

# *Legacy Dance Company*

## *Elite Team Handbook*

*Welcome to the Legacy Elite Team, an extension of Legacy Dance Company, LLC. "Elite" refers specifically to LDC's competitive program and teams. The purpose of the LDC Competitive program is to teach our dancers not only how to become successful dancers, but how to contribute to a team, work together, and focus on the "we" rather than the "me."*

*Dancers will participate in community events and performances as well as compete State-wide and occasionally out of state. They will learn about sportsmanship and healthy competition while they build relationships to last a lifetime.*

*While of course, we have fun, this is not a recreational program. It is a training program for dancers who want to be serious about improving and competing. We urge you to strongly consider the commitments of this program before you accept a spot.*

*The policies and procedures contained within this document are in place to protect the safety of our dancers and the integrity of our program. These rules are not frivolous or over-demanding by industry standards. It is the expectation that all Elite dancers and parents will sign a contract and do their best to uphold it. Team members who cannot adhere to these policies may be asked to leave the program.*

*This Handbook will serve as your guide to all things related to the Elite program, please use it for reference when you have questions. If you find that your question can not be answered in this Handbook, please contact us.*

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## *What to Expect: General Rules and Guidelines*

- Treat others as you would like to be treated.
- Attitude plays a large part in your participation on the team so please have a good one.
- At all times YOU will be held accountable for your actions.
- Absolutely no gossip, bullying, or clique-type attitudes will be tolerated. You will get one warning, if it continues you will be asked to leave the team for the remainder of the season.
- **Smoking/vaping, drinking, and/or drug use is NOT permitted at any time in any place! If we have proof of you participating in illegal activity (a citation, school discipline, photos, etc), you will be pulled out of the next performance and an alternate may take your place for that event.**
- Boyfriends/Girlfriends are not allowed to “hang out” with the team. They may come and watch performances and support you, but they may not sit with the team and will not be allowed in team areas such as a dressing room. When the team is together, it is team/family time.
- Be polite and supportive of other teams. No “trash talk.”

## *What to Expect: Communication*

Legacy Elite Coaches (Ciera and Amanda) and Business Manager (Megan) will use the following forms of communication:

1. Band App. This will be your primary source of communication. Please make sure to download and update as needed.
2. Emails from [legacydancedirector@gmail.com](mailto:legacydancedirector@gmail.com). Please make sure these are not going into spam folders.
3. Text messages.

Parents will have access to personal phone numbers of our Elite Staff, however, we ask that you do not contact us outside of business hours, we will not respond once we are home with our families. Please give us 48 hours to respond before reaching out a second time. If you have an urgent or emergency need, please state your need in a text so that we know to call you right away.

Ciera Hensley - 541-576-4470

Amanda Heine - 541-815-0209

Megan Foster - 541-588-2702

## *What to Expect: Routine Placements*

LDC Elite currently has six divisions:

Petite, Mini, Youth, Junior, Teen, and Senior.

Parents need to allow coaches to choose the best placements for all dancers and support those decisions. The Directors will have the final say in all placements, and will not take suggestions or demands from parents or dancers.

Dancers are placed on routines based on many factors including but not limited to:

Age, dance ability/skill level, and ability to blend with other dancers. We place dancers where we believe they (and the group) will be most successful.

## *What to Expect: Performance Standards and Placements*

Dancers will not perform if they don't know the material. Just as in any other sport you have to know what you're doing and perform at a certain level. This is not meant to cause hurt feelings, but rather to keep everyone working and performing at their best. The Coaches will evaluate everyone before a performance. If you are not ready you will sit that performance out and hopefully be more prepared for the next one (Practicing at home is a great way to avoid this). Dancers are placed in their spots for performances based on a variety of factors. Things such as skill level, participation in practice, and knowledge of the routine. Sometimes there are other things that help us decide where a dancer should be placed. It is always the coach and/or choreographer's decision. It is not personal. We want to make sure the performance is of the best quality and that the entire team blends. All dancers will be visible. There is no back in competitive dance.

## *What to Expect: Class Time Commitment and Attendance Expectations*

Elite dancers can expect to attend classes or practices 2 to 4 nights a week. Each dancer is required to attend the following classes:

1. Elite Team practices. One class per week 30 minutes - 1 hour depending on the routine.
2. Elite Technique Class (appropriate level, placed by Director). One class per week 30 minutes - 1 hour depending on the level.
3. Ballet Class (appropriate level, placed by Director). One class per week 30 minutes - 1 hour depending on the level.

Dancers are expected to have excellent attendance. They need to be in all required classes each week. Many dancers also choose to take additional recreational classes. Please consider this when planning your season and time commitments.

Elite dancers must maintain excellent attendance. They should be in class on time each week and should attend all Elite events and performances/competitions. If your dancer is ill or needs to miss class or an event for any other reason, it is the responsibility of the parent to make contact with a coach and let us know at least a week in advance for classes, and at least two weeks in advance for other events (see below for a list of acceptable excused absences). Keep us informed so we can plan for the needs of the whole team. ***Camp, Practices, and Competitions are MANDATORY.***

Because dance is a TEAM sport and your teammates depend on you, we ask that Elite take precedence over any other extra-curricular activities. Practices are 100% mandatory. Hair appointments, work, birthday parties, and the like are not valid excuses. Doctor/Dentist appointments should **not** conflict with practice, please schedule around it. If you have a conflict you need to contact the head coach ***no less than one week before.*** We understand that certain situations are out of our control, and we will consider them on an individual basis. If it seems that any member is missing practice excessively (excused or unexcused), that member may be asked to leave the team for the season.

**When excusing your dancer from practice, please be aware of the following rules about performances:**

1. Dancers **MUST** be in practice and participating for the two weeks before the competition. They **MAY NOT** miss practice during that time for any reason.

a. If a dancer misses practice during the two weeks before a competition, they will not dance at the competition.

**What constitutes an “Excused Absence?”**

1. The dancer must be excused by a parent **before** the absence.
2. Dancers will be allowed no more than 2 excused absences per season (August - December, and January – April) for a total of 4 per year. Missing more practice than this will result in you losing your performance and/or competition placement.
3. Emergencies such as a death in the family will not count towards the dancer’s absences.
4. **The following are acceptable reasons to be miss practice WITH NOTICE GIVEN TO THE COACH NO LESS THAN ONE WEEK IN ADVANCE:**
  - a. Wedding in the family or similar family events
  - b. Illness (please notify us as soon as you realize your dancer is too ill to participate. If the dancer can sit and observe practice, that would be preferred over missing entirely)
  - c. Special school/religious activities
5. **ANYTHING** else should be scheduled around practices. If you miss due to any reason other than what has been outlined above, you will be marked unexcused.

**Any unexcused absences are totally unacceptable, and they show a complete lack of respect for the coaches and your teammates.**

**1<sup>st</sup> Unexcused Absence:** You will be placed on probation. You will sign a written probation agreement from the coach, which your parent(s) must sign as well and that must be returned at the next practice. You will also write an apology to the team and explain the importance of being at practice.

**2<sup>nd</sup> Unexcused Absence:** In addition to your probation, you will not be allowed to participate in the next team performance, an alternate may dance in your place. You will sign a written probation agreement. If you violate any rules in this contract or outlined in the probation agreement, it will result in automatic dismissal from the team.

**3<sup>rd</sup> Unexcused Absence:** You will be asked to leave the team for the remainder of the season and pay any fees owed.

***We will not make exceptions. If something comes up, CALL and let a coach know.***

## *What to Expect: Costs and Fundraising Commitments*

The cost of the Elite program is \$1,000.00 per dancer for the 2024-2025 season. Each group routine is an additional \$650.00 per dancer. Solos are \$1,500 per dancer, Duet \$100.00 per dancer, Trios are \$850.00 per dancer.

This includes Tuition for Elite Classes (Team practices, assigned ballet class, and assigned technique class), costumes, camp, choreography, team warm-up uniforms, hair, and makeup supplies, and competition fees (4 competitions). Competitions are tentative and subject to change at any time during the season.

The LDC Elite Fundraising Committee is composed of team parents who provide and organize fundraising opportunities for all of our dancers. These fundraising opportunities may allow you to avoid out-of-pocket expenses altogether. If you choose not to participate in fundraisers you will be responsible for paying for costs necessary to continue to participate in the program. All expenses have deadlines and they must be met. ***Fundraised money, although often credited to each dancer individually based on their time/sales, belongs to the team and will not be refunded in the event your dancer chooses to leave the team.***

### GUIDELINES FOR FUNDRAISING

- ***All dancers will be required to have their “team” account paid off before any funds will be applied to their solo/duet/trio expenses.*** The team fees are required and the others are optional and extra. The Fundraising Committee is dedicated to getting all kids their team balances raised first and foremost.
- All fundraisers that are organized by the Fundraising Committee will require parent involvement. This includes but is not limited to: Can Drives, Bingo, Exhibition, Home Competition, Car Washes, etc. **ONE ADULT PER DANCER IS REQUIRED TO HELP. IF A DANCER DOES NOT HAVE AN ADULT PARTICIPATING IN THE FUNDRAISER THEY WILL NOT GET CREDIT FOR THE FUNDRAISER.** We need all hands on deck in many instances. Remember, if you are not interested in helping with fundraisers you can choose to pay fees out of pocket.
- Fundraisers are an opportunity for parents and dancers to work together to avoid paying fees out of pocket, however, each parent must be responsible for their dancer’s successes in fundraising. The Fundraising Committee is here to assist, but not to do all of the work.

### REFUNDS

- Legacy Dance Company and the Elite program have a strict NO REFUNDS policy. If at any point your dancer decides to leave the team or the studio, or your dancer is removed from the team or studio for any reason you will not be refunded.
- All fundraised money stays with the Elite team and coaches will use it for team expenses as they see necessary. This includes but is not limited to: bottle drives, individual sales such as donuts or jerky, events, car washes, etc.
- If your dancer had business sponsors, those sponsors agreed to sponsor the Elite team, and therefore that money will not be returned to you.
- Any money that you pay out of pocket will not be refunded.

- Your dancer will be allowed to keep team warm-ups, backpacks, etc **IF** those have already been purchased and customized. They will not be given their dance costumes or any other items if they quit or are removed from the team.

## ***What to Expect: Competitions***

Elite dancers can expect to attend 4 competitions per season beginning at the end of January. Competitions are a FULL DAY and sometimes **FULL WEEKEND** commitment (ex: Thursday-Saturday, or Friday-Sunday).

Dancers are expected to be at the event during their divisions and awards, they do not need to necessarily be present the whole event if they are not competing\*. **You will need to make sure you attend pre-competition parent meetings to get final details on these expectations.**

*\*At Oregon Junior State, dancers will all be required to be present for all rounds and all awards to support their team. This event is much smaller and shorter than many of the others we attend.*

***Competition Directors do not release schedules until 7-10 days before an event. As soon as we have the information, we will pass it on to you.***

Competitions typically take place throughout Oregon. Places we have traveled to in the past include Portland (and surrounding areas), Salem (and surrounding areas), and Pendleton. We have also traveled to Boise, ID or Coeur d'alene, ID when needed. You can expect similar travel expectations.

Each Competition will have different scoring systems and they can be confusing. We encourage you to attend all pre-comp meetings to hear explanations of scoring and adjudication and have the opportunity to ask questions.

Competitions and the locations they are held in may have strict policies relating to COVID. You may be expected to show proof of vaccination or a negative test. When we get word of these requirements, we will let you know so that you have plenty of time to plan. Please do not commit to this program if you can not commit to following these requirements.

Parents should factor in the cost of travel when deciding to commit to the Elite program. You will likely need hotel accommodations, fuel, and meals for yourself and your dancer. These expenses are personal, and not part of the program's budget.

At the end of this Handbook, you will find a TENTATIVE season calendar with competition dates. These may change as we get closer, we do not have any control over competitions changing locations, dates, times, etc. Please be sure to stay up to date on all communications. We will continually update you as soon as changes are to be made.

## **What to Expect: Competition Etiquette**

Elite Dancers are expected to act appropriately at all times, especially when we are at events together and in team attire. We want to represent our studio and our community in a positive light. Expectations include but are not limited to

1. The team walks with their hands behind their back. This shows uniformity and discipline. We often get compliments from other studios and spectators.
2. Everyone arrives at the scheduled times. No one leaves until team spaces are cleaned up and coaches have dismissed dancers.
3. Cheer for and be encouraging to all teammates and all other teams/studios.
4. Use your manners.

## **What to Expect: Dress Code**

Elite Dancers are held to the highest standards at our studio, we expect them to set the tone for the entire student body. Dancers need to always come to class in the appropriate attire.

Elite dancers will often need to be dressed in their team attire for events such as fundraisers and competitions (when not in costume). This includes team shirts, and team jackets. We provide these “warm-ups” to each dancer, included in your Elite fees. We recommend that these warm-ups are not their only dance clothes as they will become worn out before competition season is here.

Please note the dress codes for each class:

### **Elite Practice and Elite Technique Classes**

All black, fitted clothing. Examples: Tights (pink or nude), shorts, leggings, t-shirts, tank tops. No sweatshirts or sweatpants. Dancers need to wear their team shoes (jazz shoes or lyrical turners).

### **Ballet Classes**

Black leotard, pink tights, and pink ballet slippers (pointe shoes if they have been approved by the instructor). Any color ballet wrap skirts are also acceptable.

### **Jazz, Hip Hop, Musical Theater, Contemporary, and Tap (Recreational)**

Fitted athletic clothing. All colors are acceptable. Must be in appropriate shoes as assigned for their class level. Please ask if you are unsure.

### **Acro (Recreational)**

Fitted athletic clothing. All colors are acceptable. Bare Feet.

Dancers who are not in the dress code will be given a warning for the first offense, call home on the second offense, and will be marked unexcused on the third and subsequent offenses.

### **Other things to note when choosing practice wear:**

- Sports bras should be worn as needed



- Socks are not acceptable footwear
- Hair must ALWAYS be secured in a slicked-back ponytail or bun. No exceptions.
- No jewelry (Piercings must be removed for competitions)

### **What to Expect: Use of the Lobby**

Elite dancers often find themselves needing to wait in the lobby in between classes and sometimes here for hours at a time. Please follow these guidelines:

- Dancers under the age of 8 should not be in the lobby without their parents. We do not have staff available to monitor these young dancers. Please make arrangements for your dancer so they are not left unattended.
- Dancers need to keep the lobby clean. They may eat and drink in the lobby, but only if they can be responsible enough to clean up after themselves. If they can't, those privileges will be removed.
- No running or rough-housing in the lobby. Please make sure your dancer understands appropriate lobby behavior.

### **What to Expect: Injuries and Illness**

- Dancers are not allowed to sit out of practice unless they are truly sick or injured.
- Dancers must be in good health and physical condition to participate. Dance is incredibly physically demanding and as with any sport, there is a risk of injury.
- Dancers must notify the coach of any injuries.
- If you cannot practice, you cannot perform. If you become injured during the season, please take the time to treat the injury and let it heal.
- If the same injury sits you out of practice three times, you will be required to bring a doctor's note releasing you to practice again. If you see a doctor for any injury, a note will be required to practice.
- Dancers must participate in all practices for the two weeks leading up to a performance/competition. If a dancer becomes injured and is unable to resume dancing again AT LEAST two weeks before the competition, the dancer will not be allowed to participate in the event. This is partly to protect the dancer from becoming injured again by jumping in too quickly after having had weeks or months off from injury. It is also to allow adequate time for coaches to reform routines and prepare the rest of the team for the competition.

### **What to Expect: Social Media Use Expectations**

Legacy Dance Company (and especially the Elite program) is committed to teaching and promoting safe behavior both in and out of the studio. Each dancer should conduct themselves in an appropriate manner always. This includes their behavior on social media sites, including but not limited to Facebook, Snapchat, Twitter, and Instagram. Please use good judgment when posting things online. Inappropriate posts online regarding the team or team members will not be tolerated. Be mindful of the language you use, the pictures you post, the links you share, etc. Most importantly, be kind. As stated above, no form of bullying will be tolerated within this

program or our studio. If your social media becomes an outlet for you to be unkind to other dancers, your coaches, other teams, or ANYONE else you may be released from the team.

### ***What to Expect: Transportation***

Parents are responsible for making sure their dancer has transportation to classes, performances, and competitions. If you are unable to transport your dancer yourself, it is up to you to find an alternative.

### ***What to Expect: Big Sister Little Sister Program***

The Big Sister Little Sister program is a mentorship program designed to help the little dancers transition into competitive dance smoothly. Only Mini and Petite dancers will get to have a Big Sister. Big Sister roles are offered to our oldest dancers first.

The expectations of the Big Sisters are:

- Help with the transition to competitive dance
- Offer support to the Little Sisters
- Make an effort to spend extra time getting to know your little

A lot of times, Sisters tend to get each other gifts or plan special “dates” together. This is not an expectation, but it is an option. We do not patrol this, it is up to each pair to make the most of the Big/Little program.



## *What to Expect: Packing List*

What does my dancer need to bring to competition?

**EVERYTHING should have your dancer's name on it!!!!!!**

1. Foundation- that matches their skin tone
2. Setting Powder

**Dance should always arrive with their foundation and setting powder ALREADY applied.**

**Makeup mom DOES NOT apply this for them.**

3. Their own tube of mascara
4. Beauty Blender
5. Black Hair Tie
6. Hairbrush
7. Refillable water bottle- labeled with their name
8. Bun Holder that matches the color of hair

***All packed neatly in their team backpack***

\*Please do not pack anything extra. It will get lost, and we don't have a lot of room.\*

What to wear? **Team** Jacket, **Team** shirt, **Black** leggings, and **Closed Toed** shoes

## *Legacy Dance Company Elite Team*

### Parent/Dancer Contract Agreement

Dancer's Name: \_\_\_\_\_

All parents are required to complete this document in order for their dancer to participate in the Legacy Elite Program. By initialing and signing below, you are agreeing to the terms outlined in this handbook.

Please initial, stating that you have read the Legacy Elite Handbook and that you understand and agree to the policies and expectations outlined in each section of the Handbook.

_____ General Rules and Guidelines	_____ Communication	_____ Team Placements
_____ Performance Standards	_____ Class Time Commitment and Attendance	
_____ Costs and Fundraising	_____ Competitions	_____ Competition Etiquette
_____ Dress Code	_____ Use of the Lobby	_____ Injuries and Illness
_____ Social Media Use	_____ Transportation	_____ Big Sister Little Sister
_____ Calendar of Events	_____ Special Closures	_____ Packing List

Please initial the following statements:

\_\_\_\_\_ I have received a copy of the Legacy Elite Handbook. I have read all sections of the Handbook and I am agreeing to the policies, procedures, and expectations as outlined. I have been given the opportunity to ask any clarifying questions regarding any areas of the handbook that I don't understand and my questions have been answered to my satisfaction.

\_\_\_\_\_ I understand that if I or my dancer chose not to follow the policies, we may be asked to leave the program.

\_\_\_\_\_ I understand the financial requirements as outlined in the Handbook. I understand and agree to meeting those requirements and calendar deadlines either through fundraising opportunities provided by the LDC Boosters or by paying my dancer's fees directly to the LDC Elite Program.

\_\_\_\_\_ I understand that all individual fundraised money, although credited to my specific dancer, will stay with the Elite Teams for team expenses. All fundraised money is final and non-transferable. Any money that I pay out of pocket toward dance expenses is non-refundable. I understand that Legacy Dance Company and the Elite Program have a strict NO REFUNDS policy. I understand that if my dancer quits the team, or we are asked to leave for any reason, I will not be given any kind of refund.

By signing below, you are committing to the 2024-2025 season and agreeing to all policies, procedures, guidelines, rules, and expectations as outlined in the Handbook.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_