INC." The name "River City Rascals" is known only as a club nick name and shall so be used.
- II. Members of the Winona Clown Club will band together with an aim to help improve community relations and good will while providing a form of recreation for our members and friends. Most of all to bring joy and entertainment to kids of all ages.
- III. The Winona Clown Club, Inc. is a non-profit, non-partisan, and unbiased organization in all respects and issues. The club will not endorse any idea, issue, or product.
- IV. The Winona Clown Club will hold general business meetings on the first (1st) Thursday of every month at assigned time and place. Board of Director's meetings will also be held as needed. Any board member may request a board meeting. The time, date, and meeting place will be decided at the time of the request.

The clown year will run from April 1st through March 31st of the next year.

- V. The Winona Clown Club logo and name are the property of the club and shall only be used on club-approved items upon club approval.

MEMBERSHIP

- I. Membership is open to all persons of 18 years or older. After filling out an application, a new prospective member will be placed on a 60-day probation period. During that period, the prospect must do the following:
 1. Have face and costume approved.
 2. Attend at least two appearances.

These requirements must be completed within the 60-day probationary period, but the time limit may be extended by the board (in specific cases) not to exceed 180 days.

- II. Membership dues are \$12 per year for members New members will pay a \$5 initiation fee plus \$1 per month from the time of acceptance (by club vote) to the end of the clown year.

Membership dues are payable on April 1st each year. If membership dues are not paid by May 31st each year, membership in the Winona Clown Club ceases. Requests for exceptions to this deadline must be discussed and approved by the Winona Clown Club officers.

Any ex-member shall be reinstated (by board approval) into the club. There will be no initiation fee or probationary period for reinstatement.

- III. Junior Joey Clowns:

- Definition of a Jr. Joey member: Member, who is under the age of 18, participates in clown functions and meetings.
- Jr. Joey members are not eligible for awards and can not receive the CLAP.
- Jr. Joey members will not be required to pay dues.
- Jr. Joey members must have a delegated responsible party present at all clown functions (meeting, events, parties, etc.).
- Jr. Joey members will not be permitted to chair events.

- IV. All club members are responsible for their own equipment, costumes, make-up, and behavior.

- V. The Winona Clown Club will supply basic clown make-up to active members in good standing. All other make-up supplies and costume will be the responsibility of individual clowns.

- VI. An active member is a member with annual dues paid who takes part in club-sponsored events.

- VII. Any purchase for the club or charged to the club of over \$20 will require approval by the president or vice president.

If club members make a purchase with their own money, a store receipt is required for reimbursement. Receipts must be submitted within 90 days of purchase.

- VIII. The Winona Clown Club shall carry a liability insurance policy of at least \$100,000 from a reliable insurance company.

- IX. The Winona Clown Club shall publish and mail or email to all paid up members and probationary members a copy of the minutes of the monthly meetings and a newsletter of club information. The newsletter will be named the "Clown Chronicle."

This publication will be mailed no later than the second Saturday following the monthly meeting.

- X All members are required to know and uphold the rules of the Winona Clown Club and to act in a respectable manner to uphold the dignity of the club. Clowns are also expected to uphold the following clown code of Ethics/ 7 clown commandments as revised from the National Clown Association:
1. I will keep my acts, performance and behavior in good taste while I am in costume and makeup. I will remember, at all times, that I have been accepted as a member of the Winona Clown Club to provide others, principally children, with clean clown-comedy entertainment. I will remember a good clown entertains others by making fun of him/herself and not at the expense or embarrassment of others.
 2. I will learn to apply makeup in a professional manner. I will provide my own costume. I will carry out my appearance and assignment for the entertainment of others and not for personal gain or national publicity when performing for Winona Clown Club events. I will always try to remain anonymous while in makeup and costume as a clown, though there may be circumstances when it is not reasonably possible to do so.
 3. I will not drink any alcoholic beverage prior to any clown appearances. I will abstain from drinking alcoholic beverages and smoking while in clown makeup and clown costume. I will conduct myself as a gentleman/lady, neither molesting nor interfering with other acts, events, spectators, or individuals.
 4. I will remove my makeup and change into my street clothes as soon as possible following my appearance, so I can not be associated with any incident, which may be detrimental to the good name of clowning. I will conduct myself as a gentleman/lady at all times.
 5. While on appearance in makeup and costume, I will carry out the directives of the club. I will abide by all event and club rules without complaint in public.

6. I will do my very best to maintain the best clown standards of makeup, costuming, properties, and comedy.
7. I will appear in as many clown events as I can.

Failure to abide by the above code of ethics can be terms for termination of membership from the Winona Clown Club.

Failure to abide by these rules may result in a review of membership in the club by the board.

APPEARANCES

- I. The Winona Clown Club does not sponsor distribution of candy or balloons on the parade route. Stickers, hug coupons, etc. will be allowed. Balloons and/or sponsored give-a ways may be allowed.
- II. If any member should bring a friend or relative to participate with the club (in or out of costume) at a clown appearance, they are expected to follow all the same rules as members of the club. Minors are the responsibility of the member that brought them.
- III. An appearance is defined as a club-sponsored performance.
- IV. A travel allowance will be paid to each driver for an out-of-town appearance. Mileage reimbursement rates are set for each year at the April meeting. The following stipulations apply:
 1. Full around-trip miles from the designated meeting place to those that transport clowns to and from an appearance.
 2. One half round-trip mileage to those that transport clowns only one way—either to or from an appearance.
 3. No mileage to those who choose to drive alone.
 4. Mileage will be paid according to the attendance sheets kept by the chairperson only.
 5. Mileage will not be paid for travel to any appearance of 10 miles or less from the meeting place.
 6. Mileage will not be paid for travel to any function where the sponsor pays a fee for each clown to attend.
 7. Clowns are expected to group up in as few vehicles as possible.
 8. Requests for reimbursement must be submitted within 90 days of event.

- V. All correspondence concerning the Winona Clown Club either by mail, telephone, or in person shall be directed as soon as possible to the president or vice president so that it may be acted on at the next meeting. All correspondence addressed to the club, either by mail, telephone, or in person shall become property of the club.
- VI. All correspondence either by mail, telephone, or in person shall be addressed for return to the "Winona Clown Club" at the current address of P.O. Box 17, Winona, MN 55987.
- VII. Each appearance requires a member of the club to act as chairperson. The chairperson's duties shall include but not be limited to the following:
 - 1. Be responsible for the appearance sign-up sheet and all information pertaining to it.
 - 2. Call those on the sign-up sheet to confirm their intent to attend so as to assure an adequate turn out.
 - 3. Contact active members and prospective members who are active to inform them of the appearance.
 - 4. Know the event start time, line-up time, number, place, available dressing facilities, and who to contact for fees.
 - 5. Obtain refreshments and arrange for a camera for photos.
 - 6. Turn in completed sign-up sheet with mileage distance, attendees, and drivers along with any fee payment at the next meeting.
- VIII. All clowns who sign up for an appearance are responsible for all information concerning that appearance.
- IX. Any clown receiving a check or money for an appearance shall turn it over to the chairperson, treasurer, or president as soon as possible before or at the next meeting.
- X. An appearance must have at least 3 (three) clowns to attend unless a smaller number is acceptable. If less than 3 clowns show up on the day of an appearance, it may still be attended. The chairperson, however, may notify the appearance committee that the Winona Clown Club may reimburse them a portion of the appearance fee. The chairperson should collect the full fee at the appearance and the club may send the refund check.
- XI. Members must be in full clown makeup and costume (or appropriate dress) to participate in any appearance.
- XII. While in costume, there is NO drinking, smoking, or eating in public view (drinking or eating may be permitted in a skit or act if it is a part of the skit or act). Alcohol is to be abstained from before and during an appearance.

ATTENDANCE

- I. Individuals who wish to perform on their own (other than club appearances) may do so providing that these appearances do not conflict with club bookings.
Any club member may make an appearance on their own for monetary gain and is encouraged to do so providing they abide by the first paragraph of this rule.
- II. A member shall notify the appearance chairperson if they are unable to attend an appearance that they have signed up for as soon as possible. Failure to do so will result in loss of appearance credit.
- III. Members will be awarded points for certain club functions. These points will be used to determine credit toward "Most Appearance" award and meal paid at the annual awards banquet at club expense.

Points will be awarded as follows:

- A. All club-sponsored appearances in clown costume 1 point
- B. Chair of club-sponsored appearance 1 point (max of 1 per day)
- C. Seminars (club sponsored out of town) 1 point
- D. Make-up demos or clown talks
(approved by the president or vice president) 1 point
- E. General meetings ½ point
- F. Educational meetings ½ point
- G. Skit practice or prop construction meeting ½ point
- H. Failure to keep commitment for an appearance without notification
1 point subtracted
- I. Driving vehicle during parade with club sign in costume 1 point

Points awarded to a clown from all point categories will be used to determine the "Most Appearances" award. The time period for this award is from March 1st to February 28th/29th. Points awarded to a clown from sponsored appearances and general meetings only will be used to determine if a member will receive a meal at the annual awards banquet at club expense. A minimum of 15 points is necessary to qualify for the club-paid meal. The time period for this is from April 1st to March 31st. If the clown lives more than 40 miles from Winona, they only need 6 points.

- IV. Attendance by any clown at the same appearance as the club but with a different group will not qualify for point credits.

- V. The club will pay for an annual membership in the “Clowns of America International” or the “World Clown Association,” including any initiation fee (for the first time only) to any member who attends 20 or more appearances in costume during the clown year upon request of the club member.
- VI. Points will be awarded according to the information on the sign-up sheet that was turned in by the chairperson or by approval of the president or vice president.
- VII. In order to receive make-up, stickers, balloons etc. from the club (after the initial issue), club sponsored appearances in costume must be made. Above items may be purchased from the club or from a supplier of your choice.

CLOWN AWARD INCENTIVES

- I. The objective of these awards is to create incentives to participate in clowning by the acknowledgement of club member’s efforts. Awards will be awarded to active club members only.
- II. The following awards are given:
 - 1. Rookie of the Year
 - 2. Most Improved Clown
 - 3. Most Appearances
 - 4. Rascal Award (Best All-Around Clown)
 - 5. Best Prop
 - 6. Best Parade Clown
 - 7. Best Walk-Around Clown
 - 8. Longevity (10 years and every 5 years after; years do not have to be consecutive)
- III. Method of Selection
 - A. At the January meeting, all clowns present will vote for the winner in each category according to the suggested criteria below. An absent clown may vote by returning the ballot from the January Chronicle to the president of the club on or before January 31st.
 - B. Members may vote by absentee ballot by getting a list of their selections in each category to the president in a sealed envelope before the above meeting.
 - C. Except for “Most Appearances” and “Rookie of the Year,” selections may be made from any of the clowns on the roster.

- D. Only clowns that have completed their first parade season are eligible for the “Rookie” award.
- E. First year clowns (rookies) are eligible for any other award except “Most Improved Clown.”
- F. Each member is allowed to vote once per category. The clown receiving the most votes will receive that award.
- G. A member may leave a category blank and need not cast a vote in every category if unsure of who to vote for.
- H. The president and one other member that he/she appoints or is elected at that meeting will tabulate ballots.
- I. A clown may win any trophy in consecutive years in any category except for the “Rascal Award” which cannot be won in two consecutive years.
- J. A ballot similar to that below is recommended:

Best Parade Clown	_____
Best Walk-Around Clown	_____
Best Prop	_____
Most Improved Clown	_____
Rookie of the Year	_____
Rascal Award*	_____
(*list eligible clowns except previous year’s winner)	

- K. A voter may cast a ballot for the same clown more than once (vote for the same clown in more than one category).
 - L. A tabulation of the above ballot will be used to determine the winners of the awards voted upon.
- IV. Criteria for category selection (these are meant to be only guidelines to help the members in their selections and should be published in the “Chronicle” or be reviewed at the January meeting).
- A. “Most Appearances” Award
 1. A count of the number of appearances attended will determine the winner.
 2. Each appearance must be club-approved and tabulation will be determined by the use of rule III under “Attendance.”
 3. The member with the highest total shall win the award.

- B. "Best Prop" Award
1. To be considered the same prop shall be used at least twice in the clown year.
 2. The same prop may not be considered for an award in more than one year.
 3. The prop may be home-made or purchased.
 4. Uniqueness and originality should be considered as well as sturdiness and workmanship.
 5. The prop must belong to the clown and may not be borrowed.
 6. The prop can not be a live animal.
 7. The prop maybe submitted by photo, verbally or in person at the meeting or via e-mail or US mail.
- C. "Rookie of the Year" Award
1. Good make-up and costume.
 2. Effort put into learning to be a clown.
 3. Motivation to show interest in clowning.
 4. Attendance at appearances and meetings.
 5. Clown skills learned (balloons, juggling, magic, prop handling, etc.)
- D. "Most Improved" Award (cannot be rookie clown)
1. Good make-up and costume as compared to the past.
 2. Improvement of clown skills.
 3. Attendance at meetings and appearances as compared to the past.
 4. Willingness to accept appearance chairpersonships and/or other leadership positions.
- E. "Best Parade Clown" Award
1. Only clowns that have been attending parades should be considered.
 2. Good make-up and costume are important.
 3. Crowd contact.
 4. Use of their prop.
 5. Crowd response.
- F. "Best Walk-Around Clown" Award
1. Only clowns that have been attending walk-arounds should be considered.
 2. Walk-arounds are defined as picnics, nursing homes, hospitals, or Christmas parties, etc.
 3. Good make-up and costume are important.
 4. Crowd contact.
 5. Use of their props.

6. Crowd response.
7. Crowd participation.
8. Clown skills—juggling, magic, balloons, puppets, using a vehicle, etc. (just balloons or juggling is not as good as putting some comedy or entertainment qualities into it).

G. “Rascal” Award (Best All-Around Clown)

1. Attendance at meetings and appearances (a willingness to participate in various kinds of appearances may be considered).
2. General clowning ability and skills.
3. Willingness to help on committees, be a chairperson, and accept leadership positions.
4. Costume and make-up.
5. Willingness to help other clowns be better.
6. Willingness to work for improvement of the club and own clown character (be an attribute to the club and clowning).
7. Be a good representative of our club to other clowns and clown clubs at appearances and/or seminars and conventions.

V. Scholarship Award

A. The clown recipient of the “Rascal” award shall receive, in addition to the trophy, a scholarship (monetary award) to be used for clown improvement.

B. The recipient may choose one of two options in receiving the monetary award:

1. \$250.00 shall be awarded to apply towards attendance at clown camp or a clown convention or any clown educational seminar.
 - a) The recipient will have one year to use this option.
 - b) A receipt of attendance must be shown to the club and clown skills learned must be shared with club members.
2. \$100.00 shall be awarded for use to apply to the purchase of anything concerning clowning.
 - a) The recipient has two years to use this option.
 - b) This item must be purchased. Reimbursement shall be made by the club on presentation of the receipt.
 - c) The recipient may donate all or part of the award for club library use.

- C. The recipient of the “Rascal” award shall choose one of the above options by the April meeting of the clown year.
- D. If the monetary award is not used in the allotted time period, the recipient shall lose the monetary award.
- E. Any monetary award may be delayed depending on club finances.
- F. The club will retain \$250.00 of all appearance monies to put towards the above monetary award.
- G. The club will attempt to set up a savings plan for scholarship money and that fund shall only be used for such.

VI. “Hall of Fame” Award

- A. The “Hall of Fame” was established to honor those clowns who have, over the years, contributed time, talents, and great efforts in improving and promoting clowning, especially within the Winona Clown Club—River City Rascals.
- B. Consideration of the following requirements for induction into the “Hall of Fame” shall include:
 - 1. Longevity—10 years minimum membership in the Winona Clown Club.
 - 2. Leadership—service as an officer in the Winona Clown Club.
 - 3. Activities involved in within the club--committees, chairperson, teaching etc.
 - 4. Appearances—amount of times per year the member clowns.
- C. The “Hall of Fame” inductee shall be selected by a committee of all past recipients of the award.
- D. The award will be made at the annual club banquet.
- E. There may be more than one recipient per year as there also may be no recipients for the year.
- F. The selection committee shall meet at least once per year to consider possible inductions into the “Hall of Fame.”
- G. The committee shall keep a book listing all “Hall of Fame” recipients.

- H. Once inducted into the Hall of Fame the member will receive a certificate for any award which is voted on. The next person on the list who is not a Hall of Fame member will receive a trophy for their accomplishment.

ELECTION OF OFFICIERS AND BOARD MEMBERS

- I. Nominating committee
 - A. This committee, consisting of at least three club members, will be established at the January monthly meeting.
 - B. Committee will first contact current officers and board members to determine if they want to continue serving another term in their present position. For those wishing not to do so, a replacement nomination will be made. Any other nominations from the club members should be submitted to the committee prior to the February meeting.
 - C. Slate of officers and board member candidates will be presented to the club by the nominating committee at the February monthly meeting. It will consist of nominated individuals for President, Vice President, Secretary and Treasurer plus four board member candidates. The most recent past president will always serve as an additional board member.
- II. Voting and Term of Office
 - A. Voting ballots for officers and board members will go out to the membership with the February Chronicle – those running unopposed will be stated accordingly.
 - ballots may be returned to the club via U.S. mail, e-mail or given to a an officer prior to the March meeting.
 - B. Those elected will be announced at the March monthly meeting and noted in the March Chronicle.
 - C. Term for the newly elected officers and board members will be April 1 thru March 31.