

**Circle City Tap Company**  
**Pre-Professional Company Rules and Regulations**

*Executive Director: Lorenda Carr*

*Artistic Director: Jeffrey Bird*

*Marketing/PR Director: Alissa Winslow*

*Outreach Director: Madelyn Donovan*

*Video Productions Director: Ashley Lain*

**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 as well as provide top notch training and performance opportunities for tap dancers in the greater Indianapolis area.*

**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 must re-audition each year to maintain their spot in the company. Each dancer's performance during the previous season will be the primary means of evaluation for renewal of their contract.*
3. *There is a one-time \$50 registration fee upon joining the company.*
4. *After graduating high school, 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.*
5. *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.*
6. *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.*
7. *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. Membership Fee**

1. *The pre-professional company is required to pay a monthly membership fee. Please know that this goes toward choreography and space rental fees and does not go in the directors' pockets. The fee is **\$50** per month.*
2. *All questions about the membership fee should be addressed to the Company Director, Lorenda Carr.*
3. *All fees should be paid by the first rehearsal of the month via cash, check, venmo, or paypal, or can be paid in-full at the beginning of the year.*
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. *Pre-Pro Company Contracts are effective from time of admittance through the first audition of the following season in January. It is expected that dancers will see their contracts through fully. Dancers who wish to leave the company before their contract has expired may still be expected to pay the membership fee for the months they are not fulfilling. If a dancer has already committed to a show, they will not be permitted to leave the company until the show is over and their Show Contract has been fulfilled.*
4. *Performances are REQUIRED unless otherwise cleared by the directors, though each performance may have different requirements.*
5. *Dancers and their families will be required to sign an additional Show Contract for each show they agree to perform in securing their commitment to the show.*
6. *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.*
7. *Performances will typically be ticketed and all proceeds from the event will go toward choreography fees and space rentals.*
8. *Please note that choreography fees and space rental are not cheap, thus the reason for ticket sales and the membership fee going toward those. Other potential expenses these funds go toward are: costumes, music, tap floors, other needs of the company.*
9. *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.*
10. *In the case of inclement weather, delays and/or cancelations will be posted on the company's private facebook group and through the UpToUs platform.*
11. *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.*
12. *It is required that dancers in this company attend at least one optional/recommended event per season. This can be a workshop hosted by the company, a tap festival, etc.*
13. *It is required that dancers in this company participate in at least one outreach event per year.*

#### 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. *We recognize that Friday nights are also when school sporting events are held. We do want to allow our dancers to opportunity to experience these things. Dancers will be able to claim 2 normal sporting events per season (Football and Basketball) as excused absences. These must be submitted in monthly attendance to be taken into consideration. Last minute notifications will not be accepted as excused absences. Additionally, in the month leading up to a major performance, requests to miss rehearsal for sporting events will be denied.*

4. *In addition to these normal sporting events, we know that other important events such as homecoming, prom, regionals, state championships, etc. may fall on Friday nights. The same guidelines should be followed as sporting events, but do not have to count toward your two excused absences for sporting events.*
5. *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.*
6. *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.*
7. *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.*
8. *Rehearsals are a weekly occurrence. Not knowing whether or not rehearsal is being held or what time you are called is not an acceptable excuse to be late or to not be present. If the call time for the week will be different than usual it will be posted in the UpToUs community. If nothing has been posted, then expect call time to be the same as usual.*
9. ***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.*
10. *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 of 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.** If you are not present for a choreography session, it is your responsibility to either schedule private lessons with the choreographer, get together with a fellow dancer, and/or learn the choreography from the posted videos.*
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 Artistic Director.*
2. *The only member of the company ranking higher than the pre-pro director is the Executive 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. *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.*

*The directors of the Circle City Tap Company reserve the right to change rehearsal venues at any point during the season for any reason.*

*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.*