

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

*Executive Director: Lorenda Carr*  
*Artistic Director: Jeffrey Bird, Jr.*  
*Video Production Director: Ashley Lain*

**I. Purpose and Mission**

1. *The Professional Company of the Circle City Tap Company is designed for dancers 18 years old and older who have completed high school 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 professional company is by audition only. Dancers 18+ are welcome to audition for the company either at general auditions or by appointment.*
2. *Admittance to the 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.*
3. *Please note that auditioning for the Pro Company does not guarantee admittance. We may choose to recommend joining our Apprentice Company should we feel you need time to hone your skills before joining an advanced company.*
4. *There is no membership fee for dancers in the professional company, however, we may occasionally charge a fee for guest teachers/choreographers.*

**III. Commitment/Rehearsals and Performances**

1. *Rehearsals will be held on Fridays from 6:00 to 8:00 PM.*
  1. **NOTE:** *at present, rehearsals are held 6:15 – 8:00 PM. This is a holdover from Covid and we are unsure when or if this will change. When rehearsing for shows, we may rehearse until 9:00 on Fridays and have occasional Sundays.*
2. *We do not have rehearsals on major holidays and will have an extended break over the Holidays in December into January.*
3. *Performances are REQUIRED unless otherwise cleared by the directors, though each performance may have different requirements.*
4. *In order to participate in a performance, you must be present at the two Friday rehearsals prior to tech rehearsal. Illness, family emergencies, etc. are valid excuses to miss these rehearsals.*
5. *If you are available for the performances but not for the Friday rehearsals, you will not be allowed to perform, but you may be assigned to a backstage, tech, or front of house position for the show.*
6. *Performances will typically be ticketed and all proceeds from the event will go toward choreography fees and space rentals.*
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. Exceptions to this are 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 and sent out via email. 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.*

#### **IV. Attendance**

1. *Excused absences from the company may include: competitions/performances with home studio (if an instructor or parent), illness, other health related issues, 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. *Though there is no limit on the number of excused absences, dancers 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.*
3. *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.*
4. *It is the responsibility of the dancer to know when they are called to rehearsal. Rehearsals are held every Friday unless noted otherwise. While preparing for a performance, a full month-long calendar is typically sent out with who is called when.*
5. *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 be permitted to attend rehearsals until their leave has ended (unless discussed with the directors).*

#### **V. Choreography**

1. *Dancers in this company will learn current CCTC repertoire while also learning new pieces. Though the company will have many dancers, not every dance will be full group routines. Most routines will be blocked for 4-6 dancers, though all should try to learn the routine. This is done so that numbers are not messed up should a couple dancers be unable to attend a performance.*
2. *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.*
3. *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.*
4. *The above point is especially stressed during times when choreography may be completed over several rehearsal periods.*
5. *On occasion, an opportunity may arise for members of the company to apply to choreograph a routine for the company. Choreography applications will be distributed at such times.*
6. *Dancers are expected to know all routines they are cast in, even if not performing at a certain event.*
7. *The directors and choreographers reserve the right to change choreography, formations, and casting at any time for any reason.*
8. *PLEASE NOTE: on occasion, dancers may be required to pay a choreography fee to help cover the expenses of bringing in guest choreographers. We try to limit how often this happens.*

#### **VI. Discipline and Dismissal**

1. *The 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.*
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, three strikes, etc.*
4. *The size of the company may grow or decrease at the directors' discretion.*
5. *If a dancer should choose to voluntarily leave the company, it is asked that you give several weeks notice if possible.*
6. *Any attempt to recruit members of the Pre-Professional Company or Young Hooper's Club to another studio is strictly prohibited and will be met with severe consequences if someone is caught doing so.*

## **VII. Chain of Command**

1. *Members of the professional company will report directly to the Executive and Artistic Directors.*
2. *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.*
3. *At times, other members of the company may be asked to lead rehearsal. It is expected that this person will be shown the same attention and respect as the directors.*

## **VIII. 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.*

*The directors of the Circle City Tap Company reserve the right to change rehearsal venues at any point in 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.*