



south bay ballet

South Bay Ballet Company Handbook
2017-2018 Performance Season
Levels Pre-Ballet and Ballet I

South Bay Ballet Company Handbook

2017 – 2018 Performance Season

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SOUTH BAY BALLET DANCER CREDO

- I will apply myself diligently in the classes required, maintain my technique at the highest possible standards and adhere to Dancers in Good Standing Policies, as stated in this Company Handbook.
- I will not involve myself in any activity that will conflict with South Bay Ballet because I have made the Company my top priority.
- I will maintain a healthy body.
- I will inform the Artistic Directors of any injuries (new or old).
- As a dancer, I will encourage and always keep a positive attitude when working with others. I will be respectful of the Artistic Directors, Choreographers, Ballet Masters, teachers, Costume Mistress, volunteers, other dancers and my surroundings.
- I understand that individual excellence thrives in an atmosphere of group excellence. I will support and encourage my peers. I will be an outstanding role model and mentor to younger dancers. I will neither correct nor coach other dancers.
- I understand that I am a representative of South Bay Ballet and I understand that this will be reflected in my speech and actions in the studio, backstage, in the community, and online.
- I will maintain quiet attentiveness during rehearsal and will not disrupt the work of the choreographer, ballet master or other dancers.
- I will honor the dress code in its entirety, including proper placement of elastic, shoes, etc.
- I will budget my time intelligently. If I am a student, I will take my school responsibilities seriously.
- I will obtain permission from the Artistic Directors prior to attending dance classes at any other studio or performing with any other company.

SOUTH BAY BALLET PARENT CREDO

- I understand that individual excellence thrives in an atmosphere of group excellence. I will maintain a positive attitude towards all dancers; and, along with my child, refrain from gossip and complaints as well as be respectful of level placements and casting decisions of the Artistic Staff.
- I understand that I am a representative of South Bay Ballet and I understand that this will be reflected in my speech and actions in the studio, backstage, in the community, and online.
- I will hold myself accountable to all the guidelines set forth in this handbook. I will be diligent in helping my child to maintain the highest possible standards as set forth in the handbook/contract including maintaining class requirements, being on time, and adhering to rehearsal standards.
- I will remain quiet during classes and rehearsals. I will not interfere with class instruction or rehearsals. I will not give corrections to any students, as this is the task of the teaching and Artistic Staff.
- I understand that I have a responsibility to support and participate in Company fundraisers.

Pre-Ballet/ Ballet I Eligibility **(Nutcracker ONLY)**

- Pre-Ballet students may be a “bell mouse” in Nutcracker.
- Ballet I students may be a “bow mouse” in Nutcracker.
- Pre-Ballet and Ballet I students must attend Dancers Lineup on **Saturday, September 9th at 12:30 pm.**
- Pre-Ballet and Ballet I students and parents must attend the mandatory meeting on **Saturday, September 9th immediately following the Lineup** to learn important information about rehearsals and performances, volunteer requirements, tickets, etc.



South Bay Ballet Company Handbook

Joining South Bay Ballet is a commitment to a high-level, professional ballet-training program. Professionals who understand what it takes to obtain optimum results have designed the South Bay Ballet Company program. The Company's curriculum, evaluation, advancement process and class schedule will help our dancers reach their greatest potential. Good training takes time and dedication on the part of the student as well as support from the family. Dancers have a limited number of years to train, the majority of which take place while they are young. There are many opportunities for a future in dance. However, the world of dance is competitive and dedication to serious training is necessary for a student to succeed. Whether or not a student is training for a professional dance career, there are many great benefits to being a member of South Bay Ballet. Our program is a character building and life-enriching experience.

DANCERS IN GOOD STANDING POLICIES

It has always been the policy of South Bay Ballet to expect proper attendance, appropriate attitude and behavior in classes and rehearsals. The following consistent policies will keep dancers in Good Standing and maintain the high standards that have always been an integral part of South Bay Ballet and Lauridsen Ballet Centre.

Privileges of Good Standing

Pre-Ballet and Ballet I dancers who remain in Good Standing are eligible to participate in The Nutcracker and may return to the company the following year.

Consequences of Not Maintaining Good Standing

Pre-Ballet and Ballet I students/families MUST adhere to all the Good Standing Policies. Otherwise, their contract may become void and the dancer may be dismissed from the Company. The dancer also may not be allowed to join again the following year. Dancers must fulfill all contract requirements in order to perform. The Artistic Directors reserve the right to remove any dancer, for any reason, from any role or performance, or from the Company, in order to maintain the integrity of the performance and the Company. In such an instance, no money will be refunded.

The Three Areas of Good Standing

- Class Attendance
- Appropriate Behavior
- Rehearsal Standards

Class Attendance

All Pre-Ballet and Ballet I students must take at least one class per week in order to remain in good standing (which means at least 4 classes per month). If students are ill, classes must be made up for that month as soon as the dancer is able.

Elastics: Ballet I dancers and up are to wear only the elastics appropriate to their level provided by the Studio staff. Do not wear elastic belts purchased elsewhere.

Communication

All emails to the Artistic Directors should be addressed to **both** Diane Lauridsen at southbayballet@gmx.com and Elijah Pressman at sbb.aad17@gmail.com.

Appropriate Behavior

South Bay Ballet will not keep dancers who behave inappropriately. Appropriate behavior is expected in public as well as at the studio. Inappropriate behavior includes, but is not limited to:

- being late for rehearsal or missing an unexcused rehearsal
- being late for class or leaving class early
- talking during class, poor attitudes or expressions during class
- correcting other dancers
- not honoring the dress code
- derogatory/inappropriate comments, arguing with other dancers
- disruptive behavior during rehearsals, at the studio or the theatre
- **MISSING OR ARRIVING LATE TO A MANDATORY DATE MAY RESULT IN THE TERMINATION OF YOUR SOUTH BAY BALLET CONTRACT**

Rehearsal Standards

Dancers and parents are required to maintain appropriate behavior during rehearsal. No talking or whispering is allowed during rehearsal. Cell phones are NOT allowed on the dance floor or in the wings.

Dancers should have required shoes, hair, elastics and nude leotards for all dress rehearsals. In addition, stage makeup must be worn for all rehearsals at the theater.

Dancers who are cast in a production, and later incur a short-term injury are required to come to the studio and observe all rehearsals.

Any illness must be reported to the Artistic Directors BEFORE class begins. Dancers are not to phone during class or rehearsal to discuss absences or rehearsal schedules except for an extreme emergency.

Tardiness is NOT ACCEPTABLE, nor is leaving early. "ON TIME" means dressed, with shoes and hair ready. Dancers must be warmed up. This generally means you should arrive at least 20 minutes prior to rehearsal.

Company students who drop out of a show for any reason other than prolonged illness or injury will lose Good Standing with the Company for the next year.

Tech/Dress Rehearsals at the theatre are open ONLY to Company members and their parents. Non-Company members/friends MAY NOT be at the theatre to watch any rehearsals.

REHEARSAL AND SCHEDULING COMMITMENTS

The Master Calendar includes performance and dress/tech rehearsal dates. These dates and times are NON-negotiable. Signing the contract commits the dancer to the Master Calendar dates. Please be aware that, while Master Calendar days are non-negotiable, they are not the only required dates. **Dancers should expect to attend rehearsals on most Saturdays and some Sundays.** Both parents and dancers are responsible for understanding the rehearsal schedule. Parents share responsibility for reading the schedule and helping their dancers get to class and rehearsal. Attendance at all scheduled rehearsals is mandatory, unless previously excused on a conflicting date.

A Conflicting Date is a day you cannot come to rehearsal due to an important event. Master Calendar Dates may not be submitted as a conflicting date. Company members must write conflicting dates on the “Conflicting Rehearsal Date Request Form” which will be emailed to you.

Dancers may submit conflicting rehearsal dates for a MAXIMUM of TWO (2) Nutcracker Rehearsals.

- A. Dancers should expect to attend rehearsals on all Saturdays and many Sundays through the Nutcracker season.
- B. Emergency Rehearsals may be called at the last minute, if necessary.
- C. Conflicting dates MUST be submitted on the Conflicting Rehearsal Date Request Form no later than **Wednesday, September 13th, 2017**.
- D. Rehearsal Schedules are generally emailed on Tuesday and posted on the boards by Wednesday. Only the conflicting dates written in and approved by the due date will be honored. Announcements and schedules are emailed weekly from the Artistic Directors: sbb.aad17@gmail.com
- E. The rehearsal schedule is tentative. After it is posted, rehearsals may be added and/or changed. Check the bulletin board daily for changes, as you are responsible for reading all material posted throughout the studio. Dancers need to have a “buddy.” Memorize your “buddy’s” phone number and call if you need to clarify information or any postings.

CASTING POLICY

Casting is at the sole discretion of the Artistic Directors. Interference by dancers or parents will not be tolerated and will jeopardize your Good Standing status and performance participation.

FOOD, BELONGINGS AND CLEANLINESS IN THE STUDIO

- A. NO food or drinks are allowed on the dance floor or pianos. Food is allowed ONLY in the lunchroom.
- B. Dancers are not to use lotions, perfumes or body oils of any kind.
- C. No GUM is allowed in the studio or theatre ever.
- D. Respect the cleanliness of the studio facilities. Food, drinks, and containers must be removed each day. Recycled materials need to be rinsed out before deposited in recycling bin.
- E. Food trash may ONLY be disposed of in the large trash receptacle located in the lunch room or in the trash bin in the back parking area of the studio.
- F. Do not use the outside trash receptacle on Sartori Ave. for disposal of papers or brochures from the studio/company. The City of Torrance will fine the studio.
- G. Dancers may use front cubbies during rehearsals and advanced classes. Dancers may also check in valuables in the office. Any valuables checked in must be checked out from office staff - do not go in and grab stuff.
- H. A dancer found taking items not belonging to them may be dismissed from the school and company.
- I. Use cubbies to store your belongings in the Parents’ Room or the dressing room in the back of the studio. Keep all belongings NEATLY zipped in bags, and OFF THE FLOOR in the dressing room. Boys/Men have cubbies in their dressing room.
- J. A dancer found taking items from other dancers’ bags will be dismissed from the school and Company.
- K. Dancers’ belongings left at the studio will not be saved. Label all your belongings.
- L. Dancers may use the refrigerator to store food items, BUT refrigerated items must be cleaned out daily.

- M. When finished using the restroom, leave door open.
- N. All food found in the dressing rooms will be confiscated.
- O. Dancers are to wear clean and appropriate leotards and tights with proper hair at all times.

REHEARSAL AND PERFORMANCE GUIDELINES

Dancers are to check out all costumes and costume accessories prior to any dress rehearsals with the costume committee and check them in following the performance. Not taking care of costumes or props will result in the dancer receiving a probation notice. The cost of damage to costumes or props will be paid by the dancer or parent immediately.

In Your Dance Bag:

- Sewing kit and makeup kit (NO glitter).
- Large, heavy legwarmers and two sweaters. Theatres can be cold.
- Extra hairpins, rubber bands, tights, Band-aids, brush, comb, hair gel (NO hairspray), and hairnets.
- Clear nail polish may be used to repair tights **OUTSIDE ONLY**.

Not in Your Dance Bag:

- Valuables. Do not bring to the studio/theater. South Bay Ballet and Lauridsen Ballet Centre are not responsible for lost or stolen items.
- Jewelry and watches. The Artistic Directors must approve small stud earrings.
- Colored nail polish or hair spray (use these at home). Hair gel is acceptable.

In the Green Room:

- Healthy snacks, juice and water. Bring lunch/dinner for dress rehearsal.

Studio Rehearsals

- A. No one under the age of nine may leave the studio at any time without an adult (no exceptions). No one between the ages of 9 and 18 may leave the studio at any time without at least two “buddies” (no exceptions). No one goes out the back door through the alley. Use only the front door.
- B. Bring healthy food for rehearsals. Clean up after your lunch. Absolutely no talking during rehearsals.
- C. Dancers must be picked up immediately after rehearsal. If a child is not picked up after 15 minutes, a fee of \$1 for every subsequent minute thereafter will be imposed and the child will not be able to take class until it is paid to South Bay Ballet. It is not reasonable to force staff to wait for the last person to leave.

Studio Dress Rehearsals and Costume Rules

- A. Studio dress rehearsals are in FULL costume. This includes wearing a nude leotard and proper hair.
- B. As soon as you are excused from one role, immediately change for your next role as this will help us to determine if there is a timing problem.
- C. Dance full out and do not protect your costume. If it is going to fall off, this needs to happen at rehearsal, so that it may be fixed before the performance.
- D. Rules are as follows: No sitting in costume. No eating in costume. No leaving costumes on the floor. Return them exactly as you found them. Remember you will receive an infraction and be charged for damages to costumes and props.
- E. No dancer or parent may take any costume home without permission from the Costume Director.

Theatre/Tech Dress Rehearsals

- Be on time. The technical crew is “on the clock.” If you are late, we have to pay the crew until we can begin. This is very costly and the dancers responsible for the delay may be charged for the extra cost incurred. At the Armstrong Theater, no one is to park in the parking lot inside the gates behind the backstage entrance. This area is for loading and unloading only and then move your car.
- A. Dancers are to sign-in upon arrival and sign-out upon exit of the theatre using the attendance sheets. Dancers 13 and under must be checked in/out by a parent/guardian coming into the green room area.
- B. Bring your dinner and plan to eat it during your longest break. Food and drinks are allowed only in the Green Room, not the theatre house or dressing room. Any dancer found with food or drinks in the dressing rooms will be given an infraction notice. All food found anywhere other than the Green Room will be confiscated. Dancers must clean up after themselves.
- C. No costumes are allowed in the Green Room. You cannot put clothes over your costume and come into the Green Room. Any dancer who is found eating in costume will be given an infraction notice.
- D. Tech rehearsal is in full costume. The nature of this rehearsal is to stop and start. Wear your sweaters, leg warmers, and stay warmed up. While the nature of a tech rehearsal is tedious, dancers should strive for a focused positive attitude.
- E. Absolutely no talking in the wings or area behind the stage. Be quiet and pay attention. Even if you are working on a problem and solving it brilliantly, you are still responsible to hear everything that is said. Do not block the wings.
- F. Cell phone use is NOT permitted at the theater during rehearsals or performances. Cell phones are to be turned off while backstage.
- G. You will be asked to stand for a long time for lighting. Stay facing downstage until dismissed.
- H. Remain in the stage area until you are dismissed by the Artistic Directors.
- I. Treat the Tech Rehearsal as if it is a performance and dance full out. The final Tech/Dress is FULL makeup and full out as we will be photographing.
- J. On stage it is safety first. The term “heads up” means look above you and get out of the way. Look around you and stay out of the way.
- K. No costumes allowed in the theatre house. Keep feet off theatre seats.
- L. No flash photography is allowed during any rehearsals or performances. No video cameras allowed in the theatre at performances. Parents who wish to photograph (no flash) or videotape (no light) are welcome to do so at the final theatre dress rehearsal. Professional photographs, videos and DVD’s will be available for purchase.
- M. Always be respectful to the theatre personnel.

Performance Day

- A. On the day of the performance, come to the theatre focused, well rested and well fed. Stay warm and concentrate. Please remember to be courteous to all volunteers. Do not play in the garden or run around the theatre. As you enter the theatre, all phones must be turned off. Cell phone use is NOT permitted at the theater during rehearsals or performances.
- B. Personal musical devices are not allowed in the theatre at all. Do not listen to other music during rehearsal or performance.
- C. Be quiet backstage and in the greenroom. The audience can hear you. Dancers need to be aware of cues and instructions. It is extremely important that there is no backstage noise, including applause.

- D. Everything seems different during the show. Listening to the music is the only way to be aware of what is going on so that you do not miss an entrance.
- E. DO NOT adjust the volume control in the dressing room.

During The Performance

- A. Everything you do is seen or heard -- no talking, no whispering, no funny faces. No pulling or adjusting costumes, even if they are riding up or slipping down. In a genuine emergency, come off stage and someone will help you with your costume.
- B. If you make a mistake on stage, or even fall down, you will be forgiven. Mistakes happen. The mark of a professional is being able to go on as if it never happened.
- C. SMILE and show your audience that you are having a great time.
- D. It is okay to be nervous before going on stage. While you are waiting to go on, think about what you need to remember about this entrance. If you are well rehearsed, you will remember the step when you hear the music. If you happen to make a mistake, just try to hide it from the audience. DO NOT make a face. Look confident. Do not worry -- you are here to learn.
- E. It is important to keep the wings clear at all times. Only proceed to the wings shortly before your cue to enter the stage. Exit the wings immediately after your performance.
- F. Stay in your lines. Wait way off in the wings. The audience can see you even if you cannot see them. If you are not in a section, YOU DO NOT BELONG BACKSTAGE.
- G. If your music starts and the person you are dancing with is not there or not ready, go on without him/her.
- H. If the music keeps going, so do you, even if something else (like lights) goes wrong. If the music stops, you stop dancing and hold your nearest hold-able pose.
- I. As you run off stage, keep going full out. Stay in character until you are past the wings.
- J. Watch your "line leaders." When in doubt, left side of the stage crosses front.
- K. All walking/running starts on the upstage foot unless otherwise specified by the choreographer.

After The Performance

- A. Remove costume right away and hang it up properly. Make sure all pieces of the costume are together. Check in all your costumes and costume pieces with the Costume Coordinator before leaving the theater.
- B. Put back all props to EXACTLY where you found them prior to the performance. You are responsible for all personal items left in the wings – they will not be saved.
- C. Dancers may greet friends in the lobby in costume after performances (not before the performance or during intermission). Dancers are responsible to stay away from food and drinks in the lobby. Guests are NOT allowed back stage. Do not wear nude leotards in lobby, only street clothes or costumes.
- D. When visiting with your audience after a performance, thank them for coming and say only positive things. Never take direction from your audience and please do not talk about your mistakes. Take directions/suggestions ONLY from the Artistic Staff.

MENTORING PROGRAM

The Mentoring Program is open to Company Members at Levels I-VIII. The program is designed to help support ballet education and training. Mentors will be available to answer questions, encourage and advise mentees throughout the year. The Artistic Directors will match mentors and mentees. All dancers who participate in the Mentoring Program are strongly encouraged to attend the year end Cast Party and exchange a \$5 - \$10 gift with their Mentor/Mentee. Your mentor can also help you understand the rehearsal schedule.

ADDITIONAL INFORMATION

- A. **No video of rehearsals or performances may be posted on the Internet (i.e. YouTube/Facebook/Instagram.)**
- B. Dancers may ONLY take corrections from their teachers, choreographers, or directors. Parents and dancers are not allowed to give corrections to any dancers at any time. Parents will not discuss students while in the studio.
- C. Students should not be dropped off earlier than ½ hour before scheduled classes. Parents should understand that there is no adult supervision until 3:30 pm on Monday through Friday. Dancers picked up late will be assessed a fee of \$1 per every minute the staff is forced to wait with the student.
- D. Female dancers are required to wear a nude leotard under costumes.
- E. Unless otherwise specified, dancers are required to wear clean leather ballet slippers on stage. At all times, dancers must be properly dressed, top and bottom covered, when entering or exiting the theatre or studio. Dancers must wear attire that will keep their muscles warm after classes.
- F. Dancers are NOT allowed to wait outside the studio for rides. Parents must come inside to pick up their children. Stay away from parking in front of businesses across the street. There is a public parking lot west of the Bank of America parking lot. Do not park in the Bank of America lot, you will be towed.
- G. South Bay Ballet company roster is solely for the use of company members.

CONTRACT RENEWAL

All volunteer obligations from the previous season must have been met in order for a dancer to receive a contract for the following season.

COMMITMENT TO THE COMPANY

A commitment to the excellence of South Bay Ballet is made by the dancer and the family. The company thrives on the teamwork and dedication of directors, staff, students, and volunteers. Working together with a positive attitude makes for a successful season. South Bay Ballet is able to keep annual dues at a minimum due to the hard work and dedication by all the volunteer committees behind the scenes. Dancers and their families are expected to support and participate in Company fundraisers.

- A. Payment of Company Dues allows the dancer to participate in South Bay Ballet's presentation of the Nutcracker. Dancer will not be cast until all company and ticket dues are paid in full accompanied by a signed contract turned in no later than Saturday, August 5th, 2017.
- B. Dues are non-refundable for any reason.
- C. Ticket order forms are provided prior to each performance. Place completed forms in the white ticket mailbox. Seats are on a first-come-first served basis. Redeem early.
- D. Dancers who drop out of performances for any reason (including injury) are still required to support the Company by attending performances.
- E. Prepayment for Nutcracker tickets is based on the standard adult price of \$34.
- F. Ticket requirements are per family, not per dancer. The family ticket requirement is based on the dancer in the family at the highest level.
- G. You may pay by check or credit/debit card. If paying by check, please write one check payable to South Bay Ballet.
- H. Annual Company Dues for Pre-Ballet and Ballet I students are \$240.
- I. Ticket Purchase Requirement for Pre-Ballet and Ballet I students is \$314.

Volunteer Hours

The parent/guardian will contribute a minimum of 10 hours of service to the Nutcracker production, including sign-up for Pre-Ballet/Ballet I chaperone duties. For safety reasons, Pre-Ballet/Ballet I participants will need chaperones at all rehearsals, at all times, at both the studio and theatre. Only two adult chaperones allowed for every eight children. All chaperone duties must be scheduled in advance of rehearsals.

Greenery

Greenery is one of our two main fundraisers of the year. Each family will sell a minimum of \$200 of holiday greenery or make a straight donation of \$150 to South Bay Ballet. **Greenery orders are due Saturday, October 28, 2017.** The greenery deadline will be strictly enforced. Dancers who do not submit their greenery orders by 3 pm on the published deadline will automatically be required to do the buyout and will incur an additional \$25 late fee. If greenery is not paid, the performer may not dance in the upcoming performance. When the greenery is available at the distribution center, parents have two days to pick up their order. If not picked up within two days, the greenery shall be delivered to the dancer's home and a \$50 delivery fee will be assessed payable upon receipt of the order.

Nutcracker Silent Auction Donation

Our other large annual fundraiser is The Nutcracker Dinner & Auction Celebration. Each family must donate a minimum of \$25 towards an auction item or donate (or obtain from a business) an auction item valued at a minimum of \$40. Silent Auction items/donations are due on **December 2 at 11:30 am.** After this time, only a cash donation will be accepted and a \$25 late fee will be incurred.

PERFORMANCE DATES:

THE NUTCRACKER @ Marsee Auditorium, El Camino College

Adults - \$34; Children 12 years of age and under - \$24

Wednesday, December 13th, 6pm -- Outreach Performance (tickets are not available for this performance)

Saturday, December 16th, 2pm

Sunday, December 17th, 2pm

BRAVO! @ Armstrong Theatre, Torrance Cultural Arts Center

All Seats are \$24

Saturday, March 3rd, 7pm

Sunday, March 4th, 2pm

STORYBOOK BALLET: Peter Pan @ Armstrong Theatre, Torrance Cultural Arts Center

All Seats are \$24

Wednesday, May 30th, 6pm -- Outreach Performance (tickets are not available for this performance)

Saturday, June 2nd, 2pm and 5pm

Sunday, June 3rd, 2pm

BENEFACTORS' CONCERT

Friday, August 24th, 7pm – This concert is by invitation only to those people who have donated \$300 or more during the previous performing year.

Ticket Purchase Requirements:

Nutcracker: Five (5) tickets @ \$34 = \$170
"Bravo!": Three (3) tickets @ \$24 = \$ 72
Storybook: Three (3) tickets @ \$24 = \$72

TOTAL PAYMENT - COMPANY DUES AND TICKETS

You may pay by check or credit/debit card. If paying by check, please write one check payable to South Bay Ballet. Payment of both Company dues and ticket requirements are due with this signed Contract. A \$25 service fee will be charged for all returned checks.

Levels Pre-Ballet – Ballet I: \$240 company dues and \$314 tickets = \$554

Other Important Dates – Fund Raising Opportunities

Ongoing	Ralph's Community Partners, Sign-up or Renew Online after Sept. 1st!
Ongoing	SBB Clothing
September	SBB "Garage Sale"
October	SBB Wine Tasting
October 1 st & November 12	Keepsake Photos (by appointment only)
October 21 st	SBB "Garage Sale"
October 28 th	Greenery Orders Due
December 17 th	Silent Auction/Dinner
February	SBB Comedy Club Night
March	Senior Company Fundraiser