



## 2025-2026 Company Handbook

**Welcome to RDA's Company!** Our competitive team gives enthusiastic students the ability to study more intensely, excel technically, dance year-round, learn from other professionals, be adjudicated, and grow as a dancer.

### Why We Dance Competitively:

**Performance Experience.** Performing on a stage is fun and exhilarating! More performance experience allows dancers to become more comfortable on stage and work through nerves and adrenaline. Many dancers only perform on stage or in front of an audience maybe once or twice a year. But Company dancers perform multiple times throughout the year at competitions and the year-end show!

**Constructive Feedback From Dance Professionals.** Dance competitions allow dancers to perform in front of experienced dance professionals who have a wealth of knowledge in teaching and performing. They have offered feedback to dancers all around the world. Their critiques give dancers information to grow.

**Educational Conventions.** In conjunction with competing, many dance competitions offer educational workshops for dancers to attend and learn new styles and techniques from the judges themselves or highly acclaimed faculty. Another opportunity to grow as a dancer!

**Personal Growth.** Being a competitive dancer entails an in-depth level of study. It means taking extra dance classes and rehearsals. Dancers who take more classes and work at a focused level improve their skills exponentially.

Dancers are building their **self-confidence** through their bravery to try new things and perform for dance professionals.

Competing drives dancers to **work their hardest, practice, and be dedicated to a goal.**

**Organization and responsibility** are gained from balancing rehearsals, choreography, and costumes, as well as finding the balance between school and dance.

**Resiliency** is gained from taking feedback and applying it whether you place first or last. Sometimes you win, sometimes you learn.

**Teamwork** is gained in being in group dances, where we have to work together. Every member of the team's skills are important to the group's performance.

**Self-improvement** is something dancers can apply to the rest of their lives! Whenever you enter any type of competition, there will always be someone who scores the highest and takes the top award. Some days that may be you. Other days it may be someone else. Learning how to win gracefully and humbly while still knowing you can improve, is a good lesson. Learning how to lose gracefully and take the feedback to continue to grow is equally important. Better than trophies and medals, our dancers learn discipline, how to take and use constructive criticism, and teamwork.

# Expectations & Etiquette

(for dancers *and* parents)

Your focus here is DANCE.

RESPECT your teachers always.

Your only concern is YOUR DANCING.

Treat each other with ONLY KINDNESS.

We are a TEAM. We root for each other, support each other in wins and in losses, and congratulate each other.

We strive to keep RDA a safe and happy place. Dancers, parents, and teachers are expected to show mutual respect inside and outside of the studio. When/if emotions overwhelm you, feel free to use Miss Ashley's office as a place to regroup.

RDA believes in **body positivity**. Everybody is a dancing body. Self-love and body positivity in dance spaces must be intentional, and educators are the first line of offering dancers a healthier way to see themselves and the world. This year we will participate in the National Honor Society for Dance Arts' Love Your Body Week (Nov. 17-23). The basic concept is to take time out of each class to talk or dance about body positivity and self-love.

**Dress appropriately** in dance attire or workout clothing that is comfortable for you and allows the teacher to see your body in order to make corrections / develop techniques to prevent injury. We welcome traditional leotards of any color with tights, as well as form-fitting leggings, shorts, and sports bras. Hair must always be pulled back neatly. No jewelry or street shoes are permitted in the dance studios.

**Lockers** are for Company members and dancers with multiple classes for shoes and other dance items (hair ties, brushes, deodorant, water bottles, and non-perishable snacks).

No locks and no stickers.

If items don't fit in your locker, take them home!

Do not share shoes, hair brushes, or make-up.

Label everything: costumes, shoes, tights, make-up, shoes, water bottles, etc.

**Cell phones** must be kept in the lobby or lockers.

Dancers are to never take photos or videos of other dancers without their verbal consent.

Photos and videos in dressing rooms are STRICTLY PROHIBITED (here and at competitions).

Dancers may be asked to use their phones to record choreography so they can practice at home.

## **Social media**

While RDA respects the right of students to utilize the variety of social media options available, we must insist that standards be met by our students, parents, and faculty at all times. Students must not post material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous, hateful, or embarrassing to any other person or entity. Don't forget to tag RDA in your posts!

**Respect your space.** Please pick up trash, clothes, and shoes. Please do not move props without permission and return equipment (yoga mats, balls, blocks) to their proper places after class.

**Respect your teachers.**

- Listen first, then ask relevant questions.
- Dancers are to refrain from correcting others (that's the teacher's job).
- Dancers should focus only on the class and rehearsal that you are in. Please refrain from rehearsing other dances and/or doing any other style of dance other than the class you are physically in.
- Dancers should not ask teachers to work on specific dance steps or dances during class. RDA teachers have lesson plans and expectations for each class. If there is something specific you would like to be worked on, please ask your teacher either before or after class.
- Please be mindful of the boundaries of the RDA staff. We are happy to help and give advice. While you may have your teachers' personal cell phone numbers, please limit texts. Communicate through the BAND app, email, or schedule a time to meet in person.

**Open studio time.** If a studio is not occupied, company dancers may request permission to practice or rehearse. Teachers have the first priority of open studio time.

**Dancers' space.** We encourage dancers to take advantage of the dressing room and back desks as their space for meals, homework, crafts, etc. We kindly ask that dancers help keep the lobby open and clean for the public and our parents, siblings, and visitors. No gum in the studios.

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**Behavioral Intervention Policy:**

Students should engage with the rules of the program in mind, actively listen, treat others with kindness, acknowledge instructions given, maintain physical and emotional boundaries of others, and show respect to all other students and staff. If an instructor must speak to an individual student regarding a behavioral issue, the following steps will be taken:

**First Warning:** RDA faculty will speak to the student(s) about behavior issues and contact the parent/guardian if necessary.

**Second Warning:** The RDA faculty will speak to the dancer and the parent/guardian about the continuing behavior issues and discuss options for resolving the issues.

**Third Warning:** If the behavior problems continue, the RDA faculty will ask the parent or guardian to come for a conference with the faculty member, supported by the RDA Director to discuss whether the dancer can continue in the program.

**Removing Student from Dance:** If the dancer cannot function in cooperation with the rules and policies set forth by RDA, after the proper disciplinary steps have been taken, the dancer will be asked to leave RDA. No refund will be issued.

If a student should engage in extreme/dangerous behavior that interferes with the health and safety of themselves or others, then RDA and its staff may skip any of these steps and immediately remove the student from the program. Examples of such qualifying behaviors may include bringing weapons to a program, making threats of violence, bringing physical harm to others, etc.

## The Competition Season

Date	Name	Venue	Address
November 1-2	<b>Ignite Dance Convention (Optional)</b>	Richmond Convention Center	403 North 3rd Street Richmond, VA 23219
January 9-10	<b>Company Dress Rehearsal</b>	Regency Dance Academy	8968 Quioccasin Rd, Richmond, VA 23229
January 30-1	<b>Showstoppers Competition (Optional)</b>	Fredericksburg Convention Center	2371 Carl D Silver Pkwy, Fredericksburg, VA 22401
February 13-15	<b>Ignite Dance Competition</b>	Richmond Convention Center	403 North 3rd Street Richmond, VA 23219
March 13-15	<b>LEAP Dance Competition</b>	Gar-Field High School	14000 Smoketown Rd Woodbridge, VA 22192
April 17-19	<b>Elite Dance Challenge</b>	Richmond Convention Center	403 North 3rd Street Richmond, VA 23219
May 1-3	<b>On Point Dance Competition</b>	Harrison Opera House	160 W. Virginia Beach Blvd. Norfolk, VA 23510

### Makeup

- Lipstick: mauve, brick rose, brick red color (not bright pink or bright red)
- Eye Shadow: neutral colors (ex. ColourPop Going Coconuts Palette - see below)
- Foundation or Powder
- Blush
- Pencil or Liquid Eyeliner
- Eyebrow Pencil
- Black mascara applied to top and bottom lashes
- Makeup remover wipes

Please watch this video tutorial: [MAO Free Through the Zeros :13](#)



**Earrings:** Crystal 15mm Rondelle Post from Crystal Couture Inc.

# Competition Etiquette

## **1. EARLY IS ON TIME**

- Scheduled performance times can VARY; competitions can run early
- We will give you a Call Time that indicates the time you should arrive at the venue
- Show up ready to dance so you have time to rehearse, warm up, and prepare
- If you are late you will not be able to perform

## **2. BE PREPARED**

- Have your required costumes, shoes, and accessories
- Remember, conventions often have tap class; bring tap shoes (even if you aren't a tapper)
- Also bring extras: tights, make-up, hair pins, hair spray
- Sewing kits, scissors, and athletic tape are great to have on hand

## **3. LOOK YOUR BEST**

- Show up performance-ready
- Hair should not move
- Make-up should look fresh
- Tights can not have holes or runs
- No undergarments showing under your costume
- No colored nail/toe polish or jewelry

## **4. WEAR YOUR RDA GEAR**

- When rehearsing, backstage, and at awards (this is required)
  - \*Don't forget to order your company jacket by October 1st.
- You can visit our online shop to order any additional RDA gear year-round!

## **5. ACT PROFESSIONAL**

- Cheer each other on AND cheer for other studios
- Do not approach Judges or competition directors without consulting Miss Ashley
- Do not move anyone else's belongings in the dressing rooms
- Be kind. This is for parents too

## **6. USE PROPER THEATER ETIQUETTE**

- Do not talk or get up during any routines
- Do not take photos or videos of any routines or in dressing rooms
- Follow the competition rules and requests
- Turn all electronics on silent or vibrate

## **7. TEACHERS AND PARENTS SUPPORTING DANCERS TOGETHER**

- Let the teachers worry about scoring, rehearsing, awards, rules, performance quality, and

checking in

-Parents, be there to cheer your child on, no matter how they perform or score.

-Their first experiences at competition can shape who they are as performers so it is VERY important to keep this environment positive. Ex. If you show disappointment in a placement or award, they will too. Be proud no matter what! REMEMBER: They will learn and grow no matter where they place!

### **Tips for a successful competition:**

1. Get a good night's sleep the night before!
2. Eat a solid, healthy breakfast.
3. Pack all costumes, shoes, make-up at least two days before competition.
4. Pack food and drinks.
5. Bring a blanket to define your space in the dressing room.
6. Coordinate with each other for lunch or dinner take-out or restaurants.
7. Dancers may want to purchase a nude leotard to wear under their costume.
8. Check on each other and your teachers.

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**Competitions are fun, high energy, and full of excitement**, but they can also bring on feelings of stress, nervousness, and fatigue. Competition weekends consist of long days, often starting early in the morning and ending late at night. It's important that we all try to remain calm, positive, and collected. Something will go wrong – but remember, we are a team, and we all look out for one another. There will be disappointments in performances or placements (awards) but how you react to these feelings can affect the team and your place on the team. Use these experiences to work hard and learn from mistakes.

A coach once said, pressure is a privilege. Not everyone has the opportunity to compete at this level, so embrace the moment. The more experience we gain, the easier it becomes.

# Dress Code

## **Ballet**

- Leotard of any color
- Skin-tone or ballet pink footed or convertible tights
- Skin-tone ballet shoes; recommended brands: Bloch, Capezio
- Hair neatly in a bun
- Optional ballet skirt
- Form-fitting solid-color leggings or shorts

## **Tap, Jazz, Contemporary, Musical Theatre, Acro**

- Leotard of any color
- Footless, stirrup, or convertible skin-tone tights
- Form-fitting solid-color leggings or shorts
- Hair neatly pulled back

## **Hip Hop**

- Comfortable fitting tank top or t-shirt
- Sweatpants, shorts, or leggings
- Clean sneakers (only to be worn for class)
- Hair neatly pulled back

## **Adult Classes**

- Dance attire or workout clothing with appropriate shoes

## **Shoes (recommended brands: Bloch, Capezio)**

- Tap - black shoes with laces
- Ballet - skin-tone, canvas, split-sole
- Jazz and Musical Theatre - black or tan split-sole jazz shoes
- Contemporary - barefoot or Dance Undeez
- Hip Hop - black jazz shoes or clean sneakers

# 25/26 Regency Dance Calendar

**Sunday, August 16:** Company Pool Party (2-5 pm)  
**Sunday, August 24:** Company Meeting at the studio  
(4-5 pm MANDATORY)

**Sunday, September 7:** Open House (3-5 pm)  
**Monday, September 15:** First Day of Classes  
**Mon-Thurs, September 29- October 2:** Bring a Friend

**Mon-Thurs, October 27-30:** Dress up week

**Sat & Sun, November 1-2:** IGNITE Dance Convention  
(Richmond, VA OPTIONAL)  
**Sun-Sat, November 23- 29:** Fall Break (Studio Closed)

**Mon-Thurs, December 15th-18th:** Alumni Week  
**Friday, December 12:** Company Holiday Party (5:30 - 8:00 pm)  
**Sun- Sat, December 21-January 3:** Winter Break (STUDIO CLOSED)

**Sunday, January 4:** Classes resume  
**Friday, January 9:** Company Dress Rehearsal at studio (Soloists)  
**Saturday, January 10:** Company Dress Rehearsal at the studio  
**Tuesday, January 13:** Last day to register for performance classes  
**Fri-Sun, January 30-1:** Showstoppers Competition (Fredericksburg, VA Optional)

**Mon-Thurs, February 9-12:** Spirit Week  
**Fri-Sun, February 13-15:** IGNITE Dance Competition (Richmond, VA)  
**Mon-Fri, February 16-20:** Picture Week

**Fri-Sun, March 13-15:** LEAP Competition (Woodbridge, VA optional)

**Sun-Sat, March 29-April 4:** Spring Break (STUDIO CLOSED)  
**Fri-Sun, April 17-19:** Elite Dance Challenge (Richmond,VA)

**Fri-Sun, May 1-3:** On Point Dance Competition (Norfolk, VA)  
**Friday, May 15:** Company End of the Year Party at the studio  
**Saturday, May 16:** Company Auditions  
**Friday, May 29:** Last day of classes

**Tues-Thurs, June 2-4:** Dress Rehearsal for the Show at James River High School  
**Fri- Sat, June 5-6:** End of Year Show at James River High School

Fall/Spring Company weekly rehearsals

Solo - \$1190 each  
Duet - \$600 each  
Trio - \$410 each  
Groups - \$395 each

Fall/Spring Performance/Technique

2 Hours-\$1496  
3 Hours-\$2142  
4 Hours- \$2720  
5 Hours- \$3400  
6 Hours- \$4080  
7 Hours- \$4760

Competition Fees (3 Competitions)

(does not include Title, Media, Improv, Convention fees, which are set by the Competition)

Solo-\$525  
Duo/Trio-\$250  
Group-\$215

Other Fees

\$75 Media Fee (show video & yearbook)  
\$55 Guest Artist

Total fees (Media, Guest Artist, Competition, Rehearsals and classes)will be broken down into 9 monthly payments, September through May.



Once this contract is signed, you are committed to your required training classes and Company rehearsals for the entire season, which ends with our final show which is currently scheduled for June 5th & 6th, 2026.

- Proper conduct is expected from Company dancers and parents. As a representative of Regency Dance Academy, you are expected to show good sportsmanship and a positive attitude in the studio as well as out of the studio. Dancers are encouraged to establish new friendships in their classes and company. We enforce teamwork and fairness, and dancers are expected to treat each other with respect and kindness. Dancers are expected to demonstrate respect for all faculty at all times. If a Company member does not abide by this policy termination will occur. Regency Dance Academy will make any and all determinations regarding whether a policy has been breached and reserves the right to remove a dancer for any reason it deems necessary and at any time it deems appropriate.
- Company Dancers must be in proper dress code for all classes and must abide by the studio policies.
- Dancers must be available for the summer Choreography Intensive and MUST be practiced in preparation for the next rehearsal so that the choreography can be learned quickly.
- Company rehearsals occur weekly until the final show. We will attempt to limit all rehearsals the week of Fall, Winter, and Spring break (understanding that breaks can differ depending on a number of factors) as well as competition weekends (Friday, Saturday, and Sunday).
- Dancers must participate in the required summer dance classes, as well as weekly training classes beginning in September and Company Master Classes and/or Guest Artist workshops.
- Attendance is extremely important. If you are sick, do not come to class; please participate by Zoom or FaceTime if able.
- We will participate in three competitions throughout the year with an optional national competition. Refer to your calendar for specific dates of the competitions. The performance times are announced 1 week before the competition so you must have the weekend free. Arriving on time is crucial at competitions and tardiness may result in termination. Dancers must stay until the awards for your section are over before you may leave. Students and parents understand that all teachers may not be present at competitions, but there will be a studio representative at each competition.
- You are responsible for hotels and any other travel expenses at the competitions.
- All Company members will be on monthly automated withdrawals, unless paid in full.
- Costume fees are non-refundable and not included in the monthly tuition fees; these fees will be charged in a separate transaction.
- Failure to comply with the rules listed will result in dismissal from the Company.
- If this contract is broken (if the dancer drops out or is dismissed) before the 2026 Final Show, there will be a \$500.00 fee per dance for restaging, re-blocking, and teacher compensation.
- Regency Dance Studio shall be entitled to all fees, costs, and expenses, including reasonable attorney fees, should it have to take any action to enforce the provisions of this agreement, with the parent, grandparent, guardian, etc. of the dancer being the party that shall bear the cost.

**I have had sufficient opportunity to read this entire document and understand this is a commitment of the dancer and parent or guardian. I have read and understood it, and I agree to be bound by its terms.**

Parent or Guardian Name

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Parent or Guardian Signature

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Dancer's Name

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Dancer's Signature

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Owner's Signature

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Date \_\_\_\_\_

ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

REGENCY DANCE ACADEMY

PLEASE PRINT - You must fill out the form completely or processing will be delayed.

DATE: \_\_\_\_\_, 20\_\_\_\_

PARTICIPANT'S FULL NAME (1) \_\_\_\_\_ AGE \_\_\_\_\_

PARTICIPANT'S FULL NAME (2) \_\_\_\_\_ AGE \_\_\_\_\_

PARTICIPANT'S FULL NAME (3) \_\_\_\_\_ AGE \_\_\_\_\_

PARENT'S FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMERGENCY CONTACT NAME/PHONE \_\_\_\_\_

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN THIS ACTIVITY OR EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in the activity or event, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems that preclude my participation in this activity or event.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate and that it will govern my actions and responsibilities at said activity or event.

In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

I HEREBY WAIVE, RELEASE, AND DISCHARGE REGENCY DANCE ACADEMY and all divisions thereof of any and all liability and responsibility for injuries, sickness, pandemics, accidents, natural disasters and/or acts of God incurred during participation in and/or instruction of camps, intensives, private instruction, choreography or any activity I may participate.

I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event, THE FOLLOWING ENTITIES OR PERSONS: REGENCY DANCE ACADEMY and/or their directors, officers, managers, employees, volunteers, representatives, and agents, the activity or event holders, activity or event sponsors, activity or event volunteers;

I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this waiver, release and registration form from any and all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of release or otherwise.

The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL. (SIGN BELOW IF OVER THE AGE OF 18 - IF A MINOR, HAVE PARENT SIGN AT THE BOTTOM.)

SIGNATURE \_\_\_\_\_

PARENT / GUARDIAN WAIVER FOR MINORS (Only if student is under 18 years old)

The undersigned parent and natural guardian does hereby represent that he/she is, in fact, acting in such capacity, has consented to his/her child or ward's participation in the activity or event, and has agreed individually and on behalf of the child or ward, to the terms of the accident waiver and release of liability set forth above. The undersigned parent or guardian further agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim, or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents or legal guardian.

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_