

Circle City Tap Company
Young Hoofers Club Rules and Regulations

Executive Director: Lorenda Carr
Artistic Director: Jeffrey Bird, Jr.
Marketing/PR Director: Alissa Winslow

I. Purpose and Mission

1. *The Young Hoofers Club of the Circle City Tap Company is designed for dancers approximately 8 - 14 years old with beginning to intermediate 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 pieces.*
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 Young Hoofers Club is by audition only. Dancers 8 - 14 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. *If admitted to the company, there is a one-time non-refundable registration fee of \$50.*
3. *If admitted to the company, membership contracts are from the date of admittance through the end of January the following year when auditions for the company are again held.*
4. *Members of this company are required to audition annually to be able to remain members through their 15th birthday. After turning 12, dancers have the option to begin to audition/apply to join the Pre-Professional Company - though dancers should know that membership in the Young Hoofers Club does not necessarily guarantee a spot in the Pre-Professional Company.*
5. *Every member of the Young Hoofers Club must provide proof of enrollment in a local studio; we do not regulate where. It is required that members of this company take classes at a local studio to further their training. The Young Hoofers Club is not intended to be a place to further one's technical training, but rather a place to supplement the training received in the studio and to be a performance company. 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. *If for some reason enrolling at a studio is difficult because of money or distance, an acceptable alternative to this rule is attending 4 tap festivals a year and attending as many local master classes as possible. This alternative should only be discussed with the directors after weighing all other options for enrollment at a studio.*
7. *Admittance to the Young Hoofers Club 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.*
8. *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.*
9. *If at some point a dancer or director feel that said dancer has progressed enough to audition for the Pre-Professional Company, they may be invited to audition. This becomes an option after the dancer turns 12.*
10. *Members of the company must purchase company gear. Prices may vary.*

III. Membership Fee

1. *Young Hoofers Club members are required to pay a monthly membership fee. Please know that this fee goes toward choreography and space rental fees and does not go in the directors' pockets. Tuition is **\$50** per month unless paid up front for the year (\$480) which gives a savings of \$120.*
2. *All questions about membership fees should be addressed to the Company Director, Lorenda Carr.*
3. *All payment expected by first Friday of the month to CCTC director, Lorenda Carr, via cash, check, paypal, or Venmo. If payment is more than 10 days past due, there will be a \$15 late fee added*

IV. Commitment/Rehearsals and Performances

1. *Rehearsals will be held on Fridays from 5:00 PM to 6:00 PM.*
2. *We do not have rehearsals on major holidays.*
3. *Performances are EXPECTED 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 membership fees 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 and in the company UpToUs community.*
9. *On occasion, rehearsals may be extended past 6:00. It is expected that all dancers will remain at rehearsal until it is over. Early departure is unacceptable on these days unless pre approved 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.*
10. *It is expected that upon joining the company, members will see the entirety of their one-year contract through.*

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). The directors will use their discretion on absences that fall into a category other than those listed above. Communication is key.*
2. *Should a school event arise, please submit it as part of your conflicts. We do understand that Friday nights may occasionally hold important events that you may want to attend. Events such as Homecoming, championships, field trips, etc. may be considered for an excused absence. The absence must still be submitted in writing ahead of time.*
3. *All absences should be submitted in writing to the director of CCTC at the beginning of each month, though further notice is appreciated. If a last minute conflict arises, please inform the directors. If you know of any major conflicts beyond the given month, please try to give us four weeks notice. For example, if at the beginning of July you know you will not be at rehearsal the first Friday of August, please let us know at the beginning of July. When it comes to absences, communication is key.*
4. *Though there is no limit on the number of excused absences, dancers and their families should work to keep this number to a minimum. Our company cannot be successful if there are chronic absences.*
5. *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. Receiving an additional 2 unexcused absences after being placed on probation will result in dismissal from the company. Excused absences may still be allowed with the permission of the director.*
6. *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.*
7. *Friday rehearsal will ALWAYS be held unless otherwise announced.*
8. *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. If a dancer is put on restriction by their doctor, please provide a note from them. Dancers will not be allowed to participate in rehearsals without a doctor's note of clearance.*

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 alongside the Pre-Professional and Professional companies.*
2. *Dancers in this company are required to learn all new repertoire along with some old repertoire. Though the company will have many dancers, not every dance will have spots for all of them. Most routines will be blocked for 4-6 dancers, though all 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 be posted in the company 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. *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. *All group choreography set on the Circle City Tap Company is the property of CCTC and should not be used for outside purposes without the permission of the directors. Solos are the property of the individual and may be used at their discretion.*

VII. Discipline and Dismissal

1. *The Young Hoofers Club will operate on a three strike system. Strikes may be given for any reason. Once a dancer has received three strikes, they will be put on probation. Receiving one additional strike 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, 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, four strikes, etc.*
4. *The size of the company may grow or decrease at the directors' discretion.*

VIII. Chain of Command

1. *Members of the Young Hoofers Club will report directly to the director of CCTC.*
2. *All those in leadership positions in our company may run rehearsals or performances from time to time.*
3. *All members of the professional company have the right to give corrections or instruction to the members of the Young Hoofers Club.*

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. For dancers who are still growing, JSAMS may be the most economic option of these three.*
2. *Though not required, it is encouraged that members of the Young Hoofers Club attend at least one tap festival per 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: 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 Young Hoofers Club is not a prerequisite to audition for the Pre-Professional Company upon turning 12.

A headshot is required to audition. If the dancer does not have headshots, a nice selfie or photo from their phone will suffice. Please print it and bring it to the audition.