



2022-2023 CDF Performance Company Handbook

Welcome to the CDF Performance Company! 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 companies include Carolina Civic Ballet and Carolina Rhythm (Tap). *(Beginning this season, the Jazz/Contemporary companies will be maintained under the umbrella of Carolina Dance Center.)*

This handbook and contract outlines responsibilities and commitments for dancers accepted for the 2022-23 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 June 25, 2022, and your commitment fee by July 1, 2022. **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 the Artistic Directors.*

CDF BOARD OF DIRECTORS:

- **Artistic Director and Co-Director of Carolina Civic Ballet:** Jennifer Culler Moore, carolinaciviballet@gmail.com
- **Artistic Director and Co-Director of Carolina Civic Ballet:** Lindsay Collins Shaw, carolinaciviballet@gmail.com
- **Artistic Director:** Missy Blackburn, carolinagrooveelite@gmail.com
- **President:** Cathy Robinson, president@carolinadancefoundation.org
- **Vice President:** Annette Trammel, vp@carolinadancefoundation.org
- **Secretary:** Sarah Mears, secretary@carolinadancefoundation.org
- **Treasurer:** Teresa Atkinson, treasurer@carolinadancefoundation.org
- **Director of Communications:** Amber Jones, communications@carolinadancefoundation.org
- **Director of Fundraising:** Andrea Cook, fundraising@carolinadancefoundation.org
- **Director of Outreach:** Kathryn Hutchinson, outreach@carolinadancefoundation.org
- **Co-Director of Performance:** Lindsay Myers, performance@carolinadancefoundation.org
- **Co-Director of Performance:** Tammy Hnatnek, performance@carolinadancefoundation.org
- **Director of Volunteers:** Christina Gainor, volunteers@carolinadancefoundation.org
- **Director of Carolina Rhythm (non-voting member):** Carina Goodman, carolinarhythmtap@gmail.com
- **Business Manager (non-voting member):** Carina Goodman, bizmgr@carolinadancefoundation.org
- **President Emeritus (non-voting member):** Sherry Bailey, sherrybb@nc.rr.com

Website: www.CarolinaDanceFoundation.org **Please check often for updates and rehearsal schedules!

Mailing Address: PO Box 90967, Raleigh, NC 27675

****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.**

Follow us on Facebook & Instagram to be notified of quick updates and announcements: @carolinadancefoundation Also, provide your email on the contract to be added to our Constant Contact email group.

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

****UPDATES AND IMPORTANT INFORMATION WILL BE DISTRIBUTED VIA EMAIL!**

CDFPC GENERAL INFORMATION:

Participation in CDFPC requires:

- **Signed Contract (due 6/25/22) & Commitment Fee (due 7/1/22, see pg. 5 for fee amount)**
- Awareness of, and compliance with, Company rehearsal and performance dates. *Dancers rehearse most weekends from September through the Spring shows in March or April.*
- Payment of Fair Share Fee (see page 5 for information on costs)
- Required Parent/Dancer Volunteer Hours (see page 4)
- Attendance of Master Classes, sponsored by Carolina Dance Foundation
- Regular attendance in dance classes
- Adherence to the rehearsal attendance policy (page 13) and code of conduct (page 8)
- 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

*****Dancers are under contract from the time of acceptance until the following year's audition.***

There will be stage performances during the CDF Company Season which include:

- Holiday Show
- 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 continue increasing our Foundation's commitment to outreach this year, and providing 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. We have offered a weekly class for special needs students. Older dancers are normally invited to volunteer their time to assist with these classes. Again, these vary from year-to-year and more information will be provided soon.

COVID-19: Currently, CDF is expecting a normal season. At this time, masks are optional in our rehearsals unless otherwise required because of an exposure or illness. We will continue to monitor the COVID-19 situation closely and will follow all local mandates should anything change. Our COVID-19 policy is based on the guidelines of the Centers for Disease Control and is updated periodically. You will be notified of all changes. It is expected that all dancers and their families will adhere to the guidelines for when to isolate, quarantine or mask. We also ask that you notify us if your dancer tests positive. We will always notify you of any possible known exposures.

Please review and sign the COVID-19 Policy and Waiver and submit with your contract.

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. 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.

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 babysitting event (Tentative, February 11). 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. There may be other opportunities where dancers are encouraged to participate with outreach.

PARENTS: CDF fosters a positive atmosphere and educational experience for our faculty and 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 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 one company, and an additional 5 hours for a second company, during the 2022/23 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:

June	Recital Concessions & Ushering
August/September	Consignment Sale
Sept. or Oct, TBD	Kamryn's Smile Tea
November	Holiday Show
January	Summer Program Auditions
February	Parent's Night Out
March	Spring Shows
Dates Vary	Costumes
	Props
	Fundraisers
	Company Rehearsals

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 \$40.00/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 / FEES:

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 1st of the month beginning in August and ending in December.

- **Only Carolina Civic Ballet** — \$900 = Commitment Fee of \$150 (due 07/01/22) and 5 payments from August 1 to December 1 @ \$150 each month.
- **Only Carolina Rhythm** — \$900 = Commitment Fee of \$150 (due 07/01/22) and 5 payments from August 1 to December 1 @ \$150 each month.
- **Participation in both Ballet and Rhythm** — \$1200 = Commitment Fee of \$200 (due 07/01/22) and 5 payments from August 1 to December 1 @ \$200/month.

WHAT IS INCLUDED IN THE ABOVE PRICES:

- Commitment Fees, as stated above, due July 1, 2022 **Non-refundable once submitted*
- Tap Workshop **Required for Carolina Rhythm, optional for ballet*
- Saturday morning Company classes (ONLY required for Ballet members in levels Senior C, Senior B, Senior A, Teen B, Teen A, 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 (\$40 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 10. Approximately \$200 + travel and lodging)
- YAGP— Youth America Grand Prix, (Invitation only for ages 11 and up.)
- RDA/SE (formerly SERBA) (optional but highly recommended. Approximately \$400 + travel and lodging)
- Replacement pair of Company earrings (approximately \$7)
- Missed rehearsal (without notification to ADs) fee of \$50
- Additional costume, make-up, tights or shoe requirements (Prices Vary)
- End of Year Party
- Summer training (Prices Vary)

****GUEST ARTIST INTENSIVE:** In the past, Guest Artist was included in your dues. With the restructuring of the companies this intensive is now being offered through Carolina Dance Center and will not be required for Civic Ballet or Carolina Rhythm members. Please look out for information directly from the studio regarding this intensive, which does count toward summer training. Guest Artist will take place August 8-12.

PAYMENT PLAN OPTIONS: (Check or Credit Card Only, NO Cash Payments)

- Pay Full Amount
- 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 5). This year we will be requiring a credit card to be on file for processing monthly payments. More info to come.

****We will be charging a \$35 returned check fee for insufficient funds.***

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 benefitting 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 to Earn Dancer Credit

As in past seasons, some fundraising activities will provide a great way to support the Foundation while also helping with your personal expenses by earning dancer credit. Participation in fundraising is optional, but highly encouraged. Fundraising activities earning dancer credit during the 2022-23 season will yield a 50/50 split (after any CDF expenses are deducted); with half of all proceeds going to the Foundation, and the other half of all proceeds credited toward your dancer's account. You can fundraise whether you pay in full or pay monthly. 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 UNCSEA. These funds may not be used to pay any third-party vendors, such as merchandising or choreography payments. If you pay monthly, a credit will appear on the next statement after fundraising credits have been received.

Fundraising activities earning dancer credit include (but are subject to change*):**

- Consignment Sale (typically held in the Fall)
- Butter Braids/Cookie Dough, Coffee, Popcorn and Charleston Wrap (sales typically held in the Fall)
- RaiseRight; formerly ShopWithScrip (Gift Card Fundraiser)

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.***

Other fundraising opportunities including Amazon Smile, Concessions, Parents Night Out and Raffles will also help raise money for the Foundation throughout the year.

Please refer to the 2022-2023 Fundraising Guide for more specifics and details. 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? Please contact Andrea Cook, Director of Fundraising, at fundraising@carolinadancefoundation.org.

EXEMPTIONS / SPECIAL CIRCUMSTANCES WHICH 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 classes due to COVID-19 quarantine guidelines or other illnesses.
- We cannot guarantee refunds for conferences if a dancer is unable to attend unless our Foundation is able to receive the refund from the host conference.

****We cannot guarantee partial refunds if a season has to be cut short due to circumstances beyond our control, i.e., Spring 2020 and COVID-19. However, we will do everything in our power to reschedule if possible.**

CONDUCT AND ETIQUETTE:

Dancers are expected to be team players. Maintaining a positive attitude and showing respect for CDF, teachers, parents and choreographers is essential at all times!

- Teachers and students shall leave any personal negativity at the door when entering the studio.
- 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, you are a role model for our younger dancers.** Please keep this in mind when you are in the dressing room, kitchen area, in class, back stage at shows, etc., and make sure you are behaving in a way that sets a good example.

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:

- We 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 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 artistic directors or 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, and copyright and fair use.
- **Please do not post pictures from company performance dress rehearsals prior to performance.**

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. 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), etc., 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.

Dance Class Attendance (REQUIRED): All dancers are expected to attend their regularly scheduled classes in addition to all rehearsals and performances. **HOWEVER, WE DO NOT WANT ANYONE COMING TO CLASS SICK!** If you have any symptoms PLEASE STAY HOME!

Members must attend all classes required for their assigned level. **Carolina Civic Ballet dancers in levels Senior C, Senior B, Senior A, Teen B, Teen A, Junior B** have a required company class on Saturday mornings. For **Junior A** company class is optional. Specific times will be emailed. (Again, while we say required, please do not attend in-person classes if you are sick.)

COMPANY SPECIFIC REQUIREMENTS:

CIVIC BALLET: ***These events are only required if specified below. Because they aren't required for all, they are NOT included in your Fair Share Dues.*

Weekend Rehearsals:

Dancers and parents should plan to have rehearsals nearly all weekends from mid-September until the completion of spring shows in late March or April. (See the Rehearsal and Rehearsal Attendance sections on pages 12-13 for more information.)

****Summer Intensive Auditions (for Carolina Civic Ballet 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 listed below):**

UNCSA hosts an annual festival for dancers across the state of North Carolina. The festival is tentatively scheduled for February 24-26, 2023, and includes 3 days of master classes, a UNCOSA student performance, and a festival performance comprised of select company attendees. This festival is required for Carolina Civic Ballet dancers ages 13 and up (by January 2023) in the following levels: Senior B, Senior A, Teen B, and Teen A. 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 \$200, including a \$35 travel fee.

****YAGP (Youth America Grand Prix) – (INVITATION ONLY for ages 11 and up):**

2023 Date TBA, (usually January), in Winston-Salem. Attending YAGP is an excellent opportunity! Dancers will compete 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 (2022 fees were \$105 for classes, \$105 per solo, \$60 per dancer for duets/trios, and ensembles were \$50 per dancer), coaching costs (approximately \$375 for the first dance), a 2-night hotel stay, a \$50 CDF travel fee, and your costume (prices vary greatly, can be rented from CDF for \$50). Prices for 2023 have yet to be determined.

****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 festival will be held in Montgomery, Alabama, April 26-30, 2023. The cost for this event is approximately \$400, this includes the CDF travel fee, the festival kit fee, which includes 3 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 Montgomery) and a 4-night hotel stay. All Carolina Civic Ballet dancers ages 13 and up are invited to attend the festival and will be considered for, but not guaranteed a spot in adjudication choreography. (It is our understanding that 11 year olds will also be welcome at this year's festival. Please speak to one of the artistic directors about attending if your dancer is 11 or 12 years old.) 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 in late March or April. (See the Rehearsal and Rehearsal Attendance sections on pages 12-13 for more information.)

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

We hope to offer 1-2 onsite tap workshops this year. The cost is included in your fees.

Winter Workshop – Tentatively set for December (Exact dates will be announced ASAP.)

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

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 the spring ballet and/or tap shows.

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

****NEW THIS YEAR:** Dancers in the CDC Companies, CGE and Carolina Power, will have the opportunity to apply 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, (# TBD).

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.

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. Occasionally, at the choreographer's discretion, parents may be asked to purchase additional costume, undergarment, or shoe requirements not covered by company fees.

REHEARSALS:

Rehearsals are scheduled on some Friday evenings, and most Saturdays and Sundays. Please know there are many factors that affect rehearsal schedules making each weekend different.

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 be also 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.

An important lesson taught is the value of teamwork. 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.

****ABSENCES WHICH ADS WERE NOT NOTIFIED OF HAVE BECOME A BIG PROBLEM!**

Therefore, due to the reasons mentioned in the paragraphs above, **we will now be charging a \$50 fee for any missed rehearsal for which ADs were not notified of ahead of time.** (This does not apply to under studies.) As soon as you know you will be absent please email carolinadanceschedule@gmail.com.

REHEARSAL ATTENDANCE:

Dancers may have 2 non-dress rehearsal absences per piece. The absences must not occur within 2 weeks of a major performance. Poor attendance may result in a choreographer replacing a dancer with an understudy at their sole discretion

Dress rehearsals are mandatory in order to be eligible to perform in the show!

Every effort is made to email the rehearsal schedule out with as much notice as possible, no later than several days prior to the weekend rehearsals.

When a guest artist/choreographer piece is being set, all rehearsals are MANDATORY unless previously excused by an Artistic Director.

Additional rehearsals may be scheduled at the discretion of the teacher/choreographer. All dancers are required to frequently check the website and emails to ensure you are up-to-date on any unforeseen scheduling changes.

Attendance of a required CGE or Carolina Power conference/competition will be an excused absence. We will excuse 2 absences that receive prior approval for dance training events.

Dancers who need to be excused from a rehearsal are required to email carolinadanceschedule@gmail.com so the choreographer can be notified of the absence.

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. ***Remember, there will be a \$50 fee for all absences of which ADs were not notified.*

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.
-

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-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 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
- Violation of COVID-19 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 will take those into consideration on a case-by-case basis.

COMMUNICATIONS

All communications from the Board, 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 current Director of Communications know if you are not receiving emails.** Rehearsal schedules and event 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.) Please check this page often for the most up-to-date information.

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 requirement.

Submitting Your Signed Contract & Commitment Fee

Dancers wishing to accept the invitation into company must complete both the CDFPC Contract and COVID-19 Policy Acknowledgement and Waiver and email them to Teresa Atkinson at treasurer@carolinadancefoundation.org by June 25, 2022. Once received, Teresa will create an invoice for your commitment fee and email it to you within 24 hours. Commitment fees should be paid no later than July 1, 2022. ****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.

IMPORTANT DATES

*Please block off the following dates. These dates are subject to change, and more dates may be added.
For the most up-to-date event schedule, please refer to the Event Calendar online at
<https://www.carolinadancefoundation.org/calendar-of-events>.*

Date	Activity
June 25, 2022	Signed Contracts & COVID Waivers Due (email to treasurer@carolinadancefoundation.org)
July 1, 2022	Commitment Fee Due (invoice will be emailed)
August 1, 2022	1st of 5 Monthly Payments Due
August 1, 2022	Notify Ms. Lindsay or Ms. Jennifer if you plan attend RDA/SE in May
August TBD	Company Headshots
September 1, 2022	2nd of 5 Monthly Payments Due
September 9-11, 2022	First Rehearsal Weekend
September 10, 2022	Company Ballet Classes Begin
September or early October	Kamryn's Smile Tea Party *TENTATIVE
October 1, 2022	3rd of 5 Monthly Payments Due
November 1, 2022	4th of 5 Monthly Payments Due
November 25-27, 2022	Thanksgiving Break, No Rehearsals
November, TBD	Holiday Show
December TBD	Tap Workshop
December 1, 2022	5th of 5 Monthly Payments Due
December 23, 2022- January 1, 2023	Winter Break, No Rehearsals
January 2023 TBD	YAGP, Winston-Salem
January or February TBD	Joffrey Audition at CDC
January or February TBD	Burklyn Audition at CDC
February 11, 2023	Parents Night Out Babysitting Event **TENTATIVE
February 24-26, 2023	UNCSA Dance Festival, Winston-Salem
April 1-9, 2023	Spring Break, No Rehearsals
April 26-30, 2023	RDA/SE Festival (**optional), Montgomery, AL
May 19-21, 2023	Auditions for the 2023-2024 Season
May 21, 2023	End of the Year Party