



DANCE

2022-23 REGION COMPETITION INSTRUCTIONS





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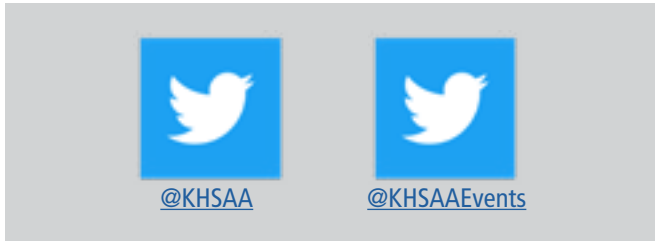
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Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.

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COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic" document can be found at the following link: <https://bit.ly/3zwQOeD>

In addition to specific guidance, this document includes guidance for all sports, officials and media. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a district or regional tournament.

REMINDER - Anyone attending or participating in a KHSAA regular season or postseason event should review their symptoms before arriving. Those that are ill or displaying any symptoms of COVID-19 should stay home.

Some differences in the guidance are necessitated by the differences in sports, facilities and geographic areas, which are pronounced during normal years and magnified this school year.

MASKS/FACE COVERINGS

Masks/Face coverings for non-competitors and the requirements surrounding these items are a matter of local jurisdiction.

At minimum, any local or specific mask-requiring ordinance should also include a requirement for managers to post signage and make regular announcements.

COMPETITORS

Due to safety concerns, competitors who are considered to be aerobically exercising should not be required to wear masks during competition.

WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles as no community dispensers can be used.

PUBLIC HEALTH PROTOCOLS

Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine as well as the adopted Return to Play Protocol in the event of a positive test in a participant or team staff member.

The host is responsible for adherence to COVID-19 guidelines in accordance with normal home site procedures.

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 Sarah Bridenbaugh (sbridenbaugh@khsaa.org).

If Mrs. Bridenbaugh is for some reason not available, Assistant Commissioner Joe Angolia (jangolia@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT/DECLARATIONS/DATES

ALIGNMENT

Teams are aligned into 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.
- Regions 1 and 2 will compete at the same site, but will have with separate competitions.
- Regions 3 and 4 will compete at the same site, but will have with separate competitions.

The current alignment is available on the dance page of the KHSAA website and included as a link at the end of these



instructions.

DECLARATIONS

Schools were required to declare their competition division by Oct. 1.

No changes to divisions may be made after the final declaration date.

COMPETITION DATES

The dance region competition dates are Nov. 12 and 13.

- Region #1 - Nov. 12, Regions 1 & 2 (at Collins)
- Region #2 - Nov. 13, Regions 3 & 4 (at Shelby Valley)

INCLEMENT WEATHER PROCEDURES

STOPPAGE/POSTPONEMENT

It's the duty of the Region Manager, in collaboration with the KHSAA, to consider decisions regarding re-scheduling or resumption due to an emergency, with the KHSAA making the final determination.

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

State Competition

- The 2022-23 KHSAA State Dance Championships will be held on Dec.11 at George Rogers Clark High School in Winchester.

REGION MANAGER'S RESPONSIBILITIES

COMPLETE TOURNAMENT MANAGER'S FORM

Complete the Competition Manager's Form (GE56) to provide general information about your event.

The manager should keep KHSAA staff informed of any changes to the form after it has been submitted.

A link to the form is included at the end of these instructions.

SITE SPECIFICATIONS

Prepare the facility for competition, including those areas dedicated for warm-ups.

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.

The data manager scoring the event needs experience with Google Sheets to utilize the Varsity/UDA software.

A laptop with internet access and printer shall be set up at the main judges table for the tabulator.

Region Managers shall also provide a coaches' viewing area or box on the competition floor.

TICKETS AND FAN ADMISSION

All Region dance competition tickets will be sold online via GoFan, the KHSAA's official digital ticket vendor.

There shall be no paper tickets sold at walk-up gate or cash sales of any type.

All regional dance competition ticket prices are, in advance, \$9 each per session, plus electronic transaction fees that are not received by the KHSAA. Day of the event, prices per session increase to \$11 plus fees.

Children five-and-under will be admitted free, but must still "purchase" the free ticket through GoFan.

Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest. No coaches cards or officials cards will be honored for admission at the state event.

GoFan's training page for buying and validating the tickets is included as a link at the end of these instructions and linked from the KHSAA website.

No screenshots shall be honored at any time.



VENUE LOGISTICS AND SITE RESPONSIBILITIES

SOUND SYSTEM

Region Managers are responsible for securing a sound system with a CD/phone/tablet adapter.

System should be tested 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.

SIGNAGE, BALLOONS, NOISEMAKERS AND MUSIC

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure.

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate competition management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers (non-mechanical and non-powered) are not permitted at the facility and will be taken away if found.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music is permissible, but only during pre-event, natural and planned breaks/timeouts.

PRE-EVENT

Refer to the KHSAA Handbook to review the rules and regulations governing dance competitions and also familiarize yourself with the KHSAA Competition Rules.

The Region Manager should consider hiring workers in the following specific positions:

- A Competition Manager
- Scorer/Tabulator
- Scorer/Tabulator Runners
- Public Address Announcer
- Uniform Security at rate agreed by KHSAA prior to contest(s); and
- Medical/Training Services at rate agreed by KHSAA prior to contest(s)
- The Region Manager shall secure two timers who will work under the supervision of the UDA representative.

PROCEDURE FOR GETTING JUDGES AND FEES

Varsity/UDA will handle the assignment of judges.

- Managers will receive the judge's assignment from Assistant Commissioner Sarah Bridenbaugh.
- Region judges are paid \$175 each region competition and that includes mileage. Any additional hotel or travel fees for judges will be subtracted from the reimbursement to region managers.

HOST SITE 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-TOURNAMENT MEETINGS

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.

The use of a virtual meeting is permitted and recommended.

CONTACT PARTICIPATING SCHOOLS

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



DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

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

OUTSIDE PROVIDERS/VENDORS

Contact security and other outside providers/vendors and ensure that all other pre-tournament functions are complete.

SECURITY

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

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. The Region Manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

While acknowledging the expense of security, it is noted that this shall 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 to serve in an on-call status if such cannot be present at the competition site.

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 10 of the document.

Any fees associated with providing medical coverage should be subtracted from the host proceeds before dividing an profits (as discussed by participating schools).

There is no requirement that an ambulance be on site for the whole event, however the local administering agency shall be notified in advance and placed "on call" if an ambulance is not available on site.

The KHSAA has long recommended, and continues to recommend, that medical coverage be present at all athletic practices and contests.

Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests.

It is also strongly recommended that the member schools utilize only Certified/Licensed Athletic Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation.

While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.

EMERGENCY ACTION PLAN

Each Region Manager is expected to have and maintain an emergency action plan for their competition, which shall be practiced and referred to prior to the event.

Before the start of the competition, the Manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

PRE-COMPETITION MEETING/CALL MODEL AGENDA

- A pre-competition logistics meeting should be held and is permitted to be held by a Zoom call.
- Call to order
- Designate someone to record minutes.



- Discuss the "Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic" dance section <https://bit.ly/3QPGYKh>.
- The KHSAA will provide time schedules and ticket links for each region competition.
- Discuss future sites according to the KHSAA rotation schedule and remind interested schools to submit Form GE59 (Application for Hosting).
- Competition Rules review.
- KHSAA staff will determine the order of appearance and make a copy available for all teams of the KHSAA website.
- Discuss team party and participant admission and limitations.
- Remind coaches that all participants must appear on the online roster and be designated for postseason competition.
- Detail the security and emergency action plan.
- Discuss medical needs/trainers.
- Reminders regarding medical role if a participant appears injured as it relates to later divisions.
- PA, official scorer/scoresheets.
- Sound System.
- Auxiliary Workers: ticketing, concessions, parking.
- Facility rules, coaches area and other notes.
- Discuss the inclement weather policy and plans.
- Review sportsmanship expectations for competitors, coaches and fans.

TEAM INSTRUCTIONS FOR COMPETITION

INSTRUCTIONS FOR COMPETITION ENTRY

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

This declaration was for all KHSAA postseason competitions including the state for those that advance.

No adjustments in divisions are permitted for any reason once entries are posted.

A list of participating schools with their declared divisions will be posted on the KHSAA website.

The divisions shall be Hip Hop, Jazz, Pom and Game Day.

Schools may enter squads in three (3) divisions as long as the third is Game Day.

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

POSTSEASON ROSTERS

Postseason roster 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 prior to the deadline.

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season varsity roster.

Only dancers appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round.

No additional student-athletes may be added to the roster following that deadline, including those teams that advance to the state tournament.

The online, postseason roster may be printed from the KHSAA website as the valid listing of available dancers.

This roster information is also used for advance preparations for state qualifying squads.

SUBSTITUTIONS/LIMITATIONS

Additional competitors 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 region competition.

Rosters are closed and no additions are permitted after the region competition.

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

PROCEDURE FOR ORDER OF APPEARANCE DRAW

KHSAA staff will produce for order of appearance and distribute the schedule to the Region Managers and post this information on the KHSAA website.

SCORING

Five (5) UDA licensed judges will be used to score each division.

ADMISSION INTO VENUE

PARTICIPANT ENTRY

Hosts should communicate with participating schools the process for entering the venue.

TEAM PARTY ENTRY

Once on site, the tickets will be redeemed on the individual's phone at either the main ticket gate or pass gate.

Patrons are not to redeem the tickets prior to arriving at the gate as no screenshots shall be honored at any time.

DIVISIONS AND ROUTINE LENGTH

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

- Hip Hop, Jazz and Pom

Competitions also include the Game Day division, with routines that are not to exceed three (3) minutes.

TIME SCHEDULE

The competition schedule will be posted on the KHSAA website and shall be considered final.

COACHING BOX

As a reminder, in accordance with the Universal Dance Association's (UDA) Championship Rules, it is required that each team has a responsible adult at the music station that knows the routine and music (no alternates or team members allowed) and is not in the coaching box.

This representative is responsible for pressing "play" and should not be one (1) of the six (6) individuals occupying the coaching box.

Coaches and alternates must remain in the viewing area on the competition floor.

A maximum of six (6) individuals are permitted in the area.

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

- Each participating school can decide who will occupy these seats during their performance, as long as it doesn't exceed six (6) total (i.e. two (2) alternates, four (4) coaches; three (3) alternates, a choreographer, two (2) coaches).

JUDGING AND SCORING

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

While Varsity/UDA rules are used, the KHSAA is not utilizing video review for scoring or timing questions.

All scores by judges are final.

A link to the scoresheet explanations is included at the end of these instructions.

Managers are responsible for sharing judges' scoresheets to competing coaches utilizing an electronic procedure as copies shall not be distributed at the site.

Managers are reminded to maintain the original scoresheet for records until directed to dispose of the originals by Assistant Commissioner Bridenbaugh.



TIES

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

TIEBREAKING PROTOCOL FOR STANDINGS

In all sports and sport-activities where tabulated scores are used for placement, once the standings are determined, ties are only broken for first place, and then only if it's specific within the basic rules of competition.

In the event of a tie, all tied competing teams will receive the same place (including the need for ordering duplicate awards) and the next team/individual will receive the position that would be ranked next after all of the ties.

- For example, a team finishing 1st, and three teams tied for 2nd would show in the standings as follows: 1st place, three in 2nd place and the next team in the standings would be in 5th place.

TROPHIES

The KHSAA Board of Control has contracted with Rihersds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2022-23 tournaments.

The cost of the trophies will be paid for by the KHSAA from the GoFan digital ticket revenue.

The following trophies will be awarded:

- 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 enough entries.
 - No additional awards, ribbons or banners will be awarded.
- Managers can choose to order additional awards (medallions, ribbons, etc) for each regional competition but shall be at the expense of the regional host school.

POINTS OF EMPHASIS

COACHING BOX

Each region site will have a "coaching box" with a maximum of six (6) seats.

Each participating school can decide who will occupy these seats during their performance, as long as it doesn't exceed six (6) total (i.e. two (2) alternates, four (4) coaches, or three (3) alternates, three (3) coaches).

OFFICIAL RESULTS

Results announced after a performance are not considered final until they are printed using the Varsity/UDA scoring software.

Coaches will receive an electronic copy of their individual scoresheet from the judges and team scores will be published on the KHSAA website as well.

EXHIBITION PERFORMANCES

There will be no outside group exhibition performances.

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.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

GENERAL MEDIA RIGHTS

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

In general, management of the execution of those assignments is assigned to the host KHSAA school's game manager.



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

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

At all levels of KHSAA sponsored postseason events, including district, regional, region, quarterfinal and state competition, managers shall make allowances for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, region, quarterfinal and state competition, managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the tournament manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and 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 video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the tournament manager and shall be equitable for all teams.

A freelance/commercial photographer is any person, including a school employee, not representing an established media outlet or a person who will capture images from the event.

RADIO BROADCASTS

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast.

The mandated, minimum fee will be published on the KHSAA website.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than 24 hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including region, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to Communications



Director of the KHSAA.

No entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

MUSIC COPYRIGHT

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

EVENT MERCHANDISE

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about ordering event merchandise to be sold at the region competition.

Contact the KHSAA for more information or indicate accordingly on the GE56 Manager Information form.

POST EVENT

REGION 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

State qualifier details will be determined and posted on the KHSAA website prior to the first regional date.

AWARDS PRESENTATION PROTOCOL

Any awards ceremonies should follow the guidance listed in the first pages of this manual.

FINANCES

FINANCIAL REPORT FORM (GE88)

Each Manager is to complete and submit Form GE88 (Region Financial Report) to the KHSAA, including itemized expenses, within one (1) week of the competition using the link at the end of these instructions.

No expense item may be listed on the form without prior approval from the KHSAA and Managers are reminded not to pay any visiting team's expenses or officials.

Upon receipt of Form GE88, the KHSAA will send checks to the permitted staff, whose names, email addresses and current mailing addresses must be included for each worker.

IMPORTANT WEBSITE LINKS

- [KHSAA Dance Website](#)
- [Competition Rules](#)
- [Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic](#)
- [NFHS Understanding Copyright and Compliance Course](#)
- [Dance Alignment](#)
- [GE56 - Tournament Manager Form](#)
- [Declarations by School](#)
- [Declarations by Region](#)
- [UDA/KHSAA Dance Rules and Interpretations](#)
- [UDA Scoresheet Explanations](#)
- [GoFan Digital Event Tickets](#)



- [GoFan Ticket Training](#)
- [GE59 - Hosting Application](#)