

2018



**STATE DANCE
CHAMPIONSHIPS INSTRUCTIONS
FOR PARTICIPATING
TEAMS**



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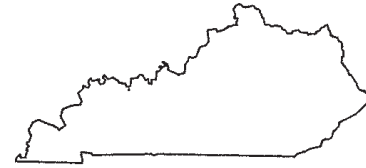
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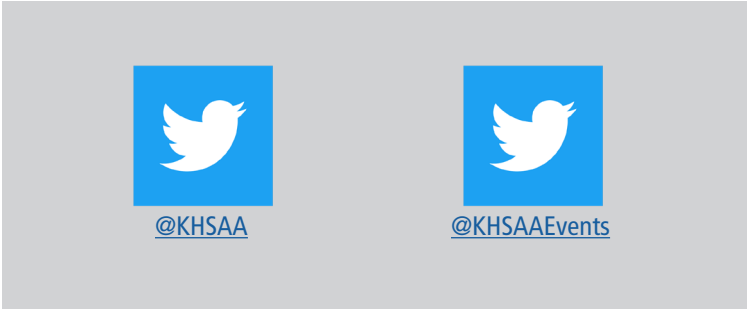
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2280 Executive Drive | Lexington, Ky., 40505 | www.KHSAA.org

KHSAA Staff

- Commissioner Julian Tackett
- Associate Commissioner Butch Cope
- Assistant Commissioner Mike Barren
- Assistant Commissioner Darren Bilberry
- Assistant Commissioner Sarah Bridenbaugh
- General Counsel..... Chad Collins
- Communications Director..... Joe Angolia
- Information Technology Director Rob Catron
- Event Management Specialist..... Dan White
- Administrative Assistant/Office Manager Marilyn Mitchell
- Administrative Assistant Kara Howard
- Administrative Support Specialist Jeremy Ison
- Administrative Support Specialist Jeanie Molloy
- Administrative Support Specialist Marsha Day
- Administrative Support Specialist Ginger Gilbert
- Physical Plant Director Roy Tatum





BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2018 KHSAA State Dance Championships.

Refer to this manual and the important website links included at the end of the document to guide you through preparation for your participation.

KHSAA CONTACTS

Administrators and coaches should contact Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org) or Assistant Commissioner Mike Barren (mbarren@khsaa.org) at the KHSAA offices should they have any questions. They, along with Event Management Specialist Dan White (dwhite@khsaa.org), will be on site throughout the event to assist you as needed.

Media inquiries should be directed to Communications Director Joe Angolia (jangolia@khsaa.org).

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff should be able to refer you to the correct party.

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

Qualifying is dependent upon the number of entries at each sectional. A link to the number of qualifying teams for 2018 can be found at the end of these instructions.

PRE-EVENT LOGISTICS

CONFERENCE CALL

There will be a brief, mandatory web conference for coaches and athletic directors prior to the event at 10 a.m. ET on Dec. 5.

Schools will be sent additional instructions regarding the call via email once the field is set.

Participants can set up from any location to join the conference.

PRE-EVENT MATERIALS

Schools should have the KHSAA Music Copyright form on hand in the event it is requested.

AMENITIES AND OTHER FORMS

Upon check-in, the head coach will be provided the appropriate number of bag tags for the participants.

The bag tags will serve as admission for the student-athletes throughout the competition.

ADDRESS/GPS COORDINATES

Frederick Douglass High School - 2000 Winchester Road, Lexington, Ky., 40509

Latitude 38.040292/Longitude -84.435833

Aerial views, including a parking map, can be found on the Dance page of the KHSAA website and via a link at the end of these instructions.

DIRECTIONS

From Downtown Lexington

- Take Winchester Road (60) East approximately 4 miles
- School is located on the right

From Louisville

- Travel eastbound on Interstate 64 for approximately 70 miles to Interstate 75 South (Knoxville)
- Exit 110 (Winchester Road-60) off of I-75



- Turn right onto Winchester Road and school is about a mile on the left

From Northern Kentucky

- Travel southbound on Interstate 75 towards Lexington to Exit 110 (Winchester Road-60) off of I-75
- Turn right onto Winchester Road and the school is about a mile on the left

From South Central Kentucky

- Travel northbound on Interstate 75 towards Lexington to Exit 110 Winchester Road
- Turn left onto Winchester Road and the school is about a mile on the left

From Eastern Kentucky

- Travel westbound on Interstate 64 towards Lexington to Interstate 75
- Interstate 64 will merge with Interstate 75, take I-75 South to Exit 110 Winchester Road (60)
- Turn right onto Winchester Road and the school is about a mile on the left

From Western Kentucky

- Travel the Martha Layne Collins Bluegrass Parkway, drive east
- Turn right onto Versailles Road-Lexington
- Turn right onto New Circle Road-4
- Turn right onto Winchester Road-60 and school is about a mile on the right

PARKING

There is ample general parking on-site.

Buses dropping off participants will unload them by using Meet Street road access off Sir Barton Way.

Spaces will be blocked off to allow buses to drop off participants.

The bus driver can then be readmitted through the pass gate at the participant entrance free of charge.

LODGING

The KHSAA has contracted a group rate for participating schools with the following property:

Fairfield by Marriott - Lexington East I-75 - 2211 Elkhorn Rd., Lexington, Ky., 40505.

- The price is \$99 per night. Interested schools should call the hotel at (859) 303-4386.

Schools are responsible for all expenses (travel, lodging, meals) with regard to participation in the event.

Have your school's or Board of Education's Sales Tax Exempt Number with you at check-in to avoid sales tax from being added to the hotel bill.

BYLAW 22 - REQUIREMENT TO ACCOMPANY

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual with the school to be present along with any student-athlete who is representing a member school.

A segment of that bylaw states:

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."

COMPETITION DATE AND SCHEDULE

DATE

The 2018 KHSAA State Dance Championships will be held on Saturday, Dec. 15 at Frederick Douglass High School in Lexington, Ky.



2018 KHSAA State Dance Championships Instructions

TIME

The KHSAA State Dance Championships will begin at 9 a.m. ET.

SESSION 1

- Jazz Small, Hip Hop Large, Pom Large and Jazz Large

SESSION 2

- Hip Hop Small, Pom Small

SCHEDULE

A detailed order of appearance schedule is included as a link at the end of these instructions. Awards will be presented following each session.

PRACTICE

There is no on-site practice time other than the published schedule on the day of competition.

PRE-COMPETITION, ON-SITE MEETING

There will be no coaches' meeting prior to the state competition. Instead, use the conference call to ask any questions.

ADMISSION INTO VENUE

TEAM ENTRY

Teams should enter Frederick Douglass High School through the Auxiliary Gym. A link to a map is included at the end of these instructions.

Each squad will be issued up to four (4) coach's armbands good for admission.

- A reminder that coaches issued armbands are certifying that they have met all Bylaw 25 requirements.
- Anyone seeking an armband or issued an armband that has not completed requirements will cause the school to be penalized per Bylaw 27.

The squad will be admitted as a group, up to the roster limit, in uniform with a bag tag credential.

In addition, four (4) alternate passes will be issued for potential substitutes on the squad.

- Alternates must be eligible participants.

Any additional coaches, choreographers or squad members will be directed to a ticket gate for admission.

No children below 10-years old will be allowed in the warm-up area.

TICKETS

General Admission tickets will be \$10 per session.

Children 10 and under are admitted free.

The KHSAA State Dance Championships is a NO RE-ENTRY event.

The gym will be cleared between sessions.

FLOOR LEVEL ADMINISTRATORS

There will be floor marshals in the warm-up and competition areas to assist you.

VENUE LOGISTICS

DRESSING/LOCKER ROOMS

Dressing/Locker room access is not provided on-site.



Squads should arrive at the venue dressed and ready to compete.

There will be limited area for dancers to change attire.

TEAM SEATING

Teams will be directed to a designated seating area in the main gym when they are not competing.

SIGNAGE/BALLOONS/NOISEMAKERS

Signs/banners are permitted inside Frederick Douglass High School, but must be of good taste and sportsmanship.

The covering of any corporate signage is not permitted.

Signs must be handheld or attached using masking tape.

Balloons are not permitted inside the facility.

Artificial noisemakers of any kind are not permitted inside the facility per NFHS rules.

NON-SMOKING FACILITY

In accordance with the code of ordinances, section 14-103, smoking is prohibited within a reasonable distance, generally within 25 feet, from the outside entrance to the school.

This is to ensure that tobacco smoke does not enter the building through entrances, windows, ventilation systems or other means.

Smoking, including the use of e-cigarettes, is prohibited.

CONDUCTING THE EVENT

ORDER OF APPEARANCE

Order of appearance and detailed station-by-station schedules are included as a link at the end of these instructions.

Order of appearance was decided using a blind draw.

If a school has qualified in two divisions, they are only guaranteed a minimum of 20 minutes from the end of the first performance until re-entering the warm-up room for their second performance.

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA to make decisions with regards to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates.

KHSAA officials will make every effort to learn the weather forecast prior to the start of competition as the safety of the public and participants is the most important factor in any decision.

RULES POINTS OF EMPHASIS/CLARIFICATIONS

MUSIC COPYRIGHT

Each school is responsible for securing and verifying the music copyright form.

There will be a supervisor of all judges that will resolve questions.

VIDEO REVIEW

While UDA (Varsity) competition rules are used, there will be no video review for scoring or timing questions.

All scores by judges are final.

ROSTERS AND SUBSTITUTIONS

Only those athletes appearing on the school's online postseason roster prior to the first day of postseason competition are eligible to participate in any round.



There may be no additional athletes added to the team roster following that deadline.

In the event of an injury, substitutions can be made in compliance with the Injuries During Competition section of the UDA Competition Rules, included for reference as a link at the end of these instructions.

COMPETITION FLOOR SPECIFICATIONS

Coaches and alternates must remain within the coach viewing area during their team's performance.

- A maximum of eight (8) - Head Coach, three (3) assistants and four (4) alternates - are permitted in the area.

No other participants from other squads or individuals will be permitted on the floor.

A short sound test will be conducted before being called to the floor for competition.

All squads will compete facing the basketball goal and the judge's area.

No cameras are allowed in the coach viewing area.

ARENA SPECIFICATIONS (WARM-UP AREA)

Squads will proceed through the warm-up area based upon the published time schedule and order of appearance.

Only the four (4) legal coaches (Head, Assistant/Choreographer) that checked in with the team are permitted in the warm-up area.

Due to liability issues, no students or children other than the participation squad and four (4) alternates are permitted in the area.

Squads should be dressed prior to entering the warm-up area.

Bags, personal sound systems/devices and other equipment will not be permitted in the warm-up room as squads should be dressed for competition prior to entering.

A certified trainer will be on hand in the warm-up room and on the competition floor.

- The trainer is not there to tape ankles, etc., as this should be taken care of by school representatives prior to warming up.

Coaches should remind their squad to use the restroom prior to the warm-up process as there will not be time during warm-up to do so and the clock will not be stopped once you enter the area.

Check the KHSAA website Tuesday, Dec. 11 at 5 p.m. ET for any adjustments to the time schedule due to changes in participation.

TIEBREAKER

Any ties in first through fourth place will not be broken.

Duplicate trophies will be ordered and shipped directly to the school(s).

MUSIC

A Sound System with CD/iPod adapter will be provided.

Note any volume settings or adjustments to provide to the technician.

No internet based music will be permitted, please be prepared.

KHSAA Coaches must have completed the NFHSLearn.com "Understanding Copyrights and Compliance" Course before sectional entry deadlines.

Each team is required to have a responsible adult remain at the music station that knows the routine and music to operate the music equipment.

This representative is responsible for starting the music and stopping the music in case of technical malfunction or injury. Please make sure that all devices are fully charged, volume turned up and placed in airplane mode. If using CDs, make sure it's unscratched, so it doesn't skip.

STATE EVENT OFFICIALS



Judges are trained/licensed and assigned by Varsity Spirit (UDA).

Varsity officials will also be used as timers for the competition.

There will be a contact person that will distribute scoresheets following the announcement of awards.

HEALTH INFORMATION

ATHLETIC TRAINERS

The Association will use the services of the University of Kentucky Sports Medicine Department to provide trainers for the State Dance Championships.

Athletic Training Staff will be available beginning one (1) hour prior to each session and remain available throughout the day.

Trainers will be located in the warm-up room and on the competition floor.

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

- The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.
- The form contains appropriate language and should be brought for each athlete at the competition.

VENUE SAFETY

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise KHSAA or venue personnel of any situation you encounter in which you or a team member feels should be addressed to minimize risk to all involved.

EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan for this event.

- The plan will be available upon arrival from the athletic training staff.

An AED will be located at the team check-in gate.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official or UK Sports Medicine ATC so emergency medical services can be reached.

SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective.

We remind you that officials expect good behavior and will quickly penalize misconduct.

We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

TRADEMARK, MEDIA RIGHTS, CORPORATE, TV AND RADIO

MEDIA CREDENTIALS

SCHOOL MEDIA

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a full-time staff member or a student for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.



Outside entities such as professional photographers, videographers or parents may not utilize the school media pass. This pass must be requested in advance of the start of the event through the online system using Form SI103.

TRADITIONAL MEDIA

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system.

Applications should be submitted by the editor or director at each organization.

Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid.

MEDIA RIGHTS FEE

Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system.

INTELLECTUAL PROPERTY RIGHTS

The intellectual property, corporate, broadcasting and media rights to all State championship rounds of the KHSAA postseason championships belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school may approve or sign an agreement that includes rights to state contests (delayed or live).

The Commissioner is the manager of all State Championship play.

BROADCAST/TELECAST/WEBCAST

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA.

At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Communications Director, and shall be approved by the Commissioner of the KHSAA.

All rights to State events belong to the KHSAA, as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The KHSAA, through its agreement with the NFHS Network, is the only entity permitted to produce live video from State Championship events. No other entity will be permitted to produce video, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during state level events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

FILMING

External power sources may not be used by patrons.

Spectators may film any portion of this competition from the confines of their defined spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts. Violators are subject to removal.

EVENT MERCHANDISE

KHSAA State Championship apparel will be available for sale at the event and online post event.

TeamIP is the exclusive vendor of championship apparel, please look for their display at the competition to purchase memorabilia.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility.

POST EVENT

RESULTS



Approximately 15 minutes following the last performance of the session, all teams will be asked to return to the competition floor for awards presentations.

Each team, along with coaches, receiving a trophy is required to come forward for a group photo.

Coaches' scoresheets will be available following the awards presentations.

TROPHIES AND AWARDS

The winning team in each division will receive a championship team trophy.

The runner-up team in each division will receive a runner-up team trophy.

MIDWAY AWARD

Nominations were solicited for the Midway University/KHSAA Female Student-Athlete of the Year award for the sport activity of dance.

This award will be presented at the awards banquet in June, not at the 2018 championships.

OFFICIAL KHSAA CHAMPIONSHIP PHOTOS

Hedgespeth Photography will serve as the official KHSAA event photographer, capturing images during awards ceremonies, pre and postgame events, as well as action shots during the competition.

Viewing stations will be available on-site to provide fans the ability to order and print photos.

These photographs will also be online for sale through the KHSAA photos site within 72 hours of the completion of the event, using the link at the end of these instructions.

FINANCES AND EXPENSES

There is no school reimbursement for this event.

Member schools are responsible for all expenses incurred for participation.

The KHSAA underwrites the expenses of facility rental, security, first aid, judges and event workers.

IMPORTANT WEBSITE LINKS

- [KHSAA Competitive Dance Website](#)
- [UDA Competition Rules](#)
- [Order of Appearance](#)
- [Detailed Order of Appearance](#)
- [Division Advancement Allocations](#)
- [UDA Judging Rules and Standards](#)
- [Scoresheet](#)
- [UDA Scoresheet Explanations](#)
- [Directions to Frederick Douglass High School](#)
- [Parking Map for Frederick Douglass High School](#)
- [Media Credential Request Form](#)
- [School Media Credential Request Form](#)
- [Official KHSAA Championship Photos](#)
- [NFHS Understanding Copyright and Compliance Course](#)