



# **Jordan Jaguars Dance Team Manual**

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## PHILOSOPHY

Members of the Dance Team take pride in being role models and ambassadors of the Jordan Public Schools and Community Through hard work and dedication; we will develop our skills both individually and as a team. We will work together in harmony and treat each other with respect. We will bring power, precision, and confidence into every practice and to every performance. We will be positive, uplifting and kind to all people we encounter.

## MINNESOTA STATE HIGH SCHOOL LEAGUE

### ENROLLMENT:

The High School recognizes Winter Dance Team as a competitive athletic activity. In order to be a member of the Jordan Dance Team, athletes **must have prior to the first practice** (approximately the third week of October for Winter season) **to be sure they are eligible:**

- Physical Exam Form on file that has been completed within 3 years (part of MSHSL rules; available from the Activities Office)
- Completed online registration at [www.717activities.com](http://www.717activities.com)

### MSHSL RULES INCLUDE:

- Students must be making satisfactory progress toward graduation (determined by the school)
- Students shall not use a beverage containing alcohol, use tobacco, use or consume, have in possession, buy, sell or give away any other controlled substance. The penalty for a first violation is to lose eligibility for the next two consecutive contests or two weeks of the season, whichever is greater. Because Dance requires time (one to two weeks) to change formations, this **could result in being out of formations for a longer time**. The second violation results in six contests or three weeks, and the third results in twelve contests or four weeks.
- MSHSL rules regarding dress and safety (no midriffs showing, no jewelry, no body markings, short fingernails, etc.) are updated yearly and given to coaches at required rules meetings.
- Athletes on competitive studio teams cannot compete during the 16-week winter MSHSL season. A team member may compete in solo competition or compete as a member of a non-school team if that team's composition and dance style is significantly different from the high kick precision and jazz funk style used by high school teams. Students may attend camps or clinics and compete within the content of that camp or clinic in the same way that other athletes can compete on teams within the clinic. See *Bylaw 203*.
- MSHSL Site: [www.mshsl.org/mshsl](http://www.mshsl.org/mshsl) See Dance Team, H/P (High Kick/ Precision); Dance Team, J/F (Jazz).

## TEAM GUIDELINES

In addition to the MSHSL rules, the school and team have guidelines based on some basic principles. These are the **PRINCIPLES** in which we believe:

1. School is a place for learning
2. Learning requires active participation
3. I am responsible for my actions
4. A team is interdependent on all its members
5. Respect is needed for those responsible for enforcing rules
6. I must respect myself, property, and others as I want to be respected
7. Fitness begins with body and spirit

These principles generate the following **GUIDELINES**:

1. Students must attend school to attend practice.
2. Scheduled practices are mandatory. Coaches must be notified of all absences from practice! See page 6 for information regarding attendance and absence policy.
3. All required forms must be turned in to the Activity Office. This must be done prior to the first practice.
4. Be prepared for practice. Give yourself enough time to get to practice **on time**. Have hair pulled back, any taping or injury preventive equipment such as knee pads on, **jewelry off**, and leave junk food (including gum) behind.
5. Listen to the speaker. Look at the speaker. We will teach one another dances, so we must listen to learn.
6. Make-up work is done outside of practice. If you miss a practice, get caught up **before** practice, not during.
7. Take care of the equipment checked out to you. You are responsible for the uniforms/costumes and they are expensive.
8. Athletes must ride the bus to and from scheduled competitions (even if your parents are at the competition). The coach will conduct post-competition meetings on the ride home and share scores and feedback from the judges.
9. You are students first and athletes second. Keep up with your studies and tell coaches if problems arise.
10. Represent the team, school, and community well. Everything you say and do reflects on your teammates, coaches, and school. Use good judgment everywhere you go and represent Jordan with pride.
11. Eat a healthy diet. Athletes need more calories than the average person; these should come from nutritious high-energy foods, not junk.
12. Any social media that is perceived as disrespectful to the coaches, or teammates will be followed with a two-week suspension from performances. (During the two-week suspension, dancers will be required to attend practices and participate to their fullest. – The two-week suspension will start as soon as dancers and families have been notified.
13. Phones must be silenced or turned off and put away during practice.
14. Each member is an enforcer of these rules. If you have broken one of these or one of the MSHSL rules, come forth before someone else has to. You are responsible for your actions.

## **EXPECTATIONS / RESPONSIBILITIES**

### **TEAM MEMBER:**

- Inform coaches of **ANY** absences prior to the start of practice. (See page 6 regarding attendance and absence policy.)
- Demonstrate team concept - value everyone's contributions - motivate self and others.
- Be coachable; learn to accept criticism without alibi and do your best to improve
- Communicate with coaches before or after practice.
- Attend all performances whether you perform or not
- Abide by set curfews before competitions.
- Participate full out in practice everyday or notify coaches of injury.
- Have injuries examined by the trainer or doctor and communicate these with coaches.
  - Proof of doctors note will be required.
- All team members need to attend all scheduled competitions and practices.

### **CHOREOGRAPHER:**

- Be creative and artistic
- Communicate and lead in teaching dances
- Commit to extra time

### **CAPTAINS:**

Captains will be nominated by all team members and will be selected by the coaches.

- Meet with coaches before or after practice once a week.
- Accept trophy / plaque for the team
- Assist in leading the warm-up / stretch daily
- Assist in daily operation and direction of practices (counting, readying team, encouragement towards others.)
- Serve as a leader of the group and maintain discipline within it
- Enforce all rules of the team and communicate with coaches and other team members
- Coordinate what is worn in school before a competition with coach's approval.
- Make sure that the practice area is cleaned up after practice
- Communicate with the coaches any violations committed by fellow team members
- Be on time for all practices and performances
- Follow all MSHSL codes of leadership
- Lead in teaching dances along with choreographers
- Coordinate competition motivators
- Invite all members to outings and follow through
- Lead Captain's practices and take charge of the team when the coach is not present.

### **PARENT/GUARDIAN:**

- Encourage your daughter and give positive statements about her performance
- Speak positively about the team and other team members
- Speak respectfully of, and to coaches and judges
- If a problem arises, notify the coach's
- Model community values
- Assist with team activities; driving, competition committees, etc.
- Assure daughters arrive on time and are picked up on time from practice

- Attend competitions and parent meetings
- Watch district Dance Team website for important announcements and information
- Wear a fan shirt and cheer!

## **ATTENDANCE AND ABSENCE POLICY**

1. Unexcused absences are not allowed during the season. Unexcused absences include: social events, concerts, driver's license testing, hair appointments and others at the coach's discretion. It is considered an unexcused absence if you do not contact a coach by phone or email prior to your absence.
2. Excused absences include: personal illness, a death in the family, family emergencies, injury requiring immediate medical attention, required classroom activities, or religious holidays. We ask that such absences be avoided when possible and will only be considered excused when a parent has notified a coach in advance.
3. If unexcused or excused absences occur within one week of a performance; the coaches reserve the right to hold a dancer out of that competition or performance.
4. The Jordan Jaguar organization will excuse studio class attendance at the coach's discretion. As a coaching staff, we acknowledge that studio dance training will enhance our competitive abilities as a team. However, if the dance team practice and dance class conflict, the dancers must abide by the following:
  - a. Dance team practice will take precedence over studio class the week of any competition or performance. If a dancer misses dance team practice during the week prior to a competition or performance, the coaches reserve the right to have the dancer not compete that week.
  - b. Dancers missing dance team practice for studio MUST know all missed material before returning to practice the following day. Failure to do so will result in being sat from competitions. This includes knowing formations as well as choreography
  - c. Coaches must have your studio schedule in written format prior to the first day of practice.
  - d. If at any time during the season the coaches feel this is becoming detrimental to the team as a whole, we will reserve the right to revert to our original policy at any time, meaning studio dance would not be considered an excused absence.
5. If an injury is sustained prior to or during the winter season, the dancer and/or parent must inform the coach immediately. If a dancer has a severe injury that prevents them from fully practicing for one or more weeks they will need to provide a doctor's note in order to return to full activity. Dancers in this situation will be benched until a doctor's note clears them to return. Partial activity (only allowing a certain activity during practice) consent by the doctor will be accepted by the coaching staff; however, the athlete will remain benched until FULL activity is allowed.
6. A dancer must be in school for the FULL school day to be eligible to perform or practice that day.
7. To participate in a competition, the dancer must be maintaining 90% attendance prior to the competition, which included both excused and unexcused absences. If the dancer does not have 90% attendance, the dancer will not be eligible to participate in the competition.
8. A tardy will be given if a dancer is late to practice. Three tardies will result in one unexcused absence.

## **SEASONS**

### **SPRING**

**Tryouts / Team Selections** are held in the spring and fall. Coaches and outside judges will judge tryouts. Athletes should come to tryouts with some preseason training to help their flexibility and strength. See criteria score sheets (High Kick and Jazz) for specifics. Based on the tryout scores, coaches will determine who is varsity, junior varsity, and not ready for the team. All tryout participants will find out their status after the final day of tryouts. All athletes who make the team will attend a parent/info meeting the end of May or beginning of June regarding summer dance opportunities.

*Parent Tip: Come to the meeting with your calendars, check book, a notepad and pen. There is a lot of information given at the spring meeting. Make all attempts to attend. A summary of the summer opportunities will be given to the girls after tryouts. At the meeting you will have the opportunity to ask questions to confirm which opportunities are right for your daughter, and to sign up for these opportunities.*

### **SUMMER (JUNE & JULY)**

Summer dance camp is not mandatory, however it is highly recommended. Summer classes for technique and strength/conditioning will be offered and again recommended. Set goals for yourself for preseason training. There may be a youth clinic in the summer with a performance.

### **FALL (PERFORMANCE SEASON; MID-AUGUST TO OCT)**

Fall season is not mandatory, however it is highly recommended, especially if you are not participating in another fall sport. The purpose of the fall season is to promote and maintain school spirit through performances at various events and activities. It begins in mid-August and ends mid-October.

### **WINTER (COMPETITIVE SEASON; END OF OCT TO FEB)**

The purpose of the winter season is competition. It begins the end of October and concludes seventeen weeks later with the state tournament. Captains and choreographers will meet with the coaches two weeks prior to the season to work on choreography. During the winter season, no dance team member will perform or compete until that person has demonstrated the ability to do a given routine. This is determined by the coaches. Cuts may be decided upon at any practice and will include a verbal explanation from a coach. Decisions to move dancers from JV to Varsity or from Varsity to JV will be made at the coaches' discretion. Any team member taken out of any dance will practice with the team daily and is expected to fulfill all team guidelines. Coaches may suspend a dance team member from competing for other reasons such as attendance, performance consistency, attitude, injuries, or behavior.

## COMPETITIONS

### INVITATIONAL MEETS:

Coaches choose invitationals for their team based on when they are offered and what teams will attend.

### CONFERENCE MEETS:

The Minnesota River Conference Dance Team Coordinator prepares a schedule of MRC meets. The outcome of these competitions determines our team's overall team placement within the Conference and the number of All-Conference and Honorable Mention athletes recognized from our team.

**What to bring:** Girls need to bring all pieces of their uniforms to competition, healthy energy food, and limit themselves to one bag plus a garment bag to keep uniforms from wrinkling. Captains will give a checklist to girls before their first competition to aid in packing.

**WHERE TO SIT:** Performances are given facing either the left or right side of a gymnasium. Watch for signs entering the gym, or refer to the program to identify which side of the gym the girls will be performing on so you will know where to sit.

**ADMISSION:** Usually there is an admission fee at all events. Each school sets their own admission, and they are typically \$4-6/ person. Programs are usually available for anywhere from \$0 to \$5 per program.

### HELPFUL WEBSITES:

[www.madt.org](http://www.madt.org)

some invitational meet info found here

[www.mshsl.org/mshsl](http://www.mshsl.org/mshsl)

Minnesota State High School League Site

## UNIFORMS

**FALL UNIFORMS:** Generally fall uniforms are less formal than the competitive season. Coaches will explain how to care for them (gently wash, dry clean, etc.)

**WINTER UNIFORMS:** Checked out in the beginning of the competitive season, and checked back in at the end of the competitive season. Sequin uniforms are not dry cleaned by parents/dancers.

**WARM-UPS:** Used during Winter Season, and are mandatory. They may be reused from the previous year, or new ones may be purchased. If they are re-used, warm-ups are purchased for dancers who are new to the team.

*Parent Tip: Fundraising activities are important to raise enough money to allow for dancers to get new or repurposed uniforms every couple of years.*

## **LETTERING**

To earn a letter team members must perform in SIX competitions and be on varsity. Any chemical use MSHSL violation results in ineligibility of a varsity letter.

## **WINTER PRACTICE SCHEDULE**

Being a dance team member requires a huge time commitment. Practices will meet daily Monday-Friday. Practices are scheduled during holiday breaks including Thanksgiving and Christmas breaks, as well as on scheduled days off from school. In addition to practice, we have competitions during the 17-week winter season and performances at pep fests and basketball games.

### **TENTATIVE VARSITY AND JV WINTER PRACTICE SCHEDULE:**

- Monday, Wednesday and Friday 3:15-5:15

- Tuesdays and Thursdays- 3:15-5:30

- \*Occasional 6:00 a.m. practices may be required.

Performance and competition dates will be provided at the beginning of the seasons and posted on the Dance Team District Website.

*Parent Tip: Though rare, schedules do change due to unforeseen events. Make sure the Parent Advisory Committee has all phone numbers and email addresses for SAME DAY communication. Communication could be necessary during the day for that evening, or in the evening pertaining to an activity occurring the following day.*

## **EXPENSE ESTIMATES**

Athletes provide for all of their personal wear items.

These will include:

- Activity fee fall \$120, winter \$135
- Uniform Fees (Jazz & Kick) \$150-\$200
- Black jazz shoes \$25
- Tan jazz shoes \$25
- Tights \$7 each
- Team warm-up and marking uniforms \$125-\$150
- Make-up \$50
- Team backpack \$50-60

Optional expenses may include team pictures, summer camp, studio classes, competition T-shirts, team sweatshirt or jacket, banquet, etc.

*Parent Tip: Dancers may participate in Fundraising events to defer costs. Most fundraisers allow dancers to deposit money into their personal accounts. Fundraising activities are typically held in the summer and early fall so as not to distract dancers during the competitive season. There is a parent Fundraising Committee who organizes and communicates events.*

## **ALL CONFERENCE SELECTION**

Based on our finish in the Conference, we will have 2-6 athletes recognized for all-conference and honorable mention awards. Our nominees will be ranked by coaches based on the criteria developed by Conference dance coaches:

1. Tryout score / dance ability
2. Member of Varsity
3. Attendance
4. Academics
5. Positive Attitude / behavior
6. Positive role model
7. Team contribution / years on team / on varsity more than 1 year
8. No suspensions or violations

## **ALL CONFERENCE HONORABLE MENTION SELECTION**

1. Tryout score / dance ability / Improvement Made
2. Member of Varsity
3. Attendance
4. Academics
5. Positive Attitude / behavior
6. Positive role model
7. Team contribution / years on team / on varsity more than 1 year
8. No suspensions or violations

All Conference awards are given out at the end of Conference Competition

\*Dancers can be awarded All Conference and or All Conference Honorable Mention for consecutive years.

## **CONFLICT OR CONCERN PROCEDURES**

In order to help us pursue a solution to any conflict or issue that may arise, please keep these ideas in mind:

- If you have a conflict with another team member / coach, speak directly with that team member / coach about the issue.
- If someone complains about another team member / coach, ask that person, “Have you told her what you told me?”
- If you reach an impasse with a team member / coach, request a neutral third party as a mediator. Both parties must agree upon the mediator.
- Attempt to “fix the problem not the blame” when dealing with another team member / coach.
- In practice and at dance team functions or meetings, names of individuals who are not present should not be mentioned in a negative or disparaging manner.
- Coaches will follow a 24-hour response to emails and or calls Monday-Friday. Exceptions will be made on competition days.

## **TEAM COMMUNICATION**

- The district dance team website is the primary means of team communication. Parents and dancers should check this frequently for updates and current information.
- Parent/ Dancer Contact information is collected yearly. If you have a change in your address, phone number or email, contact the Communication Committee as soon as possible to get it updated so you do not miss out on important information.

## **TEAM PHOTOS**

**WINTER PHOTO:** Taken typically November -mid-December



**WE WISH THE BEST OF LUCK TO EVERY ATHLETE AND LOOK FORWARD TO AN EXCITING YEAR!**

## **OTHER PARENT INVOLVEMENT**

### **DANCE VIDEOS/ PICTURES**

We have been fortunate in the past to have a parent videotaping performances and another taking pictures, and consolidating them on a shared Shutterfly site.

### **DANCE TEAM MEETING**

In the spring, following competitive season, coaches and parents collaborate to put on a Dance Team Open Meeting to allow prospective dancers the opportunity to learn about JJDT Dance, and ask questions of coaches or parents. Information/Activities may include:

- Meet the Coaches
- Bonding/ Motivation
- Performance/ Competition Season
- Expenses
- Off Season/ Summer Opportunities
- Tryouts
- Organized Parent Committees

### **DANCE BANQUET**

The competitive dance season culminates in a banquet (end of Feb/ early March). Both JV and Varsity dancers and parents are welcome to attend. The event is semi formal. It is organized by Parent Advisory Committee (PAC). Parents usually make it their goal to raise enough funds during the year to cover the cost of all dancers' meals. Parents pay for their own meals. Near the event, an email is sent out requesting parents indicate whether or not they will attend. The email will include cost & payment instructions.

### **COORDINATION OF MISCELLANEOUS EVENTS**

Occasionally JHS is given the opportunity to host events. This may include a Conference event, an Invitational, or a camp event. These events generally require a great deal of coordination, but the pay off can result in a significant amount of funds for the Team account, so they are usually well worth the effort. Coaches will notify parents if opportunities arise, and request assistance with coordination. Committees will be formed, and assistance will be requested from all parents to ensure a successful event.

## SOCIAL CONTRACT

### TEAM BOTTOM LINES

*Bottom lines are behaviors that do not work on this team*

- Racial, physical, or sexual harassment
- "Just kidding" or "Just joking" excuses for humor
- Personal or ethnic jokes
- Improper language
- Name-calling
- Ridiculing or laughing at others
- Aggressive or bullying behavior
- Put-downs
- Inappropriate social media posts.

### OUR JOB

*Doing our job means using behaviors that work on this team*

- Actions that make this a safe place to be
- Actions that build trust
- Helping others be successful
- Being TOLERANT, OPEN, APPROPRIATE, DIRECT, RESPECTFUL, ACCEPTING, POSITIVE, AND PREPARED
- Be positive ALWAYS!!

### COACH'S JOB

- Regularly make coaching decisions
- Listen to ideas at timely moments
- Support and encourage dancers

### SOCIAL CONTRACT

This team is a safe place where mistakes are expected and where learning will be fun. Our goal is for all members to help each other be successful. On this team a positive and nurturing environment is everyone's job, not just the coaches and captains'. Everyone on this team will strive to use behaviors that support "our job." All members will avoid violating the bottom lines. The coaches and the athletes alike should strive to be tolerant, open, appropriate, direct, respectful, accepting, positive, and prepared on this team. I understand and agree to work to follow the "bottom lines" and "our job" on this team. This social contract applies to all people on the team.

What can you personally do to help our team be successful?

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This form must be filled-out and returned before tryout scores will be tabulated.

*"I have read the dance team guidelines and agree that we can fully participate according to the rules set forth in the dance team tryouts and if selected, the team."*

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Parent's signature

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Athlete's signature