

WASHINGTON STATE DANCE/DRILL COACHES ASSOCIATION (WSDDCA)
WASHINGTON STATE SPIRIT JUDGES ASSOCIATION (WSSJA)
2008-2009 DANCE/DRILL COMPETITION REGISTRATION FORM AND PROCEDURES

1. Set and reserve your date with school personnel. Complete the attached registration form and mail between May 15 and September 15 to WSSJA President, Cara Heiner. Registration forms will only be accepted with a valid postmark from the US Postal Service—any registration form postmarked **prior** to May 15 and **after** September 15 **will not be valid**.
2. The WSSJA will distribute a packet with the following:
 - Confirmation of competition registration
 - Coaches Feedback Forms for Judges (include in score sheet packets)
 - Judges Evaluation of Competition Form (hand out to judges at contest)
 - Judges Verification Form (have judges sign at contest)
 - Competition Recap Form
 - Copy of Linear Scale
 - Copy of WSSJA official score sheet
3. Competition director's responsibilities include:
 - Attend the "Hosting A Competition" Clinic at the Fall Coaches' Conference or, if unable to attend, send a detailed event plan (including an emergency plan) to the WSSJA Assigning Secretary and WSDDCA Executive Director no later than the second Monday following the WSDDCA Fall Conference
 - Return Competition Registration Form between May 15 and September 15
 - Send Judges' information at least two weeks prior to the event. Include:
 - Schedule of events
 - Map of school
 - Specific explanations of duties if needed
 - Explanation of categories and awards
 - Meal/travel/parking information
 - Distribute feedback and evaluation forms to coaches and judges
 - Obtain judges' signatures on verification form and return to WSSJA
 - Pay judges according to WOA guidelines AND/OR arrange paperwork for payment within two weeks of event (details are pending as of 5/1/08)
 - Return copies of each team's score sheets to the WSSJA within two days of event
 - Return completed Competition Recap sheet to the WSSJA within two days of event (email & hard copy)
 - Return all copies of Coaches and Judges Evaluation forms that you receive to WSSJA
 - Send results to WSDDCA to be posted on website
 - Be organized. Get all team members and their parents working toward a great event for your school and your community.
4. WSSJA Assigning Secretary responsibilities include:
 - Assign judges based on request made on registration form.
 - Mail or email contracts to judges (one copy will come to you from each judge for filing)
 - Send competition director the names of the judges assigned to the event at least two to three weeks prior to the event
5. Judging Panels: Judges should not be expected to judge more than 20 performances at an event (+/- one or two performances). Request judging panels on your registration form based on an estimate of the number of performances you anticipate, then communicate with the WSSJA Assigning Secretary if you anticipate needing an additional panel or dropping a panel.
6. Competitions that have more than one panel are required to have a head judge, in addition to the panels that are judging performances and safety/tech.

Competition Scheduling Procedure

The goal of this system is to allow teams from each district in the state to have an equal opportunity to host competitions in their area. WSDDCa acknowledges that the plan limits dates that teams in districts 4-9 are **guaranteed** staffing for their events. The starting date will rotate each year, so in 2009-10, the first date will go to districts 5/6.

When you put dates on your Registration Form, please refer to this calendar. Dates for which staffing (judges) will be guaranteed:

Districts 1, 2, 3	District 4	Districts 5, 6	Districts 7, 8, 9
November 8	November 8		
November 15		November 15	
November 22			November 22
December 6	December 6		
December 13		December 13	
December 20			December 20
January 10	January 10		
January 17		January 17	
January 24			January 24
January 31	January 31		
February 7		February 7	
February 14			February 14
February 21	February 21		
February 28		February 28	
March 7	Districts 2, 3, 5/6		
March 14	Districts 1, 4, 7/8/9		
March 27-28	STATE		

Dates you may also request—WSSJA will make every effort to staff, but staffing is not guaranteed. Staffing will be confirmed after the 2008 WSSJA Fall Conference. There cannot be two competitions in the same school district on the same date (effective 4/19/08; the 25 mile rule is no longer in effect).

November 8	December 13	January 24	February 21
November 15	December 20	January 31	February 28
November 22	January 10	February 7	
December 6	January 17	February 14	

Hosting schools are required to:

- Attend the Hosting a Competition Session at the Fall WSDDCa Conference. Every effort must be taken to attend the hosting session. If the competition director is unable to attend, a representative for the competition director is permitted to attend. Competition directors who cannot attend are required to submit a detailed event plan (including an emergency plan) to the WSSJA Assigning Secretary and the WSDDCa Executive Director no later than the second Monday following the WSDDCa Fall Conference. **Hosts who do not meet this requirement will forfeit their competition date.**
- If a District Competition host is selected after the WSDDCa Fall Conference, the competition director must submit an event plan no later than January 1 of that season.
- Mail copies of coaches' forms, judges' forms, and copies of all team's score sheets, an overall recap, and copies of all safety/technical forms to the WSSJA designee within two days of the competition.
- Email an electronic copy of the overall recap sheet within two days to the WSSJA designee.
- Pay WOA AND/OR submit paperwork for paying judges within two weeks of the event (specifics still pending as of 5/1/08)

Competition hosts who do not complete items 3-5 on time will not be allowed to schedule a competition the following year.

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WASHINGTON STATE SPIRIT JUDGES ASSOCIATION (WSSJA)
2008-2009 DANCE/DRILL COMPETITION REGISTRATION FORM**

** Please fill out this form in its entirety as all of this information is required in order for us to process your request. **

IMPORTANT NOTE: The WSSJA does not staff any competitions that are not high school ONLY sponsored events. If you are not a high school team wishing to host a competition, please contact Cara Heiner, WSSJA President. WSSJA can provide names of judges that you can hire independently. This limitation includes high school teams hosting in conjunction with private companies. Please confirm that your competition is a high school ONLY sponsored event with no affiliation to any private companies:

YES NO

School Name _____ School District _____
School Mailing Address _____
City, State, ZIP _____
School Telephone No. _____ FAX No. _____

Name of Competition Director _____
Mailing Address _____
City, State, ZIP _____
Day Telephone No. _____ Evening Telephone No. _____
E-mail address _____
Emergency Telephone # for day of event _____

Dates: Please see the schedule attached for available dates for your district— please provide three options for dates in the event your 1st and 2nd choices are already taken

1st Choice: _____
2nd Choice: _____
3rd Choice: _____

Times: Judges' arrival time: _____
Judges' meeting time: _____
Contest start time: _____
Contest end time (approx): _____

Event set-up: (please circle) SINGLE PANEL FESTIVAL
of judges needed: _____ (OPTIONS: **5** (single panel, 3 perf/2 st) OR **9** festival, 6 perf/2 st/1 head judge OR **12** (festival, 9 perf/2 st/1 head judge). Alternatives must be approved by the WSSJA.

When/How will judges be paid? School District _____ Booster Club _____ Other _____
Map/directions enclosed to competition site? YES NO
Will meals be included? YES NO

IMPORTANT: A registration fee of **\$60 or a school district purchase order** (payable to WSSJA) must be included with the competition registration form or it will be considered invalid and returned. Once the competition date is placed on the calendar, the registration fee is non-refundable.

Mail the completed registration form, registration fee, and map/directions to:
Cara Heiner, WSSJA President
6218 80th Ave. NE
Marysville, WA 98270

DO NOT WRITE BELOW THIS LINE—FOR OFFICE USE ONLY

Date Registration Form & Fee received: _____
Map on file? _____