



**Director's
Survival Guide**



Director Survival Guide

Contacts

Jeffrey Giles

President/Chief Executive Officer

PO Box 632178
Irving, Texas 75063
HTEDance@yahoo.com

1200 Lakeridge Lane
Irving, TX 75063
Cell: 469-628-5399
Fax: 972-444-9129

Jesse Mejias

Chief Operating Officer

PO Box 632178
Irving, Texas 75063
HTECOO@yahoo.com

1200 Lakeridge Lane
Irving, TX 75063
Cell: 210-573-8677
Fax: 972-444-9129

Irene Amaro

Administrative Director

PO Box 461368
San Antonio, TX 78246-1368
HTEOffice@yahoo.com

710 Coach
San Antonio, TX 78216
Cell: 210-744-1889
Fax: 210-340-2315

Chelsea Casner

Director of Development

PO Box 632178
Irving, Texas 75063
Casner@HTEDance.com

1200 Lakeridge Lane
Irving, TX 75063
Cell: 512-618-8993
Fax; 972-444-9129

Updated 04/01/17



Director Survival Guide

About Team Training Camps

Welcome to HTEDance, the ultimate camp experience. We offer all the fun and energy of a traditional line camp, with the convenience and affordability of being close to home.

Are you tired of going home and having to “fix” your routine(s)? Do you ever get enough material? Do you ever wonder why you don’t get to choose the routines that YOUR team needs? HTEDance Team Training Camps are the hottest dance craze to date. Where else can you receive custom choreography with all the extras of attending a line camp? You go home with everything YOU need!

HTEDance Team Training Camps includes the following:

- ★ 5 field routines (You may swap out 2 field routines for 1 contest routine)
- ★ 5-12 pep rally routines (Depends on the size of the camp)
- ★ HTEDance’s very own “Team Training Classes”
- ★ Games and motivational activities
- ★ Personalized Routine Notes
- ★ Instructional DVD for Pep Rally Routines
- ★ CD of Pep Rally Music
- ★ Daily warm-up/stretch sessions
- ★ Multi Level Technique classes
- ★ And much more!!!

Commuter Camp Tuition: The cost of attending an HTEDance Commuter TTC is listed in detail on the website! Commuter Camp tuition covers all choreography and workshop sessions. Room and board expenses are **NOT** included in this fee. HTEDance will be happy to make hotel arrangements for you if you are traveling to our commuter camps. You may choose to take advantage of these special arrangements or choose something different for your team.

Hotel Camp Tuition:

The cost of an HTEDance Hotel TTC is listed in detail on the website. It includes all choreography and workshop fees. It also includes your room, tuition, lunch and dinners for the duration of your stay. Cost will vary per camp and hotel choice. At our hotel camps, all arrangements are inclusive in the price. HTEDance will make the hotel arrangement for your school, but you will need to complete and send HTEDance a rooming list.

Instructor Expenses: IF your team is less than 25, you will be charged a \$350 instructor expense fee. This fee covers all room/board expenses for your personal instructor. If for any reason multiple schools should “share” an instructor, this fee will be divided among those particular schools.

(Continued on page 4)



Director Survival Guide

(Continued from page 3)

Camp Schedule: Camp will begin at 8:00 am the first day and will conclude at approximately 3:00 pm on the last day. During the week, each day will end at approximately 9:00 pm. This gives you plenty of time for review/practice, team bonding, and rest throughout the week. Students are expected to attend every session.

Sample Daily Schedule:

8:00	Warm up
8:30	Custom #1
11:15	Lunch
12:00	Pep Rally
1:30	Custom #2
4:15	Technique
5:00	Dinner
6:00	Team Time

***Included in the packet is a complete schedule. Please copy and give to your students so they may be aware of the day's agenda. Schedule for any specific camp may change without notice.*

Spirit Shop: What's hot and what's not...the latest in fun and fashion. At the HTEDance Spirit Shop students and directors will have the opportunity to browse through all the newest fashions and trends. Whether it be for an individual or for your entire team HTEDance has got you covered.

Facilities: TTCs were designed to meet the many needs of today's modern drill team. In an effort to decrease the ever rising cost of drill team camps, all TTCs are held at school facilities or hotels with reasonably priced facilities. Consequently, we are all at the mercy of the host location's facilities and availability. Please exercise flexibility at all times, as the availability of space is truly out of our control.

Contact Us: If you have any questions or comments, please contact us at the office and we will be glad to help you in any way we can. Please see page one for details on contact information for each staff member.



Director Survival Guide

Registration

There are many things to consider when attending an HTEDance TTC and we will do everything we can to make sure you are aware of all of them. If you have any questions regarding these or other aspects of camp, please contact the office so that we may assist you in your planning.

Upon receipt of your registration form, you will be invoiced for the number of students that are registered at that time. HTEDance will then assign and confirm your camp location and instructor. Once you have been invoiced, you will be able to add or drop students until thirty (30) prior to your camp date or as soon as your school lets out whichever comes first! **After that date, you are locked into that number and are not eligible for refund or credit! Please take this date into consideration!!**

Forms: Each of the following forms need to be completed in order to finish your registration process. Please make sure you have all of the forms listed and notify the office immediately if you do not, so that we may get it to you.

- 1. Registration Form:** This form is necessary to begin the registration process. Please fill it out completely and return it to us ASAP. This form helps us calculate the number of participants that are attending camp and the number of choreographers needed. Your camp balance or official school PO must be into our offices two weeks prior to your camp date or there is a \$100.00/per month late fee.
- 2. Medical Release:** Please duplicate and distribute this form to each of your students. **Each one of them MUST complete this form.** Students will not be allowed at camp if this form is not filled out completely. Please do not request that they be allowed to dance without this form! The answer WILL be “no!”
- 3. Team Camp Information:** This form gives us vital information about your team, so that we may better serve you in the choreography process. This information will be passed on to your instructor.
- 4. Custom Choreography Information:** This form needs to be duplicated and completed for each custom routine you are requesting. This is your opportunity to give HTEDance anything you would or would not like to see in your routines. From formation requests to special moves/tricks, you get to tell the instructor exactly what you want. This is possibly the most important form you can fill out for HTEDance. Please take your time and be specific...attach another page if necessary. We want you to be pleased. This form will be passed on to the instructor as well.

(Continued on page 6)



Director Survival Guide

(Continued from page 5)

Instructor Preference Instructor Preferences are just that, preferences. They are not guaranteed. We make every effort to provide you with your preferences. Sometime we are able to do that and sometimes it doesn't work. The best way to get the instructor that you want is to get your requests in as soon as possible. Additionally, NEW THIS YEAR, we will NOT assign instructors until we receive your music. So please make sure you get these and your music turned in as soon as possible!

Payment Schedule: At the time of your registration, you will be expected to pay a \$25 deposit for each student attending camp. The balance, or a P.O., will be due two weeks prior to the camp date. If you choose to pay the complete balance at once, that is your option; HTEDance only requires the deposit to get you fully registered and your spot secured.

Music Selection: All music choices should be into the HTEDance office no later than June 1st or by your officer camp date. Any music selections received after this date, are putting our instructors in a "time crunch" for providing you with the quality choreography that your team deserves. Music may be emailed to HTEDanceVP@yahoo.com.

Transportation: You are required to provide your own transportation to and from camp. The mode of transportation is totally up to you. Please be advised that you will also need transportation from the hotel to the host school everyday.

Food/Lodging:

Commuter Camps: In addition to the camp tuition, you are responsible for your team's hotel and meal expenses. How you choose to handle that is up to you. Meals will be offered by the host school in most cases and information regarding this will be sent to you once your camp date/location is registered with HTEDance. We encourage you to purchase this meal package as it is reasonably priced and convenient, plus it helps our host schools in their fundraising efforts. Hotel options will be made available upon request.

Hotel Camps: Lunch and dinner are in your fee. We make every effort to provide healthy, tasty, well balanced meals. Menus will differ location to location, however, we do NOT serve breakfast in our package. We strongly encourage your students to bring breakfast items as well as snacks to last them through the day!

What to Bring: In this packet you should have received a recommended "What to Bring" list. Please feel free to copy this list as many times as necessary for your team to use as a packing guideline. Also, add any items you may wish for your team to bring that are not listed.

WATER: Please note that HTEDance does not provide water or water stations at camp. Please make sure that your students bring a thermos or some type of water bottle to last them throughout the day. Bottled water is available at the HTEDance Snak Shak!



Director Survival Guide

Conduct and Behavior

As with any school-sponsored function, HTEDance expects our students to behave appropriately at all times. Below is a list of our expectations of the young people who attend our camps. Please go over these with your team prior to attending camp so that they are aware of each of them and their consequences.

Manners: HTEDance expects each of its students to behave in an appropriate way. This includes the use of manners such as “Yes Ma’am,” “No Ma’am,” “Please,” and “Thank You.” Let Jeff Giles and the HTEDance staff work their magic with your team. You won’t believe the difference.

Respect: At HTEDance, we firmly believe in respecting everyone’s feelings. During sessions, it is expected to not speak while someone else is speaking (this includes instructors or fellow students). Doing so is not only distracting, but impolite as well. Our students will be instructed to support one another and adhere to the philosophies of good sportsmanship.

Drug, Smoking, Alcohol, Etc: HTEDance takes a no tolerance approach to the use of any controlled substances. Our young people are minors and are currently pursuing a “career” in extra-curricular activities. They need to be in good physical condition to perform at their best. Any student caught in possession or using any of the above stated items will be sent home immediately, at the expense of the student’s family.

Curfew: HTEDance strongly encourages you to set a curfew for your team. Our days at TTC are non-stop and full of activities. In order for your students to stay alert and retain everything they learn at camp, they need to get their rest. The curfew time is up to you, but we will help enforce it by addressing this at camp in the opening session.

Leaving Camp/Hotel: Any student who leaves the campsite or hotel without consent of the director will be sent home immediately, at the expense of the student’s family. This is only for the safety of the students. Let us strongly encourage you to NOT let students go anywhere alone.



Director Survival Guide

Choreography/Instructor Options

At HTEDance's Team Training Camps, we give you the option of choosing the choreography plan that will best suit your needs. Each plan features not only the type of choreography your team needs, but HTEDance's very own "*Team Training*" workshops. We want to make sure your team gets the complete training it needs to get you off on the right foot for the year to come.

Once you have chosen which plan best suits you and your team's needs simply fill out the appropriate enclosed forms and return them to the HTEDance offices. It is imperative that these forms be turned into us, so that we may give you the best quality of service available.

Custom Package With HTEDance's Custom Package, you select five (5) field routines of your choice. You get to pick everything from the music to the prop and HTEDance does the rest.

Contest/Spring Show For any team coming to an HTEDance TTC that does not need any field material, we offer the opportunity to get a head start on your contest and/or spring show needs. What a wonderful way to get quality material early. In choosing this option you need to keep in mind HTEDance's 2:1 ratio. Two field routines equal 1 contest/show routine.

Instructor Preference Not only do you get to choose your own choreography at an HTEDance TTC, you also get to request your instructor. If you have any preferences on which one of the highly talented HTEDance Staff you wish to instruct your team, please make sure to note so on your TTC choreography request sheets.

***Please be advised that instructor requests will be based on a first come first serve basis and on the instructor's availability.*

****Additionally, we assign the instructors to their teams, once we have received your music. So, if you have a specific request, PLEASE SEND IN YOUR MUSIC!*



Director Survival Guide

Camp Activities

One of the things that makes an HTEDance TTC so unique is the different activities that are built into our curriculum. Below, we have included a brief description of each so that you may be fully prepared for the total camp experience.

The Academy: At HTEDance, we like to acknowledge those young ladies who excel in the different areas of dance/drill. At our TTCs, your students will be given the opportunity to audition for our Dance Academy and Kick Academy. No material needs to be prepared in advance. Our instructors will provide them with the choreography necessary to audition. A detailed process of the auditions will be provided to the directors on the first day of camp.

Team Training Workshops: Just as HTEDance prides ourselves on our excellent leadership training at OTC, we offer our exclusive “Team Training” at our Team Training Camps. During these workshops, your team learns the importance of being a true team player. HTEDance will provide you with the worksheets needed for these sessions, but you and your girls need to make sure to have the following:

- ★ Pens/pencils
- ★ Notebook/stationary paper
- ★ Team Binder (if have one) with your constitution! We will be using it!
- ★ Ball of yarn (roll 1 Skein of yarn per 10 students)
- ★ Stickers, stamps, etc. (optional, but fun to have)
- ★ Team song/games (at different times we give the teams an opportunity to share these things.)

Covenant Ceremony: The most cherished of all HTEDance workshops, the Covenant Ceremony gives the chance for your team to truly bond and express their hopes and dreams of the year to come. Suggested things to bring:

- ★ Candles (taper)
- ★ Kleenex
- ★ Pillow/Blanket (optional)
- ★ Camera

Showoffs: HTEDance’s philosophy of camp is that it should be a time of bonding and preparing for the year ahead, not one of competition. That is why our last day is a time of showing off what we have learned and NOT one of evaluations. We want our students to go home with a strong sense of accomplishment and camaraderie...this will give them the foundation they need to prepare for a competition later in the year.

(Continued on page 10)



Director Survival Guide

(Continued from page 9)

Guidelines for showoffs are as follows:

Team Routines: Each team will be allowed to select two (1 or 2) routines (excluding standard pep rally ones) learned during camp to perform on the last day.

Pep Rally Routines: Select pep rally routines will be shown off the last day. Students will dance each of the routines they learned during the week.

Meals: HTEDance encourages you to support our host school's booster club, by eating on campus. Each host school will offer lunch and dinner for all camp participants for an affordable price. Once you have selected the camp of your choice, the host director will notify you of your meal options. Arrangements will need to then be made with the host school's booster club directly.

Technique Classes: HTEDance offers technique classes in both jazz and kick. Our classes are offered at two different sessions, so you are able to divide up your team according to individual needs. It is suggested that you plan in advance which of your students you'd like to send where. Classes may vary slightly from camp to camp, but basic classes offered will be in kick technique, beginner to intermediate jazz, and intermediate to advanced jazz.

HTEDance Finishing Touches: An HTEDance exclusive, Finishing Touches gives your team the opportunity to spend one last session polishing up the routines you have learned at TTC. The HTEDance instructors will rotate through the practice sessions and answer any last minute questions your team may have. Finishing Touches is just one more way HTEDance works with you and your team to ensure you go home prepared for the year to come.



Director Survival Guide

Frequently Asked Questions

Below are some of the most frequently asked questions we receive every year about HTEDance's TTC. Hopefully these will give you the answers you need. Please contact the office, if you have any additional questions or concerns. We want your TTC experience to be the best it can be.

Do we have to bring a home routine to camp? No. Again, HTEDance's philosophy at TTC is one of team bonding and NOT Competition. We do not want your team to worry so much with a perfect performance, but rather a perfect practice. TTC is a time to learn to work together as a team and to build great practice ethics that ensure great performances later in the year. Your team will get their chance to shine at the final day's Show Off session.

What do we wear for showoffs? This is completely up to you. Most team's wear one of their practice outfits. However, if you choose to costume in any way that is up to you. Again, this is not an evaluation procedure, but merely a fun way for other campers to see what you have learned during the week.

Do we need to bring anything for the other teams? Although, HTEDance does not require you to bring anything for the other teams in attendance, many schools choose to bring little good luck notes to give out during the week. This is totally up to you and your team.

Can parents attend TTC? HTEDance strongly encourages you NOT allow parents to attend camp with you. This is an important time for you and your team to build strong bonds that will last throughout the year. The last thing you or your team needs is any outside distractions. However, we do encourage parents, family, friends, etc to attend the final day for show offs to give your team a crowd of support.



Director Survival Guide

Ways to Make TTC Memorable

HTEDance has given you a list of just a few ways to make your TTC experience a truly memorable one. These are by no means a requirement for the teams who attend, but rather just a way to make the long physical days a little more fun and bearable.

Director Good luck note/treat: Whether it be the first day or every day, let your students know how proud you are of them. What a great way to give them the encouragement they need.

Parent Good luck note/treat: Have each of your parents write a note of good cheer to their team member; then surprise everyone, by placing the notes on their beds one night, or even every night if you so choose.

Camper Care Catalog: HTEDance offers a variety of exciting gifts to purchase that will be delivered to your camper during Midnight Mail! Please check out the enclosed Camper Care Catalog or check it out on-line at www.HTEDance.com.

Team Look-alikes: Have your booster club buy your team look-alikes to take to camp with them. These can be anything from pillowcases and T-shirts, to first aid/survival kits and thermoses.

Camp T-shirt: Order your official HTEDance Camp T-shirt to commemorate your ultimate camp experience. Pre-orders are encouraged to get special prices on these special T-shirts. Look for the enclosed forms included in your Welcome Packet.

Team Song: If your team does not already have a team song, this would be a great time to start a new tradition. There are always opportunities to share your song with everyone at camp.

Farewell Party: Before leaving for camp, have a "farewell" party. Let each member bring a small good luck token to give to the other members. It could be a note with candy attached or a small item that might be needed during the week such as red lipstick, safety pins, etc.

"Sign Language" Contest: This activity has been developed as a way to encourage good sportsmanship and camaraderie among the schools attending an HTEDance camp. Have your team make a good luck poster that can be hung in the main meeting area of the camp you are attending. It can be anything from a poem to a picture wishing all the other campers a great week. *The most important thing is to be creative, positive, motivating, and FUN!!*



Director Survival Guide

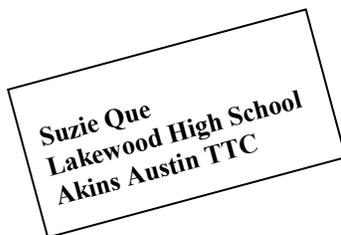
Midnight Mail & Camper Care Catalog

Would you like to make your child's camp experience more memorable?
Would you like to let them know you are thinking about them???
Would you like to drop them a little note to say "HELLO" or "GOOD NIGHT?"

Well, at HTEDance, we have just the answer!!!

Midnight Mail!

Simply write your letter or greeting card (standard US First Class Mail size) and we will have your child's favorite HTEDance instructor call out her name hand deliver it for you! All notes and cards must be in a flat envelope!



Simply list the following information (EXACTLY AS YOU SEE IT TO THE LEFT!) on your envelope and we will take care of the rest!!! All address information listed on the left MUST be present to be delivered!!!

Camper Care Catalog

For the parent who wants to send something along with your affections, we have the Camper Care Catalog! We have designed several inexpensive items that can be hand delivered to your child to make their camp experience even more memorable.

Check out our catalog at www.HTEDance.com for more details!
BUT HURRY as the deadline is June 1st!!!