

EXTREME BALLROOM COMPANY
POLICIES AND PROCEDURES

Mission Statement

We will strive to create an atmosphere where each student can excel in all areas of Ballroom Dance at all levels. Our main focus is to improve technical skill by teaching proper ballroom technique, and expecting our students and teachers to work hard and be disciplined. The goal for each dance team is to create team unity, learn proper sportsmanship, courtesy, inclusion and responsibility and reach for our highest level of dancing as a formation group. Each student is important to us and will be treated with respect and love. We strive for excellence!

I. FEES

A. Class Fees: We base our fees off of 4 classes in each month. Some months have five classes, others four and in December most of the students will attend between two and three classes. We go an extra week in May, which we do not charge for. This week, and the months that have five weeks, cancel out the one or two weeks in December that we take off for Christmas.

Each Class differs in price, and is listed on the Monthly Class Fee Sheet. Costs are subject to change from year to year. The same class fees apply to everyone on the team or in the class regardless of spot in a routine.

1. **Monthly Fees:** These are due by the 10th of each month. An automatic late fee of \$10 is assessed by the 15th of the month, if not paid on time.
2. **Absences:** Once your child is registered in a class, he/she is responsible to attend that class. If he/she cannot be at class certain days of the month, regardless of circumstance, he/she is still required to pay the monthly fee. (If there is an injury or extended illness that causes a student to miss extensively, he/she will be taken out of the class and no longer required to pay, and a replacement will hopefully be found).
3. **Cancelled Classes:** If a class has to be cancelled due to a teacher emergency, etc., we will either hold a make-up class, or give you a credit on your account for that time missed. This however does not apply to Medley teams, as they are given much extra instruction that is not charged to them. They continue their flat rate each month regardless of a cancellation.

B. Multiple Classes or Teams: The Medley Team fee will apply first, and show team would be the 2nd team. This falls under the “additional team fee” category of \$40 per month, plus costume fee for that team. Technique classes are included in the team fee, and are not to be paid for separately, unless your child is enrolled in additional tech. classes. If they are enrolled in additional tech. classes, they will pay according to the hourly rate for that class.

C. Costume Rental and Maintenance Fees: Costume Rental and Maintenance Fees are listed on a separate sheet, and are subject to change from year to year. Each team member pays the designated costume fee for that year regardless of spot in the routine/routines. Fees are based on teams, not individuals. Trade will not be allowed on costume fees.

D. Choreographer Fees: These can vary each year depending on the amount of routines being done and the fees of the choreographer. Therefore, a flat fee per year has been instigated to all medley teams. Anytime we bring in outside choreographers, we have to pay their hourly rate, plus all of their expenses. It becomes extremely expensive because of the amount of hours put into a medley. Rather than make one team pay that entire fee, we spread it out over the years that we dance that medley. This way, all the kids who ever dance in that medley, share the cost equally. Show teams at times, may also pay choreography fees, when we bring someone from the outside to choreograph. But that

will be assessed as it happens. Trade will not be allowed on choreographer fees.

1. Yth. Gold Team: \$50
2. Yth. Blue Team: \$50
3. Junior Blue: \$10
4. Junior Gold: \$10
5. Pre Teen Gold: \$10

These will all be due by the second monthly payment of the year, which falls on October 10. Failure to pay on time results in a \$10 late charge to your account.

E. Performance Workshop fee: Required once a year at the beginning of January. It is generally no more than \$20 per student and will be paid at the door the day of the workshop. This is required for all teams except Pee-Wee's and Mini's.

F. Competition Fees: These will vary depending on the competition but generally run between \$10-\$15, However, Provo Comp. is usually between \$30 and \$40. All Pre-Teen through Jr. Aged students on teams and in tech. classes may be required to attend up to 3 comps in a year. The pee-wee's and Mini's are only required to attend the Extreme Competition.

G. Nationals Fees: These are for Medley Teams only and will run between \$80 and \$350. It applies once a year and is due in February. Parents will be notified ahead of time for payment due dates.

H. Volunteer Hours: These are required from all Team Members and/or Families. For those one multiple teams and/or with multiple children in the program, we will only require hours for one team per child and two children per family. This can be done volunteering to help in the costume area, ironing costumes, washing, hanging them up, helping organize the costume room, working at our competition, helping coordinate food for our camps and nationals, decorating for the concert, and a myriad of other ways to help out. We had to implement this finally, because in the past we have had the same moms/families coming each time to help and it's really unfair to them. This should make it more equal across the board.

- | | |
|-----------------------------------|------------|
| 1. All Youth Medley Teams | = 10 Hours |
| 2. All Jr & Pre-Teen Medley Teams | = 8 Hours |
| 3. Jr / Youth Show Teams | = 8 Hours |
| 4. Pre Teen Show Teams | = 5 Hours |
| 5. Pee Wee / Mini Teams | = 3 Hours |

6. All those who would rather pay a fee, than complete the volunteer hours would pay \$10 per volunteer hour that they cannot work. We will have a sign-in sheet for every time someone comes in to volunteer. Once your hours are complete, we will put them on your account. If you have not completed your volunteer hours by our year end concert, we will charge those hours on your account and they will need to be paid before concert in order for your child to participate.

II. NECESSARY ITEMS

A. Necessity or "Must Haves" List: The items required are listed on a separate sheet that will be available to download on your welcome letter and online.

B. Ballroom Dance Shoes: Each team member will be required to have the appropriate shoe for his/her team. Shoe day is conducted each summer in July. Team members will be required to purchase their TEAM shoes through Extreme Ballroom. They may purchase their individual shoes from Extreme Ballroom Company, or elsewhere.

C. Syllabus Attire: Black Latin Pants for boys, and a white button up shirt with a Black Tie or Bow Tie.

(Pre-Teens, Juniors & Youth) Black straight skirt w/out a ruffle for girls, and a solid white leotard for girls. You can purchase these through Extreme or on your own.

D. Additional Items: There may be from time to time some other items required that are not on the list. These will be minimal, if any.

III. DRESS CODE

A. Pant Wear/Skirt Wear: All students must wear warm-up type pants or long shorts and/or skirts to class. Skirts must be to at least the top of the knee to wear without leggings. Shorter skirts can be worn if there are leggings underneath. There are absolutely NO LEVI'S OR HATS allowed! Students who continue to break this rule or any other clothing rule will be held accountable and a consequence will be given at the teacher's discretion.

B. Shirt Wear for Girls: Girl students can wear leotards as long as they are not tank or spaghetti strap in style. They also may not wear any shirts/leos that show their stomach or lower back. Shirts should be fitted and not loose and baggy.

C. Shirt Wear for Boys: It is preferred for boys to wear warm-up style shirts such as fitted running shirts, or dance style shirts. T-Shirts will be allowed as long as they are tucked in and more fitted. Loose and baggy clothing is not allowed. Boys are not allowed to wear tanks or shirts that will show their stomachs or shirts that are cut clear down to their waists from their armpits.

D. Shoes: All students are required to WEAR their proper dance shoes to every rehearsal. Sometimes we will allow them to wear their practice sneakers, but this is generally for long rehearsal days, and/or when they have foot injuries. This has become a problem and needs to be taken seriously. Continued infraction of this rule will result in fines to their account. Students are required to put their name tags on the bottom of their shoes where the heel and sole meet.

E. Swimsuits: Girls and boys must wear modest swim attire at each Extreme Ballroom function that has swimming involved. NO BIKINI'S whatsoever are allowed. Tankini's will only be allowed if they cover the stomach. If a tank top must be worn over a tankini, it may not be white in color. All girls' swimsuits must also cover their chest area, and not allow for excess cleavage. Boys are not allowed to wear speedos.

F. Costumes: We follow the BYU Provo guidelines for costumes that are listed on the competition sheet. We will not allow the students to wear any costumes that we deem to be immodest.

IV. COSTUME CARE AND MAINTENANCE

A. Costume Bags & Tubs/Fines: Each set of costumes for each team, will be put in bags when transferred. Each Jr. through youth student will have his own bag to keep his/her costume in. All students will be responsible for hanging up costumes properly in their bags after each performance. All accessories will go in the costume tubs, not in the bags unless otherwise specified. Those who do not put their costumes back in their bags properly and take them to the trailer, or speak to their coach before leaving if the trailer is not available, will be assigned a studio chore at the discretion of the costume coordinators. Students MUST TAKE RESPONSIBILITY for their own belongings.

B. Costume Squads: Each team will be assigned two costume captains per year who will oversee costume care. They will not be in charge of hanging up others costumes however; they will be in charge of checking off those who have done it and referring others to the costume coordinators.

C. End of year check-in: Costumes will have a final check-in at picture day, which is held the Wednesday after Concert unless otherwise specified. Those who are missing costumes or items will be fined depending on the costume or item.

V. CONDUCT (Please see the Jr./Yth contract for FULL disclosure of conduct rules)

A. Illegal Activities: All Extreme Ballroom Team or Tech. students are expected to hold to a higher standard. Extreme Ballroom Company. Students who are a part of our company will not be allowed at any time during the course of the year to be involved with ANYTHING illegal. Drugs, Alcohol, Cigarettes, and Shoplifting are some examples. If they are caught doing or have been doing any of these activities during the course of the year, they will be excused from our company.

B. Sexual Conduct: No sexual conduct of any kind is allowed in or around the studio, or on any trips with Extreme Ballroom. This also includes texting or using other social media to send messages of a sexual nature. Please report any conduct that is outside of Extreme's policy.

C. Studio Rules:

1. Leave the studio clean at the end of each rehearsal.
2. No food or drink on the studio floor, unless given special permission by the teacher.
3. No Street shoes allowed on studio floor. Change shoes in lobby area.
4. Students must treat each other with respect.
5. Out-of-Hand taunting will not be tolerated and may be cause for probation, or removal from the team.
6. When someone asks you to stop doing something that is affecting them, STOP!
7. Students must treat teachers with respect and not talk while the teacher is instructing.
8. No Profanity whatsoever is allowed.
9. Cell Phones turned off during class.

More rules can be established at the beginning of the year by teachers and students if necessary.

*Studio rules that are not followed, will follow with a consequence given at the teacher's discretion.

D. Conduct while on trips: (Please see the Jr./Yth contract for FULL disclosure of conduct rules)

1. Students are expected to be on their best behavior, kind and courteous to other teams, and gracious in manner. They are expected to dress modestly and appropriately and absolutely no profanity is allowed.
2. There are to be no girls in boy's rooms or boys in Girls rooms during any Extreme Ballroom Trip unless an adult chaperone is present or has approved it. This would only be approved in case of emergency. If the situation is serious, the coach will have the right to send the student home if necessary.
3. There is no sexual conduct allowed at any time during trips or other activities that the kids are involved in together. This includes sexting.

VI. MANAGEMENT OF TEAMS and DUAL TEAMS

A. Medley Teams-Placement in Routines: Each student will be placed in the routines that the coach's feel will be the best for the team. Placement in routines will be based on how well the student dances in that style and how hard he/she is willing to work to earn their spot. Some students will share spots simply because we only have 8 spots available in each medley routine. Final decision of all placement will be determined by the coach and ultimately by the director of the company if necessary. We always try to have each member dance in one or the other medley at Nationals, but this is not always possible. Again,

coaches will make the final decision based on what is best for the team. We base our decisions on attitude, skill, costuming, and responsibility to their teammates and coach.

B. Show Teams Placement: For younger show teams we will always try to incorporate all the dancers if possible so that no one is sharing a spot. If this is not possible, we will follow the guidelines listed above. Youth show teams will share spots when necessary, but we will try as well to incorporate where possible.

C. Shared Spots: Those who will be sharing spots will be required to be up and dancing just as much as the others. It is the teacher's responsibility to move the students in and out as much as possible to give everyone time and experience in the spot. It will be up to the teacher's discretion as to who is in when. For Medley teams, as we near National's, the coach will leave in the designated dancer as much as possible. Students will take turns performing. Generally we rotate back and forth, however for competitions and major performances such Eastern Idaho concert and ours, the teacher will make the final decision.

D. Tardies and absences: When students enter class they will either be required to participate in a warm-up, or be asked to gather by their teacher for roll-call. Those who are continually tardy or absent, without reason, will have an appropriate consequence, which may include removal from a routine.

E. Quitting a Tech. Class or Team: If a student chooses to quit attending a class that he/she was registered for, he/she needs to contact the manager right away so that the monthly fee can be altered. Once a student is registered however, he/she will need to finish out payment for the month, regardless of it he/she only attended once, twice or three times in that month. In addition, a team member who quits, will not be refunded their costume fee, unless a new team member can be found to assume that cost, even if he/she has never used the costume.

F. Dual Teams: Students who are on an Extreme Team, may not be on any other private ballroom team. In addition, Youth Extreme Team members and Jr. Medley team members may not be on any other school ballroom teams UNLESS given specific permission by the Director of Extreme Ballroom Co. Any of our students may however, participate in a school ballroom class that does not compete, such as a social dance class. Any other Jr. Team member, or pre-teen however, may be allowed to be on their school team as well. The reasons for this are mainly due to the NDCA rules held by BYU and simply because they become too busy to be at every rehearsal and performance. One team generally suffers.

VII. PERFORMANCES, COMPETITIONS, REHEARSALS

A. Requirements: Students are required to be at all performances, competitions, and classes. If there is an emergency, please call the teacher immediately or another team member if you can't reach the teacher. If you do not call, you may be replaced in the routine. Calling $\frac{1}{2}$ before class or a performance is not acceptable unless it was a true emergency. Let the teachers know well in advance if possible.

B. Syllabus partners: Students not competing in open, will be assigned syllabus partners in class and will be expected to be at the competition to fulfill their responsibility to that partner. If they do not show up, do not call, and it was not an emergency, they will need to pay their partners fees and most likely be taken out of a routine, or another consequence will follow.

C. Established Syllabus Partnerships: In order for a partnership to be recognized as a valid partnership, both partners must fill out a membership form (see next page). If you are not practicing at Extreme or are only taking lessons, you can mark the exemption at the bottom of the form. Valid partnerships will be kept together for events in their age group; however, for events in the age group above them they may not be

kept together to make sure that everyone has a good experience at the competition. Because we generally have more boys than girls, all girls need to take a turn sitting out or dancing with a less experienced partner so that everyone gets a chance to dance. We have ALWAYS had this policy to make sure established partnerships dance in their own age group but only partner them in the age group above if it seems fair to all of our dancers to do so.

VIII. YOUTH TOUR

- A. We have now made the youth tours optional. The years will generally alternate between big and small tours. There will be fundraisers available to your students to help them earn money for these tours. If you choose not to do the fundraisers, then it will be up to you and your child to fund the tour.
- B. There will be a non-refundable tour deposit and commitment form due at the beginning of each year for each youth team member. Deposit amount will vary depending on the type of tour. If a youth decides to pull out before tour, he/she will lose their deposit. You will be charged this deposit on your account and failure to pay on time will result in late fees. Subsequent payments will be due monthly until the Tour begins. You will be notified ahead of time the amount and due date for each payment.

IX. COMMUNICATIONS

- A. E-mail and the BAND app is how we communicate to everyone. The app will be your best and easiest notification of daily and weekly reminders, however emails will still be sent out for every major event/deadline. You or your student will be responsible to check the email/app EACH DAY they have class, or a major event. That way if anything changes, you will be notified immediately.

X. PRIVATE LESSONS BY COACHES AND STUDENTS GUIDELINES

A. Any Professional instructors wanting to teach private lessons whether teachers from Extreme or outside of Extreme, are required to pay a “floor fee” or “rental fee” for the use of our studio when teaching lessons. The floor fee we charge them is \$10 per lesson, regardless of how many students they may be teaching at one time, the fee is the same. Coaches will pay this to the studio, rather than the students paying the studio. Most instructors include it in their price, and the couple divides the cost so it ends up being \$5 per person. For example, let’s say the coach charges a lesson rate of \$30. They will end up charging \$40 to cover the floor fee they have to pay. (Multiple couples can be taking lessons at one time in the same room. Floor fee for the coach is the same regardless). Coaches, or relatives of a student who use the studio for lessons for their own children/relative, still need to pay their floor fees for use of the building, regardless of if they are charging their child’s partner or not.

B. Use and posting of Google spreadsheets for Private Lessons: All outside instructors who are invited up, who are not regular Coaches for Extreme, are required to send a google spreadsheet as a way to let students sign up for lessons. We will post it for them on band so that everyone has the opportunity to sign up if they would like. Coaches and students from Extreme who are teaching lessons, may also use these if they choose, but are not required to do so. However, they may utilize Band on their own to let people know to contact them for lessons if they are interested.

C. Extreme Student instructors cannot charge more than \$10 an hour per lesson. Their total floor fee for use of the room is \$5 rather than \$10, regardless of how many they are teaching at a time. For instance, if they are teaching one child, it is still \$5, or if they are teaching 3 couples in a group lesson, it is still only \$5 per lesson.

D. Extreme Students are amateur teachers, not professional as our coaches and others we bring in are. Therefore, they are only allowed to teach those students who are at a beginning/intermediate level in the studio space. Also, since they are Amateur, they are expected to use the money they earn for their “dance expenses.” This could include getting more privates for themselves, tuition, dance shoes, tour expenses, or anything else related to dance. This will be done on their honor now. Those students who

are teaching and still have a balance on their Extreme account, will need to use the money earned from privates to pay off their tuition or remaining balance first.

E. **Extreme Students** who are wanting to teach other students at Extreme, must get permission from Staci first, and sign a form saying they understand the above policies.

F. **How to turn in floor fees:** All those who teach in our studio, whether Extreme Coaches, outside teachers, or Extreme students, are required to fill out and turn in their floor fees sheet with the matching amount of fees at least once each week, or upon leaving Idaho if you are a guest instructor. You can find the forms inside the bins that are hooked onto the wall at the front desk. Fill it out, put your form and fees in an envelope, and place them in the payment box if no one is at the front desk.

G. **Sign-in is not required for private lessons:** Students are only required to sign in when they come to practice on their own, not when taking lessons. The teacher already turns in the names of the kids they taught when they turn in their fees, so we have record of who was in the building when.

XI. PRACTICE MEMBERSHIP GUIDELINES

A. In order to PRACTICE at the studio with a partner, you must have a monthly membership. A description of each type has been listed below.

B. **Basic Ballroom Membership:** \$10-Those dancing one open style, or practicing between 1-2 hours per week. Applies to syllabus couples as well who are wanting to practice regularly.

C. **Double Duty Membership:** \$20- Those dancing 2 open styles, or practicing 2-3 hours/week. Applies to syllabus couples as well who are wanting to practice regularly.

D. **Triple Threat Membership:** \$30 per month. Those dancing 3 open styles, or practicing 3-4 hours per week. This membership also includes one free dance lab/rounds per month during the regular dance season. The free lab does not apply during the summer months when summer classes are being held. Applies to syllabus couples as well who are wanting to practice regularly.

E. The contract automatically renews every month, however, if your status changes at any time, you may give us a week's notice before the next month begins and we will change the status. If your status changes within the month, you don't get a refund for that month. Be sure to contact Gretylann at studio@extremeballroom.com ASAP if you are wanting to cancel your membership.

F. Students will still need to sign in at front desk when they come in to practice, but only so we know who has been in the building, not for charging purposes.

G. Those doing open or have a set syllabus partner, whom you will be practicing with regularly at the studio, will sign up on a partner spreadsheet during the parent meeting and first week of classes, or whenever a new partnership is created that wants to use our studio. Those on the gold team are required to dance open in at least one style, so they will all be charged AT LEAST for the basic ballroom membership, however, most are doing more styles, and thus practicing more often, so will need to pick the proper membership.

H. Those with the Triple Threat Membership who receive one free dance lab per month, will indicate that as they sign in on the NIGHT of the lab by putting a "TT" by their name. This way we will know not to charge them for that week's lab. However, remember it is only one free lab per month, (during the regular season) so do not write TT by your name each week you come to lab. Only once during the month.

I. Anyone not from Extreme, may still purchase a membership as above. We will just create a practice account for them as well. You as their partner would need to let your partner know about this policy.

J. If you choose to practice elsewhere, we would still need you to fill out a membership form, and then we would just put "exempt" where applicable. That way, you would not be paying for studio space rental if you are not using it, however we will still be able to know who your partner/partners are. The only reason we need to know this information, is so when we have to register everyone ourselves, we have your information already on hand.

K. Memberships do not apply to "private lessons." They are solely for the purpose of being able to use our studio space for practice time. Please see the "private lesson guidelines," if you have questions

regarding policies for those.

Please note that practicing at the studio, and taking lessons is different and always has been. We have had a bit of confusion on this, so that is why I am taking the time to clarify it.

*Private lesson money is paid directly to the coach, and they pay us their floor fees, not you.

*Practice Memberships are set up through the front desk, not the coach, and are for students to come in anytime and use the facilities to practice in (as long as there is an adult present).

Staci Huston reserves the right to make final decisions regarding policies and procedures that may or may not be listed here.

Please sign stating that you have read and agree to abide by the policies and procedures.

Student Name (Please Print)

Team

Student

Date _____

Parent

Date _____