

# Scarlet Dance Team at The Ohio State University

## 2024-2025 Contract and By-Laws

Updated 11/14/24

The Scarlet Dance Team exists to bring passion, excellence, and community spirit through dance. Our mission is to compete in the College Classic Competition in Orlando, Florida, as well as perform at university sporting events and local community gatherings. We strive to foster teamwork, discipline, and leadership while promoting school pride and unity. Through our fundraising efforts, we aim to support team activities, enhance our performances, and make a positive impact both on and off the stage.

### Membership Requirements

- I. Grade Point Average
- II. Minimum 2.0 cumulative GPA is required for eligibility
- III. Transfer students may use previous college transcript to compute GPA
- IV. Probation Less than a 2.0 cumulative GPA will result in probation the following semester
- V. 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
- VI. Student must maintain 2.0 cumulative GPA to try out for the following season
- VII. Enrollment students must be enrolled at The Ohio State University, and 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 two ways:
    - i. In-practice announcements
    - ii. Text/GroupMe communication
- II. Conflict Communication
  - a. All communication of conflicts should be made to the coach and executive board 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 the coach and executive board before practice.

- c. In the case of last minute or emergency conflict, team member must contact the president and team coach as soon as possible

## **Attendance**

The Scarlet Dance Team operates on a point-based attendance system.

- a. Members are limited to six (6) points per semester
  - b. Any excused absence from team practice or performance will result in zero (0) points. Excused absences include the following:
    - i. University class, lab, or exam
    - ii. Severe illness/injury (*with written documentation from a healthcare provider*)
    - iii. Religious obligation
    - iv. Family emergency
    - v. Funeral or wedding
  - c. Any unexcused absence from a team practice or performance will result in three (3) points
    - i. Unexcused absences include all absences for reasons not listed in above excused absence list
  - d. Mild or moderate illness/injury is not an excuse for absence
  - e. Any unexcused tardy or early departure from a team practice will result in one (1) point
  - f. 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
  - g. 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:
    - i. Nationals' choreography
    - ii. Nationals prep weekends
  - c. If team member is absent from a mandatory practice, the following process will be utilized:
    - i. Alternate will take the place of said member
    - ii. Member will remain out of spot until team coaches deem that member may return
    - iii. Member is not guaranteed return to spot

## **Issue Resolution**

- 1. Bad weather and traffic are not considered emergencies. Extraneous circumstances and parking time must be considered 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
- 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 coach
- 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. In dictation 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 regarding conflicts
- II. Membership in sororities, clubs or other organizations not directly associated with scholarships or relevant academics are secondary to responsibilities to the team regarding conflicts

### **Sickness/Injury**

Severe illness is an automatic excused absence with presentation of written documentation from a healthcare provider. 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

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 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 president prior to scheduled practice time

## II. Injury

- A. Mild injuries should be communicated to team coaches and president 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 causing decline in member performance, injury must be documented and moved to moderate classification
- B. Moderate injuries should be communicated to team coaches and president as they arise and are not an excuse for absence
  - a. Considerations/limitations of activity will be evaluated by team coaches and president
  - b. Members are expected to understand physical limitations and work accordingly
- C. Major injuries should be communicated to team coaches and president as they arise
  - a. Members are expected to provide updates to team coaches and president regarding recovery period and planned rehabilitation program
  - b. A note of allowed activity level by a medical professional is required
  - c. Long term participation and membership will be considered
- D. Pre-existing injuries must be reported to team coaches and president upon joining the team
  - a. President will keep record of all team injuries and classify each into above categories
  - b. President 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.
  - 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 president. 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

The Scarlet Dance Team requires monthly membership fees of varying amounts to cover operation costs. Fees cover items such as uniform expenses, travel expenses, training expenses, competition fees, coaches' fees and all other expenses

Payments may be made via:

1. Check
2. Cash
3. Team Venmo

The following process regarding team payments is followed:

- I. Team dues are due on the Saturdays outlined in the information packet by the Treasurer

### **Refund Requests**

If dues are not paid in full by the designated due date, Treasurer will reach out to members with outstanding balance. Members have TWO days to pay outstanding balance. If the balance is not paid, Treasurer will escalate to team presidents. Team presidents would reach out to member with outstanding balance. If balance is not paid by the next team practice or performance, member will be barred from attending practice or performance until outstanding balance is paid in full.

- I. Member will incur three (3) points for every practice or performance missed due to late payment
- II. If a member misses more than one (1) practice or performance due to unpaid fees, pursuit of fees through legal or academic avenues will be utilized. If all else fails, member will be asked to leave the team
- III. All refund requests, reimbursements, and expenditures should be made in writing to Treasurer
- IV. Refund requests will be denied if the refund to the member causes a debt for the team
- V. 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 service, product, or fee, it will not be refunded. If a member leaves the team voluntarily, no fees will be refunded.

### **Financial Conditions**

- I. A team budget will be created annually and approved by team coach, team presidents and Treasurer
- II. Any exceptions, special circumstances or arrangements regarding finances must be communicated to Treasurer in a timely manner
- III. Written or email receipt may be supplied for each payment upon request

## **Fundraising**

I. Program fundraisers are defined as events specifically scheduled by the executive board and team coach, 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

II. 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

III. Involuntary dismissal may be required if there are severe or repeated violations of the Ohio State University or team policies. General attitude, sportsmanship, teammate or behavioral issues will also lead to involuntary dismissal from team.

IV. Consequences - 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

V. 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
- II. The Scarlet 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
- III. 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 Scarlet Dance Team are property of each individual team member

II. No unauthorized performances, appearances, or any wearing of the uniform in representation of the Scarlet Dance Team without prior approval from team coach 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, members may tryout via video from previous year
- 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**

- I. Team executive board for each upcoming season will remain the same unless a member steps down or graduates
  - a. Member must be active in maintaining the requirements of their role
  - b. If more than half of the team feels as though a person in a leadership role is not upholding their position, they may be removed from the position

### **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 Scarlet Dance Team at The Ohio State University. I will agree to pay all the above-listed fees and attend all mandatory practices. Additionally, I agree to comply with all policies and procedures set forth by 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: \_\_\_\_\_