

The Ohio State Club Dance Team

2024-2025 Contract and By-Laws

Updated 11.13.24

Purpose Statement

- I. The purpose of The Club Dance Team at Ohio State is to compete at local competitions, perform at University sponsored and local Columbus events, and dance at NDA Nationals in Daytona, Florida every April.

Membership Requirements

- I. Grade Point Average
 - A. Minimum 2.0 cumulative GPA is required for eligibility
 1. Transfer students may use previous college transcript to compute GPA
 - B. Probation
 1. Less than a 2.0 cumulative GPA will result in probation the following semester
 2. Probation will last until cumulative GPA has returned to a 2.0 or above. This will include being dismissed from any team performances (including Nationals) but member may still attend team practices
 3. Student must maintain 2.0 cumulative GPA in order to tryout for the following season
- II. Enrollment
 - A. Students must be enrolled at The Ohio State University or an Ohio State University branch campus
 - B. Students must be a full time (12 hours) student during both autumn and spring semesters

Communication

- I. Accountability
 - A. Team members are held individually accountable for communication of all conflicts, issues, complaints, requests and any other information relating to the team
 - B. Schedules, event information, and announcements are the responsibility of the individual member to know
 - C. Information will be formally disseminated in three ways:
 1. In-practice announcements
 2. Weekly team emails
 3. Text/GroupMe communication
- II. Conflict Communication
 - A. All communication of conflicts should be made to the VP Administration and team coaches and should come directly from the person involved
 - B. All pre-existing conflicts should be addressed immediately at the start of each semester for approval. Members will then be responsible for reminding VP Administration and team coaches of conflict the week of

- C. In the case of last minute or emergency conflict, team members must contact VP Administration and team coaches as soon as possible

Attendance

- I. The Club Dance Team operates on a point-based attendance system
 - A. Members are limited to six (6) points per semester
 - B. Any excused absence from a team practice or performance will result in zero (0) points.** Excused absences include the following:
 - 1. University class, lab, or exam
 - 2. Severe illness/injury *with written documentation from a healthcare provider*
 - 3. Religious obligation
 - 4. Family emergency
 - 5. Funeral or wedding
 - C. Any unexcused absence from a team practice or performance will result in three (3) points.**
 - 1. Unexcused absences include all absences for reasons not listed in above excused absence list
 - 2. Mild or moderate illness/injury is not an excuse for absence (see below section: Sickness/Injury)
 - D. Any unexcused tardy or early departure from a team practice will result in one (1) point**
 - E. When a member exceeds six (6) points, the member must pay a \$50 fine. Once this is fulfilled, if a member incurs any additional points throughout the semester, membership on team will be under review
 - F. Points reset to zero (0) at the beginning of each semester
- II. Mandatory Practices
 - A. Several dates throughout the season are listed as mandatory. Mandatory dates operate on a no-excuse policy and are decided on at the discretion of team coaches
 - B. Mandatory practices include but are not limited to:
 - 1. Nationals choreography
 - 2. Spring Break practices
 - 3. Nationals prep weekends and two-a-days
 - C. If team member is absent from a mandatory practice, the following process will be utilized:
 - 1. Member will be removed from spot in Nationals routine indefinitely
 - 2. Alternate will take the place of said member
 - 3. Member will remain out of spot until team coaches deem that member may return
 - 4. Member is not guaranteed return to spot
- III. Carpool
 - A. Members in a team carpool are expected to be on time for all practices and team events, except in the case of emergency

1. Bad weather and traffic are not considered emergencies. Extraneous circumstances and parking time must be taken into account as carpool pickup times are set
2. If a team carpool is tardy, a designated member of carpool must notify team coaches and VP administration
3. If a team carpool is tardy more than three times in a semester, the responsible party will receive one (1) point

Issue Resolution

- I. When a team member encounters an issue, it is the responsibility of that team member to bring up any conflicts, concerns, requests, or other problems, both positive and negative, through the appropriate channels. Below are the channels available:
 - A. Attempt to resolve issue with teammate directly involved
 - B. Team presidents
 - C. Team coaches
- II. Presentation of issues should be done in a timely, appropriate, and relevant manner
 - A. Communication can be made in person, over the phone, or via email or text
 - B. Situations should be addressed in a timely manner that allows adequate time for consideration and response
 - C. Indication of desired outcome is appreciated
- III. Resolution of the issue will be timely and appropriate

Other Activities

- I. Membership on other competitive teams or student organizations is secondary to responsibilities to the team in regard to conflicts
- II. Membership in sororities, clubs or other organizations not directly associated with scholarships or relevant academics are secondary to responsibilities to the team in regard to conflicts

Sickness/Injury

- I. Sickness
 - A. Severe illness is an automatic excused absence with presentation of written documentation from a healthcare provider. In the occurrence of severe illness, the safety officer will report said illness to the Office of Club Sports. Severe illnesses include the below:
 1. Any illness where member should be bed ridden
 2. Any illness where member must be hospitalized
 3. Any chronic or long-term illness should be discussed with team coaches and safety officer and will be addressed on a case by case basis
 - B. Mild or moderate illness is not an automatic excused absence
 1. Team members with mild or moderate illness are expected to attend practice but can limit participation and/or sit out

2. Absence for mild or moderate illness without written documentation from a healthcare provider will result in an unexcused absence and and three (3) points
3. If member anticipates that illness will impact a scheduled practice or performance, member must communicate needs and/or accommodations to team coaches and safety officer prior to scheduled practice time

II. Injury

- A. Mild injuries should be communicated to team coaches and safety officer as they arise and are not an excuse for absence
 1. Considerations/limitations of activity will be permitted on a case by case basis
 2. Members are expected to understand physical limitations and work accordingly
 3. Once a mild injury is preventing consistent participation in practice and causing decline in member performance, injury must be documented and moved to moderate classification
- B. Moderate injuries should be communicated to team coaches and safety officer as they arise and are not an excuse for absence
 1. Considerations/limitations of activity will be evaluated by team coaches and safety officer
 2. Members are expected to understand physical limitations and work accordingly
 3. Documentation of injury will be sent to the Office of Club Sports
 4. Proof of evaluation, treatment, or rehabilitation signed by a medical professional as well as completion of the Medical Clearance Form is required
- C. Major injuries should be communicated to team coaches and safety officer as they arise
 1. Members are expected to provide updates to team coaches and safety officer regarding recovery period and planned rehabilitation program
 2. A note of allowed activity level by a medical professional is required
 3. Documentation of injury will be sent to the Office of Club Sports
 4. Proof of evaluation, treatment, or rehabilitation signed by a medical professional as well as completion of the Medical Clearance Form is required
 5. Long term participation and membership will be considered
- D. Pre-existing injuries must be reported to team coaches and safety officer upon joining the team
 1. Safety officer will keep record of all team injuries and classify each into above categories
 2. Safety officer and team coaches will note if injury worsens throughout the season and work with team members to take appropriate steps to improve conditions
- E. Treatment

1. Medical treatment is the responsibility of the team member. Safety officer and team coaches can help to provide member with resources through the Office of Club Sports
2. If a member seeks medical treatment of any kind that will impact ability to participate in practice, the member must inform team coaches and safety officer. Members must provide proof of a doctor's note if any medical procedure is conducted. It is to team coaches' discretion if member is able to practice/perform after seeking medical attention
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

I. Team Payments

- A. The Club Dance Team requires monthly membership fees of varying amounts to cover operation costs
 1. Fees cover items such as uniform expenses, travel expenses, training expenses, competition fees, coaches fees and all other expenses
- B. Payments may be made via:
 1. Check
 2. Cash
 3. Team Venmo
 4. Team Zelle
- C. The following process regarding team payments is followed:
 1. Team dues are sent out on first Tuesday of each month by VP finance
 2. Members have one (1) week to pay the amount in full. Dues must be paid by midnight of the second Tuesday of each month
 3. If dues are not paid in full by designated due date:
 - a) VP finance will reach out to member with outstanding balance. Member has two (2) days to pay outstanding balance
 - b) If the balance is not paid, VP finance will escalate to team presidents. Team presidents will reach out to member with outstanding balance
 - c) If balance not paid by next team practice or performance, member will be barred from attending practice or performance until outstanding balance is paid in full
 - (1) Member will incur three (3) points for every practice or performance missed due to late payment
 - d) If member misses more than one (1) practice or performance due to unpaid fees, pursuit of fees through legal or academic avenues will be utilized
 - e) If all else fails, member will be asked to leave the team

II. Refund Requests

- A. All refund requests, reimbursements, and expenditures should be made in writing to VP finance
 - B. Refund requests will be denied if the refund to the member causes a debt for the team
 - C. All fees, deposits and payments made to the team for third party services, products, or fees are nonrefundable. If a member is involuntarily removed from the team or from participating in or benefiting from aforementioned service, product, or fee, it will not be refunded. If a member leaves the team voluntarily, no fees will be refunded
- III. Financial Conditions
- A. Team budget to be created annually and approved by team coaches, team presidents and VP finance
 - B. Any exceptions, special circumstances or arrangements with regard to finances must be communicated to VP finance in a timely manner
 - C. Written or email receipt may be supplied for each payment upon request

Fundraising

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

Termination

- I. Members may quit or be dismissed from the team
 - A. Voluntary resignation
 - 1. If member chooses to leave the team, they are expected to notify team coaches and team presidents who will together determine a course of action
 - B. Involuntary dismissal
 - 1. Severe or repeated violations of the Ohio State University, the Office of Club Sports, or team policies will lead to involuntary dismissal from team
 - 2. General attitude, sportsmanship, teammate or behavioral issues will also lead to involuntary dismissal from team
- II. Consequences
 - A. Voluntary or involuntary dismissal
 - 1. Member forfeits any paid deposits and must pay any current balances owed to outside services/companies
 - 2. Member is entitled to a refund of only those fees which are refundable
 - 3. 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
 - 4. Failure to fulfill any financial obligations will result in aggressive action with the Office of Student Life, the Student Judiciary Committee, and if necessary, the legal court system

Hazing

- I. The Ohio State University is committed to promoting a safe and healthy campus environment, where students are free from hazing
 - A. The Ohio State Club Dance Team prohibits hazing of any kind and complies with the Ohio State University's Anti-Hazing Policy and Collin's Law: Ohio's Anti Hazing Act
 - B. Team members who engage in acts of hazing, fail to report an act of hazing, or retaliate toward a reporting party are in violation with university policy and will be immediately dismissed from team

Uniforms

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

Tryouts

- I. All members are required to participate in tryouts each year regardless of previous membership
- II. Returning members
 - A. Must score 80% or above in subsequent tryouts to continue membership
 - B. In case of injury or illness, member may tryout via video from previous year. Member will be judged by judging panel and must score 80% or above
- III. Prospective members
 - A. In case of conflict with tryout date or unexpected illness, prospective member may submit a video tryout
 - B. Number of open positions on team for prospective members will be determined by team coaches

Leadership

- . The team's executive board for each upcoming season is voted on by all members of the team at the end of the previous season.
- . The vote is done anonymously using a survey every April.
 1. Those running for the co-president position must prepare a one-minute speech for the team
 2. Those running for the other executive positions should prepare one paragraph as to why they are a fit for that position.
 3. Member must have majority of votes to be granted position
 4. Ties will be handled on a case by case basis
 5. Previous executive board members are not guaranteed to remain in same position unless member runs and is voted in again by team
- . Only second year team members and older are eligible for team executive board

- . To be eligible for team president, member must serve on team executive board for at least one (1) calendar year
- . Leadership responsibilities will start the fall after the vote in spring

Organization of Leadership

- Co-presidents
 1. Primary and secondary leader.
 2. There will be two co-presidents each year. The co-presidents act as a liaison between the team and the coaches. They will organize on-campus and off-campus performances for the team. They manage and complete all student organization and club sports requirements and ensure that if any executive members must complete the requirements that it is done by the deadline. They assist in organization and preparation of large-scale fundraising events like clinics or showcases. Schedule practices and special events through club sports. Attend mandatory club sports meetings.
- VP of Nationals and Logistics
 1. The logistics chair is in charge of all things related to nationals. She or he will work closely with the presidents to ensure that the planning is being handled properly. They are in charge of registering the team for nationals well in advance, working with the travel agency to book flights and buses, working with NDA to get hotel rooms booked and creating schedules and itineraries for the team. This person must be organized and timely in their duties.
- Treasurer
 1. The treasurer will be in charge of handling all of the finances of the organization. They will be in charge of collecting dues from the members and keeping them in a separate bank account. They will approve all transactions made by the organization such as buying spirit wear and costumes, paying for any practice or performance space, and paying competition dues. They will also be in charge of handling the money fundraised for the organization and will be in charge of paying the coaches. In addition, they will assist the vice president with fundraising and marketing for the organization. Ohio State also requires the treasurer to attend treasurer training once every year.
- Fundraising Chair
 1. The fundraising chair is in charge of fundraising ideas for the organization and ensuring those ideas fall into action. They are expected to organize multiple fundraising events per semester and inform the team about them in a timely manner. They work closely with the treasurer to organize and give over the funds that are received.
- Safety Officers
 1. The team will have 2 safety officers per club sports regulations. The safety officer is in charge of being CPR certified and attending required club sports meetings to get properly trained. They are required to be at every practice and bring their safety kit to every practice. She or he must also be in charge of keeping track of

injuries and reporting necessary injuries to Club Sports. This person is also responsible for promoting health and wellness on the team.

- Advisor
 - Advisor must complete all required training provided by Ohio State. They must also fill out the club sports advisor form annually.

Methods for Removing Members and Executive Board Members

- I. Any executive board member of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The executive board member may be removed through a majority vote of the officers in consultation with the coaches.
 - i. Replacement of any executive board member that is removed can be replaced by returning team members. The vote will be held as soon as possible after the executive board member's removal. The process will follow the same rules as the yearly one, typically held in April.
- II. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the coaches.

Non-Discriminatory Policy

- I. This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

I hereby agree to commit to the above stated by-laws set forth by the Club Dance Team at Ohio State. Additionally, I agree to comply with all policies and procedures set forth by the Office of Recreational Sports and the Office of Student Life at the Ohio State University. I recognize that failure to do so may result in my dismissal from the team.

Print Name: _____ Date: _____

Signature: _____ Date: _____