

# CENTRAL MAINE TWIRLING CORPS

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## Studio Rules and Expectations

The following rules and expectations have been established in accordance with the mission of the Central Maine Twirling Corps, and with each twirler and family's best interest in mind. The minors participating in the program are the priority of the Director and coach, and all foreseeable action necessary will be taken to ensure their safety and well-being while under the care of the program. The conduct and behavior of each twirler, as well as his or her parents/guardians, is very important in maintaining a safe and positive learning environment. By participating in the program, all twirlers and parents/guardians agree to follow these rules, and understand that failure to do so on the part of a twirler, or his or her parent/guardian, may result in a twirler's suspension or expulsion from the Central Maine Twirling Corps.

### *Program Mission Statement*

Central Maine Twirling Corps fosters the positive values of teamwork, camaraderie, sportsmanship, self-confidence, and physical fitness through promoting and teaching the sport and art of baton twirling to children of all skill levels in a respectful, encouraging, and supportive environment.

#### **General Program Rules:**

1. All students participating in the Central Maine Twirling Corps will be taught on a progressive program. After completing a level, an athlete will progress to the next level. Twirlers that begin their twirling classes together may not stay as one class or team throughout their twirling years. Each twirler will be placed in the class that offers him or her the greatest benefit as an athlete. The coach has the final determination on dividing classes into groups that are of appropriate skill level.
2. All phases of twirling will be taught, including individual skills and team routines. Commitment and attendance is very important to the athlete's growth, development and success, and is expected from all who participate (this includes a commitment to practice outside of weekly classes! 😊)
3. Twirlers participating in the program will strive to accumulate at least one hour of additional practice time each week. (Main-E-Acts and Main-E-ettes are required to practice more! 😊) Mastering twirling skills takes a lot of hard work and practice, but doing a little bit each day will quickly add up! A twirler's rate of progress will be a direct result of the amount of time he or she spends working on his or her twirling skills. Find a twirling friend and some upbeat twirling music, and make practicing FUN! 😊
4. Each student will bring the folder provided at registration to each class. All class memos, order forms and twirling handouts will be put into the folder to ensure a safe delivery to parents/guardians. This is also the place to file any old memos and keep any written twirling routines for your twirler to use during practice. This folder is to be used for twirling class only, and should be kept in good condition, and should not be used for school assignments or other household papers. Often times this folder will be depended on as a form of communication between parents/guardians and the coach as class times unfortunately do not regularly allow for in-person conversation (It is important that the coach spend as much time as possible coaching your twirler). Parents/guardians should take a few minutes each week to read any new memos or information sent home in a twirler's folder, and ensure any requested information or due payments are included in the twirler's folder at the beginning of each class. Thank you in advance for your attention and help in the administrative aspects of the program. Bringing your folder to class every week does make a difference! 😊

**Note: Due to the ongoing COVID-19 pandemic, folders and paper communications will not be used until further notice. Please see email for communications 😊**

5. Parents/guardians may be allowed to watch their twirler's class on the first class of some months. Parents/guardians, otherwise, will not be allowed to observe classes. There will be no exceptions. It is important that the coach or instructor have the full and undivided attention of each twirler during class time. Often times having a parent present can distract the twirler, which will only detract from the value of the class for the athlete (plus, many times the twirlers will want to keep their performances a surprise for their families at recital! ☺) When parents/guardians are invited to watch classes, they will keep in mind that they are there to watch their twirler only, not coach him or her, offer instruction, or socialize with other parents/guardians. Parents/guardians will also keep their child's twirling in perspective and only be as competitive as his or her athlete. Thank you in advance for your understanding and respect of this request.

***Note: Due to the ongoing COVID-19 pandemic, parents/guardians will not be permitted to observe indoor classes until further notice.***

6. Parents/guardians and siblings waiting in the lobby for their twirler must exhibit proper behavior and engage only in appropriate conversation, and all minors must be accompanied by an adult at all times. An adult taking care of a child is responsible for that child's behavior. There can be no loud conversation, running in the hallways, blocking hallways or doorways with chairs or by sitting on the floor. Please remember that within each recreation center, other hallways, classrooms and offices are rented or owned by other programs and organizations. To continue to be supported by the recreation departments, we must respect these other programs and act cordially and courteously at all times. Proper and appropriate use of the building is not a right of the Central Maine Twirling Corps program, but rather a responsibility. If there is a problem of any kind with another individual in the building, please speak to the Director first. Please do not take these matters into your own hands.

***Note: Due to the ongoing COVID-19 pandemic, parents/guardians should minimize time in facilities, and abide by all posted restrictions and requirements.***

7. Twirlers may not be left in the lobby or hallway waiting for a class to begin, or a parent to pick him or her up, without adult supervision. If a parent is late picking up his or her twirler, the twirler will remain in the gym with his or her coach or instructor until his or her parent arrives.
8. **Absolutely no gum, candy or food in class as it is very dangerous to twirl with anything in your mouth, and our responsibility to take great care of our gyms. Water in water bottles will be allowed; however, soda, juice and other sugary drinks are not appropriate for class. For safety reasons, and in the interest of class time, twirlers will not be permitted to leave the gym during class time, unless in the case of an emergency.** Please bring water with you, and use the restroom prior to class!

***Note: All students must have a water bottle clearly labeled with his or her name. Due to the ongoing COVID-19 pandemic, sharing of water or snacks will not be permitted.***

9. To extend the life of your baton(s), please clean the ends (Mr. Clean Magic Erasers work best for those tough grass and black-top marks! ☺) Twirlers are expected to have clean baton ends for all performances.
10. All athletes will be trained and prepared for parade and community performances or appearances. Depending on a twirler's level and interest, he or she may also prepare for competition performance. Participation in community performances is strongly encouraged as these events often motivate the twirlers (as well as provide a means of giving back to the communities that support the program); however, they are not required for twirlers participating in the program at the recreational level. If you plan not to attend a scheduled performance, please inform your instructor as soon as possible so that other twirlers in his or her class can be prepared appropriately and routines can be rearranged when necessary. If you have committed to a performance and your twirler becomes ill or injured in a way that restricts or prohibits participation, please be sure you notify the Director as soon as possible. Commitment to a performance with unexplained absence on the day of the event is not acceptable.

***Note: Due to the ongoing COVID-19 pandemic, performance (community and competition) opportunities remain uncertain for the 2022-2023 twirling season. If/as these opportunities arise, they will be communicated to the Corps.***

11. All twirlers will have the opportunity to perform in the Central Maine Twirling Corps annual recital and awards presentation in the spring of each twirling season. Attendance in all classes and rehearsals leading up to this event is very important to not only your twirler's performance, but his or her teammates as well. Dates and times for these classes will be provided as early as possible. Please plan ahead. Unapproved absence from classes and rehearsals prior to a team's performance may result in a twirler's inability to perform with his or her team.
12. Class time is designated and designed to teach fundamentals, techniques, skills and class etiquette as it pertains to the sport and art of baton twirling. Twirlers are not obligated to participate in additional activities or progress their sport to the travel and competitive levels. While a large percentage of twirlers choose to perform, please understand that there will be added costs for participation in these events (costumes, travel, etc.). The supporting recreation departments are neither for nor against participation in performances outside of class time, but encourage athletes to participate if they wish to share their sport!  
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13. Twirlers of any level of the Central Maine Twirling Corps wishing to share their sport with their own communities through a performance or event not designated and scheduled by the Central Maine Twirling Corps (including but not limited to talent shows, football games, festivals and fairs) must inform the Director prior to the performance (twirlers are also encouraged to invite other Central Maine Twirling Corps members that live in their community, or attend the same school, to share in the opportunity). While it is impossible for instructors to attend and support each one of these performances in person, it is important that the Director be aware of each twirler's whereabouts as often times reporters, other members of the community, or event coordinators will contact the Director for further information about a twirler's training and achievements. In addition, twirlers are representing the entirety of the Central Maine Twirling Corps in their performance. If the Director is unaware of an outside performance, she will not be able to provide the best possible support and guidance for the twirler or the program. Please let your instructor know about each event no matter how big or small, and do not assume that your instructor or Director will not be contacted.

### **Payments:**

14. **All tuition payments will be made online to your local recreation department prior to your first class of the month.** If a twirler is taking more than one class per week, all payments must be paid for prior to the first class of that month. There will be no exceptions. Please remember, once class fees are collected, they are given to each supporting recreation department, who adhere to very strict registration and payment guidelines. Failure to provide payment on time will result in your twirler's inability to participate in the program until the fee is paid. (If an extreme circumstance arises that will affect your ability to pay class fees on time, please be sure to talk to the Director prior to the due date for the session's class fee). Thank you in advance for ensuring that all class fees are paid on time!
  15. **Payment will be collected for all scheduled classes.** If a student misses classes due to prolonged illness or other exceptional circumstance, make-up classes will be offered at a time designated by the Director. Classes will only be rescheduled if cancelled by the Director due to snow or other extreme emergency (if schedules allow, a double class may be held the week following a class cancellation). There will not be a double class following a holiday or school vacation, unless noted on your schedule, as classes have been scheduled to accommodate these events. There will be no discount or refund for twirlers that register for a month but choose not to attend one or more scheduled classes.
- Note: Due to the ongoing COVID-19 pandemic, classes may be quickly shifted and/or conducted online.***
16. All checks/payments for twirling supplies and costumes will be made payable to "Andrea Fletcher" or the "Central Maine Twirling Corps."

***Note: Due to the ongoing COVID-19 pandemic, payments will be collected online as often as possible.***

17. **Monthly tuition includes class instruction, holiday performance supplies and recital attire** (one costume). Tuition does not include weekly equipment and supplies (shoes, class attire, tights, etc.) or additional travel/costuming costs incurred for travel team members.
18. Costumes and supplies ordered through the Central Maine Twirling Corps will not be placed without payment.

### **Studio Dress Code/Class Attire:**

19. First year twirlers will wear clothes that are suitable to twirl in such as shorts or fitted athletic pants, a short-sleeved t-shirt, and tennis shoes or sneakers. For safety reasons, twirlers will not be allowed to participate without closed-toe shoes (make sure they are packed during boot season!). Some first year twirlers may choose to purchase twirling shoes or class attire to wear to class, but this is not required for a twirler's participation at this level. Hair should ALWAYS be pulled back away from the face (a tight ponytail or bun is preferred).
20. All returning twirlers are required to purchase a class leotard or tank top, black leggings or team shorts, and jazz shoes or twirling shoes to wear to every class. Hair should ALWAYS be pulled back away from the face and secured in a tight ponytail or bun (preferred) for each class. Twirlers that are unprepared for class may not be allowed to participate.
21. Main-E-Acts travel team members will adhere to the same dress code as returning twirlers with the exception of twirling shoes. All Main-E-Acts must have both twirling shoes and jazz shoes for each class and practice unless otherwise directed by the coach.
22. For the safety of each twirler, earrings or piercing of any kind (with the exception of one or two stud-post earrings in the earlobe), necklaces, bracelets and rings are prohibited from being worn to class.

### **Behavior and Conduct:**

*While stated here for twirlers, it is also expected that the following behavior and conduct guidelines will be supported and modeled by parent/guardians at all times when participating in the program at any level.*

23. All twirlers will treat their instructors and teammates with courtesy and respect at all times. It is understood that not all twirlers will become best friends with their classmates; however, it is expected that all twirlers will be "best teammates." This involves practicing patience, understanding, and tolerance of teammates with differing personalities and interests at all times during twirling classes and performances. It is unrealistic to expect that athletes will always agree with teammates and coaches; however, disagreements will always be handled in a respectful way. Remember, teamwork goes a loooooong way! 😊
24. Fighting or contemptuous behavior of any kind is unacceptable. In the best interest of each twirler and his or her classmates, if a twirler is caught or heard of fighting with a teammate, a twirler's parents/guardians will be informed of the situation, and the twirler will be suspended from classes, performances, competitions, and any other twirling event in which his or her team is participating until the issue can be resolved. This includes any form of cyber-bullying or slanderous remarks made about any member of the program on the Internet or through various forms of social media (For further detail, please see our *Social Media Policy and Expectations*). After two suspensions, or the committal of one serious offense, a twirler will be expelled from the Central Maine Twirling Corps. If at any time a twirler or parent/guardian should find him or herself in a situation that may result in a fight, argument or disagreement, he or she should walk away and inform the Director before the situation escalates into something beyond his or her control.
25. Technology/Internet safety, privacy, courtesy and etiquette. Twirlers, parents, and twirling families will not compromise the integrity of, or misrepresent, the Central Maine Twirling Corps, their teammates, coach(es), parents or themselves through use of email, media or text messaging, personal webpage, blog, Instagram, YouTube, Vimeo, Twitter, Snapchat, VSCO, TikTok, Facebook or any other form of social

networking. This includes, but is not limited to, refraining from posting or distributing group photos or twirling videos through any of the abovementioned technologies. Failure to respect this policy by a twirler, or his/her parent, will result in immediate suspension from the program. This zero tolerance policy is intended to protect all athletes, parents/guardians, and coaches that participate in the Central Maine Twirling Corps. For further detail, please see our *Social Media Policy and Expectations*.

26. **Cell phones are not allowed in class for twirlers of any age and at any level of the program.** A twirler's time in class is his or her opportunity to focus on his or her twirling skills, foster relationships with his or her teammates, and gain the greatest value from his or her coach. Because this time is very limited, it is important that a twirler be fully present and focused in class. Conducting text-message conversations, updating Facebook status, Snapchatting, tweeting, making social phone calls, or engaging in any cell phone enabled activity during class time creates distractions that will not only impede a twirler's progress, but also that of his or her team. This behavior in the context of twirling class is considered inconsiderate and disrespectful not only to the instructor, but also to a twirler's teammates, and will not be tolerated.

Parents/guardians who attempt to communicate with their twirler via cell phone during class or practice time should not expect a response until after class or practice is over. A twirler's failure to adhere to this policy will result in the immediate loss of his or her cell phone, to be returned with his or her parent's knowledge at the end of class. Repeated offense of this policy may result in a twirler's suspension from twirling classes. (In the event of an extreme family circumstance that necessitates a twirler's accessibility during class, please speak to the Director or instructor prior to class. In addition, if an emergency should arise in which you need to communicate a message to your twirler, please call the Director. The Director's cell phone will always be on for your use in emergency situations only.) Thank you for your understanding, allowing and encouraging your twirler to take this time each week to disconnect, take a break and focus on achieving his or her goals!

27. **Profanity of any kind will not be tolerated during class, or in any atmosphere in which you are representing the Central Maine Twirling Corps.** After one offense, a twirler's parents/guardians will be informed, and the twirler will be suspended from classes, performances, competitions, and any other twirling event in which his or her team is participating. After a second offense, a twirler's parents/guardians will be informed, a written warning will be sent to recreation Directors, and the twirler will be suspended from classes, performances, competitions, and any other twirling event in which his or her team is participating. After a third offense, a twirler will be expelled from the program. Profanity use by a parent toward program staff at any time (verbal or written) will result in a twirler's immediate expulsion from the program.

28. **Parents/Guardians, and/or any family members or friends directly involved with a twirler's participation in the Central Maine Twirling Corps, that possess a criminal record, current or past, relating to the health, safety and/or emotional well-being of a minor, are asked to disclose this information in writing to the Director upon registration for the program, and are asked to refrain (voluntarily or court imposed) from singular contact (volunteer, chaperone, etc.) with twirlers at all levels.** Information disclosed will be confidential unless a situation arises that necessitates informing instructors and/or parents (i.e. safety threat), and is at the discretion of the Director. This policy is for the protection of all persons involved with the Central Maine Twirling Corps.

Additionally, please note that instructors, coaches and the Director of the Central Maine Twirling Corps have a duty to report suspected abuse and/or endangerment of a child, and this responsibility is taken very seriously. Concerns of this nature from a parent or student should always be brought to the Director. Thank you for your ongoing vigilance, understanding and support of this policy.

29. **The sale, distribution, possession or use of drugs, including alcohol, marijuana and all tobacco products (smoke, chew and vape), while on the premises will result in the immediate suspension of a twirler from the program.** This zero tolerance policy includes the use of unapproved over the counter medications, and any other chemical substance that may be abused, and is intended to protect all athletes, parents/guardians, and coaches that participate in the Central Maine Twirling Corps.
30. Above all, all twirlers and families will respect their coach, other CMTC families, recreation program personnel and Directors, and HAVE FUN!! ☺

In the event of any suspension or expulsion that results from the failure to abide by the above stated program rules and expectations, prepaid classes will not be refunded and any and all fundraising funds in a twirler's account will be transferred to the overall group account or donated.

Andrea Fletcher, CMTC instructors, and/or the Augusta Recreation Department and the Bangor Parks and Recreation Department are not responsible for the misinterpretation of these written or implied rules.

*For further clarification on any of the above stated rules or expectations, please contact Andrea Fletcher.*

Thank you in advance for your cooperation as we strive to make this a great experience for your twirler! 😊