

DDCA SANCTIONED EVENT

APPLICATION PROCEDURES 2011-2012 SEASON

Process:

1. The Spring Event Director Meeting:

- A. All schools that would like to host an event in the upcoming season must:
 - 1. Send their Event Director or Head Coach to the meeting, in order to reserve a date for the upcoming season's calendar.
 - 2. Applications will be accepted via email starting April 1st

2. Submission of Application:

- A. Applications will be submitted electronically to the JA Scheduling Director by appropriate due date(s).
- B. Deposit(s) form will be submitted to DDCA Treasurer by appropriate due date(s).
- C. Those applications complete and sent electronically to Scheduling Director, and fees submitted to Treasurer, along with the school Event Director or Head Coach in attendance at the Spring meeting, will have priority for date selection.

3. Process for date selection:

- A. The JA Scheduling Director, another Judges Affiliation representative, and a DDCA Board member will write all of the events into the calendar. The calendar shall be constructed in the following manner:
 - 1. Maximum of THREE category events, per weekend, in November and December.
 - 2. Maximum of THREE traditional events, per weekend, in January, February.
 - 3. Maximum of FOUR traditional events, per weekend, in March.
- 4. Consideration given to balance locations between the Portland - Metro, Salem, and Eugene areas.
- 5. Consideration given to balance attendance between all events. We will not allow more than one event to take place in the same location area, on the same weekend.
- 6. Consideration given to Events that have been in great and good standing, in previous years.
- 7. 1st choice, does not guarantee your date, compliance with all processes will need to be followed.

8. Process for multiple requests for a specific date:

1. Receipt of application and fee will determine choice.
2. Events in great standing will have choice priority.
3. If needed, representatives from requesting schools will meet to resolve the conflict, prior to calendar being published.

9. Applications will be accepted after October 1, 2010; however, only to fill cancellations and with Board approval.

10. Open Dates:

- a. Any event may move to an open date after seeing the published calendar, with approval from the Board.
- b. Any interested school, may have an open date, with a submitted application, submitted appropriate fees, and Board approval.
 - i. Please remember, that area will also determine eligibility for open dates.

5. Deadlines:

A. No attendance at the Spring Event Director Meeting will result in last date pick.

- If this occurs, your school will not be in good standing for the next year's calendar selection.

B. Event Director/Head Coach must sign contract, or application will not be accepted.

C. Any applications and fees submitted after initial due date, will be given an open date as their option for hosting an event, not the 1st choice.

D. Deadlines and Fees –

1. Applications must be received by the JA Scheduling Director, by the dates specified in the fee schedule. Fees must be received by the DDCA Treasurer, 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, but rather, when it is received, by both parties.

6. Judging Personnel:

A. Requests for specific Judges or Judges Directors WILL NOT be granted.

B. The judging schedule is based upon availability and is made at the discretion of the Judges Affiliation.

- C. The Judges Affiliation will provide three Performance Judges, two Technical Judges, Judges Director/Tabulator, or Tabulator, and an Info Technician for all sanctioned high school level events on the calendar.
- D. 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.
1. Should you not require six judges after designating so on your application, you must provide a written cancellation of six judges to three.
 2. The JA Scheduling Director must have this written request 6 weeks prior to event.
 - Failure to submit cancellation of six judges, 6 weeks prior to event, your school will not be in good standing for the next year's calendar selection.
- E. Payments will automatically be provided by the DDCA/JA Treasurer for the Judging Personnel, which includes Judge Director/Tabulator, Performance Judges, Technical Judges, and Information Technician(s).
- For an additional fee, the Treasurer will provide checks for Announcer(s) and Drill Down caller(s).
1. Please refer to the Event Personnel Salary & Mileage Compensation Schedule for the fee schedule.

7. Conditions:

- A. 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.
- A fee will accompany any late submissions of your event's balance.
 - Your school will not be in good standing for the next year's calendar selection.
- B. 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 the JA Scheduling Director to secure another available date.
- If event is cancelled, your school will not be in good standing for the next year's calendar selection. However, if you need to cancel due to weather and playoffs, your standing will not be affected.
- C. No monies for application fees will be reimbursed if event is cancelled.

1. Exceptions: Cancellation due to weather or School District mandated cancellation.

- Available dates in Calendar must be used first.
and
- Letter/Email from AD must be sent to JA Scheduling Director in order for School District mandated cancellation to be in effect.

**Any questions about the above procedures may be directed to JA Scheduling Director at jascheduling@gmail.com