

Competition Directors Checklist

✓	Task	Notes
	<p>Secure Gym and Date</p>	<p>This should be done in the Spring. Make sure to check when school starts that your competition is still on the calendar as many times IT departments will refresh or update applications over the summer and your entries will be inadvertently deleted.</p> <p>Ensure that this is done with the Athletic Director / Principal / District Scheduler / or whoever at your school reserves space</p> <p>Make sure to reserve not only the gym but all other areas of the school that you would need for the competition including the parking lots.</p> <p>NOTE: There should not be another major event at the school at the same time. Another event could be scheduled to start after the competition end time.</p>
	<p>Attend Event Directors Meeting at the Spring DDCA Meeting.</p>	<p>You should have your date and application check ready for this meeting.</p> <p>If you are the event director and can't attend, please send a representative in your place to ensure you date and that payment is made.</p> <p>NOTE: No date is secured until payment is made.</p>
	<p>Create your Application for the event</p>	<p>Application should be made available at the beginning of the season if possible or not later than 3 months prior to your event</p> <p>Application should have the following at a minimum:</p> <ul style="list-style-type: none"> ● Date of event ● Entry amount ● Deadline for entry ● Who to make and send checks to ● High School Name ● Team Name ● Coaches ● Choreographers ● Roster with Captains – optional ● Division (Categories Fall / School or Show Traditional) <p>NOTE: Middle Schools / clubs must have their own division(s) and cannot compete against OSAA Member Schools</p>

		<ul style="list-style-type: none"> ● Competition director name / email / phone number for questions
	<p>Create a Parent Info Sheet</p> <p>Examples included in appendix</p>	<ul style="list-style-type: none"> ● How many mom's passes provided ● Ticket prices and time they go on sale ● Time gym doors open ● Time of round(s) – rounds for Category only ● Directions to school ● Can you have crockpots / sterno / etc for food ● Any restrictions that need to be imposed by your school or district as it applies to use of the facilities (no food in classrooms / etc) ● Gift Table / Concessions information, if applicable ● Order of performance and direction team will face if festival format
	<p>Create a Coaches Info Packet</p> <p>Examples included in appendix</p>	<ul style="list-style-type: none"> ● Competition director name / email / phone number for questions ● Include parent info sheet on the email ● General Schedule of the day ● Practice Times ● Order of Performance and direction team will face if festival format ● Number of performance judges ● Divisions/Number of Awards ● Drill Down information ● Any other pertinent information
	<p>Create a Classroom Packet</p> <p>This can be used when setting up and restoring a class room to its original state.</p>	<ul style="list-style-type: none"> ● Map of the classroom the dancers can draw out or take pictures on their phones ● Checklist for your dancers to follow when setting up the room and taking down (example attached in appendix) ● Checklist for your dancer to follow during clean up and reset of the classroom (example attached in appendix)
	<p>Engage your Parent Group / Boosters</p>	<ul style="list-style-type: none"> ● Assign areas of your competition to a parent and make them "committee leads " Ex. Tickets / Concessions / Gift Shop / Security / Judges / etc. ● Ensure that each committee lead understands their role and what is expected of their committee Ex. Security will deal with bus drop off, getting food to cafeteria, doors during the competition, etc. Ex. Tickets – ensuring all have their wrist bands ● The committee leads can recruit and get others signed up to volunteer for their committee ● Do a complete run through of the day (night before) and set up with all the committee heads. This will

		allow you to find and address gaps prior to the competition
	Judges	<ul style="list-style-type: none"> ● Ensure you are engaging with the JA scheduler so that you have your judges and then contact your Judges Director (JD) for the day to discuss needs / set up / etc. ● Ensure that parking for the judges is clearly identified and reserved ● Have the judges room identified and have it staffed with one dedicated parent so that you can ensure their needs are met quickly and efficiently ● Ensure you have the correct amount of seating reserved in the stands for the judges ● The area for them should be clearly marked with a buffer between them and the coaches ● TECH JUDGES – need seating and an area marked off as well. Coordinate with your Tech Judges to find out if they want sit low or high or split one low one high. ● Parking for the judges should be clearly marked and reserved. Communicate to your JD where those spots will be located
	Coaches	<ul style="list-style-type: none"> ● A room should be reserved for the Coaches meeting and made available for the day for the Coaches to retreat to if needed ● Ensure the correct amount of seating is reserved in the stands for coaches. Please have more than just tape or crepe paper marking the area as that is usually moved by parents to get the seating ● Consider putting coaches on the sides of the judges as sitting in front can be distracting to both
	Custodial Staff	<ul style="list-style-type: none"> ● Staff is assigned throughout the day ● Frequent checks of restrooms for toilet paper and paper towels ● Emptying waste baskets in cafeteria and classrooms throughout the day ● Have their cell phone number or walkie talkie or a way to get ahold of them for emergencies
	Gym Set Up	<ul style="list-style-type: none"> ● Basketball hoops that will obstruct dances, views or props are put up ● Bleachers are pulled out and hand rails set ● Areas set for Judges / Coaches / Tech Judges (as discussed previously) ● If Festival clearly marked what teams are performing what way ● Floor Sweepers have been recruited and assigned duties ● Power available in the Judges section

		<ul style="list-style-type: none"> ● Announcers table / area set up ● Music has been set up and tested prior to practice rounds
	Additional Staff – you need to secure and hire as competition director	<ul style="list-style-type: none"> ● Announcer – preferably someone with experience announcing ex. Football games / events / etc. and what they get paid ● Music Person – Someone familiar with school equipment or someone reputable with their own system and what they get paid ● Medical Personal – Per the guidelines in the DDCA Manual and what they get paid
	Drill Down – you need to secure and hire as competition director	<ul style="list-style-type: none"> ● Drill Down Caller – From the list of approved Drill Down Callers posted by DDCA and what they get paid ● Determine places to be awarded. Note: For category competitions, competitions are required to drill down to 10 places for both Advanced and Novice. Names and schools of the winners must be submitted to the DDCA. You can award fewer places, if you wish, as long as you capture the Top 10 for the DDCA. ● Order trophies/certificates, if needed NOTE: if you have Middle School Teams/Club teams and want to offer a drill down (as it is optional) then you must have a separate drill down for Middle School teams/Club teams as they cannot compete in the High School drill down per OSAA rules.
	Miscellaneous	<ul style="list-style-type: none"> ● Work with bookkeeper to get cash boxes ordered ● Ensure you know where to put funds when day is over ● Make sure to have the WiFi password for the judges and tabulator ● Access and code to a copy machine ● Master Key to the school so you can access any rooms needed ● Phone number of your district person for alarm issues / heat or temperature issues / etc. ● Access to Gender Neutral Restrooms for dancers and /or audience members ● Additional Parking for Handicapped – reserve a section of visitor or staff parking near the door. ● If school is two stories access to the elevator
	Advertising / Information Posting	<ul style="list-style-type: none"> ● Information regarding your competition should be sent to the DDCA Webmaster email (ddcaweb@gmail.com) so that information can be posted on the website and social media. Please send at least one week in advance. Information sent with


		<p>less than one week lead time can't guarantee to be posted. Please send one PDF with your event information. At a minimum you should include order of performance, round time (start/doors open), ticket information (price/sales time). Usually the parent packet is a good source of information to send.</p> <ul style="list-style-type: none"> ● Make sure to communicate to your sponsors about the event and invite them (have their names posted or in the program) ● Tag the DDCA in your social media posts (Facebook, Twitter, Instagram). Tagged posts will be shared as appropriate.
	Awards	<ul style="list-style-type: none"> ● Determined by the competition director. Rule of thumb is 50% +1 . If there are 3 or less in a division you could consider giving all placements and if there is 4 then give only 2 if there is 5 then 3 placements etc. ● Actual award (trophy / plaque / certificate) is determined by the competition director ● Consider having principal / vice principal / athletic director hand out awards
	Divisions	<ul style="list-style-type: none"> ● Category competitions: <ul style="list-style-type: none"> ○ Styles of dance (Modern, Hip Hop, Kick, Contemporary, Pom, Jazz and Novelty) cannot be combined. You can decide not to offer a specific style. ○ Divisions may be split into small and large if 6 or more entries are received for a specific style. ● Traditional competitions: <ul style="list-style-type: none"> ○ Show teams may not compete again Dance/Drill teams ○ Dance/Drill teams can be divided by team size or school classification, if you wish ● Per OSAA rules, a school may not have two entries in a single division. A JV team cannot compete against their school's Varsity team.
	Clean Up	<ul style="list-style-type: none"> ● Work with custodial staff to understand what they are cleaning and what your team / parent group are responsible for cleaning ● Gym is returned to original form – bleachers in / basketball nets down / etc ● Checked all classrooms and used check sheet to ensure room has been restored to original set up ● Thank you letter on teacher's desk ● Library / Office / any other auxiliary areas have been cleaned and restored to original set up

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Map of Classroom

(Draw a map of the set up or take pictures on your phone)

ROOM SET UP

Room Number	
Team In Room	
Hostesses Name:	Hostesses Name:
	Task
	<p>All desks / tables / chairs have been counted and documented below. Desks / Table / Chairs used in the hallway for makeup and hair need to be marked – blue tape and sharpie</p> <p>Desks _____ Tables _____ Chairs _____</p>
	<p>A map of the room has been created. This will allow you to return the room back to its original state</p>
	<p>Any extra desks / tables / chairs – not used for hair and makeup have been staked in the corners / back of the room / or sides of the room</p>
	<p>Teachers desk / work area has been covered with sheets and DO NOT DISTURB signs placed</p>
	<p>All computers / TVs / DVD Players / overhead projectors / or any other audio visual equipment has been covered with sheets and DO NOT DISTURB signs placed</p>
	<p>Any item that could be possibly damaged has been covered with a sheet or protected in some way and DO NOT DISTURB signs placed</p>
	<p>The following signs have been placed in the room – either on whiteboard or door</p> <p>_____ Team Sign on door</p> <p>_____ Hostesses Sign</p> <p>_____ Practice Schedule</p> <p>_____ Schedule of the Day</p>
	<p>Completed Room Packet Returned to Coaches</p>

ROOM INSPECTION SHEET

Room Number	
Team In Room	
Hostesses Signature:	Hostesses Signature:
	Task
	Desks / Chairs / Tables have been properly realigned to match the map created during the room set up
	All garbage has been bagged and placed in the hallway. Garbage cans are empty and have new liners in them
	All White Boards have been erased
	Spills, makeup stains, etc haven been removed from the floor, desks, tables, chairs, etc. Any stains that can't be removed are documented in the "notes" section below
	All competition signs and decorations have been removed from the room
	All sheets and paper covers have been removed
	Floor has been swept
	Any problems at all with the room have been reported to a coach and documented in the "notes" section below
Coaches Signature	
Notes:	

Your Hostesses
for today are:

DO NOT TOUCH

Please respect the property
of the School Faculty

Thank You!

Dear XXXXXXXX Staff Member:

Thank you for allowing the XXXXXXXX Dance Team to use your room as part of our XXXXXXXXX Dance Competition

The competition was a huge success in part to your cooperation and participation in letting us your room to host the participating teams.

We have made every effort to ensure that your room has been cleaned and restored to the way it was when you left it last.

If you should discover any problems or issues, please let us know by placing a note in the Dance Team Box or by contacting XXXXXXXXX at
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Thank you again, and we hope that we will be able to use your room for future competitions.

XXXXXXXX Dance Team Staff:

Competition – Master Schedule – Fall Category – 2 Rounds

TIME	EVENT
6:00 am	School Opens for Team arrivals
7:30 am -10:30 am	Practice Times
9:30 am	Judges Arrive
10:00 am	Judges Meeting – Resource Room
10:30 – 11:00am	Coaches Meeting - Library
ROUND 1	ROUND 1
11:15am	DOORS OPEN
11:30am	START ROUND 1
2:00 pm	Approximate End of Round 1
2:00 – 3:15pm	DINNER BREAK
ROUND 2	ROUND 2
3:15 pm	DOORS OPEN
3:30 pm	START ROUND 2
4:30 ish pm	Begin clean up after break in Round 2
5:30 pm	Approximate End of Round 2
5:30 – 6:00pm	Drill Down / Awards
6:00- 6:30pm	Finish up / Vacate Gym Area to spectators and dancers
6:00 – 8:00pm	Clean up School going on after break in second round until done / Check Out / Go Home

Competition – Master Schedule – Traditional – 1 Round

TIME	EVENT
6:30am	School Opens for Team arrivals
7:30 am -10:45 am	Practice Times
9:30 am	Judges Arrive
9:30 am	Tickets go on sale
10:00 am	Judges Meeting – Resource Room
10:45 – 11:00 am	Coaches Meeting - Library
11:30 am	DOORS OPEN
Noon	START Competition **
3:00 pm	Approximate End of Performances
3:00 – 3:30 pm	Drill Down / Awards
3:30 – 3:45 pm	Finish up / Vacate Gym Area to spectators and dancers
3:30 – 5:30 pm	Clean up School / Check Out (Learning Steps) / Go Home

Parent Information Sheet

(to be emailed to all your parents prior to the event)

Information	
Date	Date of Competition
Round Times	Doors open at 11:30 pm Round begins at 12:00 pm TICKETS DO NOT GO ON SALE UNTIL 9:30 AM <u>Competition is only ONE round.</u> Please ensure you arrive in enough time to park and walk into the competition as the school is under construction
Admission	Adult Pass – \$10 Seniors / Children / Students (to 18 years) \$6 Children 6 years and under Free
Parking	Insert Directions for main parking and overflow parking here
Team Room Helpers	Information on when to arrive and where to drop off costumes, food etc.
Dancers Meals	If you are bringing breakfast for your dance team – There will be outlets / tables located near your rooms. Please limit the amount of plug in appliances so that we are not blowing fuses in the school.
Concessions	A concession stand will be open throughout the day for your convenience. The usual assortment of Soda / Water / Popcorn / Snacks / etc will be available. <i>Please check to see what other goodies our Parent Group have waiting for you!</i>
Gift Shop	We will be selling gifts, candy, balloons, etc for your favorite dancer! We will take care of the delivery for you!
Directions	Please mapquest the address for your easiest route. School Name School Address

Sides identified with corresponding colors	11:30 pm	DOORS
	12:00 pm	Start Competition
Direction	School	Classification
Exhibition		Exhibition
Exhibition		Exhibition
Black		Middle School
Green		6A
Black		Middle School
Green		6A
Black		1A – 4A
Green		6A
Black		1A – 4A
Green		6A
BREAK	BREAK	BREAK
Black		5A
Green		6A
Black		5A
Green		6A
Black		5A
Green		6A
BREAK	BREAK	BREAK
Black		Show

Green		6A
Black		Show
Green		6A
Drill Down	Drill Down	NOVICE
Drill Down	Drill Down	Advanced
Awards	Awards	Awards

School	Floor Time
BLOCKED – Sound System Checks	7:15– 7:30 am
	7:30
	7:40
	7:50
	8:00
	8:10
	8:20
	8:30
	8:40
	8:50
	9:00
	9:10
	9:20
	9:30
	9:40
	9:50
	10:00
	10:10

	10:20
	10:35
COAHCES MEETING	10:45 am – Library*

*Coaches who are in practice time during the meeting- send one coach or parent rep to the meeting or stop by the library after for an update