

# DDCA Sanctioned Event Application Procedures

## Process:

1. Release new event application in April, prior to DDCA Spring Meeting.
2. At Spring Meeting:
  - a. All schools that would like to host an event in the upcoming season must bring their completed application and **non-refundable** \$200 deposit to the DDCA Spring Meeting in order to reserve a date. Each school **must** have a representative at the meeting in order to reserve a date. Applications will not be accepted in the mail **prior** to the meeting.
  - b. Applications and deposits will be submitted to JA Scheduling Director at the beginning of the meeting. Those applications complete with checks and school representative will have priority for date selection.
  - c. The JA Scheduling Director and another Judges Affiliation representative will write all of the events into the calendar. The calendar shall be constructed in the following manner:
    - Maximum of THREE category events in November and December.
    - Maximum of TWO traditional events in January.
    - Maximum of THREE traditional events in February and March.
    - Consideration given to balance locations between Portland Metro and Salem areas.
    - Consideration given to balance attendance between all events.
  - \*\*\* Combination competitions (traditional and category routines at the same competition) will not be allowed.
  - d. If there is a conflict with an excess of events requesting the same weekend as their 1st choice, event representatives will meet with the JA Scheduling Director to resolve the conflict prior to the calendar being published.
  - e. Any events that can move to another weekend after seeing the completed calendar may meet with JA Scheduling Director and discuss the change.
  - f. The "New" Calendar will be presented at the end of the Spring Meeting.
3. Any applications received after the Spring Meeting will have to select dates not already filled.
4. Late applications will be required to pay additional funds to secure an open date:
  - Between May 1 and October 1: Non-refundable deposit of \$250 with application.

- Between October 1 and November 1: Non-refundable deposit of \$325 with application.
5. Applications will be accepted after November 1<sup>st</sup> only to fill cancellations.
  6. Applications must be received by the JA Scheduling Director by the **dates** specified in the fee schedule. The fee schedule **IS NOT** based upon the date that the check is cut or the date the application is mailed.
  7. Requests for specific Judges or Judges Directors **WILL NOT** be granted. The judging schedule is based upon availability and is made at the discretion of the Judges Affiliation.
  8. The Judges Affiliation will provide three Performance Judges, two Technical Judge, Judges Director/Tabulator or Tabulator and an Info Technician for all sanctioned high school level events on the calendar. Events may request six Judges if they choose; however, those requests will only be granted if staffing allows. Pre-payment for six Judges **IS NOT** a guarantee that six Judges will be provided. Should you not require six judges after designating so on your application, you must provide a written cancellation of six judges to three. The JA Scheduling Director must have this written request 6 weeks prior to event.
  9. The Judges Affiliation will automatically provide checks for the Judges, Judges Director, Tabulator, and Info Technician. For an additional fee, the Judges Affiliation will provide checks for Announcers, Drill Down caller, and Clerks. Please refer to the Event Personnel Salary & Mileage Compensation Schedule for the fee schedule.

#### **Conditions:**

1. Any event that has an outstanding balance for an event from the previous season will not be added to the new/current calendar until their balance has been paid in full. When the outstanding balance has been satisfied, the school can submit their application with the appropriate deposit for the time of submission, and they will be entered into an open slot of their choice pending availability.
2. If at any time, an event is not able to obtain use of their facility for the date that they reserved at the time of application, a representative from that event can work with JA Scheduling Director to secure another date that is available.

\*\*\*Any questions about the above procedures may be directed to  
JA Scheduling Director at [jascheduling@comcast.net](mailto:jascheduling@comcast.net).