

# Chippewa Valley Adult & Community Education

## Dance Teams Bylaw/Rules

### Budget:

- ❖ At the beginning of the season, a budget must be created and submitted to the Adult & Community Ed. director for approval. Once approved, a copy must be sent to the Adult & Community Ed clerk, bookkeeper, and all dance team members.
- ❖ Notification must be made of any changes or adaptations made to the approved budget. These changes may require further approval.
- ❖ After budget approval, a payment schedule will be set up.
- ❖ Part of the budget will be a mandatory \$270 Community Education fee per dancer. This payment helps pay for coach, clerk, and bookkeeper services. **This payment will be the first expense due, and MUST be paid before attending the first practice.**
- ❖ All money collected must be deposited when received in the team account that Chippewa Valley Adult & Community Education maintains. Any cash collected **cannot** be used to pay for expenses directly as this is prohibited. The Chippewa Valley Adult & Community Education bookkeeper pays expenses for the team.
- ❖ The Chippewa Valley Schools Accounts Payable schedule will be used as a timeline when paying expenses. Keep in mind this is a scheduled process and the bookkeeper will need advance notice, in writing, of due dates. It should not be expected that payments be made the same day or week of bookkeeper receiving the invoice.
- ❖ Any requests regarding team funds or P-cards come directly from Head Coach/P-card holder.
- ❖ Coaches travel expenses for out of state/overnight are paid for with team expenses and fundraising. Coaches will have a \$35/day limit for their meals during event dates only.
- ❖ At a minimum, \$500 will be carried over to the following year. Funds remaining will be refunded to parents/guardian. Any loss/carryover will be absorbed by the following years team.
- ❖ It is the responsibility of the coach to ensure that all spending is within the budget. If at any time the coach foresees spending over budget, they need to immediately get in touch with the Adult & Community Ed director.

### Payments:

- ❖ All payments MUST be made on time. Failure to do so will result in your dancer being benched from any events/ practices with the team.
- ❖ You may pay using our online payment system (Eleyo) or payments can be made at the Adult & Community Education building on Cass Ave. or at Little Turtle Preschool on Card Rd..

### Fundraising:

- ❖ Fundraising activities are done to help pay towards the teams' expenses (i.e. costumes, clothing, competitions, poms, coaches travel expenses). No individual fundraising accounts allowed.
- ❖ Fundraisers will be organized by coach and fundraising committee. All money collected must be deposited intact and into the team account that Chippewa Valley Adult & Community Education maintains. ***The fundraiser chair will communicate with the coach regarding any payments/invoices that need to be made. The coach will then communicate with the bookkeeper.***
- ❖ If you choose not to participate in fundraising, there will be an **absence fee or buyout per dancer.**
- ❖ When doing fundraisers, a [Fundraiser/Payment Collection Form](#) **must** be approved by the Adult & Community Ed director and a copy submitted to Chippewa Valley Schools Board Office. Be sure to keep a copy for your files.
- ❖ If raffles will be done, you must obtain a Raffle License from the State of Michigan, if required.
- ❖ Fundraising is a crucial way to raise money for the team and coaching staff for certain competitions, camp expenses, etc. We as coaches want to save parents as much money as possible, so fundraising is a great way to do so! If you have any fundraising ideas, please contact the coach.

**[Note: All fundraising forms and guidelines can be found on the Chippewa Valley Schools district website under Staff Links/Money Matters.](#)**

### Practice/Attendance:

- ❖ All practices are considered **mandatory**. All dancers are required to attend all scheduled practices, unless parent has spoken with coach. This is a **competitive sport**; all practices will be constructive.
- ❖ If the dancer misses more than three practices in a competition month, **or misses practices the week before or week of the competition**, the coach will determine if the dancer is ready to perform at the competition.
- ❖ During preparation for competitions and other special events, extra practices may be scheduled. The coach will let parents know in a timely manner.
- ❖ Proper dance attire is required for all practices: dance shoes, dance apparel, hair pulled back.

- ❖ Any member who is disruptive, acts inappropriately, disrespectful to the coach and/or fellow teammates, or does not comply with the rules set by the team, will have consequences that will be determined by coaching staff.

### **Practice/Attendance Continued:**

- ❖ Practice schedule is determined by Chippewa Valley Schools' gym availability. These days are not determined by the coach. Therefore, if a practice is cancelled because of a school event or school conflict, this is not a reflection on the coach. Chippewa Valley Schools has the final say.
- ❖ Practices are a drop off and pick up, you are more than welcome to stay, but the schools prefer that parents/guardian are **not waiting in the building**. The coach will release the dancers and at that time you are welcome to come in and pick up your child.
- ❖ If you would like to speak with the coach, please set up a time other than a scheduled practice. The schools provide the coach and community education with time frames. Please refrain from staying for a length of time after a practice. It is important that the coach is abiding by the times the school has set for the teams.
- ❖ Parents/guardian are not to walk into practice. Unless it is an emergency, practice should not be interrupted.

### **Absences:**

- ❖ **Known absences must be communicated with the coach 2 or more weeks in advance. The form of communication is determined by the coach's preference at the beginning of the year. (ex: some coaches prefer emails to let them know about absences, some prefer call/text). Social media is not an acceptable way to contact the coach with an absence.**
- ❖ An example of unexcused absences are defined as an absence the coach has not been informed of prior to 2+ weeks. More than 4 UNEXCUSED absences will result in removal from the team.
- ❖ **Doctors notes are needed for absences to be excused for being sick, injured, etc. Doctors notes are also needed if a dancer needs to sit out of practice for an extended period of time, they will also need a note clearing them to return to dance practice.**

### **Performances:**

- ❖ All performances including IN-STATE competitions are considered **mandatory**.
- ❖ The dance team usually competes 7-10 times, including non-competition events.
- ❖ Competition fees cost vary; these are subject to change.
- ❖ Competitions send performance times to the coach. Sometimes they do not send this information until the day before. Therefore, this is not a reflection on the coach. When the coach receives the information, she will share it with the rest of the team.

- ❖ **Members must arrive at all performances ready to perform; this includes hair, make up and uniform. If a dancer arrives unprepared by the stated time they will not be performing.**
- ❖ Parents/guardian are not allowed in the dressing rooms unless approved by the coach.
- ❖ Competitions can be long, but there are breaks between performances. Once the coach has the schedule, parents will be notified of break times.

### **Team Conduct:**

- ❖ Every member and their parents/guardian are responsible for representing the Chippewa Valley School District in the best way.
- ❖ The coach makes decisions based on **what is best for the team**. Please respect those decisions. If there is something you would like to discuss with the coach it should be done one on one, and not in front of all the dancers/teams.
- ❖ If parents/guardian are causing problems on the team between parents, dancers, coaches, etc., it will be put to a stop immediately! If the problem continues, the dancer may be removed from the team.
- ❖ **Social media of any sort needs to stay appropriate. Dancers will be held to a high standard and will be held accountable if there are any issues.** Dancers are to act in a way that presents a team attitude, not a “me” attitude. Bullying of any kind will not be tolerated. First time will be a warning, second time will be a talk with the dancer and parent, and third will result in removal from the team.

### **Suspension (not participating in an event)**

- ❖ Suspension offenses include, but are not limited to, the following: poor behavior, attitude, grades, etc.
- ❖ Unpaid balances to team account (rule set by Chippewa Valley Community Education).
- ❖ Frequent absences.
- ❖ Unexcused absences (Not letting the coach know why your dancer is not present at practice).
- ❖ Dancer is unprepared and/or does not know the dance routines.

### **Year End**

- ❖ Once all deposits are made and all checks have been cleared, files must be returned to Adult & Community Ed for safe keeping.

**DANCER, PARENT/GUARDIAN & COACH AGREEMENT:**

NAME: \_\_\_\_\_

**I/We, the parent(s)/guardian(s) of the above-named Dancer have read, understand and agree to the requirements, costs, and consequences of improper actions as identified in the Community Education Dance Team Guidelines.**

**AS A TEAM MEMBER AND/OR PARENT/GUARDIAN, WE AGREE TO SUPPORT THE COACHES AND TEAMS DECISIONS.** NEGATIVE BEHAVIOR, INAPPROPRIATE ACTIONS OR SUPPORT MAY RESULT IN REMOVAL FROM THE TEAM.

**ALL PRACTICES, GAMES, TEAM FUNDRAISERS & COMPETITIONS ARE MANDATORY. MISSING A PRACTICE, GAME OR COMPETITION MAY RESULT IN A BENCHING FROM A GAME/COMPETITION AND/OR MAY RESULT IN REMOVAL FROM THE TEAM.**

I understand by the very nature of the activity, dance carries a risk of physical injury. No matter how careful the participant and the Coach are, the risk cannot be eliminated. The risk of injury includes minor injuries such as, muscle pulls, sore muscles, sore feet and ankles. The risk also includes injuries such as dislocation and broken bones, possible head, knee and neck injuries. I understand these risks and will not hold Chippewa Valley Schools or any of its personnel responsible in the case of accident or injury at any time.

\_\_\_\_\_  
DANCER

\_\_\_\_\_  
PARENT/GUARDIAN

\_\_\_\_\_  
DATE

As a member of the Dance Team, I understand what is expected of me to remain a member in good standing. I will keep myself knowledgeable and informed of all rules and realize there may be severe consequences for poor behavior or inappropriate actions. I will do all I can to uphold the honor and tradition of the Dance Team and respect my Team Sisters and School.

ATHLETE: \_\_\_\_\_

As Coach of the Dance Team, I pledge to treat all dancers fairly and to always keep in mind that academic and family need will be highly considered within the framework of my expectations.

COACH: \_\_\_\_\_

**\*\*PLEASE SIGN AGREEMENT LETTER AND RETURN TO THE COACH BY FIRST PRACTICE\*\***

**(A copy is to be filed in an Adult & Community Education file)**