

# The Club Dance Team at Ohio State

## 2023-2024 Contract and By-Laws

UPDATED 8.21.23

### MEMBERSHIP REQUIREMENTS:

#### A. Grade Point Average

1. Minimum 2.0 cumulative GPA is required for eligibility
2. Transfer Students may use previous college transcripts to compute GPA.

#### B. Probation

1. Less than a 2.0 cumulative GPA will result in probation the following semester.
  - a. Probation will last until cumulative GPA is pulled back up to a 2.0. This will include being dismissed from any performances that the team participates in (including Nationals) but still attending all practices.
2. Student must achieve 2.0 cumulative GPA in order to tryout for the following season.

#### C. Enrollment

1. Students must be enrolled at The Ohio State University or an Ohio State University branch campus.
2. Students must be a full time (12 hours) student during both the autumn and spring semesters.

### COMMUNICATION:

A. Team members are held accountable for all communication of conflicts, issues, complaints, requests and any other information relating to the team.

B. Questions and concerns as well as announcements, event information, schedules and all other team information is the responsibility of the individual member to know.

Information/Announcements is given in three ways:

1. In practice announcements
2. Weekly team emails
3. Text/Groupme communication

C. Expectations for conflict communication are as follows:

1. All communication of conflicts should be made to the VP Administration and team coaches and should come directly from the person involved.
2. All pre-existing conflicts such as family events (weddings, baby showers, reunions, family birthdays, vacations), class and exam conflicts, sorority recruitment, etc. should be addressed immediately at the start of each semester for approval. Members will then be responsible for reminding coaches and VP Administration of said conflict, the week of.
3. In the case of a last minute conflict or emergency conflict, team members should contact **both** the coaches and the VP Administration as soon as possible.
4. If events arise mid-semester, coaches and VP Administration will work with team members on a case by case basis and will apply points as deemed necessary in alignment with the below attendance and points policy.

## ATTENDANCE

### A. Absences

1. A member is not limited to a number of absences per year as long as the proper procedure is followed and it is excused. The coaches reserve the right to suspend a member from a performance or remove from nationals routine if they are not performance ready due to excessive absences.
2. **Automatically excused absences** include, but are not limited to the below. These absences must be approved by the coaches and VP Administration and will result in 0 points as per team points policy.
  - a. Official school related activities (exams, official review sessions, clinicals, labs, class, etc.)
    - i. Syllabus must be shown to VP Administration at the start of each semester to confirm.
    - ii. If an event is added later in the semester, communication should be made to VP Administration and coaches in a timely manner with proof of date of late activity addition.
  - b. Sickness or injury - see injury policy below
  - c. Religious obligations
  - d. Family emergencies
  - e. Funeral or wedding
3. **Partially Excused absences** include, but are not limited to the below. These absences will be reviewed by the coaches and VP Administration and will result in a varying range of points as per team attendance points policy.
  - a. Academic and other official OSU organization honors/ceremonies
  - b. Work related/financial opportunities
  - c. Obligations as conditions of educational benefits
  - d. Long term conflicts
  - e. Mandatory sorority events (rituals, formal initiation, formal recruitment)
4. Additional Considerations
  - a. No excused absences may be taken for Priority Practices. Priority practices include:
    - i. Practices before major team events - (ex: choreography weekend, on campus performances, Friends & Family Show)
    - ii. Practices in the 3 weeks leading up to Nationals.
    - iii. Spring Break practices and any choreography weekends have a no excuse policy. All dancers must attend and inability to attend will be addressed directly by coaching staff. Spring Break practice dates are given out at the pre-season info session, listed in the tryout packet and then re-announced in the first team meeting after tryouts.

### Discipline Structure / Guideline

The discipline structure of the program is based on fair and equal consequences for violations of the general rules and codes of conduct. The purpose of these consequences is to promote a fair

structure for addressing discipline issues that affect the success of the team. There should be no uncertainty about what consequences to expect if the rules are broken. Disciplinary consequences are immediate. The consequences are set in a point system that reflect the severity of the infraction. The number of points the member will receive for each consequence is described in full below. Once a member reaches 6 points, they will be asked to miss the next performance for the team, or if this is not possible, pay a \$50 fine. Once that is fulfilled, they will then start back with zero points. If that same team member gets to 4 additional points once they are back to zero, their membership on the team will be reviewed. The below only serves as a general guideline for points.

The points listed in the below absences/consequences section are what will be used for specific excused or unexcused absences.

<b>Unexcused tardy to practice/performance</b>	1
<b>Unexcused early departure from practice/performance</b>	1
<b>Unexcused absence from practice (no call / no show)</b>	3
<b>Unexcused absence from priority practice/performance</b>	3
<b>Unexcused absence from required team event</b>	3
<b>Missing correct uniform</b>	1
<b>Missing required paperwork/payment</b>	1/practice
<b>Disrespectful act towards Coach and Advisor/Officers</b>	1
<b>Absence for Events for Other Organizations</b>	1
<b>Unexcused absence to study</b>	2
<b>Absence for non-mandatory sorority related events</b>	2
<b>Absence for non-Greek life social event (ex: concert, sporting event)</b>	1

## B. Consequences

### 1. Attendance Points

- a. The above are general guidelines and the VP Administration and coaches will have the final say on how many points will be given based on reasons given for absences.
- b. **All 2+ point absences require team members to submit a video of nationals routine (if in nationals season) and proof of a 30 minute workout to the team. During nationals season, all excuses will result in 1 additional point than listed above.**

### 2. Carpool Strike Policy

- a. If you are in a carpool, you are expected to be on time except in the case of an emergency.
  - i. Bad weather and traffic are not considered emergencies and should be taken into account by all members of the carpool as you plan on a pick up time before practice.
  - ii. **On time** means you are ready to dance with your shoes on at the start of practice time not walking in the room at the start of practice time.
- b. If the carpool is late, your carpool must let the coaches and VP Administration know who was at fault.
  - i. If driver was at fault, the driver receives a strike and 1 point. Once the driver receives 3 strikes they are required to give their parking pass back to the team and pay the members of the team back for the pass. They also receive 3 additional points.
  - ii. If a member of the carpool was at fault, that member of the carpool will receive a point. Once they reach 3 points they will be asked to find a new way of getting to practice and events.

## ISSUE RESOLUTION

If a team member does not feel they can manage a situation with their teammates directly, it is the responsibility of that team member to bring up any conflicts, concerns, requests or other issues, both positive and negative, through the appropriate channels. The below are the channels available:

1. The Exec Board and Presidents are the correct first channel of communication. The coaches will be communicated with if necessary as a secondary channel.
2. Presentation of issues should be done in a timely, appropriate and relevant manner.
  - a. Communication can be made in person, over the phone, via email or text.
  - b. Situations should be addressed in a timely manner that allows adequate time for consideration and response.
  - c. Indication of your desired outcome is appreciated.
3. Resolution of the Issue will be timely and appropriate.

## **OTHER ACTIVITIES**

A. Membership on other competitive teams or student organizations is secondary to your responsibilities to the team in regards to conflicts.

B. Membership in sororities, clubs or other organizations not directly associated with scholarships or relevant academics are secondary to your responsibilities to the team in regard to conflicts.

## **SICKNESS/INJURY**

### **A. Sickness**

1. Severe illness is an automatic excused absence. In the occurrence of a severe illness, the safety officer will report said illness to the Office of Club Sports. Severe illnesses include the below:
  - a. Any illness where member should be bed ridden
  - b. All hospitalized or extremely contagious illnesses
  - c. Long term illnesses where team participation may be a concern should be discussed with the coaches and safety officer.
  - d. A signed doctor's note and official Club Sports Medical Clearance Form will be required when member returns to practice
  - e. Positive test result for COVID-19
2. Mild or moderate illness is NOT an automatic excused absence.
  - a. Team members are expected to attend practice but limit participation or sit out. Sitting out does not result in points.
  - b. Team members with mild or moderate illness can communicate with the VP Administration and the coaches and be fully excused from practice depending on the circumstances of the illness and the practice agenda. Communication must be made at least 3 hours before practice.
  - c. If team members choose to not attend practice without communicating through the proper channels, they will be given 1 point.

### **B. Injury**

1. Mild Injuries should be communicated with the coaches and safety officer as they arise and are not an excuse for absence.
  - a. Considerations/limitations of activity will be permitted on a case by case basis.
  - b. Members are expected to understand physical limitations and work accordingly.
  - c. Once a mild injury is preventing consistent participation in practice and decline in dancer and over team performance, it will need to be documented and moved to moderate classification.
2. Moderate Injuries should be communicated with the coaches and safety officer as they arise and are not an excuse or absence.
  - a. Considerations/limitation of activity will be evaluated by the safety officer and coaches.
  - b. Members are expected to understand physical limitations and work accordingly

- c. Documentation of injury will be sent to the Office of Club Sports.
  - d. Proof of treatment or rehabilitation signed by a medical professional as well as completion of the Medical Clearance Form is required.
3. Major Injuries should be communicated with the coaches and safety officer as they arise.
    - a. Members are expected to provide updates to coaches and safety officer on recovery period and current planned rehabilitation program.
    - b. A note of allowed activity level is required from a medical professional.
    - c. Documentation of injury will be sent to the Office of Club Sports.
    - d. Proof of treatment or rehabilitation signed by a medical professional as well as completion of the Medical Clearance Form is required.
    - e. Long Term participation and membership will be considered.
  4. Pre-existing injuries must be reported to the safety officer and coaches upon joining the team.
    - a. Safety officer will keep a record of all team injuries and classify them into one of the above categories.
    - b. Safety officer and coaches will note if injury worsens throughout the season and work with team members to take appropriate steps to improve conditions.

#### C. Treatment

1. If you seek medical treatment of any kind you must inform the Coaches and Safety Officer. You must provide proof of a doctor's note if any medical procedure is conducted. It is to the coaches' discretion if you are able to practice/perform after seeking medical attention.
2. Medical treatment is the responsibility of the team member. Safety officer and coaches can help to provide athletic trainer contact offered through club sports.
3. Members are recommended to have personal health insurance and an emergency plan that includes an emergency contact person and preference of hospitals/treatment centers in the university area

### **FINANCIAL COMMITMENTS**

#### A. Team Payments

1. *Monthly Fee is a varying membership fee.* It covers items such as uniform expenses, travel expenses, training expenses, competition fees, dues and all other expenses.
2. Monthly membership fees are incurred in full on the designated due date.
3. Fees are considered late after the date listed and are subject to consequences (a 1-point consequence for each practice it is late).
4. As fees are paid, a written or email receipt is supplied for each payment upon request.
5. The same process that exists for "conflicts" with the VP Administration can be made with the VP Finance in regards to team payments.

#### B. Refund Requests

1. All refund requests, reimbursements and expenditures should be made in writing to the VP Finance.
2. Refund requests will be denied if the refund to the member causes a debt for the team.
3. All fees, deposits, and payments made to the team for 3rd party services, products, or fees

are nonrefundable. If a member voluntarily or involuntarily is removed from the team or from participating in or benefiting from the before mentioned service, product, or fee it will not be refunded. The team will NOT refund any of your fees if the member leaves voluntarily.

### C. Financial Conditions

1. All financial arrangements are made with the VP Finance.
2. Any exceptions made are approved by the VP Finance
3. Bounced checks will result in overdraft fees owed.
4. Failure to meet the financial commitments of the program will result in limited participation in team events. This is a protection from the team member accumulating more debt and the team from assuming financial responsibility for any individual member.
5. If unpaid, fee collection will follow the steps below:
  - a. Written/email reminder from the VP Finance (officers/coach copied).
  - b. Written request/email for payment from President (officers/coach copied).
  - c. Final written request/email from Coach (officers copied).
  - d. Pursuit of fees through legal or academic/OSU avenues.
  - e. If all else fails, the member will be asked to leave the team.

### FUNDRAISING

- A. Program fundraisers are defined as events specifically scheduled by the VP fundraising and/or coaches and will be communicated to the rest of the team.
  - a. All members are expected to participate.
  - b. 100% of the profit is for the general team fund.

### TERMINATION

- A. Members may quit or be dismissed from the team.
  1. Voluntary Resignation
    - a. If you choose to leave the team, you are expected to notify the coach and then attend practice and let the team know why you are deciding to no longer continue. A text to the team is not allowed.
  2. Involuntary Dismissal
    - a. Severe or repeated violations of University, Dept. or team policies will lead to involuntary dismissal from the team.
    - b. General attitude, sportsmanship, teammate or behavior issues will also lead to involuntary dismissal from the team.

### B. Consequences

1. Voluntary or Involuntary Termination
  - A. Member forfeits any paid deposits and must pay any current balances owed to outside services/companies.
  - B. Member is entitled to a refund of ONLY those fees which are refundable without causing a debt for the team unless resigning after the end of autumn semester
  - C. All services or other opportunities paid for may NOT be redeemed or received in congruence with the team or team event without coach's consent.

- D. Failure to fulfill any financial obligations will result in aggressive action with the Office of Student Life, the Student Judiciary Committee and if need be, the legal court system

### **UNIFORMS**

- A. All uniforms of the Club Dance Team at Ohio State are property of each individual team member.
  - 1. No unauthorized performances, appearances, or any wearing of the uniform in representation of the Club Dance Team at Ohio State without prior approval from the coach or officers

### **TRYOUTS**

- A. All members are required to participate in tryouts each year regardless of previous membership.
- B. Returning members will be required to score 75% or above in tryouts.
- C. In case of injury returning members will be able to tryout via video from previous year and will be required to score 75% or above.
- D. In case of conflict with tryout date or unexpected illness, prospective members are able to submit a video tryout.

### **LEADERSHIP**

- A. All open officer positions are voted on by all the members of the team.
- B. Returning members on the team with officer positions from previous season will not automatically remain in the same position unless voted in again by the team.
- C. Only 2nd year and older members are eligible to be officers.
- D. In order to be eligible to run for President, you must serve on the executive board for at least 1 year.



I hereby agree to commit to the above stated By-Laws of The Club Dance Team at Ohio State. In regards to absences I understand it is to the coaches' discretion to assign me points in relation to the circumstances in which I am absent. I agree to commit to this team and do my best to make it my top priority next to my education.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_