

2018

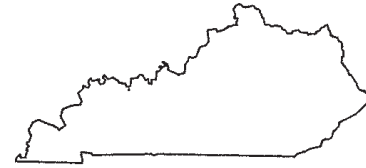


**SECTION DANCE
COMPETITION
INSTRUCTIONS
FOR PARTICIPATING
TEAMS**



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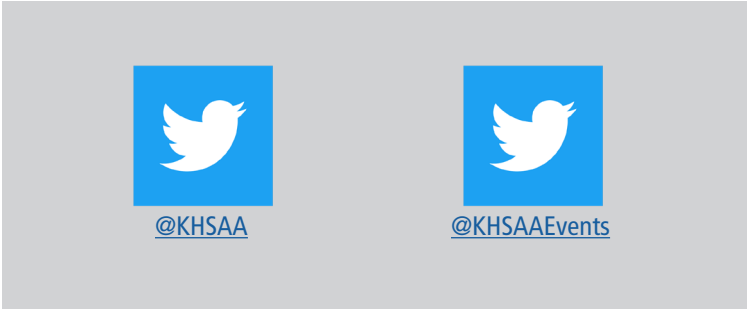
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DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing dance competitions. You should familiarize yourself with these rules found in the KHSAA Competition Rules.

KHSAA CONTACT LIST

The primary contact for dance is Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org). If Mrs. Bridenbaugh is for some reason not available, Assistant Commissioner Michael Barren (mbarren@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Schools must declare their competition division by Oct. 1.

ALIGNMENT LIST

Teams are aligned in 16 regions (per the basketball alignment) and will compete in sections as follows:

Section 1: Regions 1-4

Section 2: Regions 5-8

Section 3: Regions 9-12

Section 4: Regions 13-16

If a school desires to enter and it is not on the current list of teams, contact the KHSAA. You may only enter squads appearing on that list.

Coaches are reminded that no changes to divisions may be made after Oct. 1. Withdrawal from section competition will result in penalties under Bylaw 27, including a fine.

The current alignment is available on the KHSAA website by clicking on the dance page and selecting General Information.

ALLOWABLE COMPETITION DATES

Nov. 17 Section 1 at Muhlenberg High School and Section 4 at Prestonsburg High School.

Nov. 18 Section 2 at Valley High School and Section 3 at Madison Central High School.

STATE COMPETITION

The KHSAA State Competition will be held Saturday, Dec. 15 at Frederick Douglass High School in Lexington.

INSTRUCTIONS FOR COMPETITION ENTRY

The Section Manager will be provided a listing of participating schools and divisions from the KHSAA as posted on the Association's website.

Schools must participate in the division they declared.

ROSTER REQUIREMENTS AND SUBSTITUTIONS

Schools must log into the KHSAA website and designate their postseason roster.

Only student-athletes appearing on the postseason roster as of the day of a team's respective sectional are eligible to participate in any round of the postseason.

No additional student-athletes may be added to the roster following the first day of the postseason, including for the state competition.

This roster information is used for advance preparations and serves as the required eligibility listing for the team in any questions regarding eligibility.

It is not the Section Manager or designee's responsibility to verify rosters and participants. Any questions regarding this should



be directed to Assistant Commissioner Bridenbaugh at the KHSAA office.

SUBSTITUTIONS

Additional names over the division limits (up to four alternates) may be entered in the event a coach has to substitute due to injury or other circumstances.

This must be done by the beginning of the day of the section competition. Rosters are closed and no additions are permitted after that time.

Reference the Injuries During Competition section for clarifications on substitutions within the competition rules included as a link at the end of these instructions.

DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Section Managers should develop an information document for participants to include the schedule of events, any on-site meeting information, site directions and practice and locker room availability.

PRE-TOURNAMENT MEETING AND MODEL AGENDA

Contact all schools in your section and inform them of your section tournament schedule, entry deadline and other pertinent information.

- Designate someone to record minutes
- Call to order
- Draw for order of appearance
- Review site selection criteria
- Review site selection plan and report any changes to the KHSAA
- Discuss competition expenses (requires majority vote for changes)
- Sound system
- Security
- Medical provisions
- Equipment, facility rules, coaches area/box, other notes
- Make a copy of Order of Appearance for all teams
- Get a number for a pass list
- Discuss admission price
- Remind schools to submit application to KHSAA if interested in hosting in the future

PROCEDURES FOR FUTURE SECTION SITES

Details on the selection of future sites are listed within the Dance Competition Rules which are included as a link at the end of these instructions.

Any school wishing to host shall complete Form GE59 on the KHSAA website which is included as a link at the end of this document.

Any changes should be reported to the KHSAA accordingly.

PROCEDURES FOR SECTION ORDER OF APPEARANCE DRAW

At the section meeting, a draw for order of appearance should be conducted and distributed to the coaches.



FORMAT OF EVENT

Dance sectionals are comprised of routines lasting two minutes and 15 seconds (2:15) in the following divisions:

- Jazz - Small (7-16 competitors) / Large (17-30 competitors)
- Hip Hop - Small (7-16 competitors) / Large (17-30 competitors)
- Pom - Small (7-16 competitors) / Large (17-30 competitors)

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

Only the four 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 alternates are permitted in the warm-up area.

Squads should be dressed prior to entering warm ups.

Bags, personal sound systems/devices and other equipment is not permitted in the warm-up room.

SCHEDULING

It is the responsibility of the Section Manager to create a time schedule and distribute it to competing schools.

The Section Manager will decide which divisions go first, but once an order has been determined, you must have all teams within that division compete consecutively.

- For example, if you choose to begin the competition with the Jazz Small Division, you will need all schools competing in Jazz Small to go consecutively.

If a school has entered two divisions, they must be granted a minimum of 20 minutes to allow team members to change attire.

Squads should be given a detailed order of appearance that includes: check-in time, full warm-up time, on-deck time and a performance time.

Each station shall be in five (5) minute intervals.

- For example, if you choose to start your competition at 9 a.m.:

Division	Team	Check-In	Full	On-Deck	Performance
Jazz Small	Team A	8:45 a.m.	8:50 a.m.	8:55 a.m.	9:00 a.m.
Jazz Small	Team B	8:50 a.m.	8:55 a.m.	9:00 a.m.	9:05 a.m.

ADMISSION OF PARTICIPANTS/TEAM PARTY

Each Section Manager, in cooperation with the participating schools, should set up admission policies with regard to the team party (number of coaches, alternates, etc.).

RULES POINTS OF EMPHASIS/CLARIFICATIONS

JUDGING

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

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

All scores by judges are final.

A link to score sheets and explanations is provided at the end of these instructions.

Each Section Manager must secure a data manager for scoring of the event, this person needs experience with Microsoft Excel.

The scorer will use the Varsity Spirit software as provided.



TIEBREAKER

Ties will not be broken.

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

EXHIBITION PERFORMANCES

All-Star type squads that do not adhere to NFHS rules are not permitted to perform an exhibition routine at the sectional event.

Should you have questions about any outside group, contact Assistant Commissioner Bridenbaugh at the KHSAA office.

COURT SPECIFICATIONS

Prepare the facility for competition, making sure that all areas, including the warm-up area, are in place.

Dance teams should perform facing a basketball goal, not the sideline, and judges should be placed on the floor for easy viewing.

Internet access is required in the facility for scoring of the event, along with a laptop and printer set up at the main judges table. Section Managers should secure a worker to total scores and at least two runners for scoring.

Section Managers shall provide a coaches' viewing area or box on the main competition floor:

- Coaches and alternates must remain within that viewing area during the performance.
- A maximum of eight (8) individuals are permitted in the area - Head Coach, three (3) Assistants and four (4) alternates.
- No other participants from other squads or individuals will be permitted on the floor area.

MUSIC COPYRIGHT

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

It is the responsibility of the participating school and coach to verify that they have adhered to UDA music copyright procedures.

Coaches are also required to complete the NFHS course "Understanding Copyright & Compliance," which is included as a link at the end of these instructions.

SOUND SYSTEM

Section Managers are responsible for securing a sound system with CD/iPod adapter.

Note any volume setting and adjustments outlined by the technician.

Music must be played by an adult, not an alternate, manager or student-athlete.

A short sound test should be done before being called to the floor for competition.

TIME MANAGEMENT

Coaches should make sure the squad has used the restroom prior to the warm-up process.

There will not be time during warm-up for this and the clock will not be stopped once you enter the area.

PROCEDURE FOR GETTING JUDGES AND FEE AMOUNTS

Varsity Spirit (UDA) will handle the assignment of judges, a judge's coordinator and one (1) rules judge.

Each Section Manager will receive the listing from Varsity's Ashley Udashen (audashen@varsity.com).

Section judges (4 total) are paid \$175 each, which includes any mileage. The assigned judge's coordinator and rules judge will be paid \$175 each.

Section Managers are responsible for securing timers (1 music, 1 routine) and the pay for these individuals is a local decision.

Judges will also need housing. UDA will be sending an invoice for the cost of their hotels.



CONTEST COMPLETION REMINDERS

Announced results after a performance are not official.

Coaches will receive a copy of their individual score sheet from the judges.

In addition, team scores will be published and results will be considered official once finalized by the KHSAA.

BYLAW 22 REMINDER

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of 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.”

MEDICAL PROVISIONS

ATHLETIC TRAINERS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site.

It is recommended that a certified trainer be on staff in the warm-up room and on the competition floor.

The certified trainer is not there to tape ankles, etc., this should be taken care of by school representatives prior to entering the warm-up area.

It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, page 18 of the document.

Any fees associated are to be taken from gate receipts.

EMERGENCY ACTION PLAN

Each Section Manager is expected to have and maintain an emergency action plan for the competition.

- Emergency action plans shall be practiced and referred to prior to the event.

INCLEMENT WEATHER PROCEDURES

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

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.

SECURITY

RESPONSIBILITY

It is the responsibility of the Section Manager and host school to secure adequate police protection and other security precautions as necessary.

Any fees associated are to be taken from gate receipts.



KHSAA REQUIREMENTS

The KHSAA requires a game administrator, other than the coach, at the game site.

- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.
- The KHSAA recognizes the added burden on school districts, but requests it to improve the environment at the competition for the participants and coaches.

TRADEMARK, MEDIA RIGHTS AND USE OF MARKS

The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within it.

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast highlights.

Entities desiring to film the contest for delayed rebroadcast must have the permission of the Section Manager and pay the requisite rights fee to the Association.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the Section Manager. The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements. The film cannot be broadcast in any form, including internet and social media.

If space is deemed available, the tournament manager has the right to designate a specific area for filming. No filming will be allowed outside of that area.

The determination of space availability is solely with the Section Manager.

If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

The KHSAA Commissioner is the manager of all rounds of other championship play, but in accordance with adopted competition rules, may designate a manager to assist at the local level.

No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement. This includes any Facebook Live or Periscope streams through social media by fans, media or teams.

- The sole exception is for schools participating in the School Broadcast Program of the NFHS Network.

The fee schedule will be published annually by the Commissioner's office.

EVENT MERCHANDISE

If desired by the Section Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the section competition.

Contact the KHSAA for more information or indicate accordingly on the Section Manager Information form.



POST EVENT

TROPHIES

At section competition, trophies for the winner and runner-up will be awarded in each division, provided there are entries as such.

- No additional awards, ribbons or banners are permitted.

Trophies will be shipped directly to the host school from Rihards.com.

Boxes should be opened immediately to inspect for damage and any problems should be reported immediately to Rihards.com, the official KHSAA trophy vendor, at 1-800-274-4373.

The cost for sectional trophies, to be subtracted from gate receipts, is \$72.46 for each winner and runner-up trophy per division. The total cost comes to \$869.52, plus applicable shipping.

Trophies shipped will be in accordance with school responses to the designation survey.

If a school withdraws from competition after Oct. 1, the section is responsible for the cost of any unused trophies. You may not ship them back to prevent from being billed the full amount.

REPORTING SCORES AND RESULTS

Copies of the results for each school are given to the coaches following the competition.

Section Managers are asked to email full results to Assistant Commissioner Bridenbaugh (sbridenbaugh@khsaa.org).

Results will also be published on the KHSAA website at the conclusion of the event by emailing them to daresults@khsaa.org.

INSTRUCTIONS FOR TEAMS ADVANCING

JAZZ

In Jazz Small, the following numbers will advance to the state competition from each section:

- Section 1 - 4 teams advance
- Section 2 - 5 teams advance
- Section 3 - 4 teams advance
- Section 4 - 3 teams advance
- 16 total teams

In Jazz Large, the following numbers will advance to the state competition from each section:

- Section 1 - 0 teams entered
- Section 2 - 3 teams advance
- Section 3 - 2 teams advance
- Section 4 - 1 team advances
- 6 total teams

POM

In Pom Small, the following numbers will advance to the state competition from each section

- Section 1 - 11 teams advance
- Section 2 - 3 teams advance
- Section 3 - 9 teams advance
- Section 4 - 6 teams advance
- 29 total teams



In Pom Large, the following numbers will advance to the state competition from each section

- Section 1 - 1 team advances
- Section 2 - 2 teams advance
- Section 3 - 5 teams advance
- Section 4 - 2 teams advance
- 10 total teams

HIP HOP

In Hip Hop Small, the following numbers will advance to the state competition from each section

- Section 1 - 11 teams advance
- Section 2 - 9 teams advance
- Section 3 - 7 teams advance
- Section 4 - 2 teams advance
- 29 total teams

In Hip Hop Large, the following numbers will advance to the state competition from each section

- Section 1 - 1 team advances
- Section 2 - 5 teams advance
- Section 3 - 2 teams advance
- Section 4 - 1 team advances
- 9 total teams

A link to the chart with the Dance Division State Advancement Allocations can be found at the end of these instructions.

Prior to the state competition, the KHSAA will release State Championship Instructions for Participants and Fans.

Please be on the lookout for those should your school advance.

FINANCES AND FINANCIAL REPORT

Each Section Manager is to complete and submit a financial report using Form GE51 (Sport-Activity Financial Report Form) which is included as a link at the end of these instructions.

- Include itemized expenses and submit to the KHSAA no later than three weeks following the competition.

IMPORTANT WEBSITE LINKS

[KHSAA Dance Website](#)

[UDA/KHSAA Competition Rules](#)

[NFHS Understanding Copyright and Compliance Course](#)

[Score Sheet](#)

[Score Sheet Video Explanations](#)

[Dance Declarations by School](#)

[Dance Declarations by Section](#)

[State Advancement Allocation](#)

[GE51 - Sport-Activity Financial Report Form \(DOCX\) \(PDF\)](#)

[GE56 - Section Manager Form](#)

[GE59 - Application for Hosting](#)