



2023-2024 CDF Performance Company Handbook

Welcome to the CDF Performance Companies! The CDFPC is the performance arm for Carolina Dance Foundation, a non-profit organization that provides quality dance education, performance opportunities and community enrichment. Our performance companies include Carolina Civic Ballet and Carolina Rhythm Tap.

This handbook and contract outlines responsibilities and commitments for dancers accepted for the 2023-24 season. It contains a lot of valuable information that will answer the majority of the questions you may have throughout the season. We encourage you to keep it handy so that you can refer back as questions arise.

Please review this entire handbook with your dancer and, if you decide to participate in Company, turn in a signed contract form by July 5, 2023, and your commitment fee by July 12, 2023. **Dates and/or expenses listed are subject to change.*

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CAROLINA DANCE FOUNDATION BOARD MEMBERS

The CDF Board of Directors is a group of dedicated volunteers, focused on supporting the mission and vision of CDFPC and its Artistic Directors.

CDF BOARD OF DIRECTORS

- Artistic Director and Co-Director of Carolina Civic Ballet: Jennifer Culler Moore, carolinacivicallet@gmail.com
- Artistic Director and Co-Director of Carolina Civic Ballet: Lindsay Collins Shaw, carolinacivicallet@gmail.com
- Artistic Director: Missy Blackburn, carolinagrooveelite@gmail.com
- Director of Carolina Rhythm: Carina Goodman, carolinarhythmtap@gmail.com
- President: Cathy Robinson, president@carolinadancefoundation.org
- Vice President: VACANT, vp@carolinadancefoundation.org
- Secretary: Sarah Mears, secretary@carolinadancefoundation.org
- Treasurer: Teresa Atkinson, treasurer@carolinadancefoundation.org
- Director of Communications: Gabrielle Rhodes, communications@carolinadancefoundation.org
- Co-Director of Fundraising: Chamberly Pecze, fundraising@carolinadancefoundation.org
- Co-Director of Fundraising: Michelle Torian, fundraising@carolinadancefoundation.org
- Director of Outreach: Ashley Elmore, outreach@carolinadancefoundation.org
- Co-Director of Performance: VACANT, performance@carolinadancefoundation.org
- Co-Director of Performance: Tammy Hnatnek, performance@carolinadancefoundation.org
- Director of Volunteers: Christina Gainor, volunteers@carolinadancefoundation.org
- Business Manager: Carina Goodman, bizmgr@carolinadancefoundation.org
- President Emeritus (non-voting member): Sherry Bailey, sherrybb@nc.rr.com

GENERAL COMPANY INFORMATION

WEBSITE

Please check often for updates: www.CarolinaDanceFoundation.org

MAILING ADDRESS

PO Box 90967, Raleigh, NC 27675

EMAILS

Please direct all emails regarding rehearsal absences to carolinadanceschedule@gmail.com.

Please send all general email questions to bizmgr@carolinadancefoundation.org and they will be directed to the appropriate person.

Our main form of communication is through our Constant Contact email group. We use the email addresses that you provided to us on the audition form to send rehearsal schedules, event information, and updates. If you would like to add or delete an email on your account, please contact our Director of Communications at communications@carolinadancefoundation.org. You can also contact her with any other questions regarding communications.

SOCIAL MEDIA

Follow us on Facebook & Instagram to be notified of quick updates and announcements: @carolinadancefoundation.

We will use the free app BAND for quick updates when necessary; especially during rehearsals and shows for our holiday and spring performances. Please download it and search for Carolina Dance Foundation. If you need an invitation to join the group please contact: communications@carolinadancefoundation.org.

PARTICIPATION REQUIREMENTS

Dancers are under contract from the time of acceptance until the following year's audition. Participation in CDFPC REQUIRES:

- Signed Contract (due 7/5/23) & Commitment Fee (due 7/12/23) see page 6 for fee amount)
- Awareness of, and compliance with, Company rehearsal and performance dates. *Dancers rehearse most weekends from September through the Spring show(s), which is held in either March, April, or early May.*
- Payment of Fair Share Fee (see page 6 for information on costs)
- Required Parent/Dancer Volunteer Hours (see pages 4-5)
- Attendance of Master Classes, sponsored by Carolina Dance Foundation
- Regular attendance in dance classes
- Adherence to the rehearsal attendance policy (page 12-14) and code of conduct (pages 10-11)
- Following all of the policies outlined in this handbook
- Potential purchase of performance supplies such as makeup, tights, undergarments, shoes, etc.
- Support and commitment from family

CDFPC produces at least 2 stage performances during the CDF Company season:

- Holiday Show
- Spring Extravaganza Show

Every three (3) years (planned for 2026) CDF will produce 2 Spring stage performances which will include:

- Full-length Ballet for Civic Ballet Members
- Tap Company Performance for Carolina Rhythm Members

CHOREOGRAPHERS

Artistic Directors and guest choreographers are accomplished and highly-trained. At their discretion, they select dancers from CDFPC and set choreography.

OUTREACH & OTHER PERFORMANCE OPPORTUNITIES

We plan to increase our Foundation's commitment to outreach this year and provide our dancers opportunities to give back to our larger community. In the past, we have offered local outreach performance opportunities at venues such as the YMCA, CDC, Powell Elementary, etc. These opportunities vary from year-to-year, and more information will be provided as the season progresses.

THINGS TO CONSIDER BEFORE COMMITTING TO COMPANY

Participation in the program is restricted to dancers who are ready to make achieving their personal best a priority. Please consider carefully whether this commitment is right for you.

DANCERS

Becoming a successful dancer requires making a solid commitment to your classes, rehearsals, and performances and your fellow dancers. Strong technique is a key ingredient, and class and rehearsals are where you develop that technique. Coming to class prepared to learn, without personal distractions is important.

True progress is made when you look at each class, rehearsal, or performance as an opportunity to become better at what you love to do.

Parents and dancers should be aware that Company participation is a large time and financial commitment. Dancers and parents of the program are expected to make Carolina Dance Foundation a priority over any other extracurricular activities. There will be times when classes, rehearsals, or performances will be scheduled when your non-dance friends or family may be headed to the mall, the movies, etc. Please take this into consideration and carefully determine whether this commitment is right for you.

DANCER VOLUNTEER REQUIREMENT

All dancers age 13 and over are REQUIRED to participate in our Parents Night Out event (Tentative date: February 10). High school seniors are exempt from this requirement. Contact

the Director of Volunteers to discuss other options for completing these hours if you cannot attend.

PARENTS

CDF fosters a positive atmosphere and educational experience for our faculty, students, and their parents. Cooperation between all is expected.

It is of the utmost importance that parents set a good example for their dancers. Poor parental behavior, including but not limited to yelling at other parents, dancers, or instructors, making others feel unsafe, and general disrespectful behavior to others, will not be tolerated and could lead to your dancer being dismissed from the company.

Encourage your dancer to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and dancers need to be allowed to achieve at a pace that is comfortable. No two students will progress at the same rate, even if they experience the exact same training. It is important to encourage dancers to focus on themselves, give their all, and be satisfied with their own accomplishments.

Public discussion of dissatisfaction with CDF, its Artistic Directors, choreographers, or other students and their families is not productive. We encourage you to speak to an Artistic Director if you have questions or concerns to prevent misunderstandings and/or confusion.

PARENT VOLUNTEER REQUIREMENTS

Each dancer's family is **REQUIRED** to contribute a minimum of 10 hours for the first company, and 5 hours for each additional company, during the 2023-24 season. No family will be required to volunteer more than 20 hours regardless of the number of children/companies. There is no limit to the number of volunteer hours a family can work. It takes many more hours than the minimum required to successfully run the companies. Hours can only be completed by the dancer's parents, guardians, grandparents, or the dancer if she or he is 18 or over. Company families cannot transfer an overage of hours to another company family. If there are other family members willing to contribute (i.e., an aunt or uncle), or if special consideration is needed due to extenuating circumstances, please contact the Director of Volunteers for approval.

Volunteer hours may be earned through a variety of tasks that support Carolina Dance Foundation. All volunteer hours must be approved by the Director of Volunteers to ensure credit may be given. The following events require volunteers during a typical season:

August/September	Consignment Sale
Nov/Dec	Holiday Show
January	Summer Program Auditions

February	Parent's Night Out
March/April/May	Spring Show(s)
April/May	Kamryn's Smile Tea
June	Recital Concessions & Ushering
Dates Vary	Costumes
	Props
	Fundraisers

UNFULFILLED VOLUNTEER HOURS

If you have special circumstances and are not able to contribute volunteer hours, you may opt-out by “paying” the hours at a rate of \$50.00/hour. Any hours worked over the required amount DO NOT roll over to the next year. Volunteer hours must be completed or paid out in order for a dancer to be eligible to audition for the following season. Please know that we need volunteers to make our shows a success! We really want you to be a part of the fun that is CDF!

FAIR SHARE PAYMENT STRUCTURE/FEEES

The following explains the basic TOTAL pricing breakdown and what IS, and IS NOT, included in the overall fee. The total due for the year can be paid upfront or broken into 5 monthly payments due on the 15th of the month beginning in August and ending in December.

Only Carolina Civic Ballet — \$800 = Commitment Fee of \$150 (due 07/12/23) and 5 payments from August 15 to December 15 of \$130 each month.

Only Carolina Rhythm — \$800 = Commitment Fee of \$150 (due 07/12/23) and 5 payments from August 15 to December 15 of \$130 each month.

Participation in both Ballet and Rhythm — \$1100 = Commitment Fee of \$200 (due 07/12/23) and 5 payments from August 15 to December 15 of \$180/month.

WHAT IS INCLUDED IN THE ABOVE PRICES

- Commitment Fees, as stated above, due July 12, 2023 **Non-refundable once submitted*
- Tap Workshop (Required for Carolina Rhythm and optional for ballet)
- Saturday morning Company classes are REQUIRED for Ballet members in levels Senior C, Senior B, Senior A, Teen, Junior B. Optional for Junior A. (Class levels may not be suitable for younger company members.)
- All weekend rehearsals for ballet and tap companies
- A new pair of Company earrings
- Use of costumes for Holiday Show & Spring Shows (*Dancers do not keep these costumes.*)

WHAT IS NOT INCLUDED IN THE ABOVE PRICES

- CDF Audition Fees
- Show tickets
- Other optional master classes that are offered throughout the year. (Prices Vary)
- Joffrey and/or Burklyn auditions (Required for Ballet Company members age 11+) (Joffrey approx. \$40, Burklyn approx. \$30)
- Opt-out costs to cover volunteer hours not completed (\$50.00 for each hour not fulfilled)
- Choreography fees not associated with the annual performances (Approx. \$0-\$500; inquire for a more accurate amount.)
- UNCSA (required for Ballet Company members in some levels, see page 15. Approximately \$225 + \$50 teacher travel fee + travel and lodging)
- YAGP—Youth America Grand Prix (Invitation only for ages 11+)
- RDA/SE (formerly SERBA) (Optional but highly recommended. Approximately \$550 + travel and lodging)
- Replacement pair of Company earrings (\$10 per pair)
- \$50 Missed Rehearsal Fee (without at least a 24-hour advanced notice to ADs)
- Additional costume, make-up, tights, or shoe requirements (Prices Vary)
- End of Year party tickets
- Summer training (Prices Vary)

PAYMENT PLAN OPTIONS

Check or Credit Card Only. NO cash payments.

- Pay Full Amount by August 15, 2023 (There will be a 5% discount applied to those who pay in full.)
- Pay Monthly — Your commitment fee amount will be deducted from your total and the remainder will be split into equal payments over 5 months (see page 6)
- We will be charging a \$35 returned check fee for insufficient funds.

EXEMPTIONS/SPECIAL CIRCUMSTANCES WHICH MAY RESULT IN A CREDIT

- INJURIES: If a dancer is injured for a significant amount of time and has to miss certain events or training, credit may be given. These situations will be handled case-by-case.
 - We cannot offer refunds for dancers missing rehearsals and company classes due to illness.
 - We cannot guarantee refunds for conferences if a dancer is unable to attend.
 - We cannot guarantee partial refunds if a season has to be cut short due to circumstances beyond our control. (e.g., COVID-19)
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FUNDRAISING

CDF is fiscally responsible and sets the annual budget with care. Fundraising activities vary each year with decisions made by the current board. Fundraising is important for the greater good of CDF and its dancers. Not only does fundraising improve the CDF experience by providing beautiful costumes, inspiring choreographers, and desirable performance venues, it also allows us to offer quality dance education through needs-based scholarships and community enrichment. The more fundraising dollars coming into CDF, the lower we can keep costs for ALL dancers.

FUNDRAISING COMMITTEE

ALL fundraising activities involving outreach to local and national businesses for Corporate Sponsorships and Silent Auction item procurement will be managed by a Fundraising Committee with 100% of the proceeds benefiting CDF. Members of the Fundraising Committee will earn volunteer hours for their time and commitment. Even if you are not serving on the Committee, you are still encouraged to make introductions and share potential sponsors with the Committee.

FUNDRAISING EVENTS

Participation in fundraising is optional, but highly encouraged. Planned fundraising activities include: (**but are subject to change*)

- Consignment Sale (planned for the Fall)
- Butter Braids/Cookie Dough (planned for the Fall)
- Spirit Nights (planned for Fall and Spring)
- Concessions Sale (planned for CDF performances)
- Parents' Night Out
- Raffles

FUNDRAISING PROCEEDS

Most fundraising events will result in 100% of the proceeds raised going to the Foundation for equal benefit of all dancers. The current board reserves the right to decide how fundraising proceeds will be used.

Occasionally, there may be targeted fundraising events that benefit dancers participating in specific educational opportunities (e.g., SERBA, UNCSA, etc). Proceeds raised may be used to offset registration fees and teacher travel fees. Funds will not be used to pay any third-party vendors, such as merchandising or choreography payments, audition fees, show tickets, and other costs not covered by fair share payments.

EARNING DANCER ACCOUNT CREDIT

We are happy to announce the return of the Consignment Sale for the 2023-24 season. Participants in the Consignment Sale will earn 50% of their merchandise sales proceeds as a dancer account credit (after any CDF expenses are deducted). The remaining 50% will go to the Foundation. At this time, the Consignment Sale is the only fundraising event for which a dancer account credit may be earned based on individual performance.

Amounts credited over all required fair share fees will be applied to the dancer's account and can be used to offset any additional CDF activities such as UNCSA. If you pay monthly, a credit will appear on the next statement after fundraising credits have been received.

If a dancer has credit remaining in their account at the end of the season, the credit will be carried over to the next season. If a dancer leaves the company before the end of the season or does not return the following season, any credit in their account is forfeited. *No fundraising money will ever be refunded to a dancer.*

Additional fundraising opportunities may be announced throughout the year and communicated by email. Ideas for additional fundraising opportunities are always welcome for consideration by the board.

Interested in joining the Fundraising Committee? Have additional questions of fundraising ideas? Please contact Chem Pecze and Michelle Torian, Co-Directors of Fundraising, at fundraising@carolinadancefoundation.org.

CONDUCT AND ETIQUETTE

All dancers and parents are expected to be team players. Promoting friendship through support, encouragement, and respect is critical to the overall success of the program. Maintaining a positive attitude and showing respect for CDC, teachers, parents, dancers, volunteers, and choreographers is essential at all times!

EXPECTATIONS

- Teachers, dancers, and parents shall leave any personal negativity at the door when entering the studio. Negativity, hostility, pettiness, and gossip will not be tolerated. If this behavior becomes an issue, the Artistic Directors reserve the right to dismiss any involved dancers from the program and determine if the dancers may be permitted to return.
- Dancers should arrive at least 10 minutes before the start of every class or rehearsal. It is important to stretch and warm up properly and get in the right mindset before each rehearsal.
- Plan to bring food rather than leaving the studio between rehearsals to eat fast food. It is healthier, and prevents you from being late to the next rehearsal. Granola bars, fruit, and yogurt are healthier options that help you maintain your energy level throughout multiple rehearsals.
- Choreography and group placement must never be questioned.
- Review choreography from week-to-week, so you are prepared to make the most out of each rehearsal.
- No excessive talking during class or rehearsal. It is distracting and disrespectful to the choreographer.
- Give 100% of yourself in all classes and rehearsals. Review your sections quietly when the choreographer is working with others. Do not mark unless the choreographer instructs you to do so.
- Listen to each correction given, whether it is directed to you or another dancer. A correction is an honor; it shows how much a teacher cares about your progress as a dancer. Students should apply themselves in every class and appreciate their teachers' knowledge and experience.
- Finish every class or choreography session with a "thank you" to the teacher or choreographer, and accompanist if applicable.
- When wearing CDC or CDF apparel to events, make certain your activities and behavior reflect positively on you, CDC, and CDF.
- Older dancers, whether you intend to be or not, are role models for our younger dancers. Please keep this in mind when you are in the dressing room, kitchen area, in class, backstage at shows, etc., and make sure you are behaving in a way that sets a good example.

- No bullying will be tolerated, either in person or on social media, texts, or group chats. Any dancer or parent who bullies may be dismissed from the company.
- Dancers are expected to listen and respect the direction of volunteers at any CDF event or activity. If volunteers are disrespected, the dancer may be dismissed from the company.
- Any violations to these policies can result in suspension or dismissal with no refunds.

When dancers and parents are involved in CDF activities outside the CDF annual stage performances (e.g. UNCSA festival, YAGP, etc.), please keep the following in mind:

- Do not speak negatively about teachers, dancers, or parents from our, or other, studios.
- It's appropriate to speak enthusiastically about your experience with CDF, but we don't recruit dancers from other studios.
- The CDF Artistic Director handles all communication with the directors or hosts of our outside activities (unless a representative is designated).
- No parent or dancer should question the directors or hosts of any event. If you have a concern, please discuss it with your CDF Artistic Director.
- Any violations of this policy can result in suspension or dismissal with no refunds.

CDF's policy regarding alcohol, vaping/smoking, and drug use:

- Use of alcohol, drugs, and/or vaping/smoking by a Carolina Dance Foundation dancer is strictly prohibited!
- Dancers must NEVER come to class, rehearsal or a performance while under the influence.
- Any violations of this policy can result in suspension or dismissal with no refunds.

SOCIAL MEDIA POLICY

Use of Facebook, Twitter, Instagram, Snapchat, TikTok, blogging, and other social media vehicles is common and a fun way to share pictures, encouragement and congratulations. The following guidelines are important to understand your responsibility as it relates to use of social media and CDF/CDFPC.

- You should not share anything that is proprietary and/or confidential to the Artistic Directors or the Board Of Directors of the CDF/CDFPC as a whole.
- Unless specifically authorized, students and parents should neither claim, nor imply, they are speaking on behalf of CDF/CDFPC.
- Inappropriate posts by our dancers will not be tolerated. When in doubt of whether something is appropriate to post or say, err on the side of caution and refrain from doing so.

- Please keep in mind that younger dancers often follow older dancers on social media. Whether you older dancers realize it or not, you are role models to the younger dancers! They adore you, and watch you closely, so please be mindful of your words and actions.
 - Never post anything that could compromise the self-esteem of students who attend CDF/CDFPC.
 - If you post videos of class or rehearsals, do not post any choreography in its entirety; CDF/CDFPC or the choreographer owns the copyright.
 - Best practice is to ask permission before posting pictures or videos of others on Facebook, Instagram, Snapchat, or other social media outlets.
 - Respect the law, including those laws governing defamation, discrimination, harassment, copyright, and fair use.
 - Please do not post pictures from company performance dress rehearsals prior to performance.
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ATTENDANCE POLICY

REHEARSALS AND COMPANY CLASS

Rehearsals are scheduled on some Friday evenings, and most Saturdays and Sundays. Ballet company class is scheduled for Saturday morning. Specific class placement will be assigned at the beginning of each year.

IMPORTANCE OF REHEARSALS

Rehearsals are an important part of the commitment to the CDF. All dancers are expected to work hard, dress appropriately, and arrive early enough to warm up. All rehearsals are dedicated to choreography or “cleaning” the choreography. A dancer who misses a rehearsal holds back the progress of the entire group. Repeating the choreography from a previous session for those who were absent takes up valuable rehearsal time, which could result in a performance that is not up to par. When choreography is cleaned, it may also be changed. Dancers who miss a cleaning session may not be properly prepared for an upcoming performance and could end up disappointing themselves, their team, or the foundation.

As a company member your dancer is now a part of the CDF team. Teamwork is the backbone of our Foundation, and rehearsal attendance is necessary for a team to be successful. Dancers who miss a rehearsal because of a non-emergency circumstance are letting their fellow dancers down in many ways. Parents with conflicts that prevent them from taking their children to a scheduled rehearsal are encouraged to support each other, to help all CDF dancers make their commitments.

Dancers may have 2 non-dress REHEARSAL unexcused absences per dance piece before the Holiday Show and 2 non-dress REHEARSAL unexcused absences per dance

piece between the Holiday Show and the Spring Show. Poor attendance may result in a choreographer replacing a dancer with an understudy at their sole discretion.

REHEARSAL SCHEDULES

Every effort is made to email the rehearsal schedule out with as much notice as possible prior to the weekend rehearsals. Additional rehearsals may be scheduled at the discretion of the teacher/choreographer. All dancers are required to frequently check their emails to ensure you are up-to-date on any unforeseen scheduling changes.

When signing your commitment form, you will be given the opportunity to inform the Foundation of any known upcoming absences for the season. This information will be taken into account for rehearsal scheduling, but it does not guarantee that a rehearsal will not be scheduled during your planned absence. If the rehearsal is missed, it will be counted as an unexcused absence.

REHEARSAL ABSENCES

Absences for which the Artistic Directors and Scheduler **were not notified** have become a big problem! Therefore, your dancer's account will be charged a \$50 fee for any missed rehearsal for which the Scheduler was not notified at least 24 hours ahead of time. This policy does not apply to understudies. As soon as you know you will be absent, please email carolinadanceschedule@gmail.com.

A master absence record will be kept throughout the year to record all rehearsal absences and the nature of the absence. Absences will be reviewed on an individual basis. However, anything beyond 2 unexcused absences per dance piece could result in the dancers dismissal from the upcoming performance.

Absolutely **NO ABSENCES ARE ALLOWED** during the following without expressed permission from the Artistic Directors:

- Holiday Show, Spring Extravaganza, and other scheduled performances
- ALL tech and dress rehearsals (both in-studio and at the venue)
- Mandatory classes or events
- When Guest Choreographers are setting dance pieces

Only the following are considered **excused absences**:

- ALL CDF related activities and REQUIRED CGE and Carolina Power conferences only. Optional CGE and Carolina Power conferences ARE NOT excused absences.
*Exceptions may be made for dancers who have had the honor to be selected to tour with a Dance Convention. Please talk with ADs for an acceptable arrangement and approval.
- Required school activities for which the dancer will be graded.
- Certain extenuating circumstances ONLY with approval from ADs.

Not attending rehearsals without notice is unprofessional, and prevents the choreographer from adjusting rehearsals or choreography. Dancers are responsible for learning any missed choreography before arriving for the next rehearsal.

Dancers who need to be excused from a rehearsal are required to email carolinadanceschedule@gmail.com at least 24 hours before so the choreographer can be notified of the absence. As mentioned previously, failure to notify the Scheduler of an absence at least 24 hours in advance will result in a \$50 fee charged to your dancer's account.

If a dancer has an injury that prevents active participation in a rehearsal, that dancer is expected to sit in on the rehearsal and observe or provide a written note from the doctor for the absence to be excused. It is important that dancers be present for any choreography changes that may affect him/her when able to resume dancing.

If you have questions about whether or not your planned absence will be excused, speak to a Director.

STUDIO CLASS ATTENDANCE POLICY

Regular studio class attendance is extremely important. **Dancers are allowed 4 Ballet and 4 Tap CLASS unexcused absences prior to the Holiday Show and 4 Ballet and 4 Tap CLASS unexcused absences between the Holiday Show and the Spring Show.** Further absences should be made up in a timely manner (preferably within 1 month of the absence) and dancers are responsible for keeping track. Excessive studio class absences, without making up classes in a timely manner, can result in suspension or dismissal with no refunds.

Members must attend all classes required for their assigned level. Carolina Civic Ballet dancers in levels Senior C, Senior B, Senior A, Teen, Junior B have a REQUIRED company CLASS on Saturday mornings. For Junior A company class is optional. Specific times will be emailed.

DANCE TRAINING REQUIREMENTS

SUMMER TRAINING

In order to maintain the pre-professional level of our companies, summer training is required. Specific requirements are based on age and skill level. Please direct all questions to the Artistic Directors.

Our sponsoring studio, CDC, offers a full summer of training options in every genre including afternoon/evening classes and weekly intensives. We also fully support out of town professional summer programs, as well as Carolina Ballet's Summer Intensive program. CDF dancers not attending a professional out of town summer program are required to maintain a rigorous training schedule either through classes at CDC or another local studio, local

intensive programs (such as Carolina Ballet or ones held at CDC), to ensure technical improvement during the summer months. The Artistic Directors can help you determine what is appropriate based on your dancer's age and level.

COMPANY SPECIFIC REQUIREMENTS

CAROLINA CIVIC BALLET

WEEKEND REHEARSALS

Dancers and parents should plan to have rehearsals nearly all weekends from mid-September until the completion of spring shows. See the Rehearsal and Rehearsal Attendance sections on pages 12-14 for more information.

EDUCATIONAL OPPORTUNITIES

The following opportunities are not included in your fair share dues:

Summer Intensive Auditions (For Ages 11+)

Carolina Dance Center is a host to a national summer intensive audition. For a nominal audition fee, dancers have the opportunity to take an hour (or longer) master class with an accomplished guest instructor. One of the following ballet auditions is MANDATORY, both are encouraged. (Late Jan. or Feb.)

- Joffrey Jazz and Ballet Auditions
- Burklyn Ballet Auditions

UNCSA North Carolina Festival Of Dance (For Levels And Ages Listed Below)

UNCSA hosts an annual festival for dancers across the state of North Carolina. The festival is tentatively scheduled for Mar 1 - Mar 3, 2024, and includes 3 days of master classes, a UNCOSA student performance, and a festival performance composed of select company attendees.

This festival is REQUIRED for Carolina Civic Ballet dancers ages 13+ (by January 2024) in the following levels: Senior C, Senior B, Senior A, Teen. Dancers in the Junior levels may ask the Artistic Directors for permission to attend the festival. Attendance at the North Carolina Festival of Dance requires payment of a registration fee, a 2-night hotel stay, and purchase of 2 leotards. The registration fee covers 2.5 days of master classes. For your reference, the registration fee is anticipated to be around \$225 plus a \$50 CDF travel fee.

YAGP: Youth America Grand Prix (Invitation Only for Ages 11+)

2024 Date TBA, (usually January), in Winston-Salem. Attending YAGP is an excellent opportunity. Dancers will compete a classical ballet variation solos, duets, trios and/or ensembles, and they will also attend classes instructed by world-class choreographers.

If selected, an email invitation to participate will be sent in August with complete details. Rehearsals typically begin in late August. Attendance at YAGP requires payment of a registration fee, coaching costs, entry fee(s) and a CDF travel fee (2023 fees were \$110 for registration and classes, \$115 per solo, \$60 per dancer for duets/trios, and ensembles were \$50 per dancer, coaching costs of \$475 for the first variation and a \$50 CDF travel fee). You would also need to purchase or rent your costume(s) and manage your own travel arrangements (many families choose to drive back and forth rather than stay in a hotel). Prices for 2024 have yet to be determined. More detailed information will be in the invitation letter.

[RDA/SE: Regional Dance America/Southeast. Formerly Known As SERBA](#) (Optional but highly recommended)

We are proud to be performing members of this wonderful organization whose vision is to *"provide increasing opportunities, exposure, and connection for pre professional dance companies around the United States."*

This year's national festival will be held in Daytona Beach, Florida, April 23-28, 2024. The cost for this event will be approximately \$550, this includes the CDF travel fee, the festival kit fee, which includes 4 days of classes, lunch each day, tickets to 3 performances, and admission to the Gala Saturday night which includes the Gala Festival performance and dinner. There is also a chaperone fee based on the number of dancers in attendance. Dancers will be required to purchase new leotards and will be responsible for a plane ticket (or other transportation to Daytona Beach) and a 5-night hotel stay.

All Carolina Civic Ballet dancers ages 11+ are invited to attend the festival and will be considered for, but not guaranteed a spot in adjudication choreography. Additional choreography fees may be required for dancers cast in multiple RDA/SE adjudication pieces. Please watch for more information to come and a short informational meeting at the beginning of August.

CAROLINA RHYTHM

WEEKEND REHEARSALS

Dancers and parents should plan to have rehearsals nearly all weekends from mid-September until the completion of spring shows. See the Rehearsal and Rehearsal Attendance sections on pages 12-14 for more information.

EDUCATION

Onsite Master Classes (REQUIRED for Rhythm, optional for Civic Ballet):

- Valerie Rockey Master Classes Sept 23-24 REQUIRED
- NEW Totally Tap December 17 (6 classes) REQUIRED
- Additional master classes may be scheduled based on choreographer availability.

- Other opportunities to train may arise that are either offered as highly encouraged, or may be made mandatory at the Artistic Director's discretion.
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CASTING

Each dancer is guaranteed to be cast in at least one piece per company per season. Some dancers are selected to perform in additional pieces.

Performance assignments are at the discretion of the Artistic Directors, or guest choreographers, who have many years of experience teaching and evaluating dancers. They are knowledgeable on what is technically and emotionally right for the dancers. Placement is highly individual and the factors that go into the decision are complex.

Dancers must be flexible, as choreographers may cast dancers in one spot and later move them to another as they see what best suits the choreography. All roles are an important part of every piece, and dancers are expected to work hard and fully cooperate with all instructors.

Your dancer's account must be in good standing prior to being cast in a show.

Artistic Directors make all casting determinations and the decisions are non-negotiable and final. This mirrors what occurs in the professional dance world.

Dancers in the CDC Companies, CGE and Carolina Power, will have the opportunity to audition for jazz/contemporary roles in the annual Holiday Show. They will be required to pay a fee to participate, and parents must complete Holiday Show volunteer hours.

UNDERSTUDIES

Being selected as an understudy is an honor and requires great dedication. Often understudies must learn multiple pieces of choreography, and are expected to fill in at a moment's notice. Therefore, understudies are expected to attend all of the rehearsals for the piece they are assigned. If called upon, the understudy performs the piece that they have been rehearsing.

Understudies should be treated with cooperation and respect by their peers and not seen as, or treated as, inferior. Understudies must juggle rehearsal schedules and work independently, as the choreographer's attention is primarily focused on teaching and correcting the dancers assigned to that piece.

COSTUMES

Costumes are the property of CDF, and should be treated with great care. This enables future use and keeps fees as low as possible. No eating or drinking, with the exception of water, is allowed when dressed in a CDF costume. The CDF costumes and accessories can not leave the studio or venue during rehearsal breaks. **Please remove all costumes and headpieces before leaving the venue during all breaks between shows and rehearsals.** Proper undergarments are always expected to be worn while wearing CDF owned costumes. Failure to do so could result in the dancer being pulled from the rehearsal or performance until appropriate attire is available. CDF does not provide undergarments, tights, or shoes. Occasionally, parents may be asked to purchase additional costume pieces, special undergarments, special tights or special shoes. These special requirements are not covered by company fees.

APPEARANCE

Pride in your appearance reflects positively on the public's impression of CDF & CDC.

- Ballet rehearsal requires a bun or French twist. Ponytails are not acceptable.
 - Dancers should be properly dressed for all events. Do not arrive at, or leave any event, in your dance wear; always wear a cover-up.
 - CDF members should look polished and professional for every performance. Neat-slicked back hair, company earrings, stage make-up and eyelashes are required. The Artistic Director or choreographer may request other requirements.
 - To maintain consistency in appearance on stage, specific brands and colors of makeup are recommended to dancers.
 - Plan ahead. Performance shoes should be clean and in good condition. Tights with holes or runs should be discarded.
 - For performances, specific colors and brands of tights are required to be purchased to maintain a uniform appearance. One pair should be reserved for performances only.
 - A pleasant smiling face is the most valued attribute to any dancer's appearance.
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THE PERFORMANCE EXPERIENCE

Performances are the dancer's opportunity to show the audience the results of their dedication and hard work! To make the most of this opportunity:

- Allow plenty of time to avoid adding stress to the day.
- Be sure you are properly warmed up.
- Present yourself in a professional manner, with costumes pressed, shoes cleaned, and all accessories accounted for.
- Treat the performance venue with respect. Keep your area of the dressing rooms clean and never bring food or drink where it is prohibited.
- When in an auditorium, remain seated whenever dancers are performing.
- Enthusiastic applause is encouraged, but screaming names is never appropriate in a performance venue.
- No flash photography is allowed for the safety of the dancers.
- Parents and guardians are expected to be patient and adhere to the check-in and check-out process that is set in place for each rehearsal and performance! During this time your dancer is under our care and it is of the utmost importance that precautions are taken to make sure each dancer is safe and released to the appropriate person.
- Absolutely NO photography or videos in dressing rooms! You may inadvertently capture an unclothed dancer in a mirror reflection, so dressing room photos and videos are strictly prohibited.

CONSEQUENCES FOR NON-COMPLIANCE

CDFPC requires a high level of dedication and commitment. We expect our dancers to be responsible and meet all the expectations and contract requirements. Should a dancer fail to comply with contract obligations, the consequences are to be determined by the Artistic Directors. Dancers who have unexcused absences from mandatory workshops will still be responsible for the full tuition. Injured dancers are required to observe mandatory classes/workshops.

WITHDRAWAL OR DISMISSAL OF DANCERS FROM CDF

Artistic Directors reserve the right to dismiss dancers from the CDF when they determine it is in the best interest of CDF and other dancers.

Every effort will be made to correct a problematic situation before a dancer is withdrawn. No refunds of company fees will be made. Reasons for dismissal include following:

- Disruptive or dangerous behavior by students or their parents
- Abuse, verbal or physical, of other dancers, staff, or property, by dancer or parent
- Inability of CDF to meet the dancer's needs
- Ethical or social media violations
- Excessive unexplained absences with no plan or effort to rectify
- Concerns about the dancer's health or potential for injury
- Excessive non-payment of required membership expenses
- Violation of Alcohol, Drug & Vaping Policy
- Violation of Social Media Policy

Dancers wishing to withdraw voluntarily from CDF during the season must do so in writing. The CDF budget is reliant upon monthly commitments made with signed contracts submitted in the summer; therefore, no refunds will be given and full payment of remaining balance is expected. If there are extenuating circumstances around the need for withdrawal, the Board of Directors will take those into consideration on a case-by-case basis.

COMMUNICATIONS

All communications from the Board of Directors, Artistic Directors, and others will be communicated via email through Constant Contact. This includes the rehearsal schedules, special opportunities, and general information. It is imperative that you add board email addresses (see page 2) to your safe list and immediately let the Director of Communications know if you are not receiving emails.

Whenever possible important information and dates will also be posted on the CDF website in the Members section. (The password for the member page will be provided via email at a later date.)

We will use the free app BAND for quick updates when necessary; especially during rehearsals and shows for our holiday and spring performances. Please download it and search for Carolina Dance Foundation. If you need an invitation to join the group, please contact communications@carolinadancefoundation.org

POLICY ON NON-CDF OPPORTUNITIES DURING THE CDF SEASON

While it would be extremely rewarding to see dancers be able to pursue every performance and training opportunity available, it is not possible to fulfill CDF requirements with other simultaneous performance or training opportunities. Rare exceptions are made on a case-by-case basis.

Dancers **MUST** have prior approval from the Artistic Directors in order to participate in any non-CDF performance or training opportunity.

CAROLINA BALLET NUTCRACKER PARTICIPATION

Having a professional ballet company in the local area provides amazing opportunities for our CDF dancers. One opportunity the Artistic Directors will make an exception for is Carolina Ballet's annual Nutcracker performances. CDF dancers who choose to dance in the Nutcracker may be excused from the CDF Holiday performance, and will perform in the spring performances only. However, you will not be given a discount on your annual dues. Dancers are expected to attend all classes when available and must contribute to a full year of volunteer and fair share fee requirements.

SUBMITTING YOUR SIGNED CONTRACT & COMMITMENT FEE

Dancers wishing to accept their invitation must complete the CDFPC Contract and email it to Teresa Atkinson at treasurer@carolinadancefoundation.org by July 5, 2023.

Once received, Teresa will create an invoice for your commitment fee and email it to you within 48 hours. Commitment fees should be paid no later than July 12, 2023. Your commitment fee is non-refundable once submitted.

If you have decided to decline your invitation into CDFPC, please email our secretary at secretary@carolinadancefoundation.org and our Director of Communications at communications@carolinadancefoundation.org.

IMPORTANT DATES

Please block off the following dates. These dates are TENTATIVE and subject to change. More dates may be added.

TENTATIVE Date	Activity
July 5, 2023	Signed Contract Due (email to treasurer@carolinadancefoundation.org)
July 12, 2023	Commitment Fee Due (invoice will be emailed)
August 15, 2023	1st of 5 Monthly Payments Due
September 1, 2023	Notify Ms. Lindsay or Ms. Jennifer if you plan attend RDA/SE in April
September 8-10, 2023	First Rehearsal Weekend
September 9, 2023	Company Ballet Classes Begin
September 15, 2023	2nd of 5 Monthly Payments Due
Sept 22-24, 2023	Valerie Rockey Tap Master Classes (Mandatory for Rhythm)
Sept/Oct TBD	Company Headshots
October 15, 2023	3rd of 5 Monthly Payments Due
November 15, 2023	4th of 5 Monthly Payments Due
November 22-26, 2023	Thanksgiving Break, No Rehearsals
November/December Dec 8-10, 2023 TENTATIVE	Holiday Show
December 15, 2023	5th of 5 Monthly Payments Due
December 17, 2023	Totally Tap Workshop (Mandatory for Rhythm)
December 21, 2023- January 2, 2024	Winter Break, No Rehearsals
January TBD	RDA/SE Adjudication

January/February TBD	YAGP, Winston-Salem
January/February TBD	Joffrey Audition at CDC
January/February TBD	Burklyn Audition at CDC
February 10, 2024 * <i>TENTATIVE</i>	Parents Night Out Babysitting Event
March 1-3, 2024	UNCSA Dance Festival, Winston-Salem, NC
March 25-30, 2024	Spring Break: No Rehearsals
April 23-28, 2024	RDA/SE Festival, Daytona Beach, FL **Optional
April/May TBD	Kamryn's Smile Tea Party
April/May TBD May 3-5, 2024 TENTATIVE	Spring Extravaganza
May 11, 2024	Last Company Ballet Classes
May 18-19, 2024 * <i>TENTATIVE</i>	Auditions for the 2023-2024 Season
May 19, 2024 * <i>TENTATIVE</i>	End of the Year Party