



Dance Invitational Recommendations

HOSTING AN INVITATIONAL

IHSA member schools agree to enter into contests that follow the rules set forth by the National Federation of High Schools, modified by the IHSA (By-law 2.010). Please go to IHSA.org on the dance page for a copy of the Competitive Dance Terms and Conditions.

OFFICIALS

Host schools must hire IHSA licensed officials (By-law 2.080). Host schools will need to hire a minimum of 5 officials: 3 panel and 2 technical. Be sure to hire one of your panel officials as your head official. The head official is responsible for: acting as a liaison/coordinator of your officiating team assigned to your event; quality control and proper assessment of the rubric among the panel officials and representing the officiating team in the pre-contest meeting. Head Officials are those listed as a "C" on the IHSA Officials Directory. One tech official should be placed on the floor and one tech official should be seated with the panel. At larger invitationals you may want to hire two sets of officials, including 4 tech officials.

Per the IHSA recommendations, post contest conferencing between officials and coaches is not permitted. The head official can be available to discuss mathematical errors or legality questions. These discussions should be directed to the host school administration (not the host school coaching staff) then conducted with the head official while tournament administration is present.

Host schools choose the officials they would like to contract for invites. There are two dance officials associations that can assist with assigning officials. AIDA at aidaofficials@gmail.com or ISOA: KATIEAVERY82@YAHOO.COM

When making an inquiry in efforts to contract an official, please share the following information in your initial communication: date of event, address/event site, report time, anticipated length of time of the event, tournament manager name, tournament manager contact information, and rate of pay. If you have specific roles in mind for an official (panel, tech, head), please include that information as well. After the official has confirmed availability for your contest, it is highly recommended that you confirm this agreement via email with an attached IHSA officials contract (and W-9, if required by your administration) with instructions and deadline for return.

If you will be having a double-sided event, you will need to hire (2) sets of officials. Once you have obtained, or if you are confident you will obtain registrations exceeding 50-55 routines, IT IS HIGHLY RECOMMENDED that you hire a second set of officials as well. This is essential to the preservation of quality officiating practices from the first routine to the very last.

OFFICIALS PAY

The AIDA and ISOA recommend the following for rates of pay:

Weekend Invitationals:

- Base pay of \$200 with a \$50 per hour increase for each hour over 4 hours of *scheduled* routines.

Weekday Invitationals:

- Base pay of \$125 with a \$50 per hour increase for each hour over 2 hours of *scheduled* routines.

It is recommended hosts pay officials at a rate of thirty (30) cents per mile for all mileage in excess of 70 miles round trip. Compensation is not required for trips of less than 70 miles round trip.

Payment to officials should be made on the day of the event. If your district needs forms filled out in order for checks to be cut, please do so ahead of time.

Recommendation Example: Length of time begins at requested report time, and is then calculated on the *scheduled* routine evaluation time(s); thus lunch and scheduled breaks are *not* calculated into recommended rate of pay. Report time for your Head Official should be no later than the time of your Pre-Contest Meeting. Remainder of officials recommended report times are 30 minutes prior to the first scheduled routine. EXAMPLE: Saturday event, report time 8:15 a.m. Contest routines begin at 8:45 a.m. Last scheduled routine is at 3:45 p.m. There is a scheduled 45-minute lunch break and (2) scheduled 15 min breaks. Total rate of pay should be for: 8:00 a.m. to 3:45 p.m.=7.75 hours MINUS 1.5 hours of scheduled lunch and breaks, or 6.25 hours.

Competition/Performance Schedule

Please allow single sided routines 6-7 minutes per routine. Double sided schedules with a panel for each side can be scheduled 4-5 minutes per routine. 10-15 minute breaks should be scheduled every 2-2.5 hrs. Please allow a minimum of 30 minutes for lunch (45 minutes if official's room is a significant distance from the gym). Should you have any questions regarding scheduling, please contact Tracie Henry at the IHSA: thenry@ihsa.org

FACILITY SET UP

A standard basketball court is utilized for the performance space. The panel + 1 tech official should be elevated mid-way up in the bleachers, with seating and table space for each. If electronic scoring is being used, extension cords and laptops should be present at each station. The floor tech official will be placed at the team entrance to the performance floor with a small seat and table.

Both the performance and judging area(s) should be roped off from the spectators. It is ideal to avoid having spectators sitting or standing directly in back of the officials table if possible (2-3 bleacher heights are fine.)



Doors to the gym will need to be shut while teams are performing. Please designate people to man the doors during the actual performance times.

Providing a set of 2 walkie-talkies (3 for double sided contests) to your officiating team is extremely helpful in the coordination of officials during actual performance times. They are especially necessary for larger contests.

WARM-UP GYM

The warm-up area needs to have two separate stations: stretching and a routine warm-up area. Time allowed at each warm-up location should follow the IHSA Terms and Conditions.

The contest host will need to provide people to work in the warm-up area. It is best to have people at each area manned throughout the competition day in efforts to have teams move from one area to the next once their time has expired and to keep the contest moving on time.

Provide each team with a host school liaison to escort teams from their holding area, through the warm-up process, and into the performance gym. Continue this process throughout the entire contest day to keep your contest running smoothly.

ANNOUNCER & SOUND SYSTEM

It cannot be stressed enough...these items are the **keys** to a successful day! The announcer can be the DJ (if familiar with announcing of dance events) or a separate individual can be designated as such. The announcer should be upbeat, but should maintain that EACH performance is addressed similarly and in a professional manner. This individual will be interacting with the head official and sharing responsibility for coordination of the flow of the contest day, letting the spectators know who is coming up next on the floor/on deck/in the hole, and communicating scheduling updates and announcements as the contest host seems fit.

Teams should ONLY be placed on the floor AFTER the head official has indicated the officiating team is ready to adjudicate the routine. (The method to determine this is to be determined prior to the start of the day.) As the team is taking the floor, the announcer should say the team name and division. If time allows, they may announce the head coach, school colors, mascot and any "well wishes". The current competing coach should remain at the sound table to give the signal that the team is ready to have music begin.

Music quality can make or break a competition. Sound needs to be clear and at an appropriate volume. Sound systems that have a tendency to skip, cut out or muffle the music can hurt a team's overall performance and affect their perception of the entire competition experience. Consider hiring a DJ with a good sound system if your PA system in the gym may be compromised or has a history of the above.

Music between performances is encouraged (especially in single sided contests) to keep spectators engaged while the officials are completing their tabulation process. Please have a discussion with your DJ of the need to play age-appropriate music—reviewing their actual soundtrack list prior to the contest is highly recommended.

Music checks are allowed prior to the start of the day. However, no teams are allowed to practice on the performance floor prior to the competition during the music check time, breaks, or lunch.

SCORING PROGRAM/TABULATION ROOM

There are two methods of tabulation utilized for IHSA dance: electronic and manual scoring.

Team scores will be listed as follows: Raw Score, Deductions, Legalities, Total Score.

The *Raw Score* is determined by adding the 3 panel official's scores and dividing by 3. From the *Raw Score* you will subtract the deductions and legalities to achieve the *Total Score*. The final placement is determined by the *Total Score*. The total score should be less than 100 total points.

Both technical officials will work together and submit one tech sheet as a team.

TourneyWire is IHSA's endorsed dance and cheer electronic scoring system. Current pricing structure and more information can be found at:

<https://www.tourneywire.com/cheer-index.php>. You must order well in advance of your contest in order to use this service. In order to utilize the system, you will need: Wireless internet access, laptops: 1 for each official, and a home base PC with printer and extension cords; as well as at least one designated person provided by the host who is well-versed in your schools' IT system to manage any trouble-shooting needs during the contest day. A user's manual is provided by the vendor.

Those contests utilizing paper scoring will need to provide:

- Labeled scoresheet for each routine for each panel official.
- Labeled violation sheet for each routine for each tech official.
- Runners to collect all evaluation/violation sheets to tabulation for the entire day.
- Tabulation spreadsheet, PC with printer, and calculator for host tabulator.

Regardless of scoring system used, every routine is provided their printed evaluations from each judge along with the final standings for their respective division in an exit packet that is picked up at a pre-designated spot at team check-out.

Timers—Plan to have a minimum of 2 timers with stop watches. 2 timers will time the entire routine. The timers will need to be located near the technical officials. After each performance, one of the technical officials will record the time from the timers.

Communicating with Your Officiating Team

Please cc any pertinent communications (schedules, directions, parking instructions, report area/room, etc.) to your head official and no later than 10 days prior to your contest date. If you do not know who your head official is, please cc the entire officiating team.

Open Dates

Once your school has your tournament structure organized and date selected, you can list the competition online in the IHSA Schools center under the link for "Open Dates" in Competitive Dance.