

EVENT GUIDELINES

2011-2012 SEASON

**DANCE
DRILL**
Coaches
Association
of Oregon



PRE-EVENT

- SEND OUT INFORMATION AND APPLICATIONS TO SCHOOLS, TWO MONTHS PRIOR TO EVENT DATE.
- HAVE A CUT-OFF DATE FOR APPLICATIONS, TWO WEEKS (AT LATEST) PRIOR TO EVENT DATE.
- ONLY ACCEPT THE NUMBER OF TEAMS AND/OR NUMBER OF PEOPLE YOUR GYM AND SCHOOL CAN HOST.
- NO SCHOOL SHOULD TAKE MORE THAN 20-22 TEAMS (DEPENDING ON SCHOOL SIZE AND NUMBER OF ACTUAL TEAM MEMBERS).
- SET ROUND TIMES THAT WILL ALLOW A MINIMUM OF 1 HOUR BETWEEN ROUNDS, BUT NO MORE THAN 2 HOURS BETWEEN ROUNDS. PLEASE COMMUNICATE ANY SPECIAL THINGS HAPPENING BETWEEN ROUNDS TO THE JA SCHEDULING DIRECTOR, WHEN FILLING OUT THE APPLICATION.
- ALL GENERAL INFORMATION (DATE, ROUND TIMES, DIRECTIONS, CONTACT INFO, ADMISSION FEES, PARKING FOR PERSONNEL, ETC.) AND ALL OTHER INFORMATION (TEAMS ATTENDING, PERFORMANCE ORDER, ETC.) YOU MUST SUBMIT TO THE WEBMASTER AT LEAST ONE MONTH – 2 WEEKS PRIOR TO YOUR EVENT DATE. ALL OTHER INFORMATION AND ANY CHANGES THAT OCCUR **MUST** BE SENT TO THE WEBMASTER AS THE CHANGES OCCUR.
 - THE CHANGES NEED TO BE PROVIDED AS A NEW DOC. FOR WEBMASTER; DO NOT SEND AN EMAIL STATING YOUR CHANGES, RATHER, SEND IN A NEW DOCUMENT.
- IT IS VERY IMPORTANT THAT YOU PROVIDE GENERAL INFORMATION TO THE JA SCHEDULING DIRECTOR AT LEAST 2 WEEKS PRIOR TO EVENT DATE. ONCE THIS INFORMATION IS RECEIVED, YOU WILL RECEIVE YOUR STAFFING INFORMATION, FAILURE TO DO SO WILL RESULT IN LOSS OF POINTS ON EVALUATION.
 - COACHES MEETING TIME AND LOCATION
 - JUDGES MEETING LOCATION (TIME IS ALWAYS 1 ½ HOURS PRIOR TO 1ST ROUND)
 - PERFORMANCE ORDER
 - ROUND TIMES
 - MEAL BEING PROVIDED FOR PERSONNEL – THERE ARE VEGETARIAN AND GLUTEN-FREE DIET NEEDS.
 - AWARDS/TROPHIES
 - PARKING INFORMATION/LOCATION
- INFORMATION THAT NEEDS TO BE PROVIDED TO YOUR JUDGE DIRECTOR, THE WEEK OF, AND UP TO THE NIGHT BEFORE.
 - ANY SCHEDULE CHANGES TO PERFORMANCE ORDER
 - TROPHY AND AWARD INFORMATION
 - COMPUTER/PRINTER SET-UP OR NEEDS

AT EVENT

FOR ATTENDEES AT EVENT -

- COMPETITION TO START ON TIME.
- DO NOT PUBLISH DESIGNATED DANCE TIMES TO GENERAL PUBLIC. GIVE AN ESTIMATED TIME AND ALLOW 20 MINUTES BEFORE OR AFTER ESTIMATED TIME. YOU NEVER KNOW HOW AHEAD OR BEHIND YOU MIGHT BE.
- SHARE APPROPRIATE BEHAVIOR FOR STANDS – NO SCREAMING AND YELLING IN VIEW OR EARSHOT OF JUDGING PERSONNEL, COACHING STAFF NEEDS TO SHARE APPROPRIATE BEHAVIOR WITH PARENTS/FANS, ETC.
- PROPER ETIQUETTE IN STANDS WHEN YOUR SCHOOL IS NOT PERFORMING, ETC.
- HAVE APPROPRIATE TIME BETWEEN ROUNDS.

FOR ANNOUNCER AND SOUND CREW -

- HAVE APPROPRIATE FORM OF COMMUNICATION FOR JD TO COMMUNICATE WITH ANNOUNCER/ED.
- HAVE A GOOD BALANCE OF TIME BETWEEN PERFORMANCES, FOR EVENT FLOW AND SCORING.
- WHEN TEAMS ARE NOT READY, SKIP THEM, AND MOVE TO NEXT TEAM. HAVE LATE TEAM PERFORM AT END OF DIVISION.
- MUSIC PLAYED BETWEEN TEAMS PERFORMING, NEEDS TO BE APPROPRIATE. SHARE EXPECTATIONS WITH SOUND CREW.
- DO A SOUND CHECK PRIOR TO START OF EVENT. NOT JUST MUSIC LEVEL, BUT FOR CLARITY TOO.

FOR COACHING STAFF-

- PROVIDE APPROPRIATE SPACE IN STANDS FOR COACHING STAFF SIZE. LARGE SIGNS OR STAFF STATIONED AT DESIGNATED SPOT TO HELP WITH CROWD CONTROL.
- HAVE A CLEAR PROCESS FOR STUFFING THE PACKETS AT THE END OF EVENT.
- HAVE A CLEAR PROCESS FOR TEAMS TO PICKUP PACKETS AT END OF EVENT.
- MAKE IT CLEAR TO COACHES WHO ARE LEAVING AFTER THE FIRST ROUND, WHAT NEEDS TO HAPPEN TO PICK UP BELONGINGS.
- SHARE APPROPRIATE BEHAVIOR FOR STANDS – NO SCREAMING AND YELLING IN VIEW OR EARSHOT OF JUDGING PERSONNEL, COACHING STAFF NEEDS TO SHARE APPROPRIATE BEHAVIOR WITH PARENTS/FANS, ETC.

FOR JUDGING PERSONNEL -

- SHARE WHO YOUR JUDGING PERSONNEL (HOW MANY, MALE OR FEMALE, ETC.) IS WITH YOUR SECURITY STAFF.
- PROVIDE APPROPRIATE SPACE IN STANDS FOR JUDGING PERSONNEL SIZE.
- PROVIDE APPROPRIATE SPACE IN STANDS FOR TECHNICAL JUDGES.
- HAVE A PARKING ATTENDANT FOR JUDGING PERSONNEL SPACES.

FOR JUDGING PERSONNEL CONT...

- HAVE A RESTROOM CLOSE TO JUDGES ROOM THAT IS USED SOLELY BY PERSONNEL.
- HAVE A NICE BALANCE OF FOOD – PROTEIN, CARBOHYDRATES, FRUITS, VEGETABLES, AND SWEETS. WATER, COFFEE/TEA, AND SODA ARE APPRECIATED (IN ROOM AND STANDS). FOOD NEEDS TO BE FRESH AND MANAGED BY PARENT HELPER.
- LUNCH SERVED IN PERSONNEL ROOM OR GIVEN AN OPPORTUNITY TO HAVE FOOD BROUGHT TO PERSONNEL OR PERSONNEL MOVED TO FRONT OF LINE. HOT FOOD NEEDS TO BE HOT AND COLD FOOD NEEDS TO BE COLD.
- PROVIDE 1 -2 HELPERS FOR RUNNING, ETC. NO NEED FOR CLERKS OR NO MORE THAN 2 HELPERS.
- KEEP PERSONNEL ROOM CLEAR OF OTHERS. NEED TO HAVE ROOM QUIET FOR MEETING AND NOT A LOT OF INTERRUPTIONS.
- SPACE BEHIND BLEACHERS NEED TO BE CLEAR OF TEAMS, SPECTATORS, AND ALL OTHER DISTRACTIONS.
- PROVIDE TECHNICAL JUDGE A MAP OF TEAM ROOM LOCATIONS.
- ACCESS TO AV EQUIPMENT: TV, VCR, AND DVD PLAYER.

AFTER EVENT

- SEND DDCA SANCTIONING FORM TO JA SCHEDULING DIRECTOR, VIA EMAIL ONLY, WITHIN 1 WEEK OF EVENT.
- CATEGORY EVENTS MUST SUBMIT DRILL DOWN WINNERS FOR CATEGORY CHAMPIONSHIPS.
- SUBMIT SCHOLARSHIP EARNINGS TO DDCA TREASURER WITHIN 2 WEEKS OF EVENT.
- SUBMIT PAYMENT FROM BILLING INVOICE, WITHIN 2 WEEKS FROM RECEIPT TO AVOID ADDITIONAL FEES AND PROBATIONARY STATUS.