



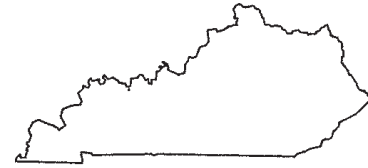
DANCE

**2019 REGIONAL
COMPETITION INSTRUCTIONS
FOR MANAGERS AND PARTICIPATING TEAMS**



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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



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DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing dance competitions, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your pre-event meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

KHSAA CONTACT LIST

The primary contact for dance is Assistant Commissioner Mike Barren (mbarren@khsaa.org). If Mr. Barren is for some reason not available, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in four (4) regions from the 16 basketball regions as detailed in the KHSAA Competition Rules.

- Region 1 is basketball regions 1-4, Region 2 is basketball regions 5-8, Region 3 is basketball regions 9-12 and Region 4 is basketball regions 13-16.

Only schools on the list of aligned teams are eligible to enter a region competition.

If a team that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

Schools must declare their competition division by Oct. 1. Coaches are reminded that no changes to divisions may be made after that date. Withdrawal after Oct. 1 will result in penalties under Bylaw 27, including a fine.

ALLOWABLE COMPETITION DATES

DATES

- Nov. 16 - Region 1 (at Muhlenberg) and Region 4 (at Prestonsburg)
- Nov. 17 - Region 2 (at Valley) and Region 3 (at Bryan Station)

STATE COMPETITION

The KHSAA State Dance Championships will be held Saturday, Dec. 21 at Valley High School in Louisville.

PROCEDURES FOR FUTURE REGION SITES

Schools/sites interested in hosting future Regional Dance Competitions should complete KHSAA Form GE59 (Application for Hosting) listed in the important links section at the end of this document by May 1.

PRE-COMPETITION MANAGER RESPONSIBILITIES

COMPLETE FORM GE56

Complete the Regional Competition Manager's Form, included as a link at the end of these instructions, to provide general information about your event. Keep KHSAA staff informed of any changes to the form after it has been submitted.

PRE-COMPETITION MEETING

It is recommended that a meeting of all coaches be held prior to the start of the competition to discuss rules and procedures to help ensure a smooth event.

CONTACT PARTICIPATING SCHOOLS

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

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

In the event an admission fee will be charged, a policy of team party and participant admission should be finalized at the pre-competition meeting.



DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Develop an information document for participants including the schedule of events, any on-site meeting information and directions to the venue.

COMPETITION ADMINISTRATOR

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

Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

PRE-COMPETITION MEETING AND MODEL AGENDA

- Designate someone to record minutes
- Call to order
- Provide a detailed competition schedule and report it to the KHSAA and media
- Discuss future sites and remind interested schools to submit Form GE59 (Application for Hosting)
- Team party and participant admission (if fee is being charged)
- Competition Rules review
- Draw for order of appearance and make a copy of the order for all teams
- Facility rules, coaches area and other notes
- Sound system
- Discuss competition expenses (majority vote required if distribution to schools is to be made)
- Security and emergency action plan
- Medical needs/trainer
- Inclement weather policy and plans
- Review sportsmanship expectations for competitors, coaches and fans

ROSTERS, ENTRY, ORDER, SCORING

POSTSEASON ROSTER

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Only athletes appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round. No additional athletes may be added to the roster following that deadline, including those teams that advance to the state championships.

This roster information is used for advance preparations for state qualifying teams.

SUBSTITUTIONS

Additional competitors over the division limits (up to four (4) alternates) may be entered on the KHSAA postseason roster in case of an injury or other circumstances.

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

Reference the Injuries During Competition section of the Competition Rules for clarifications on that substitution process.

INSTRUCTIONS FOR COMPETITION ENTRY

Schools must declare their competition division using KHSAA Form DA101 (Division Declaration Form) by Oct. 1.

Each member school Athletic Director must be signed into the KHSAA School Subdomain and shall only submit one declaration form.



This declaration is for the regional competitions, as well as state for those that advance, so please confirm what divisions your school will be entering as no adjustments will be permitted for any reason once the entries are posted.

Region Managers will be sent a list of participating schools with their declared divisions from the KHSAA as posted on the Association's website.

The divisions shall be Hip Hop, Jazz and Pom.

Squads may enter as small (7-16 participants) or large (17-30 participants) in each division.

Schools may enter squads in two (2) separate divisions.

Teams advancing from a region to state must compete in the same division at each level of the postseason.

PROCEDURE FOR ORDER OF APPEARANCE DRAW

At the regional meetings, a draw for order of appearance will be conducted and distributed to the coaches.

SCORING

Competitions and scoring will be conducted in conjunction with Varsity Brands, Universal Dance Association (UDA) provisions utilizing UDA appointed and KHSAA approved personnel.

Five UDA licensed judges will be used to score each division as outlined in the Competition Rules.

POINTS OF EMPHASIS

FORMAT OF EVENT

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

- Hip Hop, Jazz and Pom
- Each division has a small (7-16 competitors) and large (17-30 competitors) category.

TIME SCHEDULE

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

The Region Manager decides which division will go first, and once that is set, all teams within that division must perform consecutively.

- Example: If Jazz Small Division is scheduled first, all schools competing in Jazz Small must go consecutively. Once an entire division is completed, you may move on to the next one scheduled.

The detailed order of appearance given to schools should include the following times: check-in, warm-up, on-deck and performance and stations shall be in five (5) minute intervals.

TIME MANAGEMENT

Coaches are asked to make sure the squad has used the restroom prior to starting the check-in process. There will not be time for this during warm-ups and the clock will not be stopped once a team is checked in.

SITE SPECIFICATIONS

Prepare the facility for competition, making sure that all areas, including those dedicated for warm-ups, are in place.

Teams should perform facing a basketball goal or baseline, not the sideline, so judges can be placed on the floor for easy viewing away from any spectator interference.

A laptop with internet access and printer are required to be set up at the judges table. Region Managers should secure a worker to tabulate scores with at least two runners to assist them. The data manager scoring the event needs experience with Microsoft Excel to utilize the Varsity/UDA software.

Region Managers shall also provide a coaches' viewing area or box on the competition floor with the following guidelines:

- Coaches and alternates must remain in the viewing area on the competition floor.
- A maximum of eight (8) individuals are permitted in the area, consisting of the head coach, three (3) assistant coaches and four (4) alternates.
- No other participants from other squads or individuals will be permitted on the floor.



SOUND SYSTEM

Region Managers are responsible for securing a sound system with a CD/phone/tablet adapter.
Test the system with a technician and note any volume settings or adjustments.
Music must be played by an adult and not by an alternate, manager or student-athlete.
Another short test of the sound system should be done before teams are called out to the floor for competition.

OFFICIAL RESULTS

Results announced after a performance are not considered final until they are printed using the Varsity/UDA scoring software.
Coaches will receive a copy of their individual scoresheet from the judges and team scores will be published on the KHSAA website at the conclusion of the event.

JUDGING

There will be a supervisor of judges that will resolve questions at each regional.
While Varsity/UDA rules are used, there will be no video review for scoring or timing questions.
All scores by judges are final.
A link to scoresheets and their explanations is included at the end of these instructions.

TIES

Ties will be broken by the judging panel in accordance with UDA adopted provisions.

EXHIBITION PERFORMANCES

All-Star type squads that do not adhere to NFHS rules are not permitted to perform an exhibition routine at regional competitions.
Should you have questions about an outside group, contact Assistant Commissioner Barren at the KHSAA office.

PROCEDURE FOR GETTING JUDGES AND FEES

Varsity/UDA will handle the assignment of judges, a judge's coordinator and one (1) rules judge.
Region Managers will receive the listing from Varsity's Ashley Udashen (audashen@varsity.com).
Regional judges (4 total) are paid \$175 each, which includes mileage.
Timers (1 music, 1 routine) are to be secured by the Region Managers. Pay for these individuals is a local decision.
Judges might require housing. UDA will send an invoice for the cost of their hotels if needed.

BYLAW 22 REMINDER

REQUIREMENT TO ACCOMPANY TEAM MEMBERS

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 pertinent section of the bylaw is included below.

BYLAW 22, SECTION 8

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests and 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."

SECURITY

It is the responsibility of the Region Manager to secure adequate police protection and other security precautions as necessary. Any fees associated are to be taken from gate receipts, when available.



While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision.

The National Federation continues to remind all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public at contests.

While acknowledging the expense of security, it is noted that this should be an integral part of your planning process and is a KHSAA requirement at postseason contests.

MEDICAL PROVISIONS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service.

A physician and/or ambulance should be in place in the event of an emergency, as well as an emergency plan for the transportation of injured athletes.

It is strongly recommended that you provide a health care professional on site during the meet to help with first response situations.

The authorized medical coverage is recommended to 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.

These medical provisions should be communicated to all competing schools.

Any fees associated are to be taken from gate receipts when available.

EMERGENCY ACTION PLAN

Each Region Manager is expected to have and maintain an emergency action plan for their competition.

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

INCLEMENT WEATHER PROCEDURES

STOPPAGE/POSTPONEMENT

It's the duty of the Region Manager, in consultation with the participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling.

In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.

While it's imperative that Region Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

MEDIA RIGHTS/INTELLECTUAL PROPERTY

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.

FILMING

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 tournament manager, and pay the requisite rights fee.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the event 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 event 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 event 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/WEB STREAMING

The KHSAA Commissioner is the manager of all rounds of 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. The fee schedule will be published annually by the Commissioner's office.

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

MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

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

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

EVENT MERCHANDISE

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about providing event merchandise to sell at the regional competitions. Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

POST EVENT

REGIONAL RESULTS SUBMISSION

Region Managers are asked to email complete results to daresults@khsaa.org immediately following the event to be published on the KHSAA website.

STATE COMPETITION QUALIFIERS

A link to the Dance Division State Advancement Allocation is included at the end of these instructions.

TROPHIES

The KHSAA Board of Control has contracted with Rihers.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2019-20 events.

The cost of trophies is the responsibility of the regional competition.

You will receive email notification on the shipping, please select the button within that email to confirm receipt.

Immediately open the package and inspect the trophies.

Contact Riherd's Trophy if damaged (1-800-274-4373) between the hours of 9:30 a.m. and 4:30 p.m. (CT) or email Rihers at khsaa@riherds.com.

Do not disregard any billing information that may be enclosed in the packaging.

The cost for regional trophies is \$73.54 for each winner and runner-up per division. If your region has all 12 divisions, the total cost will be \$882.48, not including shipping.



If a school withdraws after Oct. 1, the region is responsible for the cost of any unused trophies. They cannot be shipped back to prevent being billed the full amount.

Your package, shipped directly to the host school from Rihards.com, should consist of the following:

- One (1) first place team trophy for each division, provided there are entries.
- One (1) second place team trophy for each division, provided there are entries.
 - o No additional awards, ribbons or banners are permitted.

FINANCES

REGIONAL COMPETITION FINANCIAL REPORT

Schools competing at the regional competition shall agree, in advance, to all financial provisions for the distribution of proceeds or allocation of loss.

Managers may require an advance payment from each competing school to be prepared for costs in advance of the tournament and if such is required, shall fully disclose any plan for return of excess of fees over expenses when reconciling the event.

All Region Managers must submit a financial report at the conclusion of the competition by filling out KHSAA Form GE51 (Regional Competition Financial Report) and submitting it to Mr. Barren (mbarren@khsaa.org) no later than three (3) weeks following the competition.

IMPORTANT WEBSITE LINKS

- [KHSAA Dance Website](#)
- [Competition Rules](#)
- [NFHS Understanding Copyright and Compliance Course](#)
- [Scoresheets](#)
- [Scoresheet Video Explanations](#)
- [Declarations by School](#)
- [Declarations by Region](#)
- [State Advancement Allocation](#)
- [DA101 - Dance Division Declaration Form](#)
- [GE51 - Regional Competition Financial Report](#)
- [GE56 - Regional Manager's Form](#)
- [GE59 - Application for Hosting](#)