DANCE TROUPE HANDBOOK

Faith DANCE

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LUTHERAN COLLEGE
PLAINLAND

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For emergency information or queries during competitions and events, please phone **0477 317 847**

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Dance Troupe Co-ordinator

Beck Smith

On behalf of our coaching team, I extend my warmest welcome to all students and families. Congratulations on a successful audition; the Coaching Team looks forward to working with you all this year within the 2026 FLC Dance Troupe.

This handbook contains vital information for both students and families, as well as guidelines that must be complied with for students to maintain their position in this team.

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DANCE TROUPE CO-ORDINATOR

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Dance Troupe Mission

Our College vision is "***Awaken potential and empower learners to lead purposeful lives through Christ***".

The Dance Troupe aims to fulfil this vision by providing opportunities for students to learn, grow, and take positive risks in a rewarding and safe environment. It is imperative that all student and family members of our team share our mission and philosophy.

In Troupe, we take a holistic approach to ensure that each individual feels valued and contributes to the team with other members in mind. Through the enhancement of positive emotions, engagement, teamwork, relationships, and achievement, these pillars of wellbeing will form the foundations for happy and healthy young adults.

We aim to nurture a culture of positivity, effort, teamwork, and desire to see others succeed. As such, we expect all students and families to support and encourage each other, as well as our competitors, in all aspects.

This is demonstrated through positive language within all interactions at rehearsals, competitions, and within the wider community. As a Team, we represent the College with respect and pride at all times.

Agreements and To Do Checklist

The Coaching Team spend countless hours behind the scenes preparing routines, arranging costumes, and completing administrative tasks to provide students with this incredible opportunity. We ask that students and families return this dedication in kind.

Participation in the Troupe requires a substantial commitment to attend rehearsals, eisteddfods, and performances throughout the year. Members of the Dance Troupe are expected to always abide by the College values. It is therefore important that all students and caregivers read this handbook and complete the following:

- ☐ Complete the digital copy of the Dance Troupe Contract on page 13
- ☐ Ensure students' medical details are up to date on Parent Lounge, including permission to administer paracetamol and antihistamine when needed.
- ☐ Pay the Performer's Fee at Sports Centre Reception (see page 4)

Dance Troupe Rehearsals

All rehearsals are considered compulsory. a significant impact on not only the individual student, but the entire Troupe. If a student will be absent or late for any rehearsal, a caregiver must notify the Creative Arts Administrator, Mrs Kristy Klee, explaining the reason for the absence.

If a student needs a permanent alternate arrangement (e.g., leaving early from rehearsal), this must be pre-arranged with the Dance Co-Ordinator within the first two (2) weeks of the school year.

Students are required to have a 90% attendance rate across each term. If a student drops below 90% and absences are unexplained, a caregiver will be contacted to provide reasonable explanation. If a caregiver is unable to provide reasonable explanation, a student may be asked to not perform in upcoming competitions and/or events.

If a student decides they no longer wish to be a member of a team, they may leave at the following points of the school year:

- Term 1, Week 4
- Term 2, Week 9
- Term 4, Week 3

Written communication from a caregiver must be provided to both the Dance Co-Ordinator & Creative Arts Administrator two (2) weeks from the cut off date.

All families are to ensure that any additional commitments (e.g. dinners, parties) do not conflict with rehearsals. Senior students are reminded that it is their responsibility as a member of the Troupe to ensure their employers are aware of their availabilities to ensure shifts do not clash with rehearsal.

Weekly rehearsals will occur on the following days:

- Junior Dance Collective: Monday 3pm-4.30pm
- Junior Dance Ensemble: Wednesday 3pm-5.15pm
- Senior Dance: Wednesday 3pm-5.15pm

Please note that while students have been allocated to a team, they will not necessarily be dancing in all routines from that troupe. Coaches and choreographers reserve the right to select the students for routines.

Before and After Rehearsal

Caregivers are reminded that coaches are only responsible for students during official rehearsal hours. Students must be collected promptly following the end of each session from the Drop and Go area.

Costs Involved

The following costs are involved in participating in Dance Troupe:

- Performer's Fee: to be paid to the Sports Centre reception by the beginning of the 2026 school year. This fee covers all competitors' passes to all competitions and costume hire
  - Dance Collective: $50
  - Dance Ensemble & Senior Dance: $65
- Performing Arts polo shirt ($45). Students who already own one, including the archived Dance Troupe polo, do not need to purchase another one unless they want to. All new students will be sized for this in the first couple of weeks at rehearsal. If existing students wish to purchase another shirt, they must order this through the Sports Centre Reception
- Garment bag – this will be supplied to students at the time they receive their costumes.
- Genre-specific shoes (see page 5)
- Dance underwear in the students' skin tone with seams that are not visible from under leotards
- Dance tights (stockings) in the students' skin tone (see page 5)
- Any costume items that are required as basic costume items (e.g., socks, bike pants, t-shirt). These will be as inexpensive as possible, with clear notice & communication provided.

Uniform Requirements for Rehearsals and Performances

Shirts:

The Dance Troupe polo shirt is a **compulsory item** for all members. While this shirt must be worn to and from all performances, students may choose to wear their College sports shirt to weekly rehearsals.

The Dance Troupe polo must not be worn during regular school days.

From time to time, there may be secondhand shirts available to purchase for $20. Please check with the Sports Reception for availability.

For students who no longer wish to be part of the Dance Troupe or would like to purchase a different size, the old shirt can be given to the Sports Reception to be sold as a secondhand item. Shirts must be in excellent condition.

Shorts / Pants:

Students may wear their College sports shorts, plain black leggings or bike shorts. In the winter months, students may wear the College track pants or plain black track pants No other pants (e.g., pyjama pants) may be worn at rehearsal or competition.

Bags:

Students are required to bring either their FLC school bag or FLC co-curricular bag to all competitions. Additionally, students are provided a garment bag that is provided with costumes to students.

Students may not bring non-FLC bags, including tote bags to competition. Large dance bags (e.g., Dream Duffel Bags) must have approval from the Dance Co-Ordinator prior to bringing to competition.

Shoes:
Students must also wear appropriate school sporting footwear to and from competitions. Student may not wear footwear such as slides, thongs or slippers at competition.

All genre-specific shoes must be brought with them to rehearsals every week:

- Jazz: Black slip-on jazz shoes. These can be purchased from any dancewear store. Upon request, students can be fitted during rehearsal, then place their order via email to our Co-curricular administrator, Mrs Kirsty Klee (kklee@faithlcs.qld.edu.au) and pay at Student Services.
- Hip Hop: Plain white, leather-look upper, flat-soled sneakers
- Lyrical & Contemporary: toe undies or turning shoes (available from dancewear stores)
- Tap: black lace up tap shoes

Dance Tights (stockings) and Socks:

All routines require tights. Students are required to supply their own dance tights (stockings). These can be purchased from any dancewear store. Alternatively, students can purchase a pair during rehearsals for $20 each, paid in cash (no change given). Limited sizes are available. Please do not wait until you arrive at the venue to ask for tights.

Students are asked to have two pairs of each tights.

- All routines: Matte convertible tights in the students' own skin tone
- All jazz and cabaret routines: black fishnet tights (no holes / tears) – these must be dance tights (not fashion tights)
- All students will be required to purchase their own socks for the following genres:
  - Jazz: black knee-high socks
  - Hip hop: white quarter crew socks

Dance Costumes

Most are provided by the College as part of the annual registration fee. Occaisonally, students are required to self-costume some basic items (such as pants, shirt, socks, etc).

Students and caregivers must follow all instructions on the Costume Hire Agreement on page 8.

Make-up and Hair Requirements

All students are responsible for their own hair and make-up. Teachers are not available to do this for students.

Hair:

- Hair styles required for each routine may change on the day depending upon the program and the time provided for changing between dances.
- Regardless of style, hair should be smoothed / straightened with a hot iron prior to styling. Those with naturally very curly hair are excepted; however, the curls must be defined and smoothed with suitable styling product to avoid a frizzy look.
- For all dance performances: Centre part with hair slicked back into a low ponytail using a hair band the same colour as the hair.
- Students must bring to all performances a hair kit consisting of a hairbrush, tail comb, hairspray, hair ties and bobby pins.

Make-up:

There are many dance performance make-up tutorials available online to help with application. It is suggested you get your make-up kits prepared well in advance and take the time to do some trials.

Students must bring all make-up equipment to performances for touch-ups throughout the day.

- Make-up primer is required under make-up to help it last all day.
- Full coverage foundation in the students' skin tone, or one shade darker, set with powder.
- Blush
- Contour / highlighter
- Eyeshadow: Dark brown in the crease, blended to light brown over the lid and nude shades under the brow
- Black eyeliner with a small wing
- Black mascara (false lashes are optional)
- Eyebrows defined in the students' hair colour
- Red lipstick (long-wearing, colour-stay lipstick is recommended to avoid transfer onto costumes)
- Make-up setting spray over the top
- Make-up remover wipes

Checklist for Performances

(please ensure everything is named)

- ☐ Dance Troupe uniform
- ☐ Jacket (to cover costumes) – must be FLC pull over jacket.
- ☐ Hair kit
- ☐ Make-up kit
- ☐ Underwear in the students' flesh tone
- ☐ Dance tights for each routine in the students' skin tone
- ☐ Shoes required for each routine
- ☐ Water bottle
- ☐ Food and snacks
- ☐ Money for food/drink
- ☐ Mobile phone for communication
- ☐ Medical devices as needed (e.g. asthma inhaler)
- ☐ Medications as needed – this must be communicated to both the College Nurse and Dance Co-Ordinator, via email and handed into a Dance Coach prior to competition.
- ☐ Strapping tape if the student has pre-existing injuries.
- ☐ One instant ice pack (available from most pharmacies)
- ☐ FLC garment bag with costumes

Costume Hire Agreement

Outline:

- The College has paid for all costumes, and the hire fee is included in the performer's fee.
- Students are responsible for the safe transport, freshening and return of their costumes.
- If the College deems a costume is deemed either severely unclean, damaged beyond repair, or not returned:
  - Caregivers will be charged for the replacement of affected costumes ($20 to $200 dependent on item)
  - If lost or damaged during the season, the student will be removed from the affected dance

Process:

1. Before the first event of the year, students will receive their costumes:
   - Each student will be measured and allocated a costume for each routine.
   - The full costume for each routine will be packaged into a garment bag with the student's name and the individual costume number (located on the inside of the garment).
2. It is important that students do not 'swap' costumes, as we have recorded who has been given each costume, and students are responsible for the costume allocated to them.
3. The costumes must not be worn outside of our scheduled performance (i.e., they are not to be used for any performances / fancy dress parties, etc external to Dance Troupe).
4. Students must bring all their required costumes to each performance event safely stored in their garment bag, safely stored away from the dangers of leaking food, drink and make-up. Do not wear costumes to or from the venue.
5. At the venue, students will change into their costume prior to their performance, ensuring it is being worn as directed by coaches.
6. Costumes must be covered when not performing. Students must use either their Dance Troupe polo or FLC jacket.
7. Students are not to eat or drink (other than water) whilst wearing costumes.
8. Students are to avoid activities that might damage the costume (e.g. rolling around on rough surfaces)
9. After the performances, students must carefully place all costume items back into their garment bag, ensuring all items are accounted for.
10. At the end of the evening, students are to remove their costumes from their bags, hang them up to air out before returning them to the garment bag. DO NOT leave the sweaty costumes inside the garment bags as they will go mouldy. Do not wash costumes unless directed. If you have any specific concerns, please contact Mrs Kristy Klee in the Sports Centre Reception.
11. At the end of a students' final performance of the year, families will be required to return costumes to the Co-Curricular Administrator at the designated time. Students' costumes must be aired out – please note a washing fee for any costumes deemed soiled or needing significant cleaning will receive a $30 fee per affected costume item.

Performance Schedule

Please note that final dates and times will be communicated as soon as the competition program has been published. Most competitions run during the afternoon and into the evening, often finishing after 8.30pm. While students will be transported to the venue, caregivers are usually responsible for collecting them at the end of the event. Just prior to each event, students and caregivers will receive an event 'logistics' letter, which will outline times, travel arrangements, ticket purchasing, and an outline of the program.

In addition to the performances below, students will perform at several school events during the day throughout the year (e.g. chapel, International Women's Day). These will be communicated as they occur.

Date	Event	Potential Teams Performing	Venue
T1 W2: Sunday 8 February 10am–4pm	FLC Dance Routine Workshop	• Junior Dance Ensemble • Senior Dance	FLC Campus CA Block
T1 W4: Sunday 22 February 10am–4pm	FLC Dance Routine Workshop 2	• Junior Dance Ensemble • Senior Dance	FLC Campus CA Block
T1 W6: Saturday 7 March	FLC Open Day	• Junior Dance Collective	FLC Campus CA Block
T2 W2: Wednesday 29 – Thursday 30 April	Ipswich Combined Teachers Dance Festival	• Junior Dance Ensemble • Senior Dance	Ipswich Civic Centre 50 Nicholas St Ipswich
T2 W7: Friday 5 June	Faith's Got Talent	• Junior Dance Collective	FLC Campus Sports Hall
T2 W8: Monday 8 – Friday 12 June	Brisbane Performing Arts Challenge	• Junior Dance Ensemble • Senior Dance	Riverlife Church 47 Jennifer Street Seventeen Mile Rocks
T2 W8–W9: Thursday 11 – Thursday 18 June	Ipswich Junior Eisteddfod	• Junior Dance Collective • Junior Dance Ensemble • Senior Dance	Ipswich Civic Centre 50 Nicholas St Ipswich
T3 W3–W4: Thursday 30 July – Thursday 6 August	Toowoomba Dance Eisteddfod	• Junior Dance Collective • Junior Dance Ensemble • Senior Dance	Empire Theatre 56 & 56A Neil Street Toowoomba
T4 W4 or W8: Monday 3–6 August; Monday 31 August	QUOTA Beenleigh Eisteddfod	• Junior Dance Ensemble • Senior Dance	Logan Entertainment Centre 170 Wembley Road Logan Central
T3 W9: TBA	Lockyer District Dancing Festival	• Junior Dance Collective • Junior Dance Ensemble • Senior Dance	Gatton Shire Hall 52 North St Gatton
T4 W2: Thursday 15 October	FLC Dance Showcase Tech Rehearsal	• Junior Dance Collective • Junior Dance Ensemble • Senior Dance	Gatton Shire Hall 52 North St Gatton
T4 W2: Saturday 17 October	FLC Dance Showcase	• Junior Dance Collective • Junior Dance Ensemble • Senior Dance	Gatton Shire Hall 52 North St Gatton
T4 W3: Friday 23 October	FLC Sports Awards	• Junior Dance Collective	FLC Campus Sports Hall
T4 W7: Wednesday 18 November	Presentation Night	• Senior Dance	Ipswich Civic Centre 50 Nicholas St Ipswich

Commitment and Attendance Requirements

The FLC Dance Troupe is a team. As such, the success of the Troupe relies upon commitment from every member. Attendance at all rehearsals and competitions is a requirement of being part of this team. Both students and caregivers must be aware that they are committing to this team for the entire year of performances as outlined in the schedule. Due to the stress involved in reformatting routines due to member absence, a student's place within the Troupe is dependent upon both them and caregivers understanding the level of commitment involved and upholding their responsibilities as such.

If a student decides they no longer wish to be a member of a team, they may leave at the following points of the school year:

- Term 1, Week 4
- Term 2, Week 9
- Term 4, Week 3

The yearly performance schedule is provided as early as possible to allow families to plan around these events. Please put these dates into your calendar now and if you notice a clash, please email the Creative Arts Administrator, Mrs Kristy Klee.

In special circumstances where a student is unable to attend a performance, the Dance Troupe Co-ordinator must be notified via email at the time the logistics letter is released four weeks prior to the event to allow reformatting to take place.

In the event of illness, please email the Dance Troupe Co-ordinator as soon as possible.

Driving & Carpooling

If a student at any stage is needing to carpool with another person that is not their immediate contact with the College, communication to the performing arts administrator or Dance Troupe co-ordinator must be provided no later than 24 hours prior to the competition. If the student is to be travelling with someone who is not from the College (e.g., family whose student does not attend the College), appropriate contact information must be provided in communications.

All students who are of driving age (i.e. Graduate Phase students) are to ensure they have completed necessary documentation for driving to school if they are to be driving to and from competitions and performances. If a student who is not of driving age, such as sibling, is to be travelling at any point with the driving student in their vehicle, names of students are to be updated in appropriate documentation prior to the competition. If students have not completed the appropriate documentation, they must travel with the Troupe on bus transportation & be collected from the competition with all other Troupe members.

Mobile Phones

Students are required to not have their phones on their person during rehearsals – these must be kept either in school bags or at the front of the rehearsal room. Personal exemptions may be made in communication between parent/caregiver and the Dance Troupe Co-ordinator.

At competitions, students are required to stay in a group of three (3) or more students with at least one student having the co-curricular phone number when in the vicinity of the competition and not in direct teacher sight (e.g., purchasing food, going to bathrooms). Students will be asked to text families when they are close to finishing at competition.

To coincide with mobile phone use, no student under the age of sixteen (16) is allowed to be seen on social media as per the Social Media Age Restrictions. If a student, either at rehearsal or competition, is seen to be on social media, the coach will report to the College, with communication made within twenty-four (24) hours to parents and/or caregivers.

Health Matters

The Coaching Team will have a first aid kit on hand, with paracetamol and antihistamines. Should a student require these medications during an event, a staff member will consult the students' medical details recorded. It is therefore imperative that ensure that their child's medical information is up to date within Parent Lounge, especially the medications section.

If a student requires regular medication, this must be included in their medical details on Parent Lounge. Please notify the Co-curricular Administrator, Mrs Kristy Klee of these details and hand the medication to a Dance Coach prior to departure.

Dance Troupe Captains

Each year, two students are selected through an application & voting process by both Coaches and students. A Dance Troupe captain is a role held in high regard as student representative of their respective team. The role of a Dance Troupe Captain is as follows:

- Run warm up for respective team
- Support break-out rehearsals for small group work
- In conjunction with Coaches, choreograph of sections of routines (Senior Captain only)
- Create & run a social event in conjunction with other captains once a term
- Be the designated student to collect awards at competitions – this includes staying until the announcements of awards for the last section.
- Create & deliver announcements at relevant Chapels

Rights and Responsibilities

All students and caregivers are expected to abide by all College Policies including the Parent Code of Conduct and Wellbeing and Relational Management Policy. Students who do not meet College expectations may have their place on the team removed. Students and caregivers are required to read over the Rights and Responsibilities below before signing the contract on page 13.

At Faith Lutheran College, students and staff have the right to:

- Be respected.
- Feel safe both physically and emotionally.
- Learn without disruptions.
- To ensure these rights are being met, members have the responsibility to:
- Be organised and punctual:
  - » All rehearsals must be attended. Rehearsals start at 3pm sharp.
  - » All performances and rehearsals must be attended as per the schedule. Any rehearsal absence must be explained in writing to the Creative Arts Administrator, Mrs Kristy Klee in a timely manner. Absence must be communicated at the time of logistics letter release.
  - » Bring all required equipment to performances. Failure to do this may result in being withdrawn from that performance.
  - » Ensure all items are labelled.
  - » Keep all items together with both your garment bag and FLC school bag at competitions and check that all costume items are accounted for prior to leaving the venue.
  - » During events, coaches give students timeframes within which to complete hair and make-up tasks and run routines. Students must manage their time to ensure these deadlines are met. Whilst it is great to help others out, students must complete their own hair and make-up first.
  - » Follow coaches' directions at venues regarding movement in and around the venue, always ensuring that you go everywhere in a pair.
  - » Do not leave a venue before signing off with a staff member first.
- Have a growth mindset:
  - » Students will receive corrections from their coaches from time to time. It is imperative that they receive this graciously and learn from this to become better dancers.
  - » Accept coaches' decisions respectfully regarding costuming and do not alter the appearance of the costume without their consent.
  - » Accept coaches' decisions respectfully regarding routine positioning.
  - » Practice and polish routines outside of official rehearsal time.
  - » During performances, mistakes happen. Students should acknowledge these, apologise to those affected by the mistake, forgive themselves, then proactively put measures in place to avoid it happening again.
- Care for the environment:
  - » Do not eat or drink (other than water) in the dance rooms or whilst in costume.

  - Ensure the facilities used (e.g., rehearsal spaces, dressing rooms) are clean and tidy after use.
  - Follow the instructions in the Costume Hire Agreement carefully to ensure costumes are well cared for.
- Listen, engage, and respond appropriately:
  - Seek clarification from the coach when instructions are unclear. At this time, it is important that the whole Troupe actively listens, as usually the response given affects more than just one student.
  - Coaches will indicate to students the level of exertion they wish to see during a specific run-through (not all practices are conducted at 100%). Student must practice to the level indicated. This is especially important for building cardiovascular fitness and developing muscle memory and timing.
  - When a student is corrected by a coach, the student must respond respectfully and always follow the teacher's direction.
  - Respect the decision of officials at events.
  - Never ridicule or berate a fellow student for making a mistake in rehearsal or performance.
  - Show respect for fellow competitors – cheer them on and congratulate them on their performance.
  - Most venues will have shared dressing rooms; be gracious, positive, and kind to others using the space. Be mindful of personal privacy (both of yourself and others using the space) – particularly when using cameras.
  - Due to the nature of shared dressing rooms, it is expected that all students of FLC will display a level of decorum in these spaces by always ensuring they are wearing underwear between costume changes and covering up with their uniform as soon as possible. Students are encouraged to use the bathroom facilities if they need to change underwear.
- To uphold the College's values and ethos when representing the College:
  - We value people: We should strive to grow together, learn together, and support each other through genuine care. The coaching team spend countless hours to provide this opportunity - trust in them to make decisions that are in the best interests of the whole troupe.
  - We value being Spirit-led: Respect the rights, dignity and worth of fellow team members, staff, competitors, coaches, officials, volunteers, and spectators, regardless of their gender, ability, cultural background, or religion.
  - We value quality: Be unrelenting in the pursuit, expectation, and achievement of excellence at all performances.
  - We value authenticity: Be a positive role model who leads with truth, integrity, and accountability both to yourself and others
  - We value innovation: Respond to challenges with creative invention and collaboration. Occasionally, reformatting a dance requires members to be adaptable; accept this graciously and strive to excel for the betterment of the whole Troupe.
  - We value simplicity: By being organised and proactive with all rehearsals and performances, events will run smoothly and allow all participants to obtain the greatest enjoyment.
  - We value sustainability: The Dance Troupe has experienced impressive growth over the past few years. This is due to the hard work and dedication of staff, students, and families. Growth allows us to expand our repertoire and costuming resources. Careful management of these will ensure that our Troupe will continue to flourish into the future.
  - To uphold the College's Wellbeing & Relational Management Policy. Students in breach of this policy at the time of competition or performance will automatically forfeit their position for the period relating to their breach.

2026 DANCE TROUPE CONTRACT

By completing this contract, students & caregivers are indicating that they agree to the following:

- Abide by the Rights & Responsibilities outlined on pages 10 - 11
- Abide by the terms of the Costume Hire Agreement on page 8
- Attendance at all weekly rehearsals, unless communicated as per page 9.
- Provision & abidance by all uniform requirements outlined on pages 4 - 6.

My student who is a part of

agrees to participate in and commit to the 2026 Faith Lutheran College Dance Troupe weekly rehearsals, as well as performances & competitions unless prior, timely communication is made in accordance with the requirements outlined in the Dance Troupe handbook.

Student Signature

Parent/ Caregiver Signature

Date

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