



2019 - 2020

Team Handbook

Terms of Agreement

I. Mission

The Move Out Loud competition dance team exists to inspire and propel dancers to achieve new levels of artistry, work ethic and performance beyond what is possible in their regular class work, and to contribute to the vibrant artistic life of our community.

II. Values

Integrity -	To conduct oneself with integrity through honesty, courtesy, respect and consideration for your fellow dance members and faculty. This includes a willingness to be held accountable for the manner in which you participate in all team activities.
Leadership -	To be given the privilege of setting an example, serving the people you are leading and being an inspiration to others in the Move Out Loud community.
Responsibility -	To adhere to the policies and procedures of the studio and team, to comply with the schedule and requests of the faculty, and to be a person that others can count on.
Professionalism -	To respect the dance profession and uphold our values and standards of conduct in a way that characterizes the highest qualities of dance professionals. This includes respecting your teachers, supporting and encouraging each other, to not gossip, but be able to voice opinion to a company director about your concern, and to recognize yourself as a role model at all times.
Character -	To be a person who represents personal integrity, leadership, responsibility and professionalism in classes, outside activities and events, and in all interactions with peers and authority figures.

III. Code of Conduct

Dancers agree to uphold the values listed above and to abide by Move Out Loud's code of conduct in all classes, competitions, conventions, MOL common spaces, performances and events, on social networks and in all aspects of their personal lives.

Dancers promise to:

- Respect others' ideas and opinions.
- Be courteous, compassionate and respectful to everyone with whom he/she comes in contact with.
- Act as role models to all students at Move Out Loud.
- Display good sportsmanship.
- Give 100%.
- Not engage in any vulgar or inappropriate language or conduct.

Any dancer who does not abide by the above code of conduct may be dismissed from class, workshops, conventions, competitions, performance or other events at the discretion of the Move Out Loud staff. In addition, any student who we feel intentionally or repeatedly harms another student emotionally or physically will be held accountable to the following consequences:

First offense: An email will be sent to the dancer's parent to arrange a meeting to discuss the problem.

Second offense: Dancer will be removed from the group in which there are problems.

Third offense: Dancer will be dismissed from the Move Out Loud team.

Fourth offense: Dancer will be expelled from Move Out Loud.

Parents promise to:

- Be courteous, compassionate and respectful to everyone with whom he/she comes in contact with.
- Display a positive attitude regarding Move Out Loud and all involved.
- Refrain from gossiping, complaining, debating or publicly discussing concerns regarding Move Out Loud's teams, dancers or routines. This includes the Move Out Loud lobby, conventions, competitions, performances and other public places. Such conduct is destructive to the morale of the group and will NOT be tolerated. Concerns or comments should ALWAYS be expressed to the director via email or phone, NOT during or in-between classes.

IV. Auditions & Assignments

All dancers auditioning must have completed the required classes over the audition period, and must meet all other requirements specific to the style they are auditioning for. Dancers/parents must complete the online audition application and team directory info form prior to audition week and bring a signed contract and a copy of their birth certificate by the first week of fall classes.

Team placement will be based on our knowledge of each dancers' prior work at the studio as well as their work during the audition process. Dancers will be placed in the groups that we feel are the best fit, allowing groups and individuals to grow as much as possible. Decisions on placement are completely at the discretion of the artistic director and Move Out Loud staff and are final. Any dancers making changes/drops to teams after team placements are assigned will incur a \$50 fee if the change/drop is made in September, a \$100 fee if the change/drop is made in October and a \$150 fee if the change/drop is made in November. Any changes/drop made in December or after will be charged the \$200 non-participation fee.

Routines or individual dancers that are not ready to perform at a specified competition may be pulled at any time at the sole discretion of the routine's choreographer or the artistic director. Pulled routines or dancers will not be entitled to any refund or reimbursement of entry fees or costumes.

V. Health

Dancers/parents should report any injuries, illnesses or any personal issues affecting class attendance to team@moveoutloud.com. We will make the teaching staff aware. Dancers agree to observe class, rehearsals and performances when injured, but NOT when ill/contagious! Any dancer who sits out of class for four rehearsals or more for any reason, may become the understudy of that dance and in that case, would still be responsible for all fees related to participation.

VI. Class Requirements

Dancers are expected to be in classes and rehearsals on time, dressed in required attire with hair tied back and appropriate shoes. Training and rehearsals for each group will be based on what the artistic director deems appropriate, specific to the style of dance and to the requirements of the routine. Requirements were described in the pre-season handbook. Schedules are unique to each dancer, based on which routines they are dancing in. All required classes must be taken at Move Out Loud. There may be additional rehearsals scheduled if a routine requires it, which would be required for all team dancers.

VII. Communication

All team information will be sent via email. Please make sure the emails from our Jackrabbit and Gmail accounts are not going to your spam box! Anyone with a Charter email may want to consider setting up a Gmail address for MOL correspondence. Dance families are expected to check their email regularly. Please also get to know your fellow dance parents! Follow us on Facebook, Instagram @moveoutloud, and team Instagram and Facebook @moveoutloud_team for fun extras!

If you have questions about your account/costumes/general team info, please email anna@moveoutloud.com. For general emails, please email Sylvia at studio@moveoutloud.com or ask your team captain. If you have a specific question for Abigail, Kendall, Mariana or Stephanie, please email us at: abigail@moveoutloud.com, kendall@moveoutloud.com, mariana@moveoutloud.com or stephanie@moveoutloud.com. *Please keep in mind that we have limited administrative time. Please read our emails and the handbook fully and carefully to be sure your question hasn't already been answered.

VIII. Attendance & Tardiness

All Move Out Loud team members must have regular attendance for team rehearsals, and MUST be present for ALL competitions, team dress rehearsal, spring performance dress rehearsal, and the spring performance.

Check below for attendance requirements. Excused absences refer to absences MOL is informed of in advance by a parent (email team@moveoutloud.com), or if illness - related, communicated about that day. Unexcused absences are not allowed. If any team member misses one or more than their allowed classes/rehearsals, the student may need to schedule private sessions at \$100/hour, the dancer will not be allowed to perform in the end of year number and the understudy/alternate may take said dancer's spot until the dancer is back up to speed. If a dancer misses two more than their allowed class absences, the dancer will be removed from the routine and charged a \$200 non-participation fee per dance to cover the cost of re-spacing, re-choreographing and re-teaching. Three absences over the allowed amount will result in termination of this contract and dismissal from the team. We strictly follow our attendance policy.

Dancers who are late for rehearsal must complete the full warm up time by themselves before being permitted to participate in rehearsal. Excessive absences/lateness will be considered reason for suspension or dismissal from the team. Dancers should communicate conflicts or anticipated tardiness to team@moveoutloud.com as soon as possible. Please do not email instructors about absences.

IX. Dress Code

Dancers agree to have proper hygiene and cleanliness at all times, and to abide by the dress code.

Hip Hop: Comfortable clothes for moving. Hair tied back. Clean, smooth-sole sneakers. NO BARE FEET! NO STREET SHOES!

Jazz/Lyrical/Contemporary/Musical Theater: Hair tied back. Dance shorts, tight fitting top, shoes assigned by artistic director.

Ballet: Hair in a bun, black leotard, pink tights, pink ballet shoes. Skirts optional. No shorts.

SYC: Hair secured and completely off of neck and face. Stretchy clothes for moving. Sneakers and be prepared for bare feet. Tap: Assigned tap shoes, tight-fitting dancewear that does not cover feet, hair off of face.

When attending events, dancers should wear their Move Out Loud team jacket, team shoes and plain black leggings/pants to and from the event, during the event when not in costume and on stage during award ceremonies, unless otherwise instructed by MOL staff. Any dancer who fails to wear their team jacket/shoes/plain black pants will not be allowed to go on stage to accept awards.

X. Fees and Payments

Dance Team families are asked to pay by check or cash. Anyone who pays with a debit/credit card/bank draft will be charged a 3% fee to all credit card transactions - please let Anna know if that's the case for you by responding to your initial fee email. Anna will process all debit/credit card/bank draft payments. Anyone who processes their own payment via the portal (credit card/debit card/bank draft) will be charged the 3% late fee. You will receive your fee email after auditions.

Tuition & monthly team fees can be paid by one of the following methods:

- **Annual** - 1 payment check or cash for the full tuition amount plus monthly fees (eligible for 5% tuition discount).
- **Semester** - 2 semester payments for half tuition/team fees each, payable by check or cash, with the second payment post-dated for February 1st.
- **Monthly** - 9 checks post-dated for the first of each month, September - May. The June payment will be included in September's payment. Competition and Convention fees should be paid by cash, check (post-dated for the due dates indicated on the team calendar timeline) or will automatically be charged, depending on your payment method of choice. All checks must be turned in at the beginning of the season.

Tuition fees: Tuition is based on the number of hours per week each dancer trains. Please see the tuition and fees page on our website for tuition amounts. Small group training hours are not included in hourly tuition amounts.

Small groups will be billed as a flat fee of \$500 and includes all rehearsal time, team fees and choreography fees. The Teen Contemporary LG will also fall into the flat fee category.

Team fees: Dance team members pay a monthly fee to help cover the administrative time and extra costs associated with the dance teams. The team fees are \$25/month for one routine, and an extra \$10 per month for additional routines. The team fees will be added to your monthly class tuition. Team fees are due for each month of the competition season (10 months) regardless of participation or hours of rehearsal over the term, and are subject to late charges. There are no refunds or credits. Fees are not transferable.

Accessory fees: All team members must own a team jacket, team shoes and dance bag. Jackets and bags are the same as the past few years, so team members from last year do not need to buy those items unless you need a replacement or need the updated version. For new team members, jackets are around \$140 for girls and \$85 for boys, and bags are around \$40. We have not decided on team shoes yet. You will be responsible for purchasing them on your own.

Competition fees: Group fees are \$59 per routine per dancer for regional competitions. For the 2019-2020 season, we will compete in 3 to 4 regional competitions. We will NOT be competing in a national competition this season. Please see page 6 for competition requirements. Please reference the Team Calendar Timeline for fee due dates.

Costume Fees: All team members are responsible for the cost of their team costumes. There is a \$100 deposit due per costume with the initial fall payment. Team costumes can include clothing, accessories, shoes, make up, etc. Team costumes can range between \$100- \$200 per costume, plus shoes, make up and accessories. Remaining costume balances will be due on May 1.

Other expenses: Other fees include, but are not limited to dress rehearsal fees, guest choreographer fees, workshops, conventions, transportation costs, lodging, meals and all other costs associated with traveling to conventions or competitions.

Late Payments and Fees: All late payments will result in a \$25 late fee. Anyone with ongoing accounts past due will not be eligible for solos, duets, trios or small groups. Payments made after deadlines may be subject to additional late fees and may, in some cases, affect a dancer's participation in workshops, conventions or competitions. Move Out Loud reserves the right to apply payments to outstanding account balances before sending monies to outside vendors, if management decides to do so. In addition, Move Out Loud will apply payments to the most outstanding charges before applying them to present or future charges. Any dance team members paying via the portal will incur a 3% processing fee on all payments except merchandise.

Non-Participation Fee: Any dancer missing a competition, for any reason, will be charged a \$200 non-participation fee per dance. If the understudy is used, the original member of the group must pay the understudy's competition registration fee.

XI. Soloists and Duet/Trio Groups

Solos, duets and trios will be awarded to those dancers who exhibit representational talent as a dancer and who display exemplary devotion to the art of dance, dedication to achieving exceptional technique, and inflexible commitment to their art and to the team. Decisions regarding solos, duets, and trios will be at the sole discretion of MOL.

Solos, duets and trios require additional rehearsal hours and additional financial commitment. Families offered these opportunities will be responsible for the routine's choreography fees, rehearsal fees, coach's fees, entry fees, costumes, props and for all other costs related to the piece.

XII. Loyalty

In order to be a part of Move Out Loud's dance team, dancers must take all required classes at Move Out Loud unless specific permission has been granted by the artistic director. No team member is allowed to compete with any other dance organization while under this contract. If it is found that a dancer has conflicting interest elsewhere, he/she will be dismissed from Move Out Loud teams. Dancers are welcome to take classes outside the studio, but please notify the director in advance.

XIII. Disciplinary Action/Dismissal from the Team

Any team member or parent who does not fulfill the requirements set forth by this agreement, or whose behavior is not in line with the expectations listed, will be held accountable. Disciplinary action may constitute removal from routines or dismissal from the team. Members dismissed from the team are not entitled to any refund or reimbursement of their team fees, tuition, costume fees, entry fees, or any other expenses. A \$200 non-participation fee per dance is also due if a dancer is dismissed from the team mid-season. Extenuating circumstances will be assessed by the artistic director.

If a dancer wishes to be released from their contract before the term is up, they must do so in writing to the artistic director at least 60 days prior to leaving. Dancers wishing to be released from this contract may not do so within 60 days of a performance or competition date.

In the event a contract is terminated, for any reason, the full balance of expenses is due at the time of termination, AND a \$200 non-participation fee PER ROUTINE and all team fees, costume fees, convention/competition and administrative fees are due and payable for the balance of the season. Extenuating circumstances may occur, and in such an event, each individual case will be assessed by the artistic director.

XIV. Respect for Intellectual Property

All choreography used at/by Move Out Loud remains the exclusive intellectual property of Move Out Loud. Any use, in whole or part, outside of the scope of Move Out Loud's competitions or performances is not allowed unless specific permission is granted by the artistic director. Families are welcome to post videos of competition routines AFTER the spring performance is finished. Please remember to give credit to the Move Out Loud staff involved in each piece!

XV. Workshops, Intensives & Conventions

Move Out Loud dance team members are required to take a number of convention classes throughout the season. The goal of these conventions is to:

- 1) Expand dancers' knowledge of different forms of dance.
- 2) Expose them to different teachers and teaching styles.
- 3) Challenge them to adapt quickly to new movement and choreography.
- 4) Build self-confidence by building dance experience repertoire.
- 5) Provide dancers with more opportunities and ways to express themselves through movement.
- 6) Inspire dancers by being around other kids who love to dance as much as they do!

Team members are strongly encouraged to take advantage of the variety of workshops MOL holds at the studio on Friday nights and weekends. We work hard to bring opportunities to our dancers, and we love seeing them make the most of it!

Convention Requirements:

All fees, hotel and travel expenses will be at dancers' expense. Dancers are required to have their own non-faculty chaperone. The convention requirements can be found below.

Please see the Team Calendar Timeline document for registration notification and payment due dates. Please email Anna (anna@moveoutloud.com) to notify her which convention(s) your dancer(s) will be attending by the due dates listed. When notifying Anna of convention registrations, **you must also let her know if you would like an observer band and include that in your payment.**

2019-2020 Convention Requirements			
Company			
Hip Hop	FLUX	NUVO	Dancer's Choice
J/B/T/MT	NUVO	Dancer's Choice	

Club	
Hip Hop	FLUX
J/B/T/MT	Dancer's Choice

Crew	
Hip Hop	FLUX

Dancer's Choice Options			
J/B/T/MT	ASH	Groove	NYCDA
	Showstopper	JUMP	NUVO
Hip Hop	Reveal	Monsters	Showstopper

Groups		2019-2020 Regional Competitions			
		Showstopper	*NUVO	Legacy	Groove
		3/13-3/15	3/20-3/22	4/17-4/19	4/24-4/26
		Wisconsin Dells	Chicago	Madison	Milwaukee
Hip Hop	Crew	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Club	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jazz	Club	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Musical Theater	Club	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tap	Club	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ballet	Club	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pointe	Club	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*requires
convention
attendance

Move Out Loud 2019-2020 Team Calendar Timeline

September

- 1 Notify Anna - Monsters Convention registration
- 1 Payment Due - Monsters Convention
- 1 Notify Anna - Showstopper Convention registration
- 1 Payment Due - Showstopper Convention
- 1 FLUX registration opens (register at flux-dance.com)
- 16 Class begins
- 16 Payment Due - Initial Payment
- 27-29 Reveal Convention - Chicago

October

- 1 Notify Anna - JUMP Convention registration
- 1 Payment Due - JUMP Convention
- 12-13 Showstopper Convention - Kalahari, Wisconsin Dells
- 27 Groove Convention - Milwaukee
- 31 Halloween - Modified Schedule

November

- 1 Notify Anna - ASH Convention registration
- 1 Payment Due - ASH Convention
- 1 Notify Anna - NYCDA Convention registration
- 1 Payment Due - NYCDA Convention
- 1-3 FLUX Convention - Madison (Required for ALL Hip Hop dancers)
- 15-17 Monsters of Hip Hop Convention - Chicago
- 27-30 Thanksgiving Break - NO CLASS

December

- 1 Payment Due - Showstoppers Competition
- 23-4 Winter Break - NO CLASS

January

- 1 Payment Due - NUVO Competition/Convention
(All Company dancers will be registered automatically)
- 17-19 JUMP Convention - Chicago

February

- 1 Payment Due - Second Semester Payment
- 1 Payment Due - Legacy Competition
- 14-16 ASH Convention - Chicago
- 14-16 NYCDA Convention - Chicago
- 23 Team Dress Rehearsal - Middleton PAC

March

- 1 Payment Due - Groove Competition
- 13-15 Showstopper Competition - Kalahari, Wisconsin Dells
- 20-22 *NUVO Competition/Convention - Chicago
- 30-4 Spring Break - NO CLASS

April

- 17-19 Legacy Competition - Middleton PAC
- 20-25 National Dance Week
- 24-26 Groove Competition - Milwaukee

May

- 1 Payment Due - Costume Balance (team costumes only)
- 11-15 Performance Photo Week
- 15 Team Photo Day
- 25 Memorial Day - NO CLASS

June

- Dress Rehearsal (TBD)
- Spring Performance (TBD)

*Indicates a competition with a required convention

2019-2020 Convention & Competition Fees

2019-2020 Convention Fees			
Convention	Fee*		Observer**
Showstopper	\$240.00		FREE
NUVO	5-7 \$195	8+ \$260	\$50.00
Groove	\$135.00		\$25.00
Flux	TBD		TBD
Monsters	JR - \$240	I/A - \$260	\$40.00
JUMP	5-7 \$195	8+ \$260	\$50.00
ASH	4-6 \$175	7+ 250	\$50.00

*Early bird pricing - fees are higher if you sign up late! Please see team calendar for due dates.

**Observer bands are required if you would like to watch your dancer in the room. They are usually available at the door but would be more expensive than the price shown above.

MOL Staff will be present at NUVO and Flux. All other conventions will have MOL parents assigned to be points of contact.

2020 Competition Fees					
Competition	Solo	Duet	Trio	Small Group	Large Group
Showstopper	\$138.00	\$70.00	\$70.00	\$59.00	\$59.00
NUVO	\$135.00	\$75.00	\$75.00	\$59.00	\$59.00
Legacy	\$105.00	\$65.00	\$44.00	\$59.00	\$59.00
Groove	\$110.00	\$65.00	\$65.00	\$59.00	\$59.00

Coach's Fees	Per Group	Per Special
Regionals	\$5.00	\$15.00

PLEASE NOTE: ALL FEES LISTED ARE PER DANCER

Move Out Loud 2019-2020 Team Calendar

September 2019						
S	M	T	W	R	F	S
	16	17	18	19	20	21
					27	28
29						

16 - 21 First week of class

27 - 29 Reveal Convention
Chicago

February 2020						
S	M	T	W	R	F	S
						1
					14	15
16						
23						

1 Second Semester payment due

14 - 16 ASH Convention
Chicago, IL

14 - 16 NYCDA Convention
Chicago, IL

23 Team Dress Rehearsal
Middleton PAC

October 2019						
S	M	T	W	R	F	S
						12
13						
					25	26
27	28	29	30	31		

12 - 13 Showstopper Convention
Wisconsin Dells

25 - 31 Halloween week
Costumes welcome!

27 Groove Convention
Milwaukee

March 2020						
S	M	T	W	R	F	S
					13	14
15					20	21
22						
	30	31				

13 - 15 Showstopper Competition
Kalahari, Wisconsin Dells

20 - 22 NUVO Competition/Convention
Chicago, IL

30 - 4 NO CLASS
Spring Break

November 2019						
S	M	T	W	R	F	S
					1	2
3						
					15	16
17			27	28	29	30

1 - 3 Flux Convention
Madison

15 - 17 Monsters Convention
Chicago

27 - 30 NO CLASS
Thanksgiving Break

April 2020						
S	M	T	W	R	F	S
			1	2	3	4
					17	18
19	20	21	22	23	24	25
26						

17 - 19 Legacy Competition
Middleton PAC

20 - 25 National Dance Week

24 - 26 Groove Competition
Mikwaukee, WI

December 2019						
S	M	T	W	R	F	S
	23	24	25	26	27	28
	30					

23 - 4 NO CLASS
Winter Break

May 2020						
S	M	T	W	R	F	S
	11	12	13	14	15	
	25					

11-15 Photo Week
15 Team Photo Day

25 NO CLASS
Memorial Day

January 2020						
S	M	T	W	R	F	S
		31	1	2	3	4
					17	18
19						

17 - 19 JUMP Convention
Chicago

June 2020						
S	M	T	W	R	F	S

TBD Dress Rehearsal

TBD Spring Performance

TBD Last Week of Classes

NOTES: Red dates indicate competitions. Blue dates indicate conventions.

More info on weekend events and workshops will be updated as the year progresses. May/June photo/rehearsal schedules and performance info will be released in the spring.

Weather cancellations are usually made by 2pm. To confirm class cancellations, call 608.513.6683, check for an email and our social media.