

MAGNIFY DANCE ENSEMBLE

PARTICIPANT HANDBOOK

Revised April 2020

Dear Dancer,

The Directors would like to congratulate and welcome you to Magnify Dance Ensemble. Together, we are a non-profit company whose mission is to develop excellence in dancers through inspired service and performance. Your dedication and participation is critical to your success, and we are excited about your growth as a dancer.

Magnify Dance Ensemble, formerly The Performers Ballet & Jazz Company, was founded in 1981 by Karen Alwin, and was granted the status of a 501(c)3 non-profit corporation in 1992. The Company's Executive Director is Wendy Miner, and the Artistic Director is Andrea Basile, you are joining a group of approximately 65 dancers. Each dancer is required to maintain a high level of well-rounded, classically-based and technically sound pre-professional dance training. Every year, based on experience, Company dancers will participate in the Company's annual production of "Christmas Joy" as well as our spring production (varies from year to year).

This Handbook contains all of the information needed to keep you a participant in good standing with the Company. Please read and review it carefully. Sign the acknowledgment page and other release forms (Appendix A, C, D, E) and return them to the studio. You can find out more about us at www.magnifydancecenter.com/ensemble. Once again, welcome. We wish you all the best in your experience!

Table of Contents

	Page
Mission and Goals	1
Casting of Dancers	1
Training of Dancers	2
Contracted Dancers	3
Maintaining Good Standing	3
Participation and Fees	3
Sponsorship and Fund Raising	4
Community Service	5
Expulsion/Termination	5
Appropriate Attire & Hair for Rehearsal Activities	6
Rehearsals	6
Performances	6
Conferences	7
Communication	7
Resignation	7
Reinstatement	8

Costumes	8
Tights, Footwear and Accessories	8
Makeup and Hairstyle Requirements	8
Post-Secondary Eligibility	8
Parent Guild	9
Volunteer Requirements for parents/Guardians	10
Contact Information	10
Appendix A – Dancer and Parent/Guardian Acknowledgement	11
Appendix B – Timeline and Fees	12
Appendix C – Minor Liability and Media Release	14
Appendix D – Medical Release	15
Appendix E –Text Messaging Consent Form	16
Appendix F – Verification of Enrollment Form	17

Magnify Dance Ensemble is governed by a board of directors. They follow bylaws reviewed and approved by the board annually. A copy of the entire bylaws document is available upon request.

Mission and Goals

Mission:

We develop excellence in dancers through inspired service & performance.

Goals:

1. We believe in educating dancers through training, collaborating and performing at the utmost level of distinction and professionalism.
2. We believe in guiding dancers through opportunities to engage with our community through service.
3. We believe in producing relevant performances that engage and inspire our audiences.

Casting of Dancers

The casting for each dancer is decided upon by the Executive Director and Artistic Director.

Casting is determined by:

- Technical ability required of choreography
- Artistic expression
- Experience
- Work ethic/classwork/attendance
- Physical factors (height/size)
- Memorization/retention of choreography & learning material quickly
- Physical fitness/conditioning as well as strength/endurance
- Versatility
- Production aspects (order of show/quick changes/sizes of costumes in inventory, etc.)

Casting is not affected by a dancer's length of membership within the Company, their age (as far as entitlement of older dancers getting certain parts) or by the dancer's parent's volunteerism/serving on committees or Board of Directors. Dancers not in good standing will not be cast.

Training of Dancers

Dancers MUST maintain strong technical training through weekly class work in order to be considered a member in good standing. Dancers cannot perform to their best on stage in a safe manner if they are not maintaining consistent effort and growth through multiple weekly classes in the studio.

The following are the **guidelines** for the number of classes **per week** designated for each level. Dancers may only be cast in pieces for productions if they are abiding by these guidelines. In order to be considered for casting in particular genres (i.e. pointe, contemporary, etc.), dancers must be enrolled in classes for those genres.

<u>Level</u>	<u>Class Type</u>	<u>Classes Per Week</u>
5	Ballet/Pointe	4
	Contemporary/Jazz	2
4	Ballet/Pointe	3
	Contemporary/Jazz	2
3	Ballet/Pointe	3
	Contemporary/Jazz	1
2	Ballet/Pointe (where applicable)	2
	Contemporary/Jazz	1
1	Ballet	1
	Jazz	optional

Note: Cecchetti class counts as a ballet class.

Magnify Dance Ensemble has its home at Magnify Dance Center. Both organizations share in a training philosophy as well as common goals for performances and the missions of each organization. Both organizations also share an artistic staff, which oversees MDE's casting, rehearsals and productions. Dancers trained together under the same instructive methods and standards will best perform together. Dancers wishing to maintain membership in Magnify Dance Ensemble must maintain consistent weekly enrollment at Magnify Dance Center (MDC) or another dance studio. If dance enrollment is at a studio other than MDC, verification of enrollment is required once per semester (see Appendix F).

Contracted Dancers

Dance companies are typically made up of different levels of placement including apprentices, corps, soloists and principals. Each season, a number of dancers may be chosen to receive paid contracts with Magnify Dance Ensemble. These dancers will be given the titles of either Soloists or Principals. Criteria for these contracts are as follows:

- Dancers must be 15 years or older at the time of the first performance of the season.
- Dancers must be in good standing with the company and have satisfied all financial/volunteer commitments and have also been a Company member for one full season.
- Dancers must demonstrate an exceptional commitment to and involvement in the Company and will attend all Company events.
- Dancers will be a representative of Magnify Dance Ensemble, both in and out of the studio, and will conduct themselves with appropriate behavior and demeanor.
- Dancers will be available to represent Magnify Dance Ensemble at marketing events promoting our productions in the community.
- Dancers will be fully present at the mid-season run-through as well as the final studio run-through of any given production and will be fully present each day of theater week.

Maintaining a Good Standing

Participant in **good standing** with Magnify Dance Ensemble must uphold the Mission Statement, accept the obligations of attendance at rehearsals, and grow in understanding and skill by attending classes on a regular basis. You **must** also adhere to the following Participation, Sponsorship, Fundraising and Community Service requirements:

Participation and Fees

A. Selection

Individuals are selected either by audition or at the invitation of the Executive/Artistic Director to participate as dancers in the Company. If the individual accepts the invitation to join the Company, such person will be deemed to be a Participant.

The Participant agrees to be bound by the Bylaws of the Company and any rules, regulations, and directives of the Board of Directors.

B. Dues

The amount of the Participation Dues of the Company shall be established by the Board of Directors, currently set annually and payable as follows:

\$150.00 annually for senior dancers
\$80.00 annually for junior dancers

The Executive/Artistic Director will determine each dancer's rank (senior or junior). Senior level dancers will be cast in both Christmas Joy and our spring production. Junior level dancers will be cast in Christmas Joy only, so they may focus their spring on training and Magnify Showcase performance.

1. **Dues are due annually on July 1st of each calendar year** (herein after referred to as "payment date").
2. If payment is not made by July 1st, the Participant will be required to pay a late fee in the amount of \$25.00 in addition to the Participation fee.
3. If payment is not made by July 20th, the Participant will not be cast in the fall production of *Christmas Joy*.

Sponsorships and Fundraising

The amounts of individual annual Sponsorships of the company and amount of fundraising are established by the Board of Directors, currently set at a minimum of \$410 per Senior Participant per year & \$205 per Junior Participant per year. The amount of such Sponsorships and fundraising are payable in the following manner:

1. **Sponsorships and fundraising dollars are due annually on September 15th.**
2. Individuals may choose to meet the \$410/\$205 required sponsorship and fundraising total by:
 - a. Receiving \$410/\$205 in sponsorships from businesses and/or family members.
 - b. Raising \$410/\$205 by participating in the company's fundraiser. Fundraiser to be determined.
 - c. Any combination of sponsorship and fundraiser totaling \$410/\$205.
3. If total minimum sponsorships and fundraising dollars are not received by September 15th the Participant will be marked absent from each rehearsal for any Company production until they are again found in good standing and reinstated.
4. The Board, in its discretion, may establish an incentive plan for Participants exceeding annual Sponsorship requirements.

Community Service

The amount of time required for individual annual community service efforts shall be established by the Board of Directors. Each Participant of the Company shall perform said community service for a total of 8 hours for Senior participants and 4 hours for Junior participants, under the following guidelines:

- Community service hours shall be performed for non-profit organizations approved, in advance, by the Magnify Dance Ensemble Board of Directors only;
- The total number of required community service hours shall be completed by December 15 for Junior Participants and May 15 for Senior Participants.
- The Board of Directors will provide a number of suitable opportunities for each dancer to meet his/her service hour requirement. Alternatively, the dancer may seek out their own opportunities of service to eligible 501(c)3 organizations and must provide proof of such service to the Board of Directors.

Expulsion / Termination

Any Participant may be expelled and participation terminated whenever, in the judgment of the Board of Directors, the best interests of the Company would be served thereby.

Once expelled and terminated, Participants may not participate in any activities unless reinstated. Grounds for expulsion include but are not limited to:

- A. Nonpayment of participation fees, late fees, sponsorships, fundraising, and/or volunteer buyout fee;
 - i. If payment of participation fees/dues and late fee is not made by the 1st day of the month immediately following the payment month, the Participant may be terminated.
 - ii. If Sponsorship fees are not received by September 15th the Participant may be terminated.
 - iii. If fundraising fees are not received by October 1st the participant may be terminated.
- B. Failure to perform required community service hours by December 15 (Junior Participants) or May 15 (Senior Participants).
- C. Use of illegal drugs;
- D. Use of alcohol;
- E. Any threats of violence or bodily injury; and/or any behavior that is illegal or

- a. deemed inappropriate, unbecoming, or undesirable by the Board of Directors;
- F. Failure to follow discipline policy.

Appropriate Attire & Hair for Rehearsal Activities

In all classroom activities sponsored by Magnify Dance Ensemble, dancers must present a tidy appearance. The teacher or rehearsal director may request specific attire and may at any time ask the dancers to change into a black leotard and pink tights. **A dancer must have a black leotard and pink tights available for immediate change at all times.** Hair must be in a bun for ballet rehearsals. For all non-ballet rehearsals, dancers may wear tights, leggings, dance shorts, leotards and/or form-fitting tops. Teachers must be able to see the dancer's lines. Attire should be modest and appropriate. No street clothes are allowed unless requested by the teacher.

Rehearsals

Dancers must make every attempt to attend all rehearsals. If a dancer **misses three rehearsals**, he/she must consult with the Artistic Director, Executive Director and/or Rehearsal Director, any of whom may choose to remove the dancer from that particular piece with notification to the Board of Directors.

Performances

It is important to realize admission to the company does not guarantee casting in company performances. Casting is solely at the discretion of the Executive and Artistic Director. They must agree each dancer has reached and maintained an acceptable level of technique, is in a physical condition that makes rigorous dance activities possible, and has demonstrated dependability in terms of attendance and participation in company activities.

Attendance, teamwork, and positive attitudes are very important in every phase of company productions. A particular dancer may know the choreography and may not feel that they need to be at rehearsal all the time, but it is important that dancers rehearse with the movement and the formations that are made by having all the dancers working together. *TEAMWORK is Essential.*

Conferences

The Executive or Artistic Director will hold Participant - Parent conferences upon request. Please put your request in writing to the Executive or Artistic Director and a conference will be scheduled in a timely manner.

Concerns about policy or Board action should be submitted in writing to the Board of Directors for discussion and/or resolution. If the complainant chooses to remain anonymous, the Board has the option of not acting on the concern. Monthly meetings of the Board are open to all Participants and their parents/guardians.

Communication

Magnify Dance Ensemble's primary source of communication is through email and text messaging. Updates are sent as needed regarding announcements, schedules, information about activities, and requirements relating to the company. In addition, emails and text messages will be sent regarding last minute schedule changes. It is the dancer's responsibility to check emails on at least a weekly basis, and a daily basis during production periods.

Magnify Dance Ensemble's Executive Director, Artistic Director and Board of Directors do their best to communicate information to dancers and parents/guardians by means of email, website postings (www.magnifydancecenter.com/ensemble) and text messaging. A Roster of Participants is maintained. You will be contacted regarding reminders for meetings, rehearsals and other Parent Guild volunteer opportunities on an on-going basis. It is the family's responsibility to notify MDE immediately if any contact information changes over the course of the year.

Resignation

At any time during the course of a year, should a dancer choose to resign from the company, **a written letter** must be submitted to the Board of Directors and the Executive/Artistic Director. Should a dancer choose to terminate their participation with the company and not give required notice, said dancer will continue to be considered an active member and all requirements including dues, sponsorship, fundraising, and community service will remain in force. **Dancers who resign following the posting of casting for any given production will not be refunded their dues payment.**

Reinstatement

If a participant chooses to reinstate into the company, a **written letter** requesting reinstatement must be submitted to the Board of Directors and the Executive/Artistic Director. Reinstatement will be at the discretion of the Board of Directors and the Executive/Artistic Director.

Costumes

In most cases the costumes required for Company performances are the property of Magnify Dance Ensemble. There is a minimum rental fee, for cleaning and repair, for every costume that a dancer is assigned. The fee is paid in a lump sum at a specified time.

Tights, Footwear and Accessories

In most cases tights, footwear and accessories requirements are given to the dancers for each performance number well in advance of the production. For ease of ordering, we partner with NM Dancewear or another distributor to offer group purchase discounts.

Makeup & Hairstyle Requirements

In most cases a specific type of makeup and hairstyle is required for company performances. These requirements may include face makeup and false eyelashes. All makeup and hairstyle requirements will be specified before each performance and instruction for correct application of makeup will be offered at least once per year.

Post-Secondary Eligibility

Participation in the company of dancers who will graduate from Grade 12 earlier than their peers is acceptable under the following conditions:

- A. Participant is in good standing;
- B. Participant cannot be past age 18 or past a Senior in High School on the dates of the performances;
- C. If choreographers request an alumni number, casting will be up to the discretion of the Executive/Artistic Director.

Parent Guild

The MDE Parent Guild is a warm and welcoming community made up of the parents and guardians of MDE dancers. Through the dance season, the Guild organizes social, fundraising and/or marketing activities and assists with performances, community outreach and service initiatives.

Our purpose is to:

- Provide volunteers to support all MDE activities (productions, social events, community service)
- Reinforce a social support system for parents and guardians that fosters a supportive, informed, mission-driven community.
- Encourage and support the MDE's directors and artistic staff
- Support, educate and engage parents and guardians through the dance commitments/interests of their daughters and sons.
- Create an inclusive MDE community that welcomes a diverse group of parents to all levels of participation.

All parents are welcome and encouraged to participate in the following capacities:

Committees (Either Fall or Spring participation)

Guild Chair
Social
New member liaison
Dancewear
Props
Backstage (including load-in/out)
Spirit wear/merch
Wardrobe/alterations (fittings, steaming, etc.)
Costume collection & cleaning
Ushers
Hospitality
Foyer Decoration
Quick Change
Marketing
Safety
Theater Check in

The continued success of the Company depends on the voluntary ***participation of all dancers' parents/guardians*** within our Guild!

Volunteer Requirements for Parents/Guardians

Parents/guardians of Participants agree to volunteer within a Guild Committee for a total of 15 hours between pre-theater weeks and theater week, per production. If parents/guardians choose to not volunteer, they will be charged a volunteer buyout fee of \$150 per production. Our company is dependent on our Parent Guild to meet the needs of the productions and opportunities we offer.

We need you!

More details regarding all Parent Guild opportunities will be provided in our General Meetings.

Contact Information

Magnify Dance Ensemble

Facilities:
Magnify Dance Center
8529 Indian School NE
Albuquerque, NM 87112

Website:
www.MagnifyDanceCenter.com/Ensemble

Email:
Executive Director: wendy@magnifydancecenter.com
Artistic Director: andrea@magnifydancecenter.com

Mailing Address:
PO Box 21717
Albuquerque, NM 87154

Appendix A

Dancer and Parent/Guardian Acknowledgement

By signing below I am agreeing that the Participant's Handbook was made available to me, that I have read and understand all of the terms and rules expressed in the Participant's Handbook and I agree to all of the terms and rules expressed in the Participant's Handbook.

Such terms include but are not limited to acknowledgement and understanding:

- Dues are due July 1 (late fee of \$25 after July 1 and no casting in CJ unless paid)
- Sponsorships and fundraising dollars totaling \$410 for Seniors participants/\$205 for Junior participants are due September 15th (dancers will be counted as absent from rehearsals if not collected in full)
- Costume cleaning fee of \$10 per costume is due September 15th
- 15 volunteer hours through Parent Guild, per production, is required (buyout available \$150)

I further agree I consent to all terms and rules in the Participant's Handbook, in their entirety, in exchange for my child _____ being a participant of Magnify Dance Ensemble.

Dancer

Date

Dancer's Parent/Legal Guardian

Date

If dancer is eighteen years of age or older, I further agree I consent to all of the terms and rules in the Participant's Handbook, in their entirety, in exchange for being a Participant in Magnify Dance Ensemble.

Dancer

Date

Appendix B

Timeline and Fees

February/March

- Auditions – each dancer auditioning for the Magnify Dance Ensemble will receive:
 - ✓ One page handout with rules and expectations for participation
 - ✓ Timeline and fees for the following dance year

March/April

- Invitations to participants sent out. Welcome packet to include:
 - ✓ Participant Handbook for the following dance year
 - ✓ Overview/calendar for the dance season
 - ✓ List of financial requirements with due dates
 - ✓ Release forms including Remind text consent, Medical Release, and Minor & Liability Release
 - ✓ Sponsorship letter for dancers to send (collect sponsorships over the summer)
 - ✓ A Dancer and Parent/Guardian Acknowledgement to be signed acknowledging acceptance (Appendix A)

May/June

- Deadline for all signed forms from dancers, due by the end of year general meeting

July

- Dues are due July 1 (late fee of \$25 after July 1 and no casting in CJ unless paid)
- Sponsorship letter for dancers to send out to collect sponsorships will be made available

August

- Parent Guild Kick-Off Meeting (TBD)
- “Pink Party”/Dancer new-season kick-off event (TBD)

September

- Sponsorships and Fundraising dollars due September 15th
- Costume Fees due September 15th

December

- If taking the volunteer buyout option, \$150 due by December 15th for Christmas Joy
- Community Service requirement due for Junior participants

February

- Costume Fees for spring production due February 15th

April

- If taking the volunteer buyout option, \$150 due by April 15th for spring production

Appendix C

MINOR CHILD LIABILITY RELEASE AND INDEMNIFICATION AGREEMENT

I/we hereby agree that I will not hold Magnify Dance Ensemble, Magnify Dance Center, or any of their faculty, employees, or volunteers liable for any injury or illness, or for the loss or destruction of any personal property that may occur during, or as a result of my/our minor child's enrollment and/or participation in Magnify Dance Ensemble.

I/we also agree to indemnify and defend Magnify Dance Ensemble and its Board of Directors for any and all claims or demands made against them that arise from my/our minor child's conduct. I/we further agree to assume any financial responsibility for any acts of vandalism or property destruction instigated or caused by my/our child. These conditions apply to the premises of Magnify Dance Center, any chaperone home, any performance theater or hall, any restaurant, any hotel, any premises and any vehicle used to transport my/our minor child in conjunction with Magnify Dance Center activities.

MEDIA RELEASE FOR MINOR CHILD

I/we understand photographers and/or television crews may sometimes be present photographing or filming rehearsals, coaching sessions or performances of Magnify Dance Ensemble.

I/we give Magnify Dance Ensemble the irrevocable right to use these photographs and/or video footage that include my/our minor child for advertising, promotion, exhibition, or any lawful purposes on television, or in any newspapers, magazines, brochures, pamphlets or any other media. I/we waive any right to inspect or approve the photograph(s) or finished version(s) incorporating the photograph(s) including written copy that may be created and appear in connection therewith. I/we hereby release and agree to hold harmless Magnify Dance Ensemble and its directors from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite from whether intentional or otherwise, that may occur or be produced in the taking of the photographs, or any processing tending toward the completion of the finished product unless it can be shown that they and the publication thereof were maliciously caused, produced, and published solely for the purpose of subjecting my/our minor child to conspicuous ridicule, scandal, reproach, scorn, and indignity. I/we agree that Magnify Dance Ensemble owns the copyright in these photographs and I/we hereby waive any claims I/we may have based on any usage of the photographs or works derived therefrom, including but not limited to claims for either invasion of privacy or libel.

Name of Minor Child: _____

I am the parent/guardian of the minor child named above and have the legal authority to execute the above release. I approve the foregoing and waive any rights in the premises.

Signed: _____ **Date:** _____,
Parent or Guardian

Signed: _____ **Date:** _____,
Parent or Guardian

Address: _____

Phone Numbers: _____

Appendix D

AUTHORIZATION FOR MEDICAL TREATMENT AND LIABILITY RELEASE

I hereby designate Magnify Dance Ensemble, its Board of Directors, its agents or _____ (at your option insert name of designated person) to act in my/our behalf to authorize any hospitalization, medical treatment or care, surgery or any other health care services that may be recommended in an emergency because of illness or injury sustained by my minor child while participating in conjunction with Magnify Dance Ensemble activities where I/we are physically incapacitated, unavailable, unreachable, not present, or otherwise legally incapacitated. I/we agree to assume all financial responsibility for any and all health care services provided pursuant to this Authorization. I/we understand that Magnify Dance Ensemble will try to contact me/us within a reasonable amount of time under the totality of the circumstances in the event of illness, injury, accident to my minor child that requires health care services. I/we agree to assume, as an explicit condition of my minor child's participation, any and all risks arising from this Authorization, including but not limited to negligent medical care provided pursuant to this Authorization. However this Authorization is not intended to release any medical care provider from any liability as a third- party beneficiary or otherwise.

I/we hereby agree as an explicit condition of my/our minor child's participation that I/we will not hold Magnify Dance Ensemble, its Board of Directors, and its agents liable from any and all claims, demands, causes of action or lawsuits arising from the use of this Authorization.

Name of Minor Child: _____

I am the parent or guardian of the minor named above and I have the legal authority to execute the above release. I approve the foregoing and waive any rights in the premises.

Signed: _____ **Date:** _____,
Parent or Guardian

Signed: _____ **Date:** _____,
Parent or Guardian

Address: _____

Phone Numbers: _____

Name of Medical Insurer: _____

Policy ID: _____

Alternate Emergency Contacts:

Name: _____ **Number(s):** _____

Name: _____ **Number(s):** _____

Appendix E

Text Messaging Consent Form

Dancer Name(s): _____

For Parents/Guardians:

By signing below, I confirm that I have read and understand the following:

_____ **YES**, I give permission for my child to receive one-way text messages from Magnify Dance Ensemble that contain information relevant to company activities.

_____ **YES**, as the parent/guardian, I would like to receive text messages, but I **DO NOT** authorize my child to participate.

_____ **NO**, I **DO NOT** give permission for my child to receive text messages from Magnify Dance Ensemble. ****If you decline, can you please tell us why so that we can learn from this experience?****

Parent/Guardian Signature: _____

Parent phone _____ (area code + number)

Student phone _____ (area code + number)

Date: _____

****Upon receipt of this permission form, Magnify Dance Ensemble will send the invitation text.****

Appendix F

Verification of Enrollment

Instructions: Magnify Dance Ensemble members who do not dance at Magnify Dance Center must submit a verification of enrollment to the Artistic Director. Verification of enrollment must be completed on this form and submitted no later than September 1st of the first semester and February 1st of the second semester.

This is to certify that _____ is currently a student enrolled
(Student Name)

at _____. The student is enrolled for the current

term from _____ to _____. The student is enrolled in the

following classes:

Name of Class	Hours per Week

This verification of enrollment was completed on _____.

Name and Title of Studio Person Completing this Form (Print Name)

Studio Person Signature

Date

Phone Number

Email Address