

USA DANCE
Seattle, WA Chapter #1004



Team Dancers

Ballroom Formation Team

Membership Guidelines

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About Team Dancers

The mission of the USA Dance Seattle Team Dancers is to promote ballroom dance through performance.

The Team was founded in 1989 by the local chapter of the organization then called “United States Amateur Ballroom Dancers Association” (USABDA) now called USA Dance, Inc. Since then, the team has had two coaches and hundreds of members. Our current coach, Monique Hrouda, has been leading us in fun and exciting choreography since 1997. For most of the Team’s history we have performed and competed throughout the Pacific Northwest and Canada, and as far away as Hawaii in a wide variety of dances, including, but not limited to, Viennese Waltz, Quick Step, Waltz, Foxtrot, Swing, Cha Cha, and Tango.

Team Dancers welcomes dancers of all ages, backgrounds, and levels of experience to come and enjoy a unique dance opportunity to challenge themselves and improve their skills with the expertise of our professional coach.

The team works together to learn choreography and develop original dance routines for both competition and performance. Other performance opportunities include corporate functions, anniversary parties, fundraisers, and a variety of local and regional dance events.

Our Affiliation

“Our mission is to improve the quality and the quantity of ballroom dancing in the United States.” — USA Dance, Inc. National Mission

USA Dance, Inc., was born as USABDA (United States Amateur Ballroom Dancers Association) in 1965, and is the National governing body for DanceSport in the United States. With almost 200 chapters throughout the country, and membership of more than 23,000 dancers nationwide, it has grown into a nationwide IRS approved 501c3 non-profit organization, whose mission is to improve the quality and quantity of ballroom dancing of the United States. Through its chapters, USA Dance, Inc. provides numerous opportunities for affordable social and competition ballroom dancing.

USA Dance Seattle Chapter #1004 is a chapter of USA Dance, Inc., and Team Dancers is part of the USA Dance Seattle Chapter which makes Team Dancers an enthusiastic dance ambassador, furthering the mission statement of the USA Dance, Inc. national organization.

Team Website

The Team website address is **www.teamdancers.org** where information about the team, music, and performance information can be accessed.



The Teams

Formation Team

The Formation Team encourages new dancers to learn performance dancing. Members improve their skills by training with a group for public performances. Participation on the Team requires commitment and enthusiasm.

Performance Team

Those interested in taking their dancing to the next level by challenging the limits of their physical and technical dancing ability have the opportunity to join the Performance Team.

Individuals wishing to join the Performance Team must:

- Be evaluated and approved by the coach
- Be willing and able to perform lifts, drops, and solos.

Members of both Teams are encouraged to attend weekly group and/or private dance lessons.

Performance Information

- All choreography will be designed for Team ability and number of dancers.
- The decision regarding who dances in performances is the responsibility of Coach Monique. The criteria for that choice may include attendance, effort, ability, and number of years on the Team.
- Women are not to dance as men or vice versa unless the Team is in a position to cancel a scheduled performance and the Team has agreed to such a substitution.
- All donations for Team performances or by individual members at the request of the Team is the property of the Team and is not payable to the individual dancers.

Practice Schedule

There are two required Team practices each week. Attendance at ALL practices is expected. The typical schedules are indicated below, but may vary depending on factors including upcoming performances. A schedule will be posted on the Team website www.teamdancers.org and is subject to change. It is each Team member's responsibility to be aware of their rehearsal times. Team members are expected to be warmed up and with dance shoes on, ready to dance at the scheduled practice time.

Any conflicts with the practice schedule should be communicated to the Team President, Dance Captain, and/or Coach Monique as soon as possible (see Attendance section).

Practice Studio

Practices are held at DanceSport International.

12535 Lake City Way NE
Seattle, WA 98125
(206) 361-8239

Weekdays

The Teams practice every Wednesday from 7:00 to 10:00pm.

- **Performance Team:** 7:00 to 8:20pm
- **Formation Team:** 8:40 to 10:00pm

Weekends

The Teams practice every Sunday from 3:00 to 6:00pm.

- **Performance Team:** 3:00 to 4:30pm
- **Formation Team:** 4:45 to 6:00pm

NOTE: Above times are subject to change and may be adjusted to accommodate preparation for performances, schedule conflicts, etc. These changes will be communicated at Team meetings, through emails, and posted on the website calendar.

Practice Attire Requirements

In-Studio Practice Attire

Men: Black pants, black shirt, and dance shoes.

Women: Black skirt or pants, turquoise shirt, and dance shoes. A long, full black skirt is required for dances performed with a full skirt, i.e. Viennese Waltz.

In-Public Practice Attire

Men: Black pants, black shirt, black socks, and black dance shoes

Women: Black skirt (full or short, as needed for specific routine), black shirt, tan (or black or other color, as required) dance shoes, and Legg's Sheer Energy pantyhose in Suntan, sheer to the waist.

Attendance

- Please notify the Team President, Dance Captain, and/or Coach Monique as early as possible if you are unable to attend a practice.
- Write your name and dates you will miss practices on the designated white board to announce planned absences.
- It is each member's responsibility to be timely to all Team events.
- Call times will be announced for each Team performance.

Leave of Absence

- Team members who find it necessary to leave the Team for an extended period of time are asked to give the Team one month's notice.
- Team members are asked to fulfill performance commitments within that month.
- Team members are expected to pay all unpaid dues before they leave the Team.

Membership Dues

Team Dues

- Dues are \$40 per month for participation on one Team and \$55 per month for participation on both Teams. Special considerations may be made for event-specific practices.
- Dues are payable to the Team treasurer at the first practice of each month (cash, check or bank auto pay).
- All dues must be current in order to practice or perform. Adjustments may be made as necessary based on the guidelines listed below.
- Team members are responsible for any bank fees charged for returned checks.
- **Payment of monthly dues is required regardless of missed practices.** Injuries that prevent members from attending practices for an extended period of time qualify for an exemption. For an extended leave of absence, see the guidelines below.

Dues Delinquency

- If a Team member has not paid their dues for two months, the member's dues are considered delinquent.
- At such time of delinquency, the member is required to meet with the treasurer to discuss a repayment plan.
- If the arrangement is not being upheld by the member two months into the repayment schedule, the issue will be brought before the Team board for discussion and resolution. Resolution may include dismissal from the Team.
- If a Team member is unable to pay dues, they are encouraged to discuss this situation with the Team officers as soon as possible, before reaching delinquent status.

USA Dance, Inc. Membership Dues

Team members must be current members of USA Dance, Inc. in the appropriate category:

- **Adult DanceSport Athlete** – if competing in formation competitions.
Cost is \$70 (annually) for an adult competitive dancer who is age 19 or above.
- **Ballroom Dancer** – if performing only.
Cost is \$35 (annually) for an adult who dances and performs but does not compete.

To join, renew, or update your membership, go to www.usadance.org and click on the “Membership” button in the top navigation bar, and proceed for payment.

See the Team secretary with any questions.

NOTE: Team members may be registered as a “Ballroom Dancer,” but will need to upgrade their membership category to “Adult DanceSport Athlete” if scheduled to participate in a competitive team event.

Team Expenses

Personal Expenses

In addition to annual USA Dance dues and monthly Team dues, each Team member is responsible for travel expenses to performances, including (but not limited to) hotel accommodations, gas, food, entry ticket, etc., unless otherwise indicated. Members are also responsible for performance attire items, as required.

Expense Reimbursement

- All reimbursement requests must have Board approval in advance, whenever possible.
- Any Team member making purchases or incurring debt on behalf of the Team without board approval must do so with the assumption that they incur the expense personally.
- All submitted reimbursement requests must be accompanied by supporting documentation (i.e. receipts, invoices, credit card statements).
- All reimbursement requests must be submitted within 90 days of purchase date. Items submitted thereafter will not be reimbursed but will be issued a donation receipt.

Performance Attire Requirements

Costume Requirements

Specific costume requirements will be provided for each routine for both men and women. Standard requirements are as follows:

Women: All Team women should wear Leggs Sheer Energy Suntan pantyhose, sheer to the waist and must be worn for all dances. Beige shoes for all dances unless otherwise indicated. Dance pants of specified color and must be worn with all costumes. All other appropriate undergarments should be worn.

Men: All Team men should wear black socks and shoes.

- It is the responsibility of each member to check out, clean, and promptly return costumes.
- The care and maintenance of the costumes is the responsibility of the individual Team members.
- Costumes are the property of Team Dancers, and are to be worn only for performance.
- Costumes should not be worn or used when traveling to and from performances.

Hair Requirements

Make-up and hair requirements will be provided for each routine for men and ladies.

Unless otherwise indicated, hair for the women should be worn in a high bun with the front hair twisted to the right. High pony tail twisted in to a bun. Lower pony tail split into two pieces and twisted around the bun to create height.

Performance Attire Requirements (continued)

Makeup Requirements

Men: All Team men will wear appropriate make up for special, designated performances.

Women: All Team women are required to adhere to the Team makeup scheme for every performance. If you plan on doing your makeup at the event, please be sure to allow 30 to 45 minutes extra time before call time to apply your makeup.

- **NAIL POLISH:** If any, should be in neutral colors for all dances.
- **EYES & EYE SHADOW:** False eyelashes are required.
 - **White** eye shadow on the brow bone and inner part of the eye lid.
 - **Bronze gold** eye shadow on the eye lid.
 - **Dark purple** eye shadow on the lid crease.
 - **Black** eye shadow at the corner of each eye and blended into the crease.
 - **Charcoal or black pencil liner** to line the eye.
- **BLUSH:** Use a strong red blush.
- **LIPS:** Red lip liner. Red lip color or a blue based (not orange based) red lip color that you already own which is subject to approval from Costume Coordinators.

The colors must be approved by the costumers.

For uniformity and consistency, all makeup colors are available from Mary Kay through Team member Nancy Kahn. You can reach Nancy by phone at **425-820-9272** or by email at **pamperndk@yahoo.com** and she will set you up with all the makeup necessities.

Team Performance Marketing

All Team members are encouraged to actively seek performance engagements, promote the Team, recruit new members, and participate in fundraising efforts.

Business cards are available for Team members to carry and distribute at any time.

If proposing an event, please provide the following information: occasion, date, time, contact info, venue, and floor size (35' x 40' minimum for an 8-couple performance). The Team does not charge to perform, however a suggested donation of \$300 is welcomed, depending upon the level of involvement and number of dances performed.

The Team board must approve engagements before commitments are made. The Team will accept performance opportunities based on the following system:

- The performance opportunity is announced and a sign-up sheet is provided.
- One week after the sign-up sheet is initiated, the decision will be made based on the number of people available to perform.

Team Government

Board of Officers

The Team is governed by a Board of Officers, including the positions of President, Vice President, Secretary, Treasurer, Costumers, and Marketing Coordinator where positions are held for a 2-year term. The Board of Officers meet the first Monday evening of every month, and all Team members are invited to attend.

Officer Descriptions:

President

- Prepare agenda for officers meetings
- Lead the officers meetings, keep on schedule
- Make announcements on Wednesday
- Discuss routine progress/longevity with Monique
- Respond to all inquiries for team membership
- Coordinate with venues for performance/competition opportunities

Vice President

- Fulfill President duties in absence of President
- Assist President as directed

Secretary

- Take minutes at each officers meeting
- Distribute meeting minutes to Team members
- Maintain Team roster (name/contact info) for all team members
- Take attendance at each practice
- Prepare and maintain sign-up sheets for upcoming events
- Coordinate Thank You cards sent out after each event

Treasurer

- Accept Team and USA Dance, Inc. dues from Team members
- Send/receive invoices
- Deposit dues to bank account
- Maintain team financial records
- Prepare short summary of financial status for each officers meeting
- Make recommendations for proper use of funds, including expenses and short-term investing
- Maintain records on USA Dance, Inc. membership; ensure memberships remain current
- Forward payment and USA Dance, Inc. renewal applications to USA Dance nationals
- Make financial arrangements with team members with delinquent dues
- Coordinate with USA Dance Chapter Treasurer regarding consolidated financial statements
- Work with Costume Coordinators to determine costume valuations/inventory

Team Government (continued)

Costume Coordinator

- Coordinate costume-usage with team captain
- Check in/check out costumes
- Maintain costume inventory records
- Assist Treasurer with costume valuations and costume sales
- Prepare new costumes or alterations to existing costumes

Marketing Coordinator

- Manage team's social media presence (facebook, teamdancers.org)
- Maintain/update as needed: team logo, team name, team slogan
- Coordinate with USA Dance nationals regarding acceptable logos/styles
- Create promotional assets, such as business cards, flyers, posters, and any other materials

Committees

Team members are encouraged to participate in special projects or serve on our various committees such as the Welcome Committee, Social Committee, Dance Skills Committee, and the Growth Committee. Team members are encouraged to submit any new ideas to an officer for discussion at the next Board of Officers meeting.

Welcome Committee

- Meet and greet new visitors and new members upon arrival, ensuring they are made to feel welcome. This committee helps new arrivals aware of Team information, provides a welcome packet, encourages introductions to other Team members, pairs them with a mentor, and follows up after initial visit.

Social Committee

- Organize and promote social events once a quarter.

Dance Skill Committee

- Facilitate ballroom dance technique and syllabus steps for Team members to gain tools to progressively educate and improve their dancing.

Growth Committee

- Expand our presence and promote our mission in the community through performance opportunities and outreach. Look for ways to recruit new members.



Acknowledgement

Sign below and return this page to the Team Secretary.

I, _____ hereby
acknowledge that I have read and understand the USA Dance Seattle
Team Dancers Membership Guidelines and agree to abide by all the terms
and conditions of these guidelines to participate and perform on the
Performance and/or the Formation Team.

Signature of Team Member

Date

YES, I am currently a USA Dance, Inc. chapter member.

Chapter Name: _____

Member Number: _____

Expiration Date: _____

NO, I am not currently a USA Dance, Inc. chapter member.