

**TANYA’S DANCE COMPANY  
COMPETITION TEAM HANDBOOK  
2021-2022**

Welcome to the Tanya’s Dance Company Competition Team! In this Handbook you will find information detailing our expectations for all competitive dancers. Please review this Competition Team Handbook thoroughly and let us know if you have any questions or concerns.

Tanya’s Dance Company (also known as TDC) tries our best to promote a positive environment for all dancers so cooperation is very important for all involved. The Competition Team requires 100% commitment from the studio, students, parents, and staff. Please make sure you are able to commit to all rehearsals, competitions and all other requirements outlined in this handbook.

TDC and its staff will make decisions that are in the best interest of the studio and the competitive team as a WHOLE. The bar in the competitive dance world is constantly being raised and we face new challenges daily.

We look forward to a successful, rewarding experience for the upcoming dance year and competition season! Thank you for putting your faith in TDC. We appreciate your confidence!

**NAME AND PURPOSE**

The official name of this organization shall be the Tanya’s Dance Co. Competition Team. In the body of this Handbook, "Competition Team or Comp Team or Team” will refer to Tanya’s Dance Co. Competition Team.

All Team members' families are automatically members of the Tanya’s Dance Co. Competition Team.

The purpose of this organization shall be to promote studio spirit, team-building, entertain at athletic events, special events, and compete with other teams of a similar nature, while working toward technical abilities. The first step to becoming a successful dancer is making a solid commitment to your classes, rehearsals, and performances.

**ELIGIBILITY**

All students entering 2<sup>nd</sup> grade and above (or referred by an instructor) are eligible to audition for membership in the Competition Team, providing they meet all eligibility requirements.

Everyone auditioning for the Competition Team must be in good physical health and must have a signed Application and Agreement Form prior to auditions.

All candidates are expected to keep up academically and maintain Montana School Districts eligibility GPA.

Prior members, who have voluntarily resigned or been placed on a “Leave of Absence” for medical or scholastic reasons, are eligible to audition for the next season's Competition Team, as long as they meet all the requirements.

Prior members, who have been dismissed from the Competition Team, or who have resigned for reasons other than above, are ineligible to audition for the next season's Competition Team.

## **SEASON AND SCHEDULE**

The Competition Team program is a privilege that dancers and their parents must appreciate and respect. Participation in the program is restricted to dancers who are ready to make achieving their personal best a priority. Being part of the Competition Team is a commitment, not a hobby.

The Competition Team will be active year-round, with the “Attendance Policy” in effect from the current Formal Audition Date through the Formal Audition Date of the following year. Please note that this level of commitment will conflict with most sports seasons. It may also conflict with band, choir, drama, skating, and other studio events, etc. It is expected that team members place this as their first priority in extracurricular commitments.

The TDC Ignite workshop, held in July, is required for all Team dancers. Professional choreography will take place during the Ignite workshop week for certain groups. These groups will be determined after auditions. If they are unable to attend Ignite or the choreography sessions, dancers are required to take private lessons to learn all choreography they missed as well as pay any choreography fees to the choreographer.

All competition dancers are also required to attend the Jump-Start Intensive held in August (the Monday through Thursday before school starts), in which they will begin learning their competition pieces. Students who have missed the Jump-Start Intensive are required to take at least one 30-minute private lesson for each missed class. This includes the ballet classes missed during Intensive. Intensive fees have a ‘max-out’ where students who take multiple classes will not pay more than the ‘max-out’ amount. For students who take 4 classes or less, tuition will be \$17 per/50 minutes. Attendance during the Intensive is taken in each class and tuition will be calculated for you at the end of the week by the office. Payment for Intensive is charged in full at the end of the week.

Competition season will consist of two in-state and two-out of state competitions (total of four competitions) with two additional workshops.

Optional activities will include, but are not limited to, the following events in which participation is very strongly recommended:

Dance Workshops – various throughout the year, MDAA, private workshops, etc. Dance training and skill development are stressed.

National-level competitions—these events give the dancers experience performing in front of the best judges nationwide. It is an honor to represent the studio and a thrill to attain national ranking.

## **AUDITIONS**

Auditions for the next season Competition Team will be held in the spring. The Director will select the judges for all auditions. The judges will include the Director, the Competition Director and an unspecified number of qualified people with experience in each dance style being auditioned.

If a student is unable to attend the Formal Audition, they may audition privately in front of a panel of judges and pay the private lesson fee. Make-up auditions must be completed immediately and it’s the dancer’s responsibility to contact the office to set up a time.

Students will NOT be guaranteed a spot on the Competition Team. If there is not a suitable group assembled for their age and skill level in that style, we cannot offer them a spot on the Team. We encourage dancers to try out for all styles to greater their chances of making a team.

All candidates will be taught dance combos in each style of dance, including ballet. All skills will be performed for a panel of judges at the Formal Audition.

Judges will use a standard score sheet and will score each candidate in several different categories based upon their dance abilities. The judge's decisions in all auditions will be FINAL.

Any member (with prior competition experience) who wishes to compete in a solo, duo, trio, or student choreography piece, in addition to their Team classes, will need to audition for this as well. Instructors do have the opportunity to express interest in working with the dancers that audition for a solo, duo, or trio. Assignments will be made based on choreographer interest in addition to dancer's forte.

Instructors may invite certain dancers, who they see fit well together in a particular style, to compete with a small group. If a dancer receives an invite, they are not required to participate. The instructor will share the required guidelines and you can make the decision if you want to commit to participating. If they have also been contacted by a choreographer to do a solo, the solo takes priority over doing a small group piece.

If a student's progress changes from the time of auditions to the beginning of September, teachers may move a student to the appropriate level.

Students are not guaranteed to be placed in their current level. Students may be moved down a level or up a level if need be.

Summer technique classes are REQUIRED to stay in shape, stay flexible and to better guarantee holding your 'audition placement' in each discipline of dance style you plan to compete in and 75% attendance is required.

Parents need to refrain from discussing class placement issues with other parents or questioning instructors. No contact with the instructor's personal phones, email, Facebook, etc. will be tolerated. Phone calls and emails can be directed to the studio office and will be handled during office hours the week following auditions.

## **TEAM MEMBERSHIP**

The Team Member, and at least one parent/guardian, must sign the Application and Agreement Form, accepting the policies in this Competition Team Handbook and the Competition Team Code Of Conduct prior to participating in this activity. Failure to complete the Application and Agreement Form will automatically terminate Team membership. There will be certain classes required with each Competition Team style. Dancers may choose one, two or all three teams to audition for.

For the **2021 Summer Season**, competition dancers are required to take the listed classes that correspond with the styles they wish to compete in for the 2021-2022 dance year.

**Hip Hop Team**  
Hip Hop Tech - 1x/week  
Ballet - 2x/week

**Jazz/Lyrical Team**  
Jazz/Lyr Tech - 2x/week  
Ballet - 2x/week

**Tap Team**  
Tap Tech - 1x/week  
Ballet - 2x/week

If a dancer competes with all three teams, the required two ballet classes per week count for all three teams (meaning they don't have to take six ballet classes a week if they choose to do all three teams).

For the **2021-2022 Regular Season**, there are certain classes required with each Team style. Dancers may choose one, two or all three styles.

**Hip Hop Team**

Hip Hop  
Hip Hop Tech  
Ballet - 2x/week

**Jazz/Lyrical Team**

Jazz  
Lyrical  
Jazz/Lyr Tech  
Ballet - 2x/week

**Tap Team**

Tap  
Ballet - 2x/week

If a dancer competes with all three teams, the required two ballet classes per week count for all three teams (meaning they don't have to take six ballet classes a week if they choose to do all three teams).

All members **MUST** be enrolled in ballet (taken 1-3 hours a week depending on level) at TDC in order to be on the Competition Team. Clogging and Pointe are by invite only and an instructor must recommend a student for enrollment in these classes. Pre-Pointe is an additional class that ANY dancer can add to get more ballet technique. Let the instructor know if a dancer is interested in these additional styles so they can help guide them on skills that need to be mastered in order to qualify.

Once Audition Results are posted, it is assumed that dancers will be participating in all styles they were selected for unless you notify the office. Families must **COMMIT** to competition styles and **ENROLL** for competition classes **NO LATER THAN JULY 1st** as choreographers need to know the number of dancers when planning for extra choreography. Choreography fees are non-refundable. The dancer has until September 30th to drop a Competition class if it turns out it's not working for the dancer. After this date you will still be held responsible for payment for the year for the dropped class(es).

Required competition parent meetings are held the week prior to each competition and the meeting dates are scheduled in November. Failure of a parent to attend required meetings may result in possible dismissal from the Team.

**Diamond Company**

Students trying out for all three Competition Teams are eligible to become a Diamond Company member. Diamond Company dancers must be well rounded in all four styles and will be given the opportunity to perform as a part of the Diamond Company Line/Production (a competition piece/class that will be choreographed specifically for the Diamond Company dancers. Style will be determined by the Choreographer).

**LEADERSHIP**

The leadership for the Competition Team will be provided through the following positions:

Studio Director: The Studio Director will be responsible for regular meetings with the Competition Director.

Competition Director: The Competition Director will be responsible for the management and training of the instructors as well as being the liaison between the parents and the Studio Director.

Instructors: The Instructors will be responsible for the training of dancers, routine construction, and safety of the Competition Team; as well as keeping record of absences.

## ATTENDANCE POLICIES

Attendance at all classes and rehearsals is expected, unless otherwise notified, according to the attendance policies listed below.

Regular season - 85% in required classes. Summer season 75% in required classes.

Frequent student absences may result in suspension from a class or removal from the team all together. If consistent absences become detrimental to the team, TDC reserves the right to remove the dancer from parts of the choreography, remove the dancer from the particular dance, or remove the dancer from the competition team - whichever is in the best interest of the team.

If a student must miss a class due to illness or other emergencies, it is the parent's responsibility to call and notify the studio office, who will notify the instructors. Parents and dancers should not contact the instructors directly. If an absence involves several dancers missing due to school concerts, band, etc., the class may be rescheduled. If an absence is due to illness or injury that lasts for multiple days, a doctor's note will be required. This is so we know that our dancer is healthy enough to resume activity safely and so we know that they will not be sharing any sickness. Doctors' notes need to include what the issue is, what limitations the dancer has, if any, and when they are safe to return to full activity. Any scheduled absence (i.e., vacation, etc.) should be emailed or given in writing to the studio office as soon as the parent/student is aware of the possibility and would be preferred no less than two weeks prior to the event. Should an injury occur, attendance to class is still required so notes can be taken; observing class is still very helpful! **Injuries or illnesses do not preclude you from fulfilling your yearly contractual/financial obligations to TDC.**

Tanya's Dance Company reserves the right to review each injury and/or circumstance on an individual basis. TDC also reserves the right to deny or approve a request for scheduled absences if it is detrimental to the team as a whole and/or dancer(s).

Generally-unless it is the two weeks prior to competition or an important choreography session - we will do our best to work with all requests. However, dancers are required to attend all classes and rehearsals two weeks prior to any competitions/performances.

Students may be required to make up absences through other technique classes or private lessons as deemed necessary by the instructor(s) and Competition Director. If a dancer misses a scheduled choreography class, the dancer will be responsible to learn specific choreography missed on their own. **Four total absences per required class per season will be allowed. Consecutive absences will not be allowed unless discussed and approved by your child's instructor.** Unless the absence is due to an emergency situation, ample notice is greatly appreciated.

Any decision regarding absences and how to handle any re-staging, etc. that may arise are the sole discretion of the instructors, choreographers, and directors and will be made in the best interest of the team as a whole. Multiple absences that cause a need for major re-choreography, re-staging, etc... will result in the assessment of the student. Any decisions made by the teachers and directors are non-negotiable. Some of the decisions that have to be made are sometimes VERY difficult, therefore we expect and appreciate our decisions to be respected! Tanya's Dance Company tries to be reasonable regarding dancer's other non-dance related activities, however, to be a member of a competition team, it requires commitment in the interest of the team as a whole. We are happy to try and work with the dancers who are part of other organizations with regard to their requirements and performances etc.

All dancers on all competition team levels are required to attend all dance competitions as assigned by TDC.

## **ILLNESS/INJURY**

All attempts will be made to avoid any possible injuries to Team members, however, the studio, nor its employees, accept any financial or legal responsibility should any injury occur.

Members who have indicated a need for special protective equipment and/or special medicine for illnesses/allergies **MUST HAVE THE APPROPRIATE MEDICATION AND EQUIPMENT WITH THEM AT ALL TIMES!** Tanya's Dance Co. cannot administer any over the counter or prescription medications to its members at any time.

Any change of a medical nature to the member's health should be reported to the Director immediately! A note is needed for 'movement restrictions.' If a note is not shown to the instructor, dancers will be asked to participate in class/performance. Instructors need a signed physician's note to better monitor injuries.

Any change in the member's emergency contact information should be reported to the office staff immediately.

Any member who repeatedly requests to 'sit out' of any practice or performance will be required to seek medical treatment for the problem. A note from the physician, as well as the parent specifying the problem is required and a doctor's note will be required before the member can continue to practice/perform.

The member's ability to perform any routine may be affected by the above policy. The member will be evaluated accordingly. Too many medical absences/abusing injuries to 'sit out' of class(es) may result in removal from the Team and/or performances.

Any member that cannot finish out the dance year due to medical issues are still expected to be an active member of the team for the remainder of the year in order to be eligible to audition for the following competitive season.

## **PRACTICES AND PERFORMANCES**

### **Practices**

Practices during the year are at scheduled times for each style of dance a member participates in.

Extra practice sessions may be scheduled by the Competition Director or Instructor by giving at least 24 hours advance notice. Email needs to be checked on a regular basis as a majority of these notices will be delivered via email. If an extra practice is missed, the dancer may need to schedule a private lesson to make up what was missed while incurring the private lesson fee. Attendance will be recorded for these extra sessions. If sessions are scheduled with less than 24 hours notice, attendance is very strongly urged, but Attendance and Demerits will not be enforced. All Company rules will always be in force regardless of notice time.

Members will arrive at practice dressed in proper dance attire and appropriate shoes. Hair must be pulled back and secured off the face with bobby pins, clips, headband, etc.

Members must have these items at all practices: Team Notebook (especially if dancer is sitting out) and a filled water bottle (minimum 32 ounces). Each member is responsible for their own water, hair ties, snacks, band aids, tape, sewing kit, etc. Videotaping is highly encouraged for personal use (not to be posted on social media!).

All jewelry must be removed during practice except stud earrings and a watch.

Practice will begin and end promptly at the stated time. If class time runs over scheduled time, dancers are free to leave if they need to without being reprimanded. Just let the instructor know you need to leave and you are excused.

Members are to depart the area as promptly as possible when class is dismissed. Please be considerate and remember the staff is not here to watch and wait for children to be picked up. Students are prohibited from tumbling and/or running around being loud and disruptive between classes.

Extra piece group rehearsals are generally scheduled for Fridays, Saturdays or Sundays. Extra rehearsals count towards the 85% attendance policy in order to compete. If you want to be in extra pieces or special groups, you must be able to rehearse on weekends.

### **Class/Practice Outside of TDC**

We need to make sure things are being taught in a safe and orderly fashion. For example, if they are being allowed to sit in the splits improperly outside of our facility, it can cause issues with overall flexibility, body placement, leaping, etc... and will need to be addressed immediately. We also need to be careful of skills being practiced at home and make sure your dancer is not practicing skills they are not ready for. A good rule of thumb is, if it is a skill they are not allowed to practice in class, they should not be doing it at home. We are ok with the dancers doing activities, as well as practicing at home, but we need to make sure that it is not hindering the skills they need to have in the competition dance field. Additional dance classes at any other facility other than Tanya's Dance Company is strictly prohibited without prior consent and may cause dismissal from the team.

### **Performances**

The Competition Team will perform at Competitions, Basketball half-time shows (alternating between the Boys and Girls games), other special events as they come up, and Recital. Dancers that do not show up to events without discussing the absence ahead of time with the Competition Director will receive an unexcused absence and possible demerits.

Each member must show they have mastered each routine in order to perform or compete. The week prior to registration fees being due for each competition will be an evaluation class for all competition classes. Any cuts deemed necessary by the instructor will be made at that time.

Members will conform to the Belgrade/Bozeman School Districts requirements with regards to attendance. If a member is not in school the day of an event, the member will not be allowed to perform or participate in class.

If any routine involves the use of props, it is the responsibility of the dancers' family to work with the instructor in arranging transportation of the props to all competitions and Recital.

Students doing solos, duos/trios or additional classes are welcome to attend additional competitions not attended by the entire Team only if the choreographer will be present for that competition or they have the choreographer's permission to attend without them. Dancers also need permission from their Choreographers to participate in other outside performances, such as school talent shows. Some choreographers may require their students to attend extra competitions if they commit to working with that dancer and any routines must be registered under TDC (not as an independent). Additional competition dates will be provided in the Survival Guide (in November) and it is your responsibility to notify the office and Competition Director at least 45 days in advance of the competition date so we are able to get students and routines registered before the closing date and collect fees. When notifying the office of your plans to attend additional competitions, it is assumed you have already discussed it with your choreographer. If you register without consulting your choreographer first,

the choreographer has the option to pull the routine from that specific competition without a refund. ALL competition fees are due before we can submit your dancer's registration.

Only seniors will be permitted to perform one competition solo piece at the annual dance recital. Solos, duos/trios, and some specialty small groups will not routinely perform at the regular annual recital, unless scheduled by the director. The studio will try to arrange another performance time at the end of year for solos to perform but it is not guaranteed.

## **OUTSIDE CHOREOGRAPHY**

Students wishing to have an outside choreographer for additional routines are not guaranteed to perform their piece(s) at recital and/or specific competitions. All routines, costumes and music must be approved by the Director before allowing outside choreography to represent the studio.

The Choreographer must be a registered, independent contractor and must provide all necessary documentation to the studio director. (Choreographers brought in by the studio are pre-approved).

Choreographer must sign a contract with the studio director allowing the routine to compete under the studio name. Choreographers must provide and cut their own music and grant access for TDC to use music selection.

## **ABSENTEE SYSTEM/DEMERITS**

### **Absentee System**

There are no 'excused' and 'unexcused' absences. All days missed are considered 'personal' days & affects their attendance record. (This includes Nutcracker, Missoula Children's Theater, Choir Concerts, School Plays, etc.)

Each member must be present at their enrolled class 85% of the time in order to compete. This includes their Ballet and technique classes (Hip Hop Tech, Jazz/Lyrical Tech). The member's attendance will be kept on file and private lessons are required if they fall below the 85% in any class in order to compete.

A 'Leave of Absence' for any reason involving other extra-curricular activities will not be granted. By becoming part of the Competition Team, each member is making a commitment to the team and is expected to place this commitment before additional activities.

An absence due to requirements of an academic class in which a grade is given will be considered excused, however, it will affect their attendance record.

Students must be present at their classes two weeks prior to each competition. If a student misses one of these classes for ANY reason the student will not be allowed to compete at that subsequent competition. The competition does not issue any refunds. The two week rule will also be in place prior to Showcase and students MUST also participate in the Showcase (held in January or February) in order to compete.

Families will be notified via email if their dancer's attendance record is in jeopardy. If the student is in jeopardy (falling below 85% attendance), it is THEIR responsibility to inquire and arrange a private lesson at least three weeks prior to competition (refer to eligibility.) If a private lesson has not been arranged by then, the student will be pulled from that specific routine prior to the upcoming competition.

Mandatory competition meetings are scheduled throughout the year. The dates are given in November and arrangements need to be made for a parent of the dancer to attend to get the necessary information.

## **Tardiness Policy**

Time is of the essence! Members should plan on arriving 10 minutes early to all activities in order to avoid the possibility of tardiness. When tardiness occurs, the following penalties will be charged:

- 01 - 10 minutes late = Student will be required to stretch out on their own (1 demerit given)
- 11 minutes or more = Student will be asked to sit out and not participate; they need to stay and take notes. (2 demerits given)

It is the member's duty to be on time. If you rely on others, you must make sure they are reliable, or you will suffer the penalty. Car pools BEWARE!!!! You must be responsible for yourself.

Special circumstances will be granted for unavoidable incidents such as, but not limited to: accidents, acts of nature, and large animals with a death wish.

Members will not be penalized for any tardiness caused by attending official tutoring (paid) sessions as long as they occur only once a week and are for 30 minutes or less. A note signed by the member's parent must be on file specifying the session time and dates for which the member will be tardy. If a note is not on file, the previous tardy policy will be in effect.

Members will not be penalized for any tardiness caused by a doctor appointment for dance-related injuries. Dentist, eye or other medical related tardiness will not be excused. A note signed by the member's parent must be presented specifying the reason for which the member is tardy. If a note is not presented, the previous tardy policy will be in effect. Hair, nail or spa appointments are NOT excused.

## **Demerits**

### **1 Demerit will be given for the following minor infractions:**

- Member's failure to contact their assigned Instructor to arrange for private instruction after an absence or lateness.
- Eating in any costume without protective cover.
- Inspection infractions, such as, but not limited to: Dirty clothing, body, hair, equipment; tights with runs; wearing jewelry; wearing nail/toe polish at performances; failure to have bag-check items, etc.
- Talking after the request for SILENCE has been given by any Instructor or Director.
- Talking during a performance.
- Failure to contact the Competition Director/Instructor as requested or to turn in any requested item by the deadline.
- Wearing provocative clothing at practice or performance. (This is at the discretion of the instructor.)
- Failure to remove jewelry during practice or performance.
- Dress not appropriate for practice (such as remaining in school clothes; risqué clothing; inappropriate shoes; not wearing shoes on the practice floors etc.) or performance setting.
- Hair not pinned away from the face.
- Tardy to class. (1 demerit given for being 1-10 minutes late and 2 demerits given for being 11 minutes or more late)
- For each instance of leaving practice/performance early for any reason.
- Failure to turn off cell phones or other distracting electronic devices.
- Displays of poor attitude and negativity
- Failure to wear studio warm-up (or other noted attire) for awards ceremonies or performances. (NO: Gum chewing, socks, hats, frilly skirts, toys, cell phones, iPads, iPods, sunglasses, etc. are allowed up on stage with dancers!)

## **5 Demerits will be given and/or possible review or dismissal from the team for each of the following:**

- Failure to bring the proper equipment to performance, OR, leaving a piece of equipment at a performance. This includes notebooks, music, and any necessary equipment, apparel, attire, thera-bands, props, etc.
- Failure to bring/wear the proper uniform to/at a performance OR leaving a part of the uniform at a performance. This will include ANY item that is specified as the required uniform-of-the-day. All uniform parts/pieces must be placed on a hanger and transported neatly within a garment bag. Apparel must be kept clean and presentable.
- Wearing any part or piece of any team costume (clothing, shoes, hair pieces, etc.) at any time other than a performance or appearance.
- For each late arrival to performance due to any non- related medical/family situation.
- For chewing gum during performance.
- A mandatory performance or rehearsal missed by a current member who does not have a pre-approved waiver from the Competition Director or Instructor.
- Missing a regular class or scheduled rehearsal two weeks prior to any scheduled competition.

### **The following apply to dancers AND parents:**

- Failure to attend a scheduled mandatory competition meeting. (parents only)
- Insubordination/Disrespect -- during school, practice or any event. This will be defined as, but not limited to, the following when directed at the Director, Competition Director, Team Members, Studio Administrators, Teaching staff, or any adult. Additional acts can be: Refusal to obey an order, 'talking back', arguing, use of inappropriate language, negative facials, use of hand/finger signs, poor attitude, etc.
- Unsportsmanlike Conduct -- towards teammates, competitors, staff, or others outside the Company. This will be defined as any physical or verbal behavior whose intent is to make the receiver feel bad, or any action whose results are the same.
- Inappropriate behavior or poor etiquette during ANY Tanya's Dance Co. related events. (Rehearsals, class, performances, parades, awards ceremonies, etc.)
- Smoking, use of alcohol or drugs, or any sexual activity while wearing a Company uniform (as previously defined) and when involved in any Company activity. The Studio Director, Competition Director and Instructors will also follow any regulations concerning this type of violation. This includes if you are caught doing these actions on or away from the Tanya's Dance Co. facility.
- Bringing team morale down by behavior that creates rumors, disharmony, or loss of faith with the current members. This includes, but is not limited to, comments regarding the ability level of teammates, the progress of routines, the status of membership, gossip that is intended to turn one member against the other, and actions whose intent is to create an insurrection. This rule also applies to parents and staff. Members need to be supportive and encouraging, not demeaning.
- Any electronic communication (including, but not limited to: online journaling, instant messaging, emailing, photo posting, text messaging, Snapchat, Instagram and Facebook) that contains sensitive information about the members, team, or Tanya's Dance Co. Also included are Internet communications that are of a negative nature.

Upon the receipt of the 5th Demerit, specific consequences will be determined by the Competition Director and Studio Director of the company depending on the severity of the action. Demerits will be kept track of by the office staff as reported by instructors. Demerits can be worked off by completing necessary Team assignments. One demerit will be removed per task successfully performed. It is the member's responsibility to present a Demerit Removal Note to the Competition Director that indicates the job performed and the date performed, unless the job was supervised by either the Competition Director, Studio Director or Instructor.

## Unusual Discipline Problems

Each occurrence shall be reviewed by the Competition Director and class Instructor and a penalty shall be decided.

Any outburst, outbursts amongst students or parents resulting in physical altercations will immediately be dismissed.

Morality is defined by each member's parents; however, if there is a possibility of the reputation of the Team being negatively affected by a member or parent's actions, action will be taken to protect the Team. Dismissal from the Team is a possibility.

### **The Director's Decision is Final**

The Competition Director or Instructor will record each infraction, noting the date, reason, and penalty given. Each member will be required to 'sign' next to the notation. Any discrepancies are to be discussed with the Competition Director or instructor AFTER the 'signature' has been given. Refusal to give a 'signature' will be considered an offense of insubordination. All attempts will be made to obtain 'signatures' on the day of infraction; however, failure to obtain a 'signature' will not invalidate the penalty. It will stay on record with the Studio.

The accumulation period for Demerits and Absences will be from the current Formal Audition Date through the Formal Audition Date of the next season.

## **FINANCIAL RESPONSIBILITY**

You are the only person who can decide at what level you can participate in respect to time, energy, and finances. We ask that you carefully consider all aspects of what you commit your child to participating in.

In order to participate in any Competition activity, each member must meet all their financial obligations to the Studio; specifically, all financial due dates must be promptly met. This includes costumes, competition fees, studio fees, etc. Failure to do so will immediately suspend the member's participation on the Competition Team. All costumes will be held and the dancer will not be allowed to compete until accounts are paid in full.

Each member, as well as their parent or guardian, will be responsible for the entire payment of their own expenses relating to competitions, costumes, workshops and travel expenses. Once the order has been placed, the financial obligation is incurred. There will be fundraising opportunities such as: Martinson's Candy, Butter Braids, Wreaths, Caramel, etc., which members can participate in to earn money for their Accounts. Fundraising is optional and the TDC Booster Club provides several opportunities to participate.

**Dancers whose accounts are not kept current and paid in full each month are not allowed to participate in competitions or performances and costumes will be held until account balances are paid in full.**

There is an additional studio charge of \$40 per student for each competition/workshop.

Competition entry fees are due in the office by cash or check 6 weeks prior to the start date of the event. A credit card may be used with an additional 4% processing fee.

Company Accounts are coordinated by the Studio Director. Money earned through fundraising will be applied to account balances and a credit may run on your account. There are no 'cash-outs'.

If you have any questions about any fees, please see the Office Manager and she will be happy to help. If, after you commit to dance you decide to drop or change for any reason, you may be subject to additional charges for re-choreography, re-staging, etc. Tuition, choreography fees, and all other financial responsibilities will have specific due dates and are provided to you at the beginning of the dance year.

**All financial matters are to be handled with the Office Manager. Please refrain from discussing financial matters with the instructors, staff members, or other parents.** Should you have any financial issues, please speak with us so we are able to figure things out, an open line of communication is greatly appreciated!

Tanya's Dance Company will do everything in our power to keep you informed and control costs as much as possible. Once you have made your commitment, please be advised there will be **no refunds, credits, pro-rated amounts**, etc... Please consider all information and fees carefully.

### **TEAM MERCHANDISE**

Tanya's Dance Company requires ALL competitive team dancers to purchase a warm-up jacket. It is mandatory for all dancers to wear studio apparel during award ceremonies or any time the group is together for an event. Should you want more than just a warm-up jacket there are many items for sale at both Belgrade and Bozeman studios for purchase as well as means to order.

### **COSTUME CARE**

Costumes are to be transported to all events in a garment/duffel bag that clearly indicates the member's name and the routine name.

Uniform Cleaning:

- Spandex items are machine washable in COLD WATER. Hang to 'air dry'.
- Sequin Uniforms are machine washable on GENTLE CYCLE, in COLD WATER, and ONLY if you turn the garment inside-out, zip it up (sleeves should be inside), place it in a mesh laundry bag or pillow case that is sealed (so it won't slip out during washing), and use a mild soap. Hang the washed garment 'right side out', folding it over a hanger at the waist or 'skirt-line'. AIR DRY!! Remember! Wash these garments sparingly -- the sequins are delicate and you will be responsible for the cost of replacement.
- 'Slinky' uniform items may be washed in COLD WATER. Hang to 'air dry'. Use of a lingerie bag is recommended to prevent fraying.
- Performance shoes should be cleaned and polished on an 'as-needed' basis and especially before a performance.

### **Costume Replacement Costs**

In the event any costume component or piece of equipment is lost or damaged beyond repair, the member is responsible to pay for its replacement. (If payment is not received, the cost will be issued via a Student Debt Slip that will freeze your account and not allow member to participate in class, competitions and/or performances).

### **PROP FEES**

Prop fees will be assessed to any dancers in a dance using a prop. The cost for the prop will be divided amongst the number of dancers in that particular dance. Prop fees are made payable to TDC and are due prior to the prop being built. If you are a soloist using a prop, YOU are responsible for the transportation of your prop unless

otherwise informed that the studio will aid you in the transportation of your prop. Should a prop fee be paid for a routine and the routine is cut, you will not receive a refund for the prop if it has already been built.

## **PRIVATE CHOREOGRAPHY FEES**

Private choreography fees are paid to individual instructors and MUST be paid at the time of services unless other arrangements are made. Student discount does NOT apply to private fee charges; only monthly tuition charges are applicable for the student discount. If you miss your session without a 24 hour notice, your session may NOT be rescheduled and fees will still apply. If the instructor has to cancel the private, you WILL have a make-up session for the private missed. Please note, no dance rooms may be used without prior consent from the studio. This is to make sure a room is actually available for use and for insurance purposes. We need to know who is using our rooms and when. We love it when our dancers get extra practice and even encourage it, we just ask that you respect our space and equipment by getting prior permission and respecting our property/equipment.

The choreography fee ranges from \$200-\$600 and there is also a private lesson fee of \$69 per 60 minute lesson in order to teach the choreography. Half of the choreography fee is due UPFRONT on the first lesson and the remainder is due upon completion of the choreography. Payment must be made by cash or check directly to the choreographer. Private lesson fees will be posted to individual accounts as they occur. Dancers will not be allowed to continue their private lessons if their dance account is not in good standing. Dancers who do not show up for a scheduled private lesson and do not contact their Choreographer 2 hours prior to the private lesson will be charged a fee of \$20.

## **COMMUNICATION POLICY**

Tanya's Dance Company makes every effort to keep all parents well-informed regarding all issues of the competition teams. Our primary source of communication is email, so please check it often! Email is often the easiest and most timely way to discuss issues with TDC. This allows private, and thoughtful responses, without interruption and disclosure.

## **PARENTAL SUPPORT**

Parental support is important both inside and outside the studio. Parents, students, staff, and friends should do all we can to keep things positive at all times. Your help at home with this will be in the best interest of your dancer as well as the whole team.

Any negative or derogatory behavior, comments or postings on ANY SOCIAL MEDIA platforms by TDC dancers or parents may result in immediate suspension and/or removal of that dancer or family from TDC. Again, if you have an issue please communicate with us, bashing of any type on any social media will not be tolerated!

Please respect the fact that all dancers deserve the staff's utmost attention and concentration. There are few issues that cannot be dealt with after class. Parents, other family members, friends, etc. are NOT PERMITTED inside classrooms when choreography or rehearsal sessions are in progress.

If you or your child are having any issues, do not understand why a decision was made, feel left out, issues with other students or parents, etc.... please communicate with us! We can not help you if we do not know a problem exists!

Competitions, workshops, costume companies, and other professionals TDC works with prefer to deal with the studio owner/director. Parents and dancers must refrain from contacting professional organizations we are

affiliated with regarding TDC related issues. In short NO NOT, contact competitions, conventions, costume companies, guest teachers, etc.... directly for any reason! Doing so may result in your child's dismissal from the team.

Parents are always welcome to attend the two observation days scheduled each year.

Parents are encouraged to attend all performances and SUPPORT ALL TEAM MEMBERS!

Parent /Dancer 'get-togethers' may be planned throughout the year on a volunteer basis. Although not required, they are highly encouraged for team-building.

Each competition family will be required to sign up to help with one job at the end of the year Recital.

Parents are requested to contact the Instructor first with any problems or concerns relating to a class or situation. If the situation is not resolved then they are asked to contact the Competition Director.

PARENTS ARE CONSIDERED ADULT MEMBERS OF THIS COMPANY!

### **BACKSTAGE, EXTRA HELP, ETC**

Backstage crew members are people who help out behind the scenes at our competitions and performances. They build, load and unload, etc. props and special needs that our competition team may have. Sometimes this need is great, sometimes minimal. If you are interested in being part of this crew, please let us know. We greatly appreciate this level of support and our dancers could not do without this vital part of the organization.

Teachers ONLY are permitted to check routines in backstage! Under no circumstances are parents, students, friends, etc... ever to check routines in unless they are otherwise instructed to do so.

Moms, Grandmothers, Aunts, etc. are sometimes asked to help put finishing touches on costumes and accessories by rhinestoning, gluing, glittering, pinning, and sewing. Please be aware that you may be asked to do small finishing touches on some of your dancer's costumes. We do have a studio tailor we can refer you to for costumes, but you will be responsible for the additional alterations and stoning. If you have never done this before, we have a lot of experienced and helpful parents at the studio that may help as well. Don't be afraid to ask for help and we will have a sample set for you to follow.

### **AWARDS, PRIZES, TROPHIES, ETC.**

Trophies received at competitions will remain the property of TDC, except for solo, duos, and trios. Duets and trios will need to decide how they plan on distributing trophies. All group trophies/plaques will be put on display at the studio. There may be instances where TDC will choose to donate trophies to a particular cause.

Any scholarship/award received while registered as a TDC company dancer cannot be utilized by the dancer as an "independent" or with another studio.

Any money received as part of an overall award for TDC groups will become the property of Tanya's Dance Company. Solo, duo, and trio entries will retain 100% of their winnings. All winnings earned for solos, duos, and trios will be posted as credit to the student's account, and will not be paid to the dancer as check, cash, or other funds. Winnings will be posted within 10 days of TDC receiving the funds from the competition or

organization. Please understand that winnings are rarely given to us at the competition itself and are mailed to us at a later date. We will post it to your account as soon as we receive it.

## **ADDITIONAL GENERAL RULES AND REGULATIONS**

Please go over this handbook and these important rules and requirements with your dancer(s). It is important that we are all on the same page and are all working together to achieve the same goals on the competition teams. Tanya's Dance Company and its staff members have reviewed these items and will work to achieve the same goals under the same rules and requirements.

All rules and requirements are created for the betterment of the team. TDC will continually strive to keep our instructors up-to-date on current techniques and styles.

Tanya's Dance Company members are not permitted to compete at any unscheduled competition, audition, or workshop without the specific consent of the Director/Instructor. This is so we, as your child's dance educator, are aware of what training they are receiving. We also are aware of how some companies operate and do not feel all of them are events we feel will benefit our dancers. Dancers who receive approval to attend or compete at any event(s) other than the ones TDC has scheduled do so at their own risk and cost. Again, do NOT contact companies directly, if you are interested in attending something that is not on our list, please discuss it with us, and we will get your child registered if the event is approved.

NO food or drinks allowed inside the dance rooms, except water. Any other food or drinks must be kept in the lobby or in dance bags/lockers. If your dancer is at the studio for an extended period of time, they may bring a snack/meal. Please pick up any wrappers or food/crumbs that you may drop.

Students, parents, staff will maintain sportsmanlike attitudes at all times... towards other team members, parents, staff, and dancers, and studio at all times. This includes dancers and staff from other studios! You are representing Tanya's Dance Company any time you are wearing or carrying anything with a TDC logo on it. We will not tolerate poor attitudes or inappropriate conduct at any time. We are not asking that you be best friends with or even like everyone, we are simply asking you to respect one another! **Treat others as you wish to be treated!**

Respect the studio property, equipment, etc. at all times. Dancers MUST clean up after themselves with regards to food/drink.

You must be ready and dressed; shoes and attire on, and hair up, before the scheduled start time of class. If you need to get ready for class at the studio, arrive in plenty of time to do so. Should a dancer be 15 minutes or more late, they may be asked to sit and observe class/receive a demerit.

Parents, students, and friends are not allowed inside the dance room for any class they are not participating in. This is distracting to the dancers and staff.

Only staff members are allowed to be behind the front desk. In addition, only staff member bags/materials are allowed in these areas, unless okayed by the staff.

Tanya's Dance Company and its staff members must abide by the rules and regulations for any competition we compete in. We will not engage in unfair, illegal, or dishonest practices to better any dancer or team.

Dancers attend Tanya's Dance Company at their own risk. TDC is not responsible for injury/sickness, loss or theft at the studio or any premises as part of any TDC performance, competition, or event.

Keep the dressing rooms at competition as clutter free and clean as possible. Oversized duffles (with the exception of the dream duffles), changing tents, chairs/cots, etc... are not brought into the dressing rooms.

### **AMENDMENTS TO THE HANDBOOK**

Members/parents proposing an amendment to the Competition Team Handbook may do so by submitting a written proposal (with your name on it) to the Competition Director. Phone calls or emails will not be accepted. The proposal will be discussed by the Studio Director, Competition Director and Instructors. The Competition Director and Studio Director will decide its outcome. If passed, the amendment will become effective immediately. The appropriate changes will be made to the Handbook in as timely a fashion as possible, and copies will be handed out to Competition Team members.

In the event a situation arises that requires an immediate amendment to the Handbook, the Director may do so if the Director feels it is in the best interest of the Team. These amendments will be put into effect immediately. The appropriate changes will be made to the Handbook in as timely a fashion as is possible, and copies will be handed out to Team members.