



*DANCE AND DRILL COACHES ASSOCIATION OF OREGON
MANUAL*

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DANCE AND DRILL COACHES' ASSOCIATION OF OREGON MANUAL



I. INTRODUCTION

This manual is intended to promote and preserve the sound traditions of Oregon dance teams. Every individual referencing this handbook is responsible for prudent judgment with respect for each competition, dancer, official, and facility, and each dancer is responsible for exercising caution and good sportsmanship.

Dance teams are an integral part of learning within a school environment. As such, they should strive to promote good sportsmanship, and serve as a support group for programs within their school.

While performances at competitions may be a focus, working in partnership with other school organizations/athletics is essential.

Competition should be placed in perspective with the total educational program. Dance team competitions should serve to develop leadership, confidence and skill.

Some Oregon School Activities Association (OSAA) Rules are provided in this handbook to assist DDCA members. Complete OSAA rules can be found in electronic format at www.osaa.org. Dance coaches are encouraged to refer questions or concerns relating to OSAA Rules to their Athletic/Activity Director.

Clarification on dance team rules, regulations, guidelines and penalties may be directed to a DDCA Board representative, or OSAA's Assistant Executive Director responsible for Dance & Drill.

II. GOALS AND OBJECTIVES

The DDCA supports and endorses the following dance team coaching Goals and Objectives.

- a. Provide a wholesome environment and medium for students in Oregon schools to entertain audiences through team dance/drill performances.
- b. Participate in school functions and contribute to the spirit and pride of the school settings.
- c. Stress the importance of competition as a means of motivation to excellence and not as an end in itself.

- d. Teach physical fitness through activity. The specific skills associated with this activity include but are not limited to: endurance, flexibility, rhythm, coordination and nutrition.
- e. Teach emotional fitness through teamwork. The specific skills associated with the activity include but are not limited to: dependability, responsibility, commitment, sportsmanship, discipline, respect, and awareness of the capabilities of others and self.
- f. Instill an appreciation of dance as an art form and encourage students to recognize and appreciate the originality, creativity, and variety of movement associated with dance.
- g. Teach cooperation, to practice appropriate sportsmanship, accept and give constructive criticism, and encourage support of team members and other teams.
- h. Teach the value of working together toward common goals through team activities. Some activities might include fundraising, practicing, team building activities, teaching, etc.
- i. Serve member coaches by supporting and providing a building block for them.
- j. Encourage positive parental involvement.

III. HOW TO USE THIS HANDBOOK

Levels have been assigned to each rule or policy within each section of the handbook. Those levels were created to designate a path to change or update the rule or policy. These levels represent the MINIMUM action needed to change. It should be noted that in many cases, the membership is polled for their opinions and concerns regarding potential changes that might not necessarily require a membership vote. Most sections list these levels in the right-hand column at the end of the section. Some entire sections are one level and are listed as such at the beginning of the section.

Minimum Action needed for change

Level A: DDCA Board only

Level B: DDCA Board and Membership

Level C: DDCA Board and OSAA Executive Board

Level D: DDCA Board, Membership, and OSAA Executive Board

Level E: OSAA Executive Board Only

Level F: DDCA Board and/or Approval from OSAA Assistant Executive Director

Part 1 ARTICLES OF ASSOCIATION

WE, THE MEMBERS OF THE DANCE AND DRILL COACHES' ASSOCIATION (DDCA), DO HEREBY ADOPT THE FOLLOWING CONSTITUTION AND BY-LAWS.

1.1 ARTICLE I – NAME

The name of this organization shall be the Dance and Drill Coaches' Association of Oregon, (DDCA).

1.2 ARTICLE II – PURPOSE

- A. The DDCA is organized exclusively for charitable purposes within the meaning of section 501(c) (3) of the Internal Revenue Code. "Notwithstanding any another provision of these articles, the organization shall not carry any other activities not permitted to be carried on (a) by an organization exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue
- B. OR Code 1954 (or corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170(c) (2) of the Internal Revenue code of 1954 (or corresponding provision of any future United States Internal Revenue Law)." The DDCA shall provide:
1. Opportunities to meet educational objectives.
 2. A handbook of rules and regulations for local and state competitions.
 3. A handbook for judges for local and state competitions.
 4. Assistance to OSAA in organizing the state competition and training of judges and developing teams.
 5. Scholarships for outstanding dance team members.
 6. Special recognition to individuals.
 7. DDCA All-State program.
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1.3 ARTICLE III – MEMBERSHIP

- A. Membership in the DDCA is open to Oregon dance teams, coaches, advisors, and/or consultants. Membership may also include judges, associates, and businesses.
- B. Members of DDCA agree to abide by both the DDCA and OSAA rules and regulations. These include but are not limited to the rules of Good Sportsmanship, NFHS Spirit Rules Book, eligibility rules and competition guidelines. Failure to comply may result in fines and/or penalties.

- C. Dues: Yearly membership runs from August 1 – July 31
1. Dues must be collected by October 15 for Category Season and by January 15 for Traditional Season.
 2. Dues for members shall be established each year by the Board.
 3. Dues for Team membership must be paid prior to that team competing at a DDCA sanctioned event. Junior Varsity teams must register separately from the Varsity team and pay separate fees at competitions.
 4. Late fees apply to any membership fees paid after the advertised due date.
- D. Benefits for Teams: Membership benefits include:
1. Participation in DDCA sanctioned events.
 2. Two coaches are included in team membership fee.
 3. Any team with more than two coaches or other coaching staff members, will pay an additional membership fee for each additional member.
- E. Benefits for Coach/Associate: Membership benefits include:
1. DDCA membership card
 2. DDCA Board minutes and notifications
 3. DDCA membership directory
 4. Membership voting rights
- F. Benefits for Businesses: Membership benefits include:
1. Platinum Business Membership (\$1,000+):
 - a) All Gold benefits, plus large business logos with links to their webpage posted on four pages of the DDCA website, including the home page, in top placement.
 - b) Email list of coaches twice a year
 - c) 10-minute presentation time at our Fall and Spring Membership Meetings
 - d) Two articles per year posted to the DDCA website
 - e) Two tickets to the State Championships
 2. Gold Business Membership (\$600):
 - a) All Silver benefits, plus medium business logo with link to their webpage posted on the sponsorship page of the DDCA website, and one additional page of the site.
 - b) Logo only will be on the home page of the DDCA website
 - c) Booth available at Category Championships and All State
 - d) Invitation to Fall and Spring membership meetings (5-minute presentation limit)
 - e) Invitation to present an award at Category Championships
 - f) Business logo with link to their website in newsletter

3. Silver Business Membership (\$400):

- a) All Bronze benefits, plus small business logo with link to their webpage posted on the sponsorship page of the DDCA website
- b) Small business logo will be listed on one additional page of the DDCA website (excluding the home page)
- c) Emails for head coaches given once a year
- d) Booth available at Category Championships
- e) Logo listed in monthly newsletter

4. Bronze Business Membership (\$200):

- a) Business name only (no logo) will be listed on the sponsorship page of the DDCA website.
- b) Business name will be listed in our monthly newsletter
- c) Free admission to Category Championships

5. Collegiate/Professional Membership (\$50):

- a) Listed on our Collegiate/Professional Directory page with a link to their website and short synopsis of the group/opportunity
- b) Invitation to network and recruit at Fall Meeting and All-State

- G. Membership in DDCA is required of all Teams, Coaches, Advisors and dance team consultants from the representing school in order for team members to be eligible for DDCA Scholarships and the DDCA All-State Team.
- H. Complimentary memberships are offered to the DDCA Board of Directors, Judges Affiliation Leadership Team, DDCA Lifetime Achievement Recipients and Ex-Officio members of the DDCA membership. Complimentary memberships do not affect the Team registration fee.
- I. Each year the following information can be found on the DDCA website:
1. DDCA Membership registration form link.
 2. Coaches Conference registration form link.
 3. OSAA Rules and Regulations link.
 4. Event Application Form link.
 5. DDCA Board of Directors list.
 6. Judges Affiliation Leadership Team list.
 7. Judges Affiliation Workshop registration form link
 8. Judges Affiliation compensation schedule for event personnel.
- J. Membership in the DDCA is not contingent upon completion of the required ASEP (American Sport Education Program) or NFHS (National Federation of State High School Association) training and coaching tests, (OSAA Handbook/Rules1.2).
- K. Voting on DDCA issues may be either one vote per individual DDCA member, or one vote per member team, depending on the issue. The Board will determine which method is appropriate.

1.4 ARTICLE IV - GOVERNMENT

- A. Government of the Association shall be vested in a Board of Directors.
- B. Membership Meetings, facilitated by the Board of Directors, will be held in the fall, winter and spring.
- C. The Board of Directors will be comprised of 11 persons.
- D. More than half of the Board of Directors must be current Oregon dance team coaches or advisors.
- E. More than half the board members may not be from the same classification, except if that coach is JV or middle school coach. This may be overridden by a two-thirds vote of the DDCA Board of Directors.
- F. Board members will serve a two-year term. At the end of their term, if interested, they may apply for re-election. Five board positions will be up for election each spring.
- G. One member of the Judges Affiliation Leadership Team will be appointed by the JA Commissioner to serve on the Board.
- H. The 10 elected members of the DDCA Board of Directors may not represent the same school or family. This may be overridden by a two-thirds vote of the DDCA Board of Directors.
- I. Board members must have been members of the DDCA for two years, prior to running for the Board. This may be overridden by a two-thirds vote of the DDCA Board of Directors for skill specific positions, such as Treasurer.
- J. If at any time the Board consists of fewer than 11 members from resignation or removal from the board, the Board will open the application process to the membership and will appoint an individual to fill the vacant position from the applicant pool.
- K. The Board members are elected by the membership at the spring membership meeting.
 - 1. A ballot will be provided.
 - 2. Candidates will submit an application to the Board. Directions can be found on the DDCA website. The Board will review all applications to ensure that all qualifications are met.
 - 3. The membership will vote to fill open board positions. Members must be present at the spring meeting to cast their ballot. Those receiving the highest number of votes, will be elected to the Board of Directors.
 - 4. Two members of the Board will tabulate the votes and announce the results.
 - 5. Newly elected Board members will assume office at the first Board meeting following election.
 - 6. All newly elected Board members and re-elected Board members will sign and submit the DDCA Code of Ethics to the board Chairperson at the first board meeting following elections.
- L. The Rights and Responsibilities of the Board of Directors:
 - 1. Attend monthly board meetings and scheduled membership meetings.
 - 2. Be knowledgeable of DDCA policies, procedures and guidelines.
 - 3. Function as general administrators for the affairs of the association. It will be the responsibility of the Board of Directors to implement and interpret the rules of the DDCA and OSAA.
 - 4. Make decisions and change rules (in compliance with OSAA guidelines and procedures). The Chairperson will refrain from voting unless there is a tie.
 - 5. Quorum will be defined as two-thirds of the Board of Directors.

- M. **Background Checks:** All members of the Board of Directors, judges and DDCA volunteers will be required to submit to a yearly background check in accordance with OSAA rule 4, section 1, letter e in the OSAA Athletic Officials Handbook. Reference OSAA Handbook/Rules 2.4 to know what is considered prohibited conduct, which would result in a suspension or removal of duties performed for the DDCA.
- N. **Board Member Roles:** The overriding objective of every member of the DDCA Board is to ensure that the goals and objectives of the association are met. The DDCA Board works as a team and is dependent on each other for mutual success. Positions will be organized according to the needs, abilities and interests of the current Board of Directors. At a minimum the following roles will be fulfilled:
1. Chairperson
 2. Chair Elect
 3. Treasurer
 4. Membership Services Coordinator
 5. Recording Secretary
- O. The following position shall be an ex-officio member of the Board:
1. Judges Affiliation Leadership Team appointment
- P. **Board Stipends/Salary:** The members of the Board of Directors are volunteers. To compensate for their time and mileage, each Board member receives a yearly stipend, paid half at Spring Meeting, and half at Fall Conference, as approved by the membership.
- 1) Board Officers receiving an additional stipend are the Chairperson, the Treasurer, the Membership Director, Fall Conference Coordinator, Secretary, and the Scholarship Coordinator.
 - a) Board of Directors: \$200
 - b) Chairperson: \$300
 - c) Treasurer: \$300
 - d) Membership Director: \$200
 - e) Fall Conference Coordinator: \$100
 - f) Recording Secretary \$100
 - g) Newsletter Coordinator: \$100
 - h) Scholarship Coordinator: \$100
 - 2) Upon approval by the board, the following positions could be performed by a board member or DDCA member:
 - a. Website Coordinator: \$300
 - b. Category Championships Director: \$350
 - c. All State Director: \$350
 - 3) The stipend amount(s) may be amended according to Article VII of the Association.
 - 4) The Board of Directors and the Judges Affiliation Leadership Team will not be charged for their attendance at the Coaches' Conference due to their participation and organization of the event.
- Q. **Removal from Office:** Any member of the Board of Directors may be removed from office.
- 1) Grounds for removal may include:

- a) Failure to fulfill the duties of said office.
 - b) Conduct detrimental to the best interests of the organization.
 - c) Failure to attend Board meetings.
 - d) Lack of active participation in Board programs, events.
- 2) Two-thirds of the Board must vote in favor of a member's removal.

1.5 ARTICLE V – AUTHORITY TO BIND

- A. Any outstanding debts after the spring meeting shall be equally shared by the membership schools.
- B. The DDCA will carry liability insurance to cover the Board of Directors and events hosted by the DDCA.

1.6 ARTICLE VI – DISSOLUTION

- A. Upon total dissolution of this organization, whether voluntary or involuntary, any assets remaining after the satisfaction of all liabilities will be distributed by the Board of Directors.
- B. Upon the winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, education, religious, and/ or scientific purposes and which has established its tax exempt status under section 501(c) (3) of the Internal Revenue Code.

1.7 ARTICLE VII - AMENDMENTS

The Articles of Association may be amended by a two-thirds vote of the members present at any regular or special meeting provided an effort has been made to inform the membership of the meeting place.

1.8 PROCESS TO INITIATE CHANGE AND/OR SUBMIT NEW IDEAS

- A. Any DDCA member that wishes to initiate change or, bring topics to the Board or Membership for discussion, must do so in writing.

1. All writings must be dated, signed by those instigating and authoring, the correspondence and those wishing response. All writings must have a minimum of three signatures.
2. All writings must state intent of the initiative and desired response.
3. All writings should use the template for proposals found on the DDCA website. They must state the specific nature of the change, the reasons for the change and the ramifications and cost of adopting the change.
4. If the proposal is related to judging or score sheet changes, a JA rep should be a part of the proposal process.

B. Procedure for Submission:

1. Creator and Author: The Creator and Author of the initiative should e-mail or send correspondence to a DDCA Board member (hereafter referred to as Board Representative).
2. Representative: The Board Representative will review the initiative with the creator and Author to understand the reasoning behind the request.
 - a) The Board Representative could suggest a rewrite or edits to the initiative prior to involving anyone else.
 - b) The Board Representative will make suggestions whether they believe the initiative is legitimate or practical.
 - c) The Board Representative will then let the Creator/Author know the timeline of the board review and discussion of their proposal.
3. Board: The Board Representative will then present the initiative to the Board without comment or opinion.
4. Board Review: The Board will review the initiative and have discussion.
 - a. The Board could suggest that some rewrites or edits are communicated to the Creator and Author via the Board Representative, be inserted into the initiative and those will be passed back to the Creator.
 - b. The Creator and Author at this point can choose to accept the edits, decline them, or offer alternative edits.
 - c. The Board will determine if initiative is acceptable, to be considered with rewrites, or unacceptable. If unacceptable, this initiative and its initial Board decision will be noted with the Secretary on the "Proposal Log" and is not eligible for discussion again for a two-year period. (A reason for failure would be presented to the Creator via the Board Representative handling the correspondence.)
 - d. If accepted the initiative can be distributed to the Membership (if necessary). If unnecessary, the Board can choose to handle the initiative within itself, discuss it, and vote to pass or fail it without distribution to the full membership.
 - e. If a Membership vote is necessary, the Secretary will publish the proposal to the full membership, via newsletter.

- f. The Creator can choose to accept the rewrite or edits or decline them. Declining them will end the initiative lifecycle
 - g. If adapted, the updated initiative is recorded as passed with the Secretary on the “Motions Log”.
 - h. The Board compiles the updated initiative and distributes to the full Membership.
5. Membership Vote
- a. The proposal will be presented at the next membership meeting.
 - b. Voting procedure will follow Robert's Rules of Order.
 - c. Membership votes
6. Membership Vote Results:
- a. No – The initiative is recorded as “failed” with the Secretary on the “Proposal Log” and is not eligible for discussion again for a two-year period from date of vote.
 - b. Yes - The initiative is recorded as “passed” with the Secretary on the “Proposal Log” and is not eligible for discussion again for a two-year period from date of vote.
7. The initiative is accepted by the Board and integrated into DDCA Membership manual.
- a. Information is placed in the appropriate place in the manual
 - b. The results will be communicated to Membership and other affiliated organizations.

Adopted September 27, 2015

1.9 FINANCIAL OBLIGATION

All Members of DDCA will be held responsible for Bank Charges incurred by DDCA which result from actions of that member. This includes, but is not limited to:

1. Fees from checks written by the member and returned for non-sufficient funds
2. Fees for stopping payment on a check written to the member by DDCA or stopping payment on a check written by a member to DDCA.

Approved September 2015

Part 2 DDCA PROGRAMS

ALL LEVEL A

THE DDCA PROVIDES AND OVERSEES THE FOLLOWING EVENTS AND PROGRAMS:

1. Scholarships
2. All-State
3. Category Championships
4. Coaches Education Conference
5. Membership Meetings
6. Hall of Fame Awards
7. Drill Down Program
8. Judges Affiliation
9. Sanctioned Local Events
10. Technical Program
11. Scholar Athlete Program

Specific rules and forms for all programs are available on the DDCA website: ddcaoregon.org

2.0 GOOD STANDING

Good Standing status is automatically awarded to teams upon registration and payment of fees each year.

Participation in DDCA programs is dependent on maintaining the status of Good Standing.

Good Standing status can be removed by the DDCA Board of Directors for any of the following circumstances:

Non-payment of Team registration fees.

- a) Penalty: cannot compete at DDCA sanctioned competitions and events
- b) Membership privileges revoked.

Failing to register all team coaches, choreographers and assistants as members of DDCA.

- a) Penalty: Team members not eligible for DDCA scholarships, All-State and Scholar Athlete.

Failing to pay all registration fees (Conference, All-State, Category Championships), membership fees, assessed penalties or late fees.

- a) Penalty: Additional fines will be assessed.

Repeated refusal to follow NFHS safety rules and/or DDCA competition rules

- a) Penalty- Non-OSAA member teams: One-year probation, not allowed to compete or perform

Violation of the rules of good sportsmanship (see Section 2.1).

- a) First Offense: Probation for one year

- b) Second Offense: Removal of Good Standing and \$500 fine
- c) Third Offense: Removal of Good Standing, \$500 fine, not able to compete for one year. Team will be placed on two years of probation after the one year of non-compete status.
- d) Offenses will continue to compile over time as long as any coaches remain the same. Offenses will be cleared after five years of continued compliance.

In the event that the DDCA Board determines to remove a team's Good Standing status, the team will receive written notification of this action as well as a process to be followed to allow the team to return to Good Standing.

An appeal process may be available, depending on the infraction.

DDCA Board will notify the team if an appeal is available.

Teams may not compete in DDCA sanctioned competitions until Good Standing Status has been achieved each membership year. Individual dancers are not eligible to participate in any DDCA program (All-State, Scholarships, etc) if their team is not in Good Standing.

Teams not in Good Standing are not eligible to host a DDCA Sanctioned competition or event.

2.1 GOOD SPORTSMANSHIP

- 1) Sportsmanship responsibility: The coaching staff of each member team shall take all reasonable measures to ensure that the team's coaches, dancers and supporters maintain a sportsmanlike attitude toward all events and officials so that events may be conducted without unreasonable danger or disorder. All cheers, comments and actions shall be in direct support of one's team. No negative cheers, comments or actions shall be directed at one's opponent or at officials. Derogatory and/or unsportsmanlike language is not allowed. No dancer or official may be singled out by number, name or position with negative comments of any kind.
- 2) The DDCA Board of Directors reserves the right to revoke any award that has been given under the category of DDCA Programs. Retraction of an award can occur for any reason deemed appropriate by the DDCA Board. These reasons include, but are not limited to:
 - a) Demonstration of poor sportsmanship at any OSAA or DDCA event.
 - b) Participation in illegal activities.
 - c) Failure to follow district rules for consumption of alcohol, tobacco and controlled substances.
 - d) Derogatory statements made about JA, DDCA, OSAA, officials, dancers, coaches or teams.

2.2 SCHOLARSHIPS

- A. Academic and dance scholarship opportunities are provided for graduating team members. Scholarship recipients will be announced at State Championships each year.
- B. The number and dollar amount of the scholarships is determined by the DDCA Board of Directors prior to state.
- C. Scholarship awards will be paid directly to the institution specified by the recipient after the student has been accepted and enrolled. Scholarship monies can be used for either dance or academic pursuits. Specific guidelines apply to the use of dance scholarship monies at dance studios. Contact the DDCA Treasurer for details.

- D. Scholarship recipients must request the award in writing to the DDCA Treasurer prior to January 15 of the following academic year. Scholarship monies are designed to be distributed by January 31. Unclaimed scholarship monies will be returned to the scholarship pool.
- E. Scholarship applications are distributed via the DDCA website and are available after the fall DDCA membership meeting.
- F. General Eligibility
 - 1. Dancers must have senior academic standing and be on track to graduate by June.
 - 2. Dancers must be a member of an Oregon high school varsity dance team at the time of OSAA State Championships.
 - 3. Team members may apply if all coaches/advisors affiliated with their team are paid members of DDCA. That team must be an active member of DDCA in good standing and participate in at least two sanctioned competitions during the year or compete at state.
 - 4. Dancers must continuously demonstrate good sportsmanship at any DDCA or OSAA sponsored event (see section 2.1). Scholarships, once awarded, can be retracted before payment is made if the dancer awarded is found to exhibit either poor sportsmanship or inappropriate actions.
- G. Academic Scholarship:
 - 1. GPA of 3.9 or higher.
 - 2. Applicants will be evaluated by a non-affiliated panel utilizing an academic scholarship scoring worksheet over the following submitted documents: on three recommendations, seventh semester transcripts or equivalent, an essay, academics, extra-curricular activities, leadership/honors, and the intent to be enrolled in a college/university in the following fall.
- H. Dance Scholarship:
 - 1. GPA of 2.5 or higher.
 - 2. A medical release form must be submitted at the time of auditions. The release form will be provided to qualified applicant after the submission of their application.
 - 3. An adult school representative or parent must accompany the applicant to the dance audition.
 - 4. Applicants will be evaluated on two recommendations, seventh semester transcripts or equivalent as soon as available, and a dance audition scheduled prior to the state championships.

2.3 ALL STATE

- A. The DDCA All-State dance team program is an opportunity for senior team members to audition for individual recognition.
- B. The DDCA Board of Directors will determine the date, location, format and organization of the All State tryouts each year.

- C. The auditions are normally held in January, usually during the Martin Luther King, Jr holiday weekend.
- D. Dancers are judged according to their OSAA Classification, and three separate All-State Teams are selected (1A-4A, 5A and 6A All-State Teams).
- E. The All-State recipients are announced during the OSAA State Championships in March, and dancers then perform the All-State Audition Routine at the end of the OSAA State Championships according to their team's classification.

F. Eligibility Requirements

1. Candidates must have senior academic standing and be on track to graduate by June.
2. Candidates must be a member of an Oregon high school dance team at the time of the OSAA State Championships.
3. Candidates must be a Varsity dance team member.
4. Team members may apply if all coaches affiliated with their team are members of the DDCA. That team must be in "Good Standing", an active member of the DDCA and participate in at least two sanctioned competitions during the year or compete at the OSAA State Championships.
5. Dancers must continuously demonstrate good sportsmanship (See Section 2.1). Dancers must maintain high standards of etiquette **at any OSAA or DDCA sponsored event**. Public statements made about JA, DDCA, OSAA, officials, dancers, coaches or teams must follow sportsmanship rules

G. All-State Audition Process

1. All-State Auditions are conducted in a one-day format. This means that candidates will learn and audition the All-State routine consisting of 3 separate styles of dance before a panel of judges and cuts will be made.
2. All-State will start with a short warm-up-and then go directly into the learning session. After the learning session, dancers will go directly to the judged audition.
3. After learning the remaining sections of the All-State Routine, finalists will audition the All-State Routine in its' entirety for the judges.
4. All registered dancers for All-State will need to stay throughout the entire day of events.

2.4 CATEGORY CHAMPIONSHIPS

- A. The DDCA Category Championships will be held at the end of the Category season each year. Usually this will be scheduled in December.
- B. The DDCA Board of Directors will determine the exact date, location, format and organization of Category Championships each year.

- C. Teams that place first or second, with an average score of 68, in a Category division at a sanctioned competition during Category season will be invited to participate in Category Championships.
- D. Teams which have not placed first or second at a sanctioned competition, but place in the top 50% of teams in a division for the Category Season, will be invited to participate in Category Championships. A score of 68 is still needed.
- E. A school may enter a maximum of four performances, including Varsity and JV squads.
- F. Individual Team members who received an award in the Novice or Advanced Drill Down at a sanctioned competition will be invited to participate in the Drill Down competition at Category Championships.
- G. -Dancers must continuously demonstrate good sportsmanship (See Section 2.1). Dancers must maintain high standards of etiquette **at any OSAA or DDCA sponsored event**. Public statements made about JA, DDCA, OSAA, officials, dancers, coaches or teams must follow sportsmanship rules

2.5 COACHES EDUCATION CONFERENCE

- A. Each year, the DDCA hosts an educational conference for its members. The conference could be a one or two day format and includes the Fall Membership meeting. Emphasis is placed on providing educational classes for coaches, dance team vendor contacts (costuming, fund-raising, etc.) as well as social interaction with other members.
- B. Registration forms and event information can be found on the DDCA website.
- C. The date, location and format of the coaches' conference will be determined by the DDCA Board of Directors, with input from the membership.

2.6 MEMBERSHIP MEETINGS

- A. Each member should make an active attempt to attend DDCA/OSAA sponsored meetings.
- B. The **Fall Meeting** agenda includes new rule proposals, and other business as necessary.
- C. The **Winter Meeting** is held in partnership with OSAA with agenda emphasis on the specifics of the state championship competitions, discussion of issues, new rule proposals and voting as necessary.
- D. The **Spring Meeting** agenda includes a review of the state championship competitions, the election of members to the DDCA Board of Directors, and new rule proposals.

2.7 HALL OF FAME

Each year, the DDCA recognizes up to three outstanding coaches of the year and up to five people for outstanding service to the organization. The awards are usually presented at the State Championships Competition.

A. Coach of the Year:

1. Each year the DDCA recognizes individuals who have demonstrated outstanding coaching characteristics during the previous year. Candidates are nominated by any member of DDCA based on the following criteria:
 - a. Health of the program.
 - b. Number of students involved.
 - c. Coach has shown considerable involvement and contribution to DDCA. (meetings, committees, volunteering time)
 - d. Coach should display strong rapport and have earned respect from their dancers.
 - e. Coach should have developed a mutually respectful relationship with judging staff by using acceptable methods for questioning and avoiding disruptive behavior.
 - f. Coach should have developed excellent relationships with other coaches by being cooperative, considerate, and being positive with dance team related social media statements.
 - g. Coach should exhibit knowledge of the game through his/her understanding of rules, systems of play and coaching philosophy.
 - h. Conduct on and off the dance floor (positive behavior)
 - i. Outside involvement (clinics, camps, conventions)
 - j. Community involvement

2. After the nominations are compiled, the nominees are asked to submit a written profile providing an in-depth description of these criteria. This information is shared with the general membership who then votes for one coach to represent the 1A/2A/3A/4A schools, 5A schools, and 6A schools.

B. Service Awards:

The DDCA recognizes individuals (coaches/judges/associates of the DDCA) who have contributed to the betterment of the organization by volunteering time and talents to our programs. The individual has made a significant contribution to improving and implementing the goals established by the DDCA. The general membership nominates people they deem worthy of this award and the DDCA board reviews the nominations and selects the recipient(s).

1. Recipient should display strong rapport and have respect for all dancers.
2. Recipient should have developed a mutually respectful relationship with judging staff by using acceptable methods for questioning and avoiding disruptive behavior.
3. Recipient should have developed excellent relationships with other coaches by being cooperative, considerate, and being positive with dance team related social media statements.
4. Recipient has shown considerable involvement and contribution to DDCA.
5. Recipient displays positive and supportive interactions with coaches/dancers/judges/associates and the community.
6. Recipient can be a dance team coach, judge or associate member of the organization.

C. Lifetime Achievement:

The Lifetime Achievement Award recognizes individuals for their level of achievement throughout their career as a coach, an associate, or judge. This award will be given as deemed appropriate by the Board of Directors. Each DDCA member may submit names for consideration based on the following criteria:

1. Coach, associate or judge nominee with at least fifteen years of DDCA service.
2. Recipient has shown considerable involvement and contribution to DDCA.

3. Recipient should display strong rapport and have respect for all dancers.
4. Recipient should have developed a mutually respectful relationship with judging staff by using acceptable methods for questioning and avoiding disruptive behavior.
5. Recipient should have developed excellent relationships with other coaches by being cooperative, considerate, and being positive with dance team related social media statements.
6. Recipient displays positive and supportive interactions with coaches/dancers/judges/associates and the community.

2.8 DRILL DOWN PROGRAM

The DDCA supports and trains individuals to become certified drill down callers. Drill Down callers may become certified by contacting the DDCA Board person who serves as Drill Down **Director**. Only certified callers may be used at sanctioned competition events. For specifics relating to Drill Down see *PART 6 – Drill Down* of this manual.

2.9 JUDGES AFFILIATION (JA)

- A. The Oregon Dance and Drill Judges Affiliation exists for the purpose of training, educating, evaluating and commissioning judges within the state of Oregon. It supports the overall functioning and foundation of the DDCA, the dance and drill team venue, and operates with the driving premise of creating a quality competitive environment within the state. Its operations, teachings, and philosophies are centered on the objective of promoting excellence in judges, coaches and performers.
- B. Objectives of the Affiliation
 1. To assure quality, unbiased, informed critique in response to creative expression.
 2. To educate and certify judges to fulfill the purpose of the Judges' Affiliation.
 3. To provide competent staffing and equipment for all sanctioned events.
 4. To increase membership in the Judges' Affiliation.
 5. To respond to the needs of the Association with integrity and openness.
 6. To develop, improve, and use effective approaches to; continually provide quality judging.
 7. To create an atmosphere of respect and communication for all coaches, judges, students, parents,
 8. To seek and use resourceful methods of partnering with any person or organization who might contribute to the growth of the Affiliation and Association.

Additional information, score sheets and forms can be found in Appendix B, Judges Affiliation and on the DDCA website.

- C. Technical Program

NFHS Spirit Rules exist to maintain a high level of safety and integrity in dance teams as a high school sport. Teams that have infractions at a competition during the dance team season will be notified through the Technical Penalty sheet.

1. Violations:

- a. All violations given by Technical Judges at events will be recorded, turned into the Safety Rules Interpreter and a record of these violations will be kept by the Safety Rules Interpreter.
- b. Repeat offenders, those having multiple violations for the same infraction, will have a notification sent to the OSAA.
- c. If a violation occurs that puts a dancer in extreme danger, notification of violation will be sent as soon as possible to the OSAA by the Safety Rules Interpreter or the JA Commissioner.
- d. Ruling made by the Technical Judges at an event will stand as given.
- e. If a coach believes their team has received a penalty in error, they should contact the OSAA Spirit Rules interpreter.

2.10 SANCTIONED LOCAL EVENTS

- A. Those wishing to host a competition need to apply by submitting a Competition Application Form, available on the DDCA website. Each hosting school must have a representative at the event directors meeting.
- B. Applications and deposits will be submitted in the manner outlined by DDCA/JA. Forms are available on the DDCA website. All competition applications are subject to approval by DDCA/JA based on receipt date of the application AND fees, the number of applications for that date, location of the hosting school, staffing availability, and prior year's event evaluation rating(s). The DDCA/JA will work with all potential hosting schools to resolve event conflicts and help facilitate all groups.
- C. This application process registers a request to host a competitive event and have the Judges Affiliation secure certified judges and associated personnel. Event application fees pay for the operation of the Affiliation and for the materials provided to the approved event.
- D. Forms, fees and dates are available on the DDCA website.
- E. Requirements for sanctioning events are found in Part 5 of this manual.

2.11 SCHOLAR ATHLETE PROGRAM

- A. The DDCA Scholar Athlete Program recognizes seniors with a cumulative GPA of 3.5 or higher who are currently a member of a high school varsity dance team and meet DDCA and OSAA guidelines for eligibility. The GPA should reflect the seventh semester or equivalent cumulative GPA. Four-year team membership is not required. These athletes are listed in the OSAA State Championship competition programs.
- B. Forms to declare students to be Scholar Athletes may be found on the documents page of the DDCA website. It is the responsibility of each Head Coach to fill out and submit these forms for their school prior to the posted deadline.
- C.

Part 3 - DDCA BOARD

3.1 CODE OF ETHICS AND STANDARDS OF PERSONAL CONDUCT POLICY

The overriding objective of the DDCA Board is to ensure that the goals and objectives of the association are met. The DDCA Board must work as a team and are dependent on each other to ensure that their decisions and actions are in the best interest of the DDCA membership.

Each DDCA board member is expected to conduct him or herself in such a way as to meet this responsibility. Each board member is expected to be committed to the highest standards of conduct and adhere to the following principles:

1. To strictly uphold the laws, rules, regulations, bylaws and policies relating to the operation of the DDCA.
2. To observe the highest standards of personal conduct relating to the business of the DDCA at all times.
3. To talk and act in a manner which does not offend board members, DDCA membership, OSAA officials, business associates or the Dance and Drill Community. This particularly includes talk or actions that could be construed as harassment based on a person's race or color, age, gender, sex, sexual orientation, religion or creed, ethnic heritage, marital status, veteran's status or physical or mental disability.
4. To guard against the use of the DDCA position for personal or financial advantage or special privilege, and to avoid conflicts of interest with its policies and operations. This includes the avoidance of accepting gifts or entertainment that exceeds nominal value from DDCA or OSAA members or business partners. Nominal value is defined as a value that would be within the ability of the person to reciprocate on a personal basis or for which a legitimate claim for reimbursement could be made to the board under similar circumstances.
5. To immediately disclose to the DDCA Board Chair, or OSAA any actual or potential conflict of interest as the situation arises. If a conflict of interest is determined to exist, it is expected that the Board Member shall abstain from making recommendations or voting on any issues related to the conflict.
6. To carry out the duties and responsibilities of the DDCA position to the best of one's abilities and to seek out and participate in opportunities to increase the knowledge and skill necessary to do so.
7. To adhere to open, democratic procedures in the election of Board Member and in the formulation of DDCA policy and practices. As part of this standard, board members are expected to actively participate in the consideration of policy and other matters that come before them.
8. To encourage thrift and savings and to protect the assets placed in the DDCA's care and custody.
9. To preserve and protect the privacy and confidentiality of all member records, transactions and matters. Disclosure of member information shall be made only with the written approval of the member or in accordance with applicable law and due legal process.

10. To preserve and protect the privacy and confidentiality of all discussions and decisions of the DDCA board that are not subject to public access. No board member shall report such information outside the DDCA. Exceptions to this standard shall be made only upon prior approval of the DDCA board.

3.2 POLICY ADMINISTRATION

- A. All potential members of the DDCA board shall review and sign this policy and disclosure before they will be considered for office. OSAA has the responsibility for monitoring compliance with this policy. However, the primary accountability and responsibility for adhering to the Code of Ethics and Standards of Personal Conduct rests with each individual member of the DDCA board and each individual DDCA member.
- B. All potential members of the DDCA Board of Directors will be required to submit to a yearly background check in accordance with OSAA rule 4, section 1, letter e in the OSAA Athletic Officials Handbook. Reference OSAA rule 2, section 4 to know what is considered prohibited conduct, which would result in a suspension or removal of duties performed for the DDCA.

Acknowledgment

I fully understand and do hereby agree that if I am elected or appointed to the DDCA Board, I will be expected to conform to and abide by the foregoing standards. I understand and agree that material or frequent and ongoing violations of this policy may result in disciplinary action, up to and including termination from official capacity or membership with the DDCA organization.

Signature: _____ Date: _____

Part 4 BOARD OF DIRECTORS RESPONSIBILITIES

4.1 KNOWLEDGE/SKILLS

- A. Understanding and knowledge of the DDCA Manual and related administrative and educational materials.
- B. Ability to write and interpret DDCA Manual policy and procedures.
- C. Excellent interpersonal and leadership skills with the ability to communicate both verbally and in writing.
- D. Excellent organization, planning and prioritization skills.
- E. Frequent use of initiative, judgment, reasoning, patience and negotiation in problem-solving.
- F. Proficient in Microsoft Word, Excel and email. Must be willing to train in WordPress, Constant Contact or other programs as needed.
- G. Ability to use office equipment.
- H. Ability to drive a personal motor vehicle for DDCA and OSAA meetings and events. Must have valid driver's license and maintain vehicle insurance coverage required by Oregon state law; or have an organized and standard means of public transportation.
- I. Education Required: High school diploma or equivalent. Additional education or work equivalent may be required for specific positions, as noted in individual "Core Responsibility" sections.
- J. Years of Experience: Three years of high school dance team coaching experience is preferred.

4.2 DDCA BOARD POSITIONS

4.2.1 CHAIRPERSON CORE RESPONSIBILITIES

- A. Position Summary: Responsible for managing the overall operations of the non-profit organization, which includes: providing an appropriate environment for both member schools and Board members; establishing and maintaining a working relationship with partner association OSAA; seeking to obtain fundraising and program financial expectations; adhering and upholding the DDCA.
- B. Essential Job Functions:
 - 1. Able to coordinate, establish, and facilitate agenda items for monthly DDCA Board meetings and membership meetings.
 - 2. Be the deciding vote in the event of a DDCA Board vote resulting in a tie.
 - 3. Represent and uphold membership aims, while incorporating board vision and OSAA directives.

4. Follow up on membership, partner association, and/or partner business concerns and issues generated during membership meetings and Board meetings.
5. Represent the DDCA at OSAA meetings, programs and events.
6. Partner with the Judges Affiliation regarding event organization and training, where DDCA and the JA will be involved.
7. Partner with the Judges Affiliation Commissioner regarding competition scheduling details.
8. Serve on and/or lead sub-committees or projects of the DDCA Board.
9. Provide guidance and oversight to all DDCA Board Members.

C. Knowledge/Skills:

- a) Ability to lead and demonstrate the character of productive, positive and ethical leadership.
- b) Ability to understand and administer the fiscal reporting and financial requirements of the non-profit organization.

D. Education Required: Associates degree from accredited college or equivalent work experience.

E. Years of Experience: Two years of DDCA Board experience is preferred.

4.2.2 CHAIR-ELECT CORE RESPONSIBILITIES

A. Position Summary: To ensure that the duties of the current chairperson are learned and documented for the transition from chair-elect by job-shadowing during Chairperson's last year of service; complete duties assigned by the chairperson.

B. Essential Job Functions:

1. Able to coordinate, establish and facilitate agenda items for monthly DDCA Board and membership meetings, with or in absence of, the Chairperson.
2. Be the deciding vote in the event of a DDCA Board vote resulting in a tie and the absence of the Chairperson.
3. Document uncompleted agenda items in current Chairperson's term, to carry forward into the next term.
4. Follow up on membership, partner association, and or partner business concerns and issues generated during membership meetings and Board meetings.
5. Attend and participate in OSAA meetings related to Dance and Drill.
6. Serve on and/or lead sub-committees or projects of the DDCA Board.
7. Ensure cross training of Board members.
8. Organize OSAA Championship Shirts process.

C. Additional Knowledge/Skills:

1. Ability to lead, and demonstrate the character of productive, positive and ethical leadership.

2. Ability to understand and administer the fiscal reporting and financial requirements of the non-profit organization.

D. Education Required: Associates degree from accredited college or equivalent work experience.

E. Years of Experience: Two years of DDCA Board experience is preferred.

4.2.3 TREASURER CORE RESPONSIBILITIES

A. A Position Summary: Responsible for monitoring and tracking all DDCA financial matters; works closely with the Judges Affiliation Commissioner; prepares monthly financial reports; prepares year-end reports in preparation for tax returns.

B. Essential Job Functions:

1. Prepare and present Treasurer's Report at each Board meeting and membership meeting.
2. Coordinate, establish and facilitate agenda items for monthly DDCA Board meetings, with, or in absence of, the Chairperson and Chair Elect.
3. Be the deciding vote in the event of a DDCA Board vote resulting in a tie and the absence of the Chairperson and Chair Elect.
4. Pay all association bills in a timely manner.
5. Maintain an accurate accounting of all Accounts Receivable items
6. Maintain an accurate record of expenses.
7. Collect and/or receive funds for the association. Deposit and accurately manage cash flow.
8. Prepare accurate year-end financial reports in September for association accountant, to be used in annual tax return preparation.
9. Prepare and mail 1099 tax forms in January of each year.
10. Send scholarship funds to college specified by individual scholarship recipients.
11. Ensure local competition judges are accurately paid within 14 days of completion of a competition event. Coordinate details with the Judges Affiliation Scheduling Director.
12. Prepare invoices for local competitions and track payment of those invoices.
13. Understand current scholarship disbursement procedures, as affected by state and federal laws and the scholarship recipient's receiving school.

C. Additional Knowledge/Skills: Ability to understand and administer the fiscal reporting and financial requirements of the non-profit organization.

D. Additional Education Required:

1. Associates degree from accredited college, with coursework in accounting, or work equivalent.
2. Proven skills with accounts payable, accounts receivable, checkbook ledger and basic bookkeeping.

4.2.4 MEMBERSHIP SERVICES DIRECTOR CORE RESPONSIBILITIES

- A. Position Summary: Responsible for distribution of all DDCA materials; tracking of dues and membership status.
- B. Core Responsibilities:
 - 1. Ensure that records are current at the end of each fiscal year and at the end of the dance team season.
 - 2. Must have the ability to process DDCA communications in a timely manner for the membership and the Board.
 - 3. Responsible for creating and updating membership forms on Constant Contact and maintaining accurate membership records.
 - 4. Responsible for creating and maintaining accurate lists of current Team Memberships on the DDCA website.
 - 5. Responsible for creating and maintaining accurate lists of membership information for the Board and other DDCA members.
 - 6. Track registration of membership and vendors for conference.
- C. Additional Knowledge/Skills: Basic accounting ability for maintaining spreadsheets and familiarity with Constant Contact.

4.2.5 CONFERENCE COORDINATOR CORE RESPONSIBILITIES

- A. Position Summary: Coordinate and facilitate all details for the annual DDCA Conference. Communicate accurately and in a timely manner, all conference information to the DDCA Board and membership.
- B. Core Responsibilities:
 - 1. Determine site and venue for conference; negotiate contract with venue regarding lodging, event set-up, food and beverage, and business center needs.
 - 2. Develop budget for conference.
 - 3. Develop and disseminate conference schedule.
 - 4. Coordinate conference registration forms on Constant Contact including confirmation materials and fee receipts for membership and vendors.
 - 5. Develop, obtain and coordinate conference curriculum and instructors, with the help of the board members.
 - 6. Determine social activities.
 - 7. Acquire and coordinate with booth vendor for set up and take down.
 - 8. Act as liaison for board, members, vendors and hotel staff.
 - 9. Compile conference evaluations from attendees and vendors. Review evaluations for coordination and content improvements.
- C. Additional Knowledge/Skills: Event planning experience.

D. Additional Years of Experience: Recommended – one-year internship.

4.2.6 RECORDING SECRETARY CORE RESPONSIBILITIES

- A. Position Summary: Responsible for the accurate accountability of all DDCA decisions throughout the organization to include note taking at every membership and board meeting, and preparation of meeting minutes to be distributed to the DDCA membership in a timely manner.
- B. Essential Job Functions:
1. Document each meeting in an electronic format.
 2. Ability to coordinate, establish and facilitate agenda items for monthly DDCA Board meetings, with, or in absence of, the Chairperson, Chair Elect and Treasurer.
 3. Be the deciding vote, in the event of a board vote resulting in a tie, and the absence of the Chairperson, Chair Elect and Treasurer.
 4. Distribute minutes to the Board members for proof reading, editing and then ensure distribution to membership in a timely manner.
 5. Maintain the DDCA Manual, its updates, copies of all meeting minutes, financial reports, membership rosters, DDCA awards and scholarships, etc. for reference, historical and tax purposes.
- C. Additional Skills required: Excellent grammar and editing skills.

4.2.7 SCHOLARSHIP DIRECTOR CORE RESPONSIBILITIES

- A. Position Summary: Responsible for coordination of the DDCA scholarship program.
- B. Essential Job Functions:
1. Maintain dance and academic scholarship applications.
 2. Outline and enforce application requirements for scholarship program.
 3. Disseminate application and requirements to DDCA members in a timely manner.
 4. Select qualified judging panel for dance scholarship audition.
 5. Select review panel for evaluation of academic scholarship packet submissions.
 6. Encourage and outline accuracy, diplomacy and confidentiality guidelines with judging and review panels.
 7. Communicate scholarship recipients to state event director(s) in a timely and accurate manner.
 8. Communicate scholarship recipients to DDCA Treasurer in a timely and accurate manner, including addresses and other contact information for recipients.
 9. Obtain awards and prepare correspondence to each scholarship recipient for presentation at the championship awards ceremony.
 10. Coordinate the DDCA Scholar Athlete program

11. Coordinate with vendors who wish to offer scholarships at Category Championships.

4.2.8 DRILL DOWN DIRECTOR CORE RESPONSIBILITIES

- A. Position Summary: Recruit, train, certify, schedule and continue education for Drill Down callers and participants.
- B. Essential Job Functions:
 1. Establish and maintain lines of communication with current and potential Drill Down Callers.
 2. Train and certify new callers at DDCA training events.
 3. Follow and enforce certification guidelines set forth by the DDCA.
 4. Review and propose guideline adjustments, as needed.
- C. Knowledge/Skills: Understanding and knowledge of the Drill Down section of the DDCA and OSAA manuals.
- D. Years of Experience: Three years' experience as a certified drill down caller is preferred.

4.2.9 RECOGNITION DIRECTOR CORE RESPONSIBILITIES

- A. Position Summary: Coordinate and facilitate the nomination, selection and presentation of special recognition such as: Coach of the Year, Service Award and Lifetime Achievement.
- B. Essential Job Functions:
 1. Ensure Coach of the Year, Service Award and Lifetime Achievement selection guidelines are maintained and that guidelines are equitable to the entire membership.
 2. Review soundness and applicability of Coach of the Year, Service Award and Lifetime Achievement guidelines as needed, to ensure the on-going quality of the honor bestowed.
 3. Purchase and present award(s)
 4. Maintain DDCA Awards page on the DDCA website: ddcaoregon.org.

4.2.10 WEBSITE DIRECTOR CORE RESPONSIBILITIES

- A. Position Summary: Oversee the creation, review, updating and maintenance of the DDCA website.
- B. Essential Job Functions:
 1. Maintain the accuracy of information on the DDCA website. Upload and update files as needed. Create and maintain the yearly calendar and maintain DDCA program information.
 2. Hire and manage the web development personnel when needed.
 3. Act as the liaison between the DDCA Board and Membership to the web developer to provide updates, enhancements, etc.

4. Develop and provide requirements for the web developer as received by the DDCA Board.
 5. Ability to understand basic web design and languages in order to communicate requirements and needs.
 6. Review website (news, forms, manual, vendors, etc.) monthly and report to the Board items of change..
- C. Knowledge/Skills: Understanding and knowledge of basic web management and computer skills.

4.2.11 OSAA REPRESENTATIVE CORE RESPONSIBILITIES

- A. Position Summary: Represent DDCA in matters concerning OSAA.
- B. Essential Job Functions:
1. Attend OSAA meetings representing the DDCA.
 2. Present new information to OSAA with regard to changes/updates within the DDCA.
 3. Act as the DDCA spokesperson/lobbyist to get OSAA approval for changes/updates.
 4. Report to the DDCA Board and membership relevant information from the OSAA meetings.
 5. Act as the liaison between the DDCA and OSAA ensuring open communications.
 6. Act as an additional resource for state organizational issues when deemed necessary by OSAA Activities Representative.

4.2.12 JUDGES AFFILIATION LIAISON CORE RESPONSIBILITIES

- A. Position Summary: Be conduit of information between DDCA Board and Judges Affiliation Leadership Team. The JA Liaison serves as an appointed member of the DDCA Board.
- B. Essential Job Functions:
1. Consistent attendance at DDCA meetings, JA Leadership Team meetings, and related functions.
 2. Be informed about the process, functioning, and structure of the judging system, sanctioning and pre-qualification rules to provide clarification and direction to the DDCA.
 3. Be informed about the membership needs and function of the coaches association to provide clarification and direction to the JA.
 4. Ability to represent the Judges Affiliation and the DDCA to introduce proposals or lead discussions on topics of mutual concern.
 5. Serve as the DDCA Sanctioning Coordinator for local events.

4.2.13 ALL-STATE DIRECTOR CORE RESPONSIBILITIES

A. Position Summary: Coordinate the DDCA All-State program

B. Essential Job Functions:

1. Determine site and venue for the All-State auditions
2. Determine the schedule for the All-State auditions
3. Contract with necessary personnel (instructors, assistants, judges, etc)
4. Develop and maintain All-State registration materials on the DDCA website and in Constant Contact.
5. Secure medallions for the All-State recipients
6. Communicate the list of All-State recipients to the OSAA State Championship event director(s) in a timely and accurate manner.
7. Update the All-State recipients list on the DDCA website Awards page.

Part 5 LOCAL COMPETITIONS

5.0 JURISTITION

- A. The Oregon School Activities Association (OSAA) is a private, non-profit organization that was created at the request of Oregon High School Administrators in 1918. The intended purpose of OSAA was to regulate sporting contests between high schools in the state and to ensure that each team was treated equitably. In 1986, OSAA's mission was expanded to include activities.

All schools who become members of OSAA (hereafter called "member schools") agree to follow the contest rules and guidelines for eligibility set forth by OSAA. Representatives from member schools, working through OSAA committees, actually make the rules, and OSAA enforces them using a variety of penalty methods. The entire OSAA manual, with a complete listing of rules and regulations, can be seen on the OSAA website. A partial list of the individual eligibility requirements includes the following: (OSAA Rule 8)

1. Academic standing -An eligible student must be enrolled full time and making satisfactory progress as defined in this rule. (8.1.)
2. Living within the boundaries of the school district. (8.5)
3. Duration of eligibility – four consecutive years after entering 9th grade (8.2)
4. Age – must not turn 19 before Aug 15 of the competition year (8.3)

In addition, each participant must satisfy the eligibility rules of their school district, including drug, tobacco and alcohol policies.

The entire OSAA manual, including those sports and activities under OSAA's jurisdiction is found on the OSAA website at: www.OSAA.org

- B. Dance and Drill is one of the many activities that fall under OSAA's jurisdiction. The Dance and Drill Coaches Association (DDCA) represents the dance coaches from Oregon high schools and middle schools and is responsible for creating rules and guidelines for local DDCA competitions.

All schools attending and hosting a DDCA local competition agree to follow DDCA guidelines for performance and all OSAA guidelines, including those for eligibility and sportsmanship. This includes performance rules for both Category and Traditional competitions, as well as timing, safety and appropriateness. DDCA enforces its performance rules by numerical penalties to violating teams, and competition rules by numeric and monetary fines to hosting schools.

- C. The annual Dance and Drill State Championships is an OSAA event. The majority of DDCA rules and guidelines are adopted by OSAA. Most rules in this manual are accompanied by a letter (A-F) indicating the level of authority required to modify or change that rule.

All teams competing at a local DDCA competition must follow all of the rules that apply to OSAA member schools. Should a Competition Director decide to allow teams to participate at his/her competition who are not affiliated with a member school, a separate competition division must be provided for those teams (ie:

club teams, studio teams). Member schools may only compete against teams from other member schools (OSAA Article 3.16). Varsity teams cannot compete against their JV team or themselves in a single division. If dancers wish to participate in Drill Down, and they represent a team that is not a member school, a separate division of Drill Down must be provided for them.

5.1 SANCTIONING

Level F

All local competitions will be considered sanctioned prior to the event by following the criteria below. The event coordinators may choose for their event to not be sanctioned. If that choice is made, they must advertise their event as non-sanctioned. If, after the competition, it is deemed by the sanctioning coordinator that sanctioning rules have not been met, the host school will be assessed a \$100 fine and will not be able to schedule another competition until that fine is paid. Competitions being assessed a \$100 fine will not be given priority for the following years' competition calendar. All funds collected from the assessed fines will be directed to the DDCA Scholarship Fund.

5.1.2 CRITERIA FOR OSAA/DDCA SANCTIONED COMPETITIONS

Level A

- A. Local competitions must be hosted by a DDCA member school. All coaches and advisors must be paid DDCA members prior to their competition.
- B. Local competitions will contract all their judging personnel through the DDCA Judges' Affiliation, including one Judges' Director, one Tabulator, one Information Technician and two Technical judges. Local competitions will contract a minimum of three performance judges (traditional season: one per caption), or a maximum of 6 (traditional season: two per caption).
- C. The drill down caller must be certified by the DDCA Board Drill Down Coordinator and contracted by the competition.
- D. The Event Director is responsible for determining and following the local School District policy for emergency medical personnel.
- E. During the competition coaches' meeting the Competition Director(s) will review the injury policy which states: Dancers must be instructed by their coaches on the proper action to take if injured while performing. If the dancer feels he/she will not be further injured and is near enough to the floor boundary lines that movement will not injure other dancers, he/she should move to outside the nearest boundary line and remain until the coach, team representative, or medical personnel comes to his/her aide. If the injury is more serious, the dancer should remain on the floor, and the judges' director will stop the music should continuation of the routine appear to be harmful to the injured dancer, the team, or credibility of the performance. The team will be given an opportunity to repeat their performance when all remaining teams have finished their performances in that designated round.
- F. The DDCA Competition Etiquette page must be included in the competition's program or posted in a visible location. Copies of these pages are located in the appendix of this manual, as well as on the DDCA web site.
- G. Local competitions must seek to support the DDCA scholarship fundraising goals by offering a fundraising effort, with proceeds being donated to the scholarship fund.

- H. A fine will be issued to competitions that go over the maximum number of allowed performances (for Category Season) or maximum number of allowed teams (for Traditional Season). (See section 5.4.E)
1. **Category Season Fines:** The offending event will be fined **\$50 per performance** for each performance that goes over the maximum number of performances set by the DDCA Board and Judges Affiliation for that year.
 2. **Traditional Season Fines:** The offending event will be fined **double the competition's team entry fee** for every team that is over the limit set by the DDCA Board and Judges Affiliation for that year. For example, if a competition charges teams a \$150 entry fee at their competition, then their fee will be \$300 for every team over the maximum allowed number.

5.1.3 SANCTIONING CRITERIA SPECIFICS

All level A

- A. The following information is specific in relating to the penalties and/or follow up required to maintain the sanctioning criteria.
1. A member school may host a DDCA Sanctioned Competition if:
 - a. DDCA membership fees are current for all staff including coaches, choreographers, advisors and consultants.
 - b. Competition fees or outstanding balance from previous year are paid in full.
 - c. Criteria for sanctioning are being followed and the competition has been cleared by the Sanctioning Coordinator.
 - d. If previous year's evaluation satisfies JA requirements.
 2. Any competition that contracts a non-certified judge without the written consent of the Judges Affiliation (JA) Commissioner will be penalized. Last minute changes to the judging staff will be considered a JA issue and must be cleared by the JA Commissioner and the Sanctioning Coordinator.
 3. The Judges Director, Tabulator, Performance Judges, Technical Judges and Media and Tabulation Specialist must be identified on the sanctioning checklist.
 4. Any competition that contracts a non-certified drill down caller without the written consent of the DDCA Drill Down Director will be penalized. The Drill Down Caller must be identified on the sanctioning checklist.
 5. Contracting of the medical/emergency personnel is the responsibility of the Competition Director. The Competition Director is also responsible for making sure they are following the local school district guidelines concerning hiring and providing appropriate medical/emergency personnel.
 6. The Competition Director must acknowledge that the injury policy was read during the coaches meeting on the sanctioning checklist.
 7. The Competition Director must acknowledge that all of the required pages have been included in the competition program on the sanctioning checklist.
 8. Scholarship Fundraising
 - a. Funds from the competitions' Scholarship fundraising effort must be received by the DDCA Treasurer prior to the Spring Meeting. The DDCA Treasurer and /or the DDCA Sanctioning Coordinator may extend this time frame.

- b. Record the dollar amount raised and an estimated date of when the funds will be sent to the DDCA Treasurer on the sanctioning checklist.

B. Process:

1. The Competition Director must complete and return the sanctioning checklist to the DDCA Sanctioning Coordinator via email within one week of the event. The name and email address of the Sanctioning Coordinator is listed on the Sanctioning Checklist.
 2. Failure to meet the deadline for the sanctioning checklist may be disputed through a written appeal.
 - a. The appeal must contain a written statement giving the reason for the delay.
 - b. The Sanctioning Coordinator, Judges Affiliation Commissioner will review the appeal and determine the validity of the request. A reply to the appeal will be sent within five business days.
 - c. If the appeal is granted, a new deadline for results and checklist will be set.
 - d. If the appeal is granted and the new deadline is missed, the competition becomes Non-Sanctioned and the school hosting that competition will not be eligible to host a competition the next year.
 3. If a competition fails to comply with the sanctioning criteria, the host school will be assessed a \$100 fine.
- C. Infractions: Any infraction observed at a competition can be reported to the DDCA Board Sanctioning Representative. The following process must be used:
1. Documentation must be presented proving that there was an infraction within a week after the competition.
 2. All information must be submitted in writing and provided to the Sanctioning Representative for review.
 3. Those presenting the infraction must submit their name and contact information for follow up.
 4. Failure to complete the above steps will void the notice of infraction

D. Appeals:

Appeals to the determination for sanctioning may be made, in writing, through the DDCA Sanctioning Coordinator.

5.2 COMPETITION SELECTION PROCEDURES

All level A

A. Competition dates will be awarded based upon the following criteria:

- 1) Hosting school must be in good standing with DDCA
- 2) Location
- 3) Evaluation Score: Priority given to highest Evaluation score
- 4) Date application was submitted
- 5) Date registration fee was received
- 6) Date of last year's event
- 7) Number of years the school has hosted

B. Implementation:

1. Competition standing
 - a. Great, Good, Okay standing - eligible to host;
 - b. Poor standing- not eligible to host

2. Evaluation Score: equal to the number of points earned on the past year's evaluation
3. Location: determine what our "areas" are and what District's fit into an area. For example: Portland, Salem, Eugene, Albany, other. The JA shall schedule events to balance the locations of events on a given weekend to ensure that schools throughout the state have adequate access to competitions within a reasonable travel distance. Note: consideration will also be given to what type of teams can be accommodated at specific schools (show vs. dance/drill). For example, three events shall not be schedule for one weekend in the Portland area or two events shall not be scheduled for the same weekend in Salem. Two events shall be scheduled in a specific area if they can accommodate different types of teams (show vs dance/drill).
4. If multiple schools from the same location want the same date, priority will be given to the school with the higher total evaluation score.
5. If the total number of points earned on the past year's evaluation are tied, the following will be used to break the tie:
 - a. Evaluation Score:
 - Great Standing (2 points)
 - Good Standing (1 point)
 - Okay standing (0 points)
 - b. Date application was submitted:
 - April 1 to April 7 (4 points)
 - April 8 to April 14 (3 points)
 - April 15 to April 21 (2 points)
 - April 22 to Spring Meeting (1 point)
 - At Spring Meeting or later (0 points)
 - b. Date registration fee was received:
 - At Spring Meeting (4 points)
 - Within One Week of Spring Meeting (3 points)
 - Within Two Weeks of Spring Meeting (2 points)
 - Within Three Weeks of Spring Meeting (1 point)
 - Beyond Three Weeks of Spring Meeting (0 points)
 - c. Date of last year's event:
 - Same weekend as last year (2 points)
 - Moving one weekend - forward or back (1 point)
 - All other moves (0 points)
 - d. Number of years the school has hosted an event (doesn't have to be consecutive):
 - 20+ years (5 points)
 - 15 to 19 years (4 points)
 - 10 to 14 years (3 points)
 - 5 to 9 years (2 points)
 - 1 to 4 years (1 point)
 - New event (0 points)

5.3 RULES

- A. Local Competitions are divided into two separate seasons, Category and Traditional. The Category Season runs from October through December. The Traditional Season runs from January through March. The State

Championship competition is held in March and is the final competition of the high school dance team year.

- B. The Category Season is distinguished by short routines. For competition purposes, the routines are divided into categories according to dance style as specified in 5.2.1.
- C. During Traditional season the routines are longer, with mixed dance styles, building toward the final State Championship routine. For competition purposes, the routines are divided as being “Show” – with props, sets and costume changes, or as “Dance/Drill” – no props, sets or costume changes.
- D. Competition Directors will make the following competition information available on the DDCA website: round times, entry fees, admission prices, driving directions and a list of attending teams. These items should be posted promptly and updated as changes occur.
- E. Eligibility/Qualification: All Oregon high school student participants in local competitions, including musicians, must meet OSAA student eligibility rules.
- F. Event format/Divisions: The Local Competition will be formatted based upon school team entries received for the event as determined by the Competition Director. Team sizes, team divisions, school classifications are all possible means for determining event format/divisions. Practice times, competition times, drill down and awards ceremony are determined by the Competition Director.

Level B

- G. OSAA Club and Unattached Competition (OSAA Board Policy 12): A high school team shall not compete against an unattached team (i.e. club team). Students representing a high school shall not compete against unattached individuals. Students shall not represent a high school and compete as unattached on the same day at the same venue/facility.

Level D

5.3.1 DIVISIONS – CATEGORY SEASON

Level B

There are SEVEN (7) categories – Jazz, Hip Hop, Modern, Contemporary, Kick, Pom, and Novelty.

- A. Each category is distinct and separate from the others thus categories cannot be combined for judging.
- B. The Novelty category is the only category that may use backdrops, sets, portable dance floors. The Novelty category may also use props or pom-poms.
- C. A team may enter only one group in each category. The same dancers may dance in each category.
- D. A team may wear the same costume for more than one category.
- E. The Hip Hop, Jazz, Modern, Contemporary, Pom and Kick categories may use one handheld prop, or one costume change, or one item that will be manipulated while dancing. (Examples: a chair, scarf, flag, etc.) In a Pom routine, the pom is the only prop allowed. Penalty: See Penalty Value page.
- F. Jazz - Jazz is a dance technique often demonstrating the use of parallel leg rotation and a lowered center of gravity. Movement style will include isolation of the hips, torso, and limbs, extension, balance, turns, jumps, and leaps. While jazz style may vary, it commonly displays a musical choreography, a variety of movement qualities, and a structured technique.

- G. Hip Hop – Derived from Funk and street dance, the Hip Hop style is identified by its use of body isolations and punctuated musical rhythms. Timing and articulation of the body and a low sense of weight are major elements of the technique. Movements and gestures are mostly bound and percussive often in conjunction with the musical down beat.
- H. Modern – The modern dance style includes the use of abstract movement technique, timing, and theme. This movement style may demonstrate balance, extension, isolation, weight change, turns, jumps, leaps, and floor work. Inward or outward leg rotation may also be used.
- I. Contemporary - Contemporary is a collection of methods based in technical training that is continuously evolving. Contemporary includes a fusion of jazz, ballet and modern techniques and a mixture of punctuated and fluid movements, highlighted by variations of pacing.
- J. Kick – A kick routine must contain at least fifty (50) kicks (a total of 50 kicks performed by at least half of the team). A kick is defined as one foot remaining on the floor while lifting the other foot from the floor at least waist high. Movement performed as an extension of the leg from the hip or knee is considered a kick. A variety of kicks, group work, effective floor patterning, and the use of levels are common in a kick routine. A variety of styles may be combined, or a single style may be used. Kick routine styles may be Dance-oriented or Drill (precision) oriented.
 1. While the Kick category is not a specific style or dance technique, it involves the use of basic kinesthetic training of balance, posture, alignment, extension, and flexibility. Choreography is judged for its variety within the ensemble and individual movement.
 2. Within the Kick category, themes may be used. The emphasis should be placed on presenting a well-balanced mixture of creativity, difficulty, variety of kicks and a demonstration of good upper body control, uniformity of kick height and kick technique.
 3. The penalty for having less than 50 waist high kicks, in the Kick category, will be disqualification.
- K. Pom - focus is on use of Poms and should demonstrate synchronization, sharp motions and visual effect. Choreography should be upbeat and fast paced. Showcase precise and tight arm motions, as well as technical dance skills. Emphasis should be on creating visual effect with the Poms and entertaining and engaging the audience.
- L. Novelty–The Novelty category is the presentation of creative entertainment by use of theme, music, characters, costumes, backdrops, sets, portable dance floors, props, pom-poms, choreography and communication with the audience.

5.3.3 DIVISIONS – TRADITIONAL SEASON

Level B

During the Traditional season, team performances are not divided by divisions relating to dance style. Many styles of dance may be combined in a single routine, and only one routine is performed by any team at a competition. Routines will be divided into “Show” and “Dance/Drill” divisions and may be further subdivided by team size or OSAA designated classifications (4A, 5A, etc).

5.4 REGISTRATION AND FEES FOR TEAM ENTRY

- A. Host school determines team registration fees and deadlines.

- B. Registration/Entry Information should include the following:
1. Date of the event, including projected round times
 2. Location, including school address, phone number and driving directions.
 3. Spectator entry fees.
 4. Judging format, festival or one-sided.
 5. Dressing room rules and guidelines.
 6. First Aid and Trainer availability.
 7. Specific facility information – food, room keys, security, gym rules.
 8. Drill Down competition information.
 9. Competition Contact information – Name, phone, email address.
- C. The host school determines and communicates registration fees and spectator entry fees. Guidelines and decisions made on refunds in the event of team cancellations, poor weather conditions, hardship, shall be decided by the hosting school representatives.
- D. Only schools that are members of the DDCA shall be allowed to compete at sanctioned competitions.
- E. Competition Caps
1. Category Competitions – maximum of 55 performances
 - a. The hosting school may perform 1 exhibition routine not included in the cap. Any additional routine performed by the host team will be included in the cap.
 - b. The offending event will be fined \$50 per performance for each performance over the designated maximum
 2. Traditional Competitions - maximum of 23 teams
 - a. The hosting school may perform a one round exhibition performance not included in the cap. If the hosting school chooses to perform both rounds for comments/scores, then that will be included in the cap.
 - b. The offending event will be fined double the event's team entry fee for every team over the designated maximum
 3. This cap includes any performance/team that is evaluated by DDCA/JA performance judges.
- F. Host school determines the number and types of awards provided.
- G. Number of Rounds:
1. During the Category season, each routine will be performed only one time. There may be more than one "round", with different division performances in each session.
 2. During Traditional season, there shall be two rounds of competition, with each team performing their routine in each round.
 3. Changing Routines: During Traditional season, the same routine, music and costume must be used for both rounds, except when change is mandated by OSAA/DDCA for safety reasons. PENALTY: See the J.A. manual, Technical chapter.

LEVEL F

5.5 BOUNDARIES

The "performance area" shall be defined by the inside edge of the boundary line of the basketball court on which the competition is held.

LEVEL F

5.6 TIMING

Timing rules are the same for Category Competitions and Traditional Competitions. Coaches are advised to read the following rules carefully to avoid any confusion about time restrictions for different routines or when timing starts and stops.

LEVEL B

LEVEL F

- A. Judging and timing shall begin with the first beat of the music or recorded sound. Judging and timing will end with the last beat of the music or when the last member crosses the performance area boundary line at the end of the routine, whichever comes first.
- B. TIMING PENALTY: 1 point.
- C. Time Requirements for each category:
1. Jazz: two (2) to three (3) minutes
 2. Hip Hop: two (2) to three (3) minutes
 3. Modern: two (2) to three (3) minutes
 4. Contemporary: two (2) to three (3) minutes
 5. Kick: one and a half (1.5) to two and a half (2.5) minutes
 6. Pom: two (2) to three (3) minutes
 7. Novelty: two (2) to three (3) minutes
- D. Time Requirements for Traditional Season:
- a. Dance/Drill Teams: two and a half (2.5) to five (5) minutes
 - b. Show Teams: four (4) to seven (7) minutes
- E. Technical Judges will time all teams and record the time on the competition Timing sheet.
- F. Teams must be ready to take the floor one team ahead.

5.7 OSAA STATE RULES AND REGULATIONS APPLY FOR THE FOLLOWING AREAS AND MUST BE ADHERED TO

LEVEL C

- A. NFHS Rules and Regulations. (See NFHS Spirit Handbook)
- B. Special effects rules (OSAA Dance & Drill Handbook, Section 2.6)
- C. Props/Set Rules (OSAA Dance & Drill Handbook, Section 2.8, and NFHS Rule Book)
- D. Stunts (OSAA Dance & Drill Handbook, Section 2.9, and NFHS Rule Book)
- E. Music Guidelines (OSAA Dance & Drill Handbook, Section 2.5 and NFHS Rule Book)
 - 1. **Recordings.** Recorded music, if used, must be provided to OSAA in whatever manner they request. At the Dance and Drill State Championships, a CD must be provided for back-up purposes.
 - 2. **Music Cue Person.** A representative of each team must be present at the announcer's table during that team's practice and performance to cue the music. No responsibility will be taken by the sound crew if a representative is not present. The music cue person should have a "back-up" copy of the performance music available in case of mechanical failure of the original.
 - 3. **Mechanical Failure.** In case of a mechanical failure during the performance, the team will be given the option to go back to the beginning and repeat their performance.
 - 4. **Lyrics.** Music may have words, but all lyrics must be appropriate for a high school event. Lyrics that include profanity, encouragement of violence or sexual references are not appropriate for a high school event.
 - 5. **Live music.** Live music, if used, may be provided by a maximum of ten musicians who must remain inconspicuously outside of the performance boundary in order not to be counted toward the roster limit. The same ten musicians must be used throughout the performance, and they must meet the OSAA student eligibility rules. PENALTY: Disqualification of the team.
 - 6. A team member may be a dancer or a musician but not perform as both. Penalty: Infraction with live music and/or musicians is 10-point deduction.
- NOTE: The Dance and Drill State Championships Finale Music ("One Singular Sensation") should not be used by a team competing at the Dance and Drill State Championships
- F. Rules for good sportsmanship.

5.8 DETERMINATION OF VIOLATIONS

- A. The rules violation committee has the authority and responsibility to determine if the competition rules have been violated. The rules violation committee will consist of the Judges Director and two technical judges. The determination of a violation may be based upon first hand observation by a committee member and must be in response to a written protest filed by a participating coach. All decisions on alleged violations will be made by this committee and this committee only.
- B. Protests

1. If a participating coach believes that a team has violated a competition rule, that coach has the right to file a written protest to the Rules Violation Committee specifying the team involved, the rule in question and the manner in which the coach believes the rule was violated. Protests must be filed prior to the final round of the competition unless the violation occurred exclusively during the final round. The issuance of a protest against another team is a very serious accusation and should not be frivolously undertaken.
2. If a protest is filed, the Rules Violation Committee shall meet to discuss the validity of the protest. Valid protests will be brought to the attention of the coaches of the offending team prior to second round, or awards (depending on when the violation occurred). Depending on the nature of the violation, the Rules Violation Committee may assess penalties against offending teams as indicated in these rules. All decisions shall be final.
3. Verbal protests will not be accepted. Only written protests will be pursued and acted upon.

5.9 COMPETITION TABULATION

All LEVEL B

- A. In Category competitions, or competitions where each routine is performed only one time, there is a difference/variation in the way scores are calculated.
- B. Competing teams will be scored by judges using the linear scale (See appendix). The Scoring system used for Category Competitions and Traditional Competitions is the same. Judges use the same Linear Scale, sub-captions, point values, rating and ranking, and ordinal tabulation (in the event of a tie) (See 5.10.3).
- C. Competing Teams are judged on the following 10 sub captions:
 1. Technique
 2. Control
 3. Precision
 4. Alignment and Spacing
 5. Staging
 6. Choreography
 7. Complexity (Difficulty)
 8. Creativity
 9. Projection
 10. Overall Impression
- D. The maximum points per judge, per round for all divisions is one hundred (100). Maximum of (10) points per judge, per round, per sub caption.
- E. Adherence to category/style will be scored within the Choreography sub-caption.
- F. Judges' comments will be recorded.

G. Determining the Score: The formula for calculating a team's score is to add together the total points from each judge. Divide that total by the number of judges, and by the number of rounds, and then subtract penalty points.

For example:

A team performs at a two-round competition, and is judged by 3 judges both rounds. The scores they receive in the first round from the judges (*out of the total of 100*) are: **65/72/79**. The scores that the team receives in the second round are **76/64/68**. This team also gets a 3-point timing penalty in the second round.

$$\text{Round 1: } 65 + 72 + 79 = 216$$

$$\text{Round 2: } 76 + 64 + 68 = 208$$

$$216 + 208 = 424 \text{ Total Points}$$

$$424/6 \text{ (number of judges)} = 70.67$$

$$70.67 - 3 \text{ (penalty points)} = \mathbf{67.67 \text{ FINAL SCORE}}$$

H. A team's decimal point score will be rounded to the nearest one hundredth; up if the third number after the decimal is .005 or larger, such as 65.107 would be considered 65.11. Scores will remain unchanged if the third number after the decimal is .04 or smaller, such as 65.104 would be considered a 65.10.

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5.9.3 CRITERIA FOR DETERMINATION OF WINNERS

The master tabulation sheet shall be filled in with the numerical total points, the average score and the ordinal place from each judge. Winners shall be determined using the following criteria IN THIS ORDER:

1. Placements will be awarded to the highest final averaged scores in descending order.
2. In case of a numerical tie in final averaged score and in total points, the lowest ordinals score will be used to break the tie.
3. The ordinals score is the sum of the rankings (1st, 2nd, etc.) from each of the judges.
4. In the case of a tie in both final averaged, total points and ordinals score, an unbreakable tie shall be declared. Two awards shall be given for that place and the next place shall be skipped in the assignment of placements.

5.10 DRILL DOWN

LEVEL A

- A. The host school determines the number of team members to compete in the Drill Down. At Local Competitions, the participants may wear either their costume or traveling outfit and shoes.
- B. The host school determines if it will host a novice and/or advanced drill down – during Traditional season. All competitions are asked to hold both novice and advanced drill down during Category season.

- C. For Drill Down specifics – *See Section 6 of this manual.*
- D. During Category Season, the host school will award 10 winners in both Novice and Advanced Drill Down competition. The names of those winners will be sent to the Sanctioning Coordinator and will be forwarded to the Category Championships Director. Those dancers will be eligible to compete in Drill Down at Category Championships.
- E. Event Director Responsibilities for Drill Down
 - 1. Secure a certified caller. The Drill Down Director maintains a list of certified callers and their contact information. Effort will be made to secure a certified caller whose team is not participating in the local competition.
 - 2. The local competition director and/or the drill down caller will ensure at least four pullers and one back-up person for the calling committee has been contacted. This can be done in the coaches' meeting.
 - 3. The competition director will write the introduction to the drill down and have the announcer read it. Emphasis should be placed on the audience remaining as quiet as possible.

5.11 PENALTY VALUES

LEVEL C

- A. Penalties -- Infractions of the Rules and Regulations will cause the deduction of penalty points from the team's Average Score for that performance. Penalty points will be deducted PRIOR to awards/trophies presentation.
- B. General Deductions:
 - ~~1. Infractions of the Choreography Rules and Regulations are one (1) Penalty Point~~
 - 2. Infractions of the Costume Rules and Regulations are one (1) Penalty Point
 - ~~3. Infractions of the Music Rules and Regulations are one (1) Penalty Points~~
 - 4. Infractions of the Stunting Rules and Regulations:
 - a) Illegal stunts will receive a ten (10) Penalty Points
 - b) Legal stunts that become illegal due to participant error will receive a five (5) Penalty Points
 - c) A legal stunt that falls, but does not become illegal, will receive one (1) Penalty Point
 - 5. Infractions of the Safety Rules and Regulations are three (3) Penalty Points
 - 6. Timing infractions are one (1) Penalty Points
- C. Specific Deductions:
 - 1. Changing music or costume between rounds is ten (10) Penalty Points
Changing music between rounds of a competition is ten (10) Penalty Points
 - 2. Inappropriate use of live music (OSAA 2.5.5) is Disqualification
 - 3. Use of team member as both dancer and musician (OSAA 2.5.6) is ten (10) Penalty Points
 - 4. Use of unapproved special effects (OSAA 2.6) is Disqualification
 - 5. Performing on a prop or set higher than five feet (OSAA 2.8.3) is ten (10) Penalty Points
 - 6. Having less than 50 kicks in a Kick routine is a disqualification.

PART 6 DRILL DOWN

6.1 GENERAL RULES

- 6.1.1. The number of Drill Downs, number of awards given and number of participants each team may enter in Drill Down will be determined by the organizers of each local competition.
- a. Both Novice and Advanced Drill Down Divisions may be provided. The Novice division is limited to first year dance team members.
 - b. Should a competition choose to have competitive divisions for Club or Middle School teams, and members of those teams want to participate in Drill Down, a separate Drill Down division must be provided for them. (*See OSAA Article 3.16*)
- 6.1.2. The Drill Down will generally function under an honor system, but "pullers" will be used if necessary.
- 6.1.3. At each local competition, the Drill Down caller will be a certified caller approved by the DDCA Board of Directors, and not affiliated (whenever possible) with any of the teams participating in Drill Down at that competition.
- 6.1.4. Tag team calling is allowed but should be used sparingly. There should only be one caller whenever possible.
- 6.1.5 PARTICIPANTS
- a. During the Drill Down, each participant will be expected to quietly leave the floor if he or she has committed an error. Participants who remain in the competition until the predetermined number of finalists is met, are the winners of the Drill Down (i.e. Top 10, Top 5, 3rd-1st etc.).
 - b. Each participant must wear shoes and their costume or traveling outfit. Competitors must wear a dance/performance shoe that is appropriate for drill down. The following foot apparel is NOT ALLOWED: flip-flops, slippers, boots, sandals, or any street shoe that is not safe, could inflict damage to the gym floor, or impedes the ability of the participant to execute proper foot and heel placement.

6.2 DRILL DOWN CALLER RESPONSIBILITIES

1. Participants are on the honor system and are expected to participate in the correct level, remove themselves for known mistakes, and respect the remaining participants.
2. Direct participants in setting up a drill block
3. Practice prior to starting the actual drill down. Do a rehearsal when the group is in front of the audience. This is a good time to recheck for clarity of the caller's voice and sound system.
4. During the practice, look at the level of the group--do not call above or below the level of the group. Time of year may be an indicator of level.
5. Call Attention to start/resume a Drill Down.
6. Tag team calling should only be used in necessary circumstances. If a competition is unable to find a Certified Caller, this style of calling is allowed but not encouraged
7. Allow the participants to choose where they will stand within the formation of the drill down.
8. Remind the audience to be as quiet as possible.
9. Give breaks during the drill down to allow the audience to applaud
10. Remind participants that drill down is on an honor system and they should remove themselves if they make an error. If they make an error and do not realize it, a puller will explain the error (whenever possible) then excuse that participant from the drill down.
11. Start drill down with simple, basic calls, then progressively get more difficult as needed.
12. When an appropriate number are left on the floor, move everyone to the center. Make everyone move in order to break the entire group's concentration, not just a few.
13. When only finalists remain, and a chain command is called, drill off everyone who makes a mistake while executing the chain, regardless of where in the chain the mistake is made. For example, an error on the first command of the chain is not considered a greater violation than an error made toward the end of the chain. All errors executed in a chain are weighted equally
14. "Dress" commands will only be used when setting up the group, they will not be used as a form of elimination.
15. When starting "*by the numbers*" commands, the statement "*by the numbers*" must be said two times. When canceling "*by the numbers*", the statement "*cancel by the numbers*" must be said two times also. When canceling "*all commands*" you must state this twice. Canceling "*all commands*" **does not** cancel "*by the numbers*"
16. Half face commands will be called "Half right face" not "Right half face."
17. The caller may say "*to the*" in front of the commands: right flank, left flank, to the rear, left oblique, and right oblique
18. The command "as you were" is not an Oregon Drill Down command
19. The DDCA handbook is the correct guideline for all DDCA sanctioned Drill Downs.
20. Call Attention to start/resume a Drill Down

6.3 DRILL DOWN PULLER RESPONSIBILITIES

- A. You must be certified to pull for drill down as of Spring 2017.
- B. Assist in setting up the drill block. Participants must be standing directly behind and in line with other participants. Using Double Arm Dress/Wrist Dress/Elbow Dress, everyone should have equal spacing. If there are any holes in the formation, they should be at the back corners of the block.
- C. Watch for mistakes in the execution of commands.
- D. Watch for mistakes in the proper technique in the execution of the commands.
- E. Be current and know proper technique.
- F. Have knowledge of direction when it comes to obliques, marching and halting.
- G. Pull participants who make a mistake.
- H. Explain the mistake to the participant whenever possible.
- I. Assist the caller in bringing the remaining participants to the center, reestablishing a block, and tracking the number of participants left on the floor.

6.4 DRILL DOWN BACK UP/SECOND RESPONSIBILITIES

- A. You must be a certified Puller to act as a Backup.
- B. Follow along with the commands that the Caller is using
- C. Track which axis the participants should be facing while executing commands/ halting.
- D. Listen for potential errors in the calling of commands and communicate them to the Caller immediately.
- E. Track when the participants are “by the numbers”.
- F. Follow along with which commands have been canceled or are still in effect.
- G. A Back Up/Second is not allowed or expected to pull drill down participants during a drill down competition unless the Caller has paused. If a Caller finds the need to pause while calling and allow for their Back Up to pull a participant, the Backup is then allowed to walk onto the floor and remove a participant. Once the Backup has returned to their previous station, the Caller may then resume calling. This should only be used in necessary circumstances where Pullers are unaware of an obvious error.
- H. Keep an accurate count of the number of participants left on the floor and help the Caller track the finalists.
- I.

6.5 DRILL DOWN COMMANDS - STATIONARY

- A. When executing stationary commands, heels must be together, focus remains straight ahead, arms and hands must be connected to the body (directly down the sides) with fingers and thumbs closed. Please note that there are no requirements on toe placement – only heel placement.
- B. **AT EASE** is the command to relax. Both feet may move.
- C. **DOUBLE ARM DRESS** is the command used to line up the group to start the drill down. When the caller calls "Double arm dress," the hands come to the chest in a broken T with elbows straight out from the shoulders, and then extend hands and arms straight out from the shoulders. Participants move according to the caller's directions. Dresses will only be used when setting up the group; they will not be used as a form of elimination. 1=hands at shoulders. 2=arms extended.
- D. **DRESS RIGHT DRESS OR DRESS LEFT DRESS** is another command used to line up the group to start the drill down. This command is usually used if space is limited and the caller needs participants to be closer together than Double Arm Dress. When the caller calls "Dress Right Dress," the right hand comes to the left shoulder with right elbow at shoulder height, the left hand comes up to the left shoulder with the left elbow at the side. Then the right hand extends to the right straight out from the shoulder and the left-hand returns to the side. Participants move to the right until fingertips are touching the shoulder of the person next to them. "Dress Left Dress" is executed exactly reverse of the right. Dresses will only be used when setting up the group; they will not be used as a form of elimination. 1=hands at shoulder. 2=proper arm extended and other arm down at side.
- E. **PARADE REST** is the command to step out with the left foot, hands placed on the small of the back with right hand on top. Thumbs are acceptable but not mandatory. Head can be up or down. Can be executed on the oblique. 1=step out.
- F. **ATTENTION (ATTEN HUT)** is the command to close the left foot to the right from "Parade Rest." There must be acknowledgement with both the head and arms. 1=close left foot to right, or acknowledgment with head and arms.
- G. **HAND SALUTE** is the command to raise the right hand in a salute position over the right eyebrow. Left arm may remain down or raise to the waist. 1=hand to eyebrow, 2=down.
- I. **ALL FACES RIGHT, LEFT, HALF** must be executed with a heel toe pivot. "Right Face" is the command to turn to the right 90 degrees. Pivot on the right heel and left toe 90 degrees. "Left Face" is the command to turn to the left 90 degrees. Pivot on the left heel and right toe 90 degrees. "Half Right Face" and "Half Left Face" are executed the same only turning 45 degrees. If the caller has the participants remain there for a time, the toe may be lowered to the ground. Head and knee delays are acceptable but not mandatory. Half faces will be called "Half right face," not "Right half face." 1=first position, 2=close.

- J. **ABOUT FACE** must be executed with a heel toe pivot. Dig the right foot behind the left and pivot on the left heel and the ball of the right foot 180 degrees. 1=dig, 2=close.
- K. **BY THE NUMBERS** is the command to execute stationary commands only after the caller counts 1, 2; or 1, depending if the command is a two-count command or a one-count command. When executing stationary commands when not by the numbers, the tempo is set by the caller's rhythm between words. When calling "Half _____ face," the tempo is set between the second and third words.

6.5 DRILL DOWN COMMANDS - MARCHING

- A. When marching, arms can move in any style. Feet must lift completely off the ground and focus remains straight ahead.
- B. **MARK TIME** is the command to march in place. The caller will call "Mark time march" (which sets the tempo and begins the sequence). Always start marching on the left foot. Arms may move to your own style of marching, but when "Halt" is called, arms must return to the sides. The execution command for marching is "March." Calling "Mark Time March" while on an oblique is discussed below. Head acknowledgement is optional.
- C. **HALT** is the command to stop marching. The caller will call "Squad Halt," or "Halt." When halting on an axis, "Halt" is called on the left foot; take one more step with the right foot and close with the left foot. This is a two-count halt. Continue marching until the caller halts. Instructions on Halt commands for obliques follow below. Head acknowledgement is optional.
- D. **FORWARD MARCH** commands the squad to move forward on an axis. When the caller gives the command "Forward March" from the attention position on an axis, begin marching forward with the left foot. When the command is called from a mark time on an axis, "march" is called on the left foot; step right foot in place, then begins marching forward with the next left step. Forward March from an oblique is discussed below.
- E. **RIGHT FLANK MARCH** is the command to turn 90 degrees to the right. When the caller calls "Right Flank March", "march" is called on the right foot; step out directly in front of your body with the next left, then turn right and continue marching.
- F. **LEFT FLANK MARCH** is the command to turn 90 degrees to the left. When the caller calls "Left Flank March," "march" is called on the left foot; step out directly in front of your body with the next right, then turn to the left and continue marching.
- G. **RIGHT OBLIQUE MARCH** is the command to turn 45 degrees to the right. Executed the same as a "Right Flank" only turning 45 degrees. To maintain integrity, the left foot must step out on the oblique or axis directly in front of your body.

- H. **LEFT OBLIQUE MARCH** is the command to turn 45 degrees to the left. Executed the same as a "Left Flank" only turning 45 degrees. To maintain integrity, the right foot must step out on the oblique or axis directly in front of your body.
- I. **TO THE REAR MARCH** is the command to turn 180 degrees to the right, in effect facing the rear. Executed the same as a "Right Flank" only turning 180 degrees instead of 90 degrees. "March" is always called on the right foot.
- J. **CHAIN COMMANDS:** Marching commands will be called in a row. Commands that are consistent with the same lead foot (ie: To the right flank to the rear to the right flank march), it will not be necessary to change feet. A chain command that switches your lead foot (ie: To the right flank, the the left flank, to the rear march), an extra step will be necessary to remain on the correct foot.
- K. **DOUBLE COMMANDS:** When the caller calls "Double" before any marching command, execute two of the commands called. "Double to the _____ counts as one command. Example: Double to the Right Flank, to the Left Flank = two right flanks and one left flank. Double to the Right Flank, Double to the Left Flank = two right flanks and two left flanks.
- L. **DOUBLE CHAIN COMMANDS:** Double commands may be intermixed with single commands in a chain command.
- M. **IN PLACE HALT** is the command to halt on an oblique. It is a two-count halt with "Halt" called on the left foot.
- N. **MARK TIME MARCH (FROM AN OBLIQUE)** is the command to return the squad to the proper axis while performing a "mark time march." If the last axis point marched on is to the right, "March" will be called on the right foot; step out with the left foot directly in front of your body and turn right and continue marching in place. If the last axis point marched on is to the left, "March" will be called on the left foot; step out with the right foot directly in front of your body and turn left and continue marching in place.
- O. **IN PLACE MARK** is the command to mark time while still facing the oblique. This is a two-count command with "Mark" called on the left foot. This command is called after there has been forward directional movement on the oblique and the caller wishes to have the squad mark time march while still facing the oblique.
- P. **SQUAD HALT (FROM AN OBLIQUE)** is the command to return the squad to an axis. A three-count halt is used to return to the proper axis. If the last axis point marched on is to the right, "Halt" will be called on the right foot; step out with the left foot directly in front of your body and turn right; close with the left foot. If the last axis point marched on is to the left, "Halt" will be called on the left foot; step out with the right foot directly in front of your body and turn left; close with the right foot. If "Squad Halt" is called while on an axis, execute two-count halt.
- Q. **FORWARD MARCH (WHEN CALLED ON THE OBLIQUE):** When "Forward March is called from an oblique, the squad must return to the proper axis to begin marching forward. Once the squad is

moving forward, obliques may be called resulting in the squad to move forward on the oblique. When "Forward March" is called while halted or marking time on an oblique and the axis point is to the right, step out with the left foot toward the oblique, turn to the axis point, and continue marching.

- R. When "Forward March" is called while halted or marking time on the oblique and the axis point is to the left, step with the left foot in place, step forward on the oblique with the right foot, and step toward the axis with the left foot and continue marching. Continue marching forward until the caller calls mark time, halt or in place halt.
- S. **RESUME MARCH** is the command to resume the most recent march command. When "Resume March" is called after the squad has been marking time, the squad will resume a mark time march. When "Resume March" is called after the squad has been marching forward, the squad will resume a forward march. "Resume March," when called, will be called from an oblique. Examples:
1. Starting from an axis point, "mark time march, right oblique march, in place halt, resume march" = continuing a mark time on the right oblique.
 2. Starting from an axis point, "forward march, right oblique march, in place halt, resume march" = continuing to march forward on the right oblique.
- T. **HANGING COMMANDS:** If the caller calls "by the numbers, right face, left face, right face," executes the first right face and left, then calls a march command, begin marching; once marching stops, the remaining right face is the hanging command and must be executed before any other stationary command.
- U. **CANCELING COMMANDS IN A CHAIN:** The only commands that can be canceled are commands given in a string that has not yet begun execution. This will prevent having to re-number commands.

Hanging commands cannot be canceled once a new chain command is given. Examples:

1. "Right Flank, Left Flank, Right Flank, cancel the second command, march" = right flank, right flank.
2. "By the numbers, right face, left face, about face, cancel the third command" = right face, left face.
3. "By the numbers, right face, left face, right face." Execute the first two commands. Call "Mark time march" and "Halt." Call "about face, left face, cancel the second command." The canceled command will be the left face because it is in the string that has not yet begun execution. When the caller starts executing commands, the order will be right face (the hanging command), about face.

6.6 ERRORS WHICH CAUSE ELIMINATION

A. STATIONARY COMMANDS

1. Any anticipation, delays, or flinches are incorrect. This includes not executing commands in rhythm with the caller's rhythm.
2. Heels not touching upon conclusion of stationary commands.
3. Not using heel toe pivot when executing faces.
4. Lack of head and arm acknowledgement when Attention is called.
5. Eyes and head focused to floor during all commands except when at Parade Rest.
6. Looking around with the eyes or head to see if they are correct.
7. Left hand on top when at Parade Rest. Thumbs either up or down is acceptable.
8. Fingers and thumbs separated while stationary.
9. Any movement of the arms, hands, or fingers while stationary.
10. Unusual placement of the hands such as cupped, thumbs tucked under, or hands angled back.

B. MARCHING COMMANDS

1. Toes not lifting off the floor when marching.
2. Heels not touching the floor while marching.
3. Not stepping out directly in front of your body.
4. Rushing, hesitating, non-specific punctuation of foot placement on turns and while executing marching.
5. Executing a mark time march from an oblique with a two-count start is considered an error.
6. Downward focus of eyes and head while executing commands.
7. Heels are apart after coming to a halt.
8. Head moving around during marching.

9. When the number of participants who make an error while executing a chain of commands affect the predetermined finalist number, these participants will need to drill off separately from the remaining finalists. All errors executed in a chain are weighted equally. Finalist = Awarded Drill Down Participants (I.e. Top 10, Top 5, 3rd - 1st, etc.).
 - A. *Example: 6 participants are left on the floor and they are drilling down for the Top 5. During a chain of commands, (to the left flank, to the right flank, to the rear, march) 1 participant falls out on the left flank and then another participant falls out on the right flank, both individuals would need to return to the floor and drill off for the final spot in the Top 5.*

PART 7 COMPETITION ETIQUETTE

This must be posted at your competition or put in your program:

A quick note on sportsmanship:

The Dance and Drill Coaches Association of Oregon (DDCA) would like to welcome you to this competition. The DDCA prides itself on the sportsmanship demonstrated by Oregon Dance and Drill Teams. We sincerely hope that, as spectators, you will also demonstrate good sportsmanship by applauding for all teams and by keeping your comments positive.

In order for everyone to be able to enjoy today's show, the DDCA would like to share with you some general guidelines:

- Between teams, in between divisions, and in between rounds are the designated times for spectators to enter and leave the gym.
- Please do not sit in the areas marked for "Judges" or "Coaches". You will be asked to move by competition officials if you are seated in these areas or in the aisles.
- Please remain seated while teams are performing. If you are seated directly in front of the judges or coaches' section, please do not obstruct their view during a performance.
- Please take your garbage with you and dispose of it.
- Please only videotape your own team. Videotaping may be done from your seat or designated areas.
- For the security of the participants, only those with participant ribbons or official badges will be let into the staging areas.

Part 8 - OSAA PROGRAMS

8.0 PROGRAMS

The OSAA provides and oversees the following high school dance team events and programs. Current information and forms will be found at www.osaa.org.

State Championship Competition

- a. State Championship Drill Down
- b. State Championship Merchandise: videos, photography, souvenirs, garments
- c. State Championship Souvenir Program

8.1 DANCE AND DRILL STATE CHAMPIONSHIPS (Refer to OSAA Rules)

- A. OSAA is the governing body over all Oregon high school State Championship competitions.
 1. Registration information and deadlines can be found on the OSAA official website www.osaa.org
 2. Division performance dates and order of performances will be posted on the OSAA official website.
 3. Coaches are advised to check the OSAA website often during the months of January, February and March to receive information pertaining to the State competition.

State Championship Drill Down

1. A drill down competition will be held at each championship site. Refer to OSAA Rules, Section 8 and section 8.3 below for details.

State Championship Merchandise

1. OSAA provides a vendor that sells merchandise with the state logo.
2. Team and action shots are taken prior to and during the first round of competition. These photos are sold during the second round.
3. OSAA provides a vendor to videotape the state competition. Videos of the event include all competitive performances, the All-State team exhibition, and awards ceremonies.

8.2 STATE CHAMPIONSHIP SOUVENIR PROGRAM

- A. OSAA compiles a souvenir program for purchase at the Championships. It contains team pictures and rosters as well as advertisements from team fans and boosters.
- B. Fans, boosters and vendors may purchase space in the souvenir program by contacting the OSAA office in Wilsonville.

8.3 STATE CHAMPIONSHIPS - DRILL DOWN

8.3.1. An advanced Drill Down competition will be held at each Dance and Drill State Championships.

LEVEL F

8.3.2. The caller may use the following commands: R/L Face, Attention, Parade Rest, Dress R/L Dress, Double Arm Dress, Ready Front, At Ease, Hand Salute, About Face, R/L Flank, March, To the Rear March, and Double Commands. Half R/L Face, R/L Oblique, By the Numbers, Mark Time/Mark Time from an Oblique, Halt/Halt from an Oblique, Forward March/Forward March when called on an Oblique, Chain Commands, Double Chain Commands, In Place Halt, In Place Mark, Resume March, Hanging Commands, Cancel Commands.

8.3.3. Each school participating in the Dance and Drill State Championships will be eligible to enter eight team members to compete in the Drill Down.

LEVEL F

8.3.4. During the Drill Down, each participant will be expected to quietly leave the floor if he or she has committed an error. Students who remain in the competition the longest will be the winners of the Drill Down.

LEVEL F

8.3.5. The Drill Down will generally function under an honor system, but "pullers" will be used if necessary.

LEVEL F

8.3.6. The top six finishers will receive awards.

LEVEL F

8.3.7 The Drill Down caller will be a certified caller approved by the DDCA Board of Directors and the OSAA Assistant Executive Director using the following criteria:

LEVEL F

- A. At least four years out of High School.
- B. Must have called at a competition during the current season.
- C. May not call at a venue if they are a former coach of a competing team for two years after leaving the team.
- D. Appearance must be professional.

8.3.8. There will be a calling committee. This committee will consist of:

- A. Caller. The caller may call at any competition right up until the Dance and Drill State Championships

- B. Two back-up people. One will stand next to the caller and one will stand on the opposite side of the floor. The two-back-up people are to memorize what the caller calls. If there is a problem in execution of the calls, this committee will immediately discuss it and make a decision.
- C. These three people do not pull.
- D. The calling committee will not be associated with a competing team.

8.3.9. The two Back Up personnel must meet the following criteria:

- A. Must be certified callers.
- B. Must be a minimum of two years out of High School.
- C. The two Back-Up do not pull.
- D. Appearance must be professional.

8.3.10. A minimum of four pullers.

- A. They will stand north, south, east, and west.
- B. The Pullers must meet the following criteria:
 1. Be a minimum of two years out of High School.
 2. Not be a coach of a competing team at this venue.
 3. Have in depth knowledge of drill down commands.
 4. Be prepared to look for correct execution of the commands.
 5. Be prepared to look for proper drill down technique.
 6. Appearance must be professional.

8.4 STATE DRILL DOWN PARTICIPANTS

- 8.4.1 Each school participating in the Championships will be eligible to enter eight team members to compete in the Drill Down.
- 8.4.2 Each participant in Drill Down must wear their State Costume and shoes.
- 8.4.3 During the Drill Down, each participant will be expected to quietly leave the floor if he or she has committed an error. Students who remain in the competition the longest will be the winners of the Drill Down.

8.5 DRILL DOWN – GENERAL RULES

See Part 6- Drill Down of the DDCA Manual for this information

Part 9 JUNIOR DANCE TEAMS

Junior Dance Teams include teams from Middle Schools, Club Teams, Studio Teams, and Junior Varsity Level High Schools Teams. Coaches of Junior teams should familiarize themselves with the entire DDCA Manual, however this chapter contains information pertaining to the unique needs of junior programs. These should serve as the official rules and guidelines for all Junior Dance Teams in Oregon to follow. ***These rules apply to the TRADITIONAL SEASON only.***

9.1 AGE GUIDELINES FOR JUNIOR TEAMS

Club Team Divisions (Includes studios and non-school associated clubs)

Mini Division (Oldest Dancer not to exceed 3rd Grade)

Youth Division (Oldest Dancer not to exceed 6th Grade)

Junior Division (Oldest Dancer not to exceed 8th Grade)

Senior Division (Oldest Dancer not to exceed 12th Grade)

Middle School Division

6th – 8th Grade Dancers all from Middle Schools within one district (Coach must be recognized by the school as a coach).

Junior Varsity Division

9th-11th Grade Dancers all from the same High School

9.2 COMPETITION DIVISION GUIDELINES

- A. Teams may only compete as a Club Team or a School Team. They may not enter dances in both club and school divisions.
- B. Junior Varsity Teams must be comprised of dancers from the same high school who do not already compete on their school's Varsity Dance Team. However, dancers on Club Senior Teams may also compete for their High School Varsity Team (but not on the same day at the same event).
- C. Competition Directors will determine what categories (dance style) will be offered at their event. Each team may enter one routine per category (dance style) and up to three categories per division (age group).
 1. For example: Middle School A may enter their dancers into Hip Hop, Jazz, and Open. All of these dancers would be in one age group, and therefore entered into their maximum of three categories (competing three routines).
 2. OR: Club Team B may enter their minis, youth, and senior teams into Jazz, Hip Hop, and Open. These dancers, while all from the same club or studio, are divided into three age groups, and therefore are able to enter three categories PER TEAM (competing up to 9 routines in this example).

9.3 SCORESHEETS AND JUDGING

- A. Teams will use DDCA Scoresheets as follows:
 - 1. Club/Studio Teams will be scored on the Junior Scoresheet
 - 2. Middle School and High School Junior Varsity Teams will be scored on the High School Scoresheet
- B. Scoresheets are available on the DDCA Website:
 - 1. http://www.ddcaoregon.org/docs/ja/current/Judges_Affiliation/Scoresheets/MiddleSchool_1R_nd_2016.pdf
 - 2. http://www.ddcaoregon.org/site/wp-content/uploads/2013/09/JAScoresheet2016_Official_Draft_v20160828-1.pdf

9.4 JUNIOR TEAM MEMBERSHIP AND VOTING RIGHTS

Junior Teams must be registered members of the DDCA in order to compete at DDCA Sanctioned events and the Oregon Junior Dance Team Championships.

Membership Fees:

- A. \$100 per Club/School/Studio (This is a flat fee and includes all coaches registered with the program).

Membership Benefits:

- 1. DDCA Membership Card
- 2. DDCA Board minutes and notifications including Monthly Newsletter via email
- 3. DDCA Membership Directory
- 4. DDCA Handbook updates on the DDCA Website
- 5. Membership Voting Rights for Junior Divisions
- 6. Meetings twice annually specifically for junior team coaches

9.5 REGISTRATION AND FEES FOR TEAM ENTRY

- A. Host school determines team registration fees and deadlines.
- B. Registration/Entry Information should include the following:
 - 1. Date of the event, including projected round times
 - 2. Location, including school address, phone number and driving directions.
 - 3. Spectator entry fees-
 - 4. Judging format, festival or one-sided.

5. Dressing room rules and guidelines.
 6. First Aid and Trainer availability.
 7. Specific facility information – food, room keys, security, gym rules.
 8. Drill Down competition information.
 9. Competition Contact information – Name, phone, email address.
- C. The host school determines and communicates registration fees and spectator entry fees. The hosting school representatives shall decide guidelines and decisions made on refunds in the event of team cancellations, poor weather conditions, and hardship.
- D. Only schools that are members of the DDCA shall be allowed to compete at sanctioned competitions.
- E. Host school determines the number and types of awards provided.
- F. *Host schools shall submit their competition date, location, and contact information to the DDCA Jr Liaison (or Board of Directors) at the Spring Membership meeting in April in order to be included on the Calendar that is published on the DDCA website.***

9.6 BOUNDARIES

The "performance area" shall be defined by the inside edge of the boundary line of the basketball court on which the competition is held.

9.7 TIMING

- A. Judging and timing shall begin with the first beat of the music or recorded sound. Judging and timing will end with the last beat of the music or when the last member crosses the performance area boundary line at the end of the routine, whichever comes first.
- a. TIMING PENALTY: 1 point for teams using HS Scoresheet, ½ point for teams using the JR Scoresheet.
- B. Technical Judges will time all teams and record the time on the competition Timing sheet.
- C. Teams must be ready to take the floor one team ahead.
- D. The time requirement for junior teams is a maximum of 3 minutes and no minimum.

9.8 PENALTY VALUES

- A. Penalties – Infractions of the Rules and Regulations will cause the deduction of penalty points from the Team's average score for that performance. Penalty points will be deducted PRIOR to awards/trophies presentation.

B. Penalty values are based on the scoresheet being used, therefore are different for teams using the jr scoresheet.

C. General Deductions – **MIDDLE SCHOOL AND HIGH SCHOOL JUNIOR VARSITY TEAMS**

- ~~1. Infractions of the Choreography Rules and Regulations (Section) are one (1) penalty point~~
2. Infractions of the Costume Rules and Regulations (NFHS Section 4-1) are one (1) penalty point
- ~~3. Infractions of the Music Rules and Regulations (Section) are one (1) penalty point~~
4. Infractions of the Stunting Rules and Regulations:
 - a. Illegal Stunts will receive ten (10) penalty points
 - b. Legal Stunts that become illegal due to participant error will receive five (5) penalty points
 - c. A Legal Stunt that falls, but does not become illegal will receive one (1) penalty point
5. Infractions of the Safety Rules and Regulations (NFHS Spirit Book) are three (3) penalty points

D. General Deductions – **CLUB AND STUDIO TEAMS**

- ~~1. Infractions of the Choreography Rules and Regulations (Section) are half (.5) penalty point~~
2. Infractions of the Costume Rules and Regulations (NFHS Section 4-1) are half (.5) penalty point
- ~~3. Infractions of the Music Rules and Regulations (Section) are half (.5) penalty point~~
4. Infractions of the Stunting Rules and Regulations:
 - a. Illegal Stunts will receive six (6) penalty points
 - b. Legal Stunts that become illegal due to participant error will receive three (3) penalty points
 - c. A Legal Stunt that falls, but does not become illegal will receive half (.5) penalty point
5. Infractions of the Safety Rules and Regulations (NFHS Spirit Book) are two (2) penalty points

9.9 COMPETITION TABULATION

The master tabulation sheet shall be filled in with the numerical total points and the average score. Winners shall be determined using the following criteria:

1. Placements will be awarded to the highest final averaged scores in descending order.
2. In the case of a tie in total points, an unbreakable tie shall be declared. Two awards shall be given for that place and the next place shall be skipped in the assignment of placements