



EUGENE
BALLET YOUTH
HANDBOOK

TOURING TEAMS



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Our Mission

Eugene Ballet Youth's Touring Teams are designed to provide a positive environment where serious young dancers can grow as performers and teammates and increase their self-esteem, self-discipline, and pride in their accomplishments. Touring Team members will improve their dance technique, become more precise and dynamic performers, and learn how to be responsible team members. Learning how to unite and collaborate as a team is a beneficial lifelong skill. We value all accomplishments, no matter how small. The process is infinitely more valuable and important than the result.

Program Details

Class Requirements

All EBY Touring dancers must fulfill their required track classes in their assigned level. The contemporary track is acceptable for levels 5 and 6. Dancers must also enroll in an Acro class OR demonstrate adequate proficiency at the discretion of the directors. Lastly, Touring dancers must enroll in their Touring team rehearsal(s) and maintain consistent attendance.

Classes and Rehearsals

August 17, 2026 - June 12, 2027

- Most teams will have mandatory choreography sessions August 17 - September 3, 2026. Placement emails will be sent out mid-July and will include information about choreography weeks in August/September.
- Each team will meet for 30 to 45 minutes weekly throughout the school year. Rehearsal days and times will be included in placement emails.
- If you have conflicts with the scheduled day and/or time of the Touring Team rehearsals, notify us by **Monday, August 3rd**. Please note that this will be the only exception to receive a refund for the \$150 deposit (unless your child does not make a team).
- There will be occasional extra rehearsals added to the schedule at the director's discretion for performance preparation throughout the competition season.
- Touring Team rehearsals will take pause at the end of May and resume the last few weeks of the season to prepare for the annual Spring Show.

Touring Teams Financial Commitment

- **Non-Refundable Deposit:** A non-refundable deposit of \$150 is due upon registration for Touring Team auditions. The \$150 deposit is applied to the total annual fee of \$1,150. ***If you are not selected for a team, your deposit will be refunded in full.***
- **Annual Team Fee (August-May):** \$1,150 for first team. *Payment plans may be arranged with admin@eugeneballetacademy.org.*
The team fee covers weekly team class, choreography, rehearsals, and cost of administration.

Drops or dismissals at any point in the season are not refunded or credited, and any balance due for the remainder of the season must be paid in full.

- **Additional Team Fee:** Annual fees for additional teams will be \$350 per additional team. Each additional team entails an additional costume fee and additional dance registration at each competition/convention. This will impact the total cost for your registration at each event.

Number of teams	Total season cost (<i>not including \$150 deposit</i>)	Monthly cost
1 team	\$1000	\$100
2 teams	\$1350	\$135
3 teams	\$1700	\$170
4 teams	\$2050	\$205
5 teams	\$2400	\$240
6 teams	\$2750	\$275

- **Competition & Convention Entry Fees:** The team event schedule will be released alongside team placements in mid-July. Each dancer’s competition and convention fees will vary based on age, group size, and the number of routines in which they participate. Touring Team dancers will attend three (3) conventions/competitions during the season, with estimated fees of \$450–\$475 per event. This includes full weekend convention access (Friday–Sunday), one (1) group dance competition entry, and a \$25 registration fee. Additional entries (solos, duets, or extra group routines) will incur additional fees.
- **Travel & Hotel Expenses:** Participation on the Touring Team requires travel. Families are responsible for all travel and hotel accommodations, which are not included in tuition or competition fees. The studio does not provide reimbursement for these expenses.
- **Required EBY Jacket:** All Touring Team members must have an official EBY jacket. Dancers who do not already own one will be required to purchase the current team jacket. Estimated cost is \$150. A new jacket style will be introduced this season. Price is subject to change based on order size.
- **Costumes & Dancewear:** Dancers are responsible for purchasing all required performance items, including costumes, tights, earrings, accessories, dance shoes, and props (if applicable). Estimated cost is \$100–\$300 per costume, per routine. Pricing is subject to change.
- **Prop Fee:** A prop fee may be assessed prior to each competition or convention to help cover the cost of transporting props to and from event venues.
- **Guest Artist Fee:** Guest choreographers may be brought in to work with select groups. When applicable, a fee will be charged to help offset choreography and instructional costs.
- **Performance Fee:** Each dancer will be assessed a \$50 performance fee for the Touring Team Showcase to cover venue rental, administrative expenses, and related production costs.

Additional Fees and Financial Policies

- **Membership Contracts:** Membership Contracts are due by **Monday, August 3, 2026**. Payment plans are available upon registration. Please contact admin@eugeneballetacademy.org for more information.
- **Late Agreements:** a \$100 fee will be charged for contracts received after the deadline, August 3, 2026.
- **Drop-outs:** A non-refundable \$500 fee will be charged to dancers who drop out of the Touring program mid-season. This fee supports the re-choreographing and rearranging of the affected dances. If your dancer drops out mid-season, they may not be eligible to participate in the EBY Touring Program in the subsequent years.
- **Injuries:** If your dancer is injured or is unable to attend a scheduled team event, you will still be responsible for the event fees. If an additional costume or extra rehearsals are needed, you may be liable for these costs.
- **Refund Policy:** No refund of payment shall be given in the event of dismissal due to poor conduct or excessive absences. In cases where services cannot be provided, refunds and credits may be available.
- **Change/Cancellation Fee:** There will be a \$50 fee for requesting any significant changes or canceling an existing registration for all *optional* events.
 - Adding/dropping optional event registration within 2 weeks of the event
 - Adding/dropping a routine from an optional event within 2 weeks of the event
- **Volunteer Hours:** Parents are required to fulfill 10 hours of volunteer service or buy out required hours at \$16 per hour. Please note that hours must be completed at EBY Touring-affiliated events. For those dancers in both EBY Touring and EBY Classical, it is 10 total hours. (Hours unfulfilled at the end of the season will be billed to the family at \$16 per hour)
- **Late Fees:** A \$25 late fee will be charged to all delinquent accounts on the 10th of the month.
- **Recruitment Credit:** A \$50 credit will be applied to your account for every dancer who recruits another dancer to attend our auditions. The new dancer cannot be an existing Touring member. New dancer(s) must indicate on their audition form the Touring member who recruited them for credit to be applied. Only one dancer can be credited per new auditioner. Unlimited recruitment credits can be applied to a single account.

Touring Team Policies

Optional Events

Each registration for an additional optional event will have a \$35 registration fee added to the event's charges. The list of optional events will be released by August 3, and completed sign-ups are due by September 1st. Dancers requesting to register for these events must be on an EBY Touring Team. EBA dancers not participating in Touring Teams must register as an independent and cannot register under Eugene Ballet Academy. We implement this policy due to entry limits and to give our EBY Touring dancers priority.

Solos, Duets, and Trios

Touring dancers who participate in solos, duets, or trios will only be guaranteed competition eligibility at two out of three (3) team competitions. This is due to entry limits imposed by the events. Allocation and selection of solos, duets, and trios to their respective events will be at the discretion of the artistic directors. Priority will be given to senior dancers. Dancers **MUST** participate in an EBY Touring Team to be eligible to complete a solo, duet, or trio registered under Eugene Ballet Academy! *Solos, duets, and trios are entirely optional and coordinated privately with EBA instructors.*

Mandatory Team Event Policy

All team performance events are mandatory for all dancers, with limited exceptions for pre-approved extenuating circumstances. The season calendar with specific dates will be released in mid-July along with team placements. If your dancer has a conflict with any event, you must notify us by August 3. If your dancer is unable to attend a mandatory team event and fails to notify us of the conflict before August 3, your account will be charged a \$100 fee, per dance, to re-choreograph and re-space your dancer out. Regardless, if your dancer is absent from a mandatory team event, you will be responsible for paying the competition entry fee(s) and possibly replacement costumes if an understudy must replace your dancer.

Every effort is made to select events that provide our dancers and their families with the best possible experience. Dates will be released mid-July 2026. Mandatory team events are as follows:

- Touring Team Dress Rehearsal - January 2 and 4, 2027
- Three (3) competitions/conventions between January and May. Competition/conventions are a full weekend commitment and require travel around Oregon and Washington.
- Touring Team Showcase. Participation is mandatory! Date and Location available Mid-July
- Northwest Dance Festival, Saturday, February 27, 2027 at the Hult Center. Performance is required for selected teams. Participation in the full festival is optional.
- EBA Spring Show for select teams.

Code of Conduct

All Touring team members will be held to the highest standards of conduct. Communicating negatively about anyone in our studio will not be tolerated. Team members are expected to show courtesy and respect to all instructors and other students. Any student who exhibits repeated negative or disrespectful behavior will be dismissed from the Touring program. Team members are expected to be respectful, supportive, encouraging, and positive in spirit, attitude and behavior.

Commitment and Responsibilities for Dancers and Parents

Attendance

A dance company is a team. Being a member of a dance company is a privilege and comes with a responsibility. Personal accountability is essential for a successful season, and commitment to other company members is a vital component of this success. When a member of the company is not present, it negatively impacts the entire team. Absences will not only affect the individual dancer, but the team as a whole.

Regular attendance in all dance classes is expected. Excess absences from ANY one dance class may be cause for dismissal from EBY. No refund of payment shall be given in the event of dismissal.

Each dancer is allowed up to three (3) unexcused absences from classes and rehearsals per year, and two (2) per semester. Excused absences require the director's approval. Advance notice of absence does not mean it is excused. The following are considered "excused" absences:

- Death in the family
- Scheduled school programs or performances required for credit
- Wedding or religious dedication of you or a member of your family
- Serious illness or infections

Dancers will watch rehearsals in the event of injury or mild illness. These same rules apply to all other classes. During production weeks, dancers are expected to attend all required classes as the production schedule permits. Extra rehearsals may be called approaching a performance or competition. Extra rehearsals may be held at other times than regularly scheduled rehearsals as the studio's schedule permits. Students and parents will be notified of any additional rehearsals at least one week prior to the date. We will make our best efforts to schedule additional rehearsals well in advance.

Dancer Responsibilities

- The dancer will attend required classes and rehearsals as assigned by the Director except in the case of illness or other extenuating circumstances. *(Please note that after one unexcused absence or excessive excused absences, a meeting with the director will be required for both student and parents).* The dancer realizes that any absences may forfeit their participation in upcoming performances.
- The dancer must participate in **all** Touring performances as directed by the Artistic Director. Please note that Touring team acceptance does not automatically earn additional/specific roles for the dancer.
- In case of illness, injury or other extenuating circumstances, the dancer will call or email to inform the Academy office of absence as soon as possible.
- The dancer is asked to be flexible in cases of emergency (i.e., dancer replacement due to injury, illness, or other). Last-minute rehearsals will be held on an emergency-only basis.
- The dancer agrees to care for costumes, which includes no eating or drinking while in costume and protecting costumes from stains.
- The dancer agrees to care for dance shoes and respect studio flooring by not wearing dance shoes outside or street shoes in the studio.
- The dancer realizes that they are a representative of the Eugene Ballet Youth and will conduct themselves in a professional and appropriate manner. The dancer is expected to always set an example of good grooming and a professional work ethic for younger students. This includes language and conversation content both on and off the premises of our studios, in the dressing room and public areas of the competition events, and on social media. Any unlawful and disrespectful behavior, including bullying of any kind, will not be tolerated and is grounds for immediate dismissal from the company.
- Company Jackets are required and should be worn at all competitions, conventions, and performances.

- The dancer promises to maintain a positive attitude and be supportive of all EBY members and faculty.
- Should the dancer find it necessary to withdraw from the company before the conclusion of the season (for any reason), a written notice is to be given to the Directors. Unforeseen circumstances, such as injury or family emergency, will be handled on an individual basis.

Parent Responsibilities

The success of Eugene Ballet Youth and the quality of the dancer's experience depends on the participation of the parents.

- Parents are responsible for fulfilling financial and volunteer commitments and are expected to understand and agree to the policies set forth by EBY.
- Parents understand that students will not be included in EBY choreographed pieces, rehearsals, performances, competitions, or activities unless financial commitments have been fulfilled.
- Parents are responsible for supporting their dancer with an understanding of their commitments and rehearsal/performance schedules. If schedules are unclear, please don't hesitate to contact the EBY administration.
- All transportation to and from conventions/competitions is the responsibility of the dancer's parent/guardian. All hair and makeup, following the guidelines provided by Touring staff, is the responsibility of the dancer's parent/guardian.
- Parents, just like our dancers, are responsible for representing EBY Touring and their values. Treating event staff, competing studios, and EBY staff with kindness and respect is required.

Volunteering

The volunteer commitment per family is **10 hours per season**. Any unfulfilled volunteer hours at the end of the season will be billed to the family at \$16 per hour. Volunteer hours are reported by recording tasks and hours you have fulfilled through the link provided at the start of the season. ***Please be sure to record your fulfilled hours online to receive credit!***

Please read and review the emails to learn about volunteer opportunities. Your time and dedication are greatly appreciated, and we could not accomplish all our goals without you.

Criminal Background Process

(Please note that If you have completed your background check through the Academy within the past 2 years, you will not need to submit another).

To provide the safest and most nurturing environment possible for our dancers, a background check will be required for anyone wishing to be eligible for a volunteer role. Your information will be kept confidential and will only be reviewed by our Academy Director. The cost of the background check is **\$10** and will be automatically charged to your card attached to your account. Your results will be valid for three years. The background check is quite simple and shouldn't take longer than 5 minutes to complete.

This is the same background check used by Eugene Ballet Academy. Follow the steps below after clicking this link:

http://www.coeusglobal.com/council_or_eugeneballet.html

1. Under the section “Volunteer Candidates” please select the option for ‘Criminal Background Check Only’.
2. You will then enter the screening portal where you will find instructions for filling out a short form and signed release. Please note that you will need to input your SSN.
3. After signing and reviewing the release form you will **Submit Order**.
4. When we receive your information, we will review and charge your card on file \$10.
5. We will contact you only if we have questions about your results. If you do not hear from us, you are cleared to volunteer.

Director Responsibilities

- The Artistic Directors are responsible for all artistic decisions, including season choreography and team selections.
- Rehearsal and performance schedules will be emailed as early as possible, and not less than one week in advance. Convention/competition schedules will be released to families as soon as they are made available to EBA.
- The Artistic Directors reserve the right to dismiss any dancer from the program and/or production if the dancer’s performance in rehearsal is inadequate for any reason, if the dancer is noncompliant with program policies, or if the terms of the agreement are not upheld.
- Casting is made by the Artistic Directors with the understanding that they will select the most appropriate member available to fill each position.
- Any casting changes due to injury or other are the sole responsibility of the Artistic Directors, not its members.
- The Artistic directors have the right to select any performer they deem appropriate to fill a role when an immediate substitution is required, including available alumni or guest performers.
- Undermining the program by complaining about casting decisions will not be tolerated and may be cause for dismissal.