

Circle City Tap Company
Pre-Professional Company Rules and Regulations

CCTC Director: Lorenda Carr
Pre-Pro Company Director: Jeffrey Bird
Outreach Director: Gabby Morrison

I. Purpose and Mission

1. *The Pre-Professional Company of the Circle City Tap Company is designed for dancers approximately 12 - 18 years old with extensive training and intermediate to advanced abilities in tap dance. The company will do some light technical training, but the primary focus of the company will be to learn, perfect, and perform repertoire.*
2. *Our mission is to spread the joy of tap dance to the Indianapolis community through performances and workshops for local dancers.*

II. Membership

1. *Membership in the pre-professional company is by audition only. Dancers 12-18 years old are welcome to audition for the company whenever general auditions are held. In special cases, auditions may be held to fill one spot in the company, in which case auditions may consist of simply attending a CCTC group rehearsal.*
2. *Members of this company only have to audition once and are able to remain members of the company through the end of their senior year of high school. After graduating, dancers have the option to audition/apply to join either the Apprentice Company or Professional Company - though dancers should know that membership in the pre-professional company does not necessarily guarantee a spot in the Apprentice Company or Professional Company.*
3. *Every member of the pre-pro company must provide proof of enrollment in a dance studio; we do not regulate where. It is required that members of this company take classes at a studio to further their training. The pre-pro company is intended to supplement the training received in the studio, not to replace it. Failure to enroll in classes at a local studio will result in dismissal from the company. Membership on a competition team is not required but is acceptable.*
4. *Admittance to the Pre-Professional company is not necessarily based on ability. We are also looking for performance quality, attention to detail, ability to listen and pay attention, and eagerness to grow and learn. There may end up being a wide range of talent in the company based on the above qualities.*
5. *At the end of each calendar year, every dancer will receive a written evaluation of their work with the company. This may be extensive or minimal depending on the year.*

III. Tuition

1. *The pre-professional company is required to pay a monthly tuition. Please know that this tuition goes toward choreography and space rental fees and does not go in the directors' pockets. Tuition is \$50 per month.*
2. *All questions about tuition should be addressed to the Company Director, Lorenda Carr.*
3. *All tuition should be paid at the first rehearsal of the month.*
4. *Failure to pay tuition will result in a disciplinary strike.*
5. *The directors reserve the right to increase tuition if needed.*

IV. Commitment/Rehearsals and Performances

1. *Rehearsals will be held on Fridays from 5:30 to 8:00 PM. The first 30-45 minutes will be spent on technique most days and the remaining time will be spent learning and/or cleaning routines. Please note that the technique portion of this time may not always be observed if the director decides more time is needed to clean and/or learn routines. On occasion, rehearsal might start at 6:00 rather than 5:30. The directors will try their best to provide you with a monthly schedule.*
2. *We do not have rehearsals on major holidays.*
3. *Performances are REQUIRED unless otherwise cleared by the directors, though each*

- performance may have different requirements.*
- 4. In the month leading up to a performance, each member of the company should make every effort to attend each rehearsal, including added tech and dress rehearsals, leading up to the performance. The directors will be sure to give you plenty of notice to clear your calendars.*
 - 5. Performances will typically be ticketed and all proceeds from the event will go toward choreography fees and space rentals.*
 - 6. Please note that choreography fees and space rental are not cheap, thus the reason for ticket sales and tuition going toward those. Other potential expenses these funds go toward are: costumes, music, tap floors, other needs of the company.*
 - 7. In a performance that is an extended run - meaning more than one performance - dancers who are not available for all performances may not be allowed to perform. This is at the directors' discretion.*
 - 8. In the case of inclement weather, delays and/or cancelations will be posted on the company's private facebook group. If you do not have facebook we need to know so that a text or e-mail can be sent to you.*
 - 9. On occasion, rehearsals may be extended past 8:00. It is expected that all dancers will remain at rehearsal until it is over. Early departure is unacceptable on these days unless preapproved by the directors. We will do our best to let you know in advance that rehearsal will be extended, but there may be times where it has to be a last minute decision, especially if the directors feel more work is needed leading up to a performance.*

V. Attendance

- 1. Excused absences from the company may include: competitions/performances with home studio, illness, other health related issues, school functions, added rehearsals with home studio, family emergency, tap related trips (tap fests, shows, etc), religious functions. The directors will use their discretion on absences that fall into a category other than those listed above.*
- 2. All absences should be submitted in writing to the director of both the pre-pro company and the director of CCTC at the end of each month with a five-week forecast, though further notice is appreciated. If a last minute conflict arises, please inform the directors.*
- 3. Though there is no limit on the number of excused absences, dancers and their families should work to keep this number to a minimum. Excessive use of excused absences may result in a conversation about your commitment to the company. Our team cannot be successful if there are chronic absences.*
- 4. Each dancer will be allowed 3 unexcused absences per six month period (January - June, July - December). If a dancer's unexcused absences meet 3, the dancer will be placed on probation and should make every effort to attend all remaining rehearsals for the remainder of the six month period. They will also receive a disciplinary strike. Receiving an additional unexcused absence after being placed on probation will result in dismissal from the company. Excused absences may still be allowed with the permission of the director.*
- 5. Tardiness and/or early departure are unacceptable unless pre-approved by the directors. If for some reason you should be late to rehearsal, please let a director know ASAP. Three unexcused tardies or early departures will be equivalent to one unexcused absence. We do understand that traffic can be unpredictable; if you are stuck in traffic, please let a director know.*
- 6. Each week, a role call will be posted on the private facebook group. Please respond to this post stating whether or not you will be at rehearsal, even if an absence is already on record please still post that you will not be there. This allows us to take an up-to-date count to plan rehearsal. Please note, posting that you will be absent on this post does not constitute an excused absence.*
- 7. Injury is not an excused absence from company rehearsals. Members with injuries that take them out of rehearsal are still expected to attend and take notes. Important information may be given that the dancers should not miss.*
- 8. Leave of Absence: in cases where a dancer may need to be absent from the company for an extended time, they can ask to be placed on a leave of absence. This must be approved by the directors. During the period of the dancer's leave they will not have to pay tuition but will also not be permitted to attend rehearsals until their leave has ended. It is important to note that this is the exception and not the rule. Being placed on a leave absence will not be approved lightly.*

VI. Choreography

1. *Dancers in this company will learn current CCTC repertoire while also learning new pieces. This company will have the opportunity to perform on its own in its own routines and alongside the Apprentice and Professional Companies in combined routines.*
2. *Dancers in this company are required to learn all new repertoire along with some old repertoire. Though the company will have 10 dancers, not every dance will have ten spots. Most routines will be blocked for 4-6 dancers, though all 10 will learn the routine. This is done so that numbers are not messed up should a couple dancers be unable to attend a performance.*
3. *CCTC uses both in-house and guest choreographers for our routines. If choreography is being completed in one session, it is expected that dancers will come with plenty of water and snacks and stay the whole time. Attendance at extra choreography sessions is required if given more than two weeks notice. Passes will only be given if a) there was less than two weeks notice, or b) choreography was scheduled after schedules were collected and a dancer had a conflict already marked on their calendars. We will do our best to work around pre-approved conflicts. Dancers should also treat the choreographer with the utmost respect at all times. If the directors feel a dancer is being disrespectful, they may be asked to leave.*
4. *It is the responsibility of each dancer to know their choreography. Video walkthroughs and runs will typically be posted to the Google Drive. There is no excuse for not knowing your choreography.*
5. *The above point is especially stressed during times when choreography may be completed over several rehearsal periods.*
6. *On occasion, an opportunity may arise for members of the pre-pro company to apply to choreograph a routine for the company. Choreography applications will be distributed at such times.*
7. *Dancers are expected to know all routines they are cast in, even if not performing at a certain event.*
8. *The directors and choreographers reserve the right to change choreography, formations, and casting at any time for any reason.*
9. *PLEASE NOTE: on occasion, dancers may be required to pay a choreography fee to help cover the expenses of bringing in guest choreographers.*

VII. Discipline and Dismissal

1. *The pre-professional company will operate on a three strike system. Strikes may be given for any reason. Receiving three strikes will result in dismissal from the company. Some possible strikes may be: consistent tardiness, being placed on probation for unexcused absences, failure to know choreography, disrespecting the directors, disrespecting each other, consistent failure to pay tuition, etc.*
2. *Circle City Tap Company reserves the right to dismiss any member of the company at any time for any reason.*
3. *Grounds for dismissal may include, but are not limited to: excessive absences, consistent failure to know choreography, failure to enroll in a local studio, three strikes, etc.*
4. *The size of the company may grow or decrease at the directors' discretion.*
5. *If a dancer and their family should choose to voluntarily leave the company, it is asked that you give enough notice for the directors to arrange auditions to fill the spot.*
6. *Any attempt to recruit members of the Pre-Professional Company to another studio is strictly prohibited and will be met with severe consequences if someone is caught doing so.*

VIII. Chain of Command

1. *Members of the pre-professional company will report directly to the Pre-Pro Company Director.*
2. *The only member of the company ranking higher than the pre-pro director is the CCTC director.*
3. *All members of the professional company do have the right to give corrections or instruction to the members of the pre-pro company and the pre-pros are expected to take their notes without argument.*

IX. Recommendations

1. *Though not required, it is highly recommended that every member of this company possess a pair of professional level tap shoes. We do not regulate brand or color, if anything we encourage individuality in your shoe selection! Some recommended brands are: Miller and Bens, JSAMS, K360's.*

2. *Though not required, it is encouraged that members of the pre-pro company attend at least one tap festival a year. CCTC has a great relationship with the Motor City Tap Festival and the Phoenix Tap Festival and occasionally performs at these events. Some other festivals to look at are: Big Apple Tap Festival, American Tap Festival, Las Vegas Tap Festival, DC Tap Fest, Rhythm World Tap Festival, etc. Please note: CCTC does not grant permission to miss events at a dancer's home studio to attend a tap festival. Attendance at these events should be at the consent of the dancer's home studio.*

The directors of the Circle City Tap Company reserve the right to change and amend these rules at their discretion.

By registering to audition, you acknowledge that you have read this document in its entirety and agree with all of its terms. Failure to follow these guidelines may result in dismissal from the company. Your registration and e-signature certify your compliance with these rules.

Please note: registration for and attendance at auditions does not guarantee a spot on the company. The company has a capped capacity that we do not plan to exceed. If you are not selected to join the company, please know that it is likely due to numbers and not due to ability. If we could, we would love to admit everyone who auditions, but we unfortunately cannot. If you do not make the company but would like to still be involved in CCTC events, please let us know! We host many great performances and class opportunities with our affiliate the Midwest Open Rhythm Exchange (MORE).

Also note that participation in the Pre-Professional Company is not a prerequisite to audition for the Professional Company upon graduation from high school. If you were not in the pre-pro company, you can still audition for the professional company upon graduation.