

## THEATRE Policies and Guidelines

### Preparing Your UHSAA Theatre Competition Team

1. Administrative Awareness & Play Royalties: Form 22 - All performance material for both individual events and plays must be approved by individual school principals who must sign Form 22. Form 22 must be submitted to the region and classification representatives at the same time as the royalty verification. This form is available on the forms page of the UHSAA website. Schools which fail to submit Form 22 may be subject to penalties imposed by the UHSAA.
2. Students must participate in an event at region to qualify for the state theatre meet in that event.
3. All participants must meet eligibility requirements as specified in the by-laws of UHSAA.
4. Any entry that uses post-high school participants or children below high school age will be disqualified.
5. All regions must have on file at the UHSAA offices a current printed copy of their region meet rules. These rules must follow UHSAA guidelines.
6. Regions must submit results to the UHSAA office and the state meet director by the deadline listed on the UHSAA calendar or within five days of the conclusion of the region meet, whichever is sooner.
7. For 4A, 5A, and 6A - No student may participate in more than one individual acting event at the state theatre meet (in addition to participating in the team One Act play).  
For 1A, 2A and 3A students may participate in Musical Theatre OR Pantomime and one of the four (4) other events (in addition to participating in the team One act) Students may NOT double enter in BOTH Musical Theatre AND Pantomime. Students may double enter in both the acting and tech competition if they follow the guidelines above. It is recommended that all region events be conducted using this same guideline.
8. All participating schools must use the same entry form to submit individual events and play information to their region representatives. Region representatives must use the same form to submit region information to the state representative.
9. Requests for rule changes must be made in writing and presented at the annual report made at the conclusion of the UACTT conference in July.  
Official rule and policy changes take 3 years to complete and implement. (At this meeting the classification and state theatre representatives will decide by consensus which initiatives will appear on a statewide ballot. Results will then be recommended to the UHSAA theatre committee who in turn will make recommendations to the executive committee. Refer to your UHSAA leadership for more information)
10. Definition Note: "PUBLISHED": To publish means to make a playscript or stage musical available for wide-spread public viewing and utilization. The traditional meaning of the word "publish" means to print media on paper for distribution.

### Preparing an Individual Events Team

1. Each school may enter no more than four entries in the following individual events:
  - A. Classical Scenes
  - B. Contemporary Scenes
  - C. Musical Theatre Scenes
  - D. Pantomimes
  - E. Humorous Monologues
  - F. Dramatic Monologues
 (Rules and procedures for each event are listed below)
2. Replacement actors for individual events are not allowed. If any member of an individual event becomes unavailable or ineligible to perform at the State Meet, the piece becomes disqualified.

3. Students participating in the one-act play category may also be entered in an individual event at the state meet.
4. No student may participate in more than one individual event (see item “a”) at the state and region meets. The only exception is that 1A, 2A & 3A schools may double-enter in the musical theatre or Pantomime event. (see above)
5. A participant may not use a cutting from the same dramatic or humorous monologue, pantomime, contemporary or classical scene, musical theatre piece or one-act play which he or she used personally in any previous year. This ineligibility extends beyond the actual words used in the scene, monologue or play. If one portion of an author’s work has been used by a participant or participants, that entire single work is ineligible for the rest of that participant’s or participants’ high school career. This ruling applies to the participant or participants only, and not to the school as a whole.

### Preparing for the UHSAA One Act Play Competition

1. Choose a play, get it approved by your administration and pay your royalties.  
Administrative Awareness & Play Royalties: Form 22 - All performance material for both individual events and plays must be approved by individual school principals who must sign Form 22. Form 22 must be submitted to the region and classification representatives at the same time as the royalty verification. This form is available on the forms page of the UHSAA website. Schools which fail to submit Form 22 may be subject to penalties imposed by the UHSAA.
2. Each individual school participating in the one-act play event at region and state must provide a letter and/or receipt of payment to show proof that royalty obligations have been met prior to the beginning of the performance. This letter and/or receipt must be collected by the region representative and forwarded to the classification representative for the region meet and collected by the classification representative for the state meet.
3. Each school may enter no more than one entry in the one-act play event.
4. A play may be from a multiple-act play, a musical play, or a one-act play. Original plays are also acceptable.
5. Students participating in the one-act play category may also be entered in an individual event at the state meet.
6. All participants must meet eligibility requirements as specified in the by-laws of UHSAA.
7. Any entry that uses post-high school participants or children below high school age will be disqualified.
8. Replacement for one single actor (male or female) in a state one-act play: When one actor in a state-qualifying one-act play is not able to participate, a replacement for that actor with another eligible actor from the school’s region team is permissible. The eligible replacement actor must:
  - a. Meet state academic eligibility requirements;
  - b. Have been submitted to the UHSAA on the original eligibility list PRIOR to the region meet;
  - c. Be reported to the region representative, classification representative, and meet director at least 24 hours prior to the performance of that piece at the state meet.
9. The meet director will be required to put a disclaimer in the one act play programs for appropriate material content. This disclaimer should also be posted in individual event competition areas.
10. Each play has a maximum of 60 minutes on stage.  
Within this time limit a play must set up, perform, strike, and be critiqued. The 60 minutes will begin as the play moves on to the stage and will officially end as the play leaves the stage back into a holding area. *Any technical preparation (ie. setting lights, testing sound, load-in, projections, etc...) counts as part of a school’s set-up time and is included in the 60 minutes allotted. Additionally, time is given for 2-3 technicians to silently observe the previous school run the technical equipment without being a distraction. This observation is not included in the 60 minute time limit.* If a play does not leave adequate time for a 10-minute critique in its 60 total minutes, it will forfeit the critique session.

11. All plays must perform for a minimum of 25 minutes (of the 60-minute limit) to be considered eligible for awards. This minimum does not include set up or take down time.
12. All One Act plays will be performed once for three judges. The same three judges will watch all entries.
13. If there is a question of student safety that arises for a One-Act Play, the school in question must provide documentation of approval from State Risk Management.
14. TIME PENALTIES: If a one-act play goes more than 30 seconds over or under the prescribed time limit, 35 points will be taken off of the team's sweepstakes score and the play becomes ineligible to place in the top 3. At the region level, this would also disqualify the play from advancing to state.

### PREPARING FOR THE STATE MEET

1. Each school participating in the state meet must qualify participants at a region meet following the rules and regulations outlined in the UHSAA handbook and yearbook.
2. Any contestant who misses a round or session of an event in the state theatre meet will not be eligible for a final rating or ranking.
3. There will be no entry fee charged at state meets.

### SANCTIONING ADDITIONAL INVATIONALS (Not State or Region)

1. Regarding sanctioning of meets involving more than 4 schools, please refer to article VII of the UHSAA by-laws and section 15 of the Interpretations/ Guidelines portion of the UHSAA Handbook.
2. There may not be an entry fee of more than \$3.50 per student per day for any meet. A maximum of \$15.00 school entry fee per day may be charged for invitational meets if deemed necessary by the host school. Any exceptions must be approved by the executive committee of the UHSAA.
3. A contract is formed when participant entries are submitted to the state meet director and each "no-show" entry will be fined \$25.00. Invitational meets may also levy a \$25.00 fine for each "no-show" entry at UHSAA sanctioned events.

### CLASSICAL SCENES FROM PLAYS – 4 ENTRIES (up to 12 students)

#### What must it look like?

1. 2 – 3 participants per scene
2. 3 – 6 minutes long (if any narration is used it must be included in the time limit)
3. Scenes from published scripts written for the stage
4. Published prior to the year 1900
5. Costumes and hand props may be used but are not required.
6. All Classical Scenes must provide a source submission (play title, author and publishing company) to the meet director (ie. Region or State Representative) before competing. This is to ensure that all scenes are from published plays.
7. INTRODUCTIONS: Introductions are NOT included in the time limit. Introductions should ONLY state participant number, title of piece, author, and character.

#### ALLOWED

- Published plays
- Original published texts
- Direct translations of original texts
- Costumes, hand props

#### NOT ALLOWED

- Vaudeville skits, television or film scenes about the time period but not written in the time period
- Adaptations of original texts
- Plays written after 1900 even if the author was writing before 1900 as well
- Large scenic elements

**CONTEMPORARY SCENES FROM PLAYS - 4 ENTRIES (up to 12 students)****What must it look like?**

1. 2 – 3 participants per scene
2. 3 – 6 minutes long (if any narration is used it must be included in the time limit)
3. Scenes from published scripts written for the stage
4. Published after the year 1900
5. Costumes and props may be used but are not required.
6. All Contemporary Scenes must provide a source submission (play title, author and publishing company) to the meet director (ie. Region or State Representative) before competing. This is to ensure that all scenes are from published plays.
7. INTRODUCTIONS: Introductions are NOT included in the time limit. Introductions should ONLY state participant number, title of piece, author, and character.

**ALLOWED**

- Published STAGE plays
- Costumes, hand props

**NOT ALLOWED**

- Vaudeville skits, television or film scenes
- Original student written scenes or scenes from unpublished original work
- Large scenic elements

**MUSICAL THEATRE SCENES - 4 ENTRIES (up to 16 students)****What must it look like?**

1. 1 – 4 participants per scene
2. 2 – 6 minutes long (if any narration is used it must be included in the time limit)
3. Scenes from published scripts written for the stage
4. Scene must include sung vocal music
5. Costumes and props may be used but are not required.
6. Proof of permission to perform selections is no longer required.
7. INTRODUCTIONS: Introductions are NOT included in the time limit. Introductions should ONLY state participant number, title of piece, author, and character.

**ALLOWED**

- Published scenes written for the stage
- The performers may use pre-recorded music or live music, but must provide their own accompanist or means to play recorded music or live music. Schools are no longer required to provide pianos for musical theatre rounds
- Each entry may have one person to run equipment for playing recorded accompaniment.
- Scene dialogue at the beginning or end of the song
- Costumes, hand props

**NOT ALLOWED**

- Works from film, poetry, fiction, or standard popular song lyrics are not permitted
- Back up tracks with back up vocals included in the tracks
- Acapella scenes are not allowed
- Large scenic elements

**HUMOROUS MONOLOGUES - 4 ENTRIES (up to 4 students)**

- 1 participant per monologue
- 2 – 6 minutes long (if any narration is used it must be included in the time limit)
- Monologues are one person taking the part or role of one character. The character speaks only one part, but can act or react as though other characters are present. All elements come through one character.
- A humorous monologue should be humorous
- A monologue can be from a published or an original work.
- Costumes and hand props may be used but are not required.
- INTRODUCTIONS: Introductions are NOT included in the time limit. Introductions should ONLY state participant number, title of piece, author, and character.

**ALLOWED**

- Published STAGE plays
- Original student written monologues
- Unpublished monologues
- Costumes, hand props

**NOT ALLOWED**

- Large scenic elements
- Stand up comedy routines

**DRAMATIC MONOLOGUES - 4 ENTRIES (up to 4 students)****What must it look like?**

- 1 participant per monologue
- 2 – 6 minutes long (if any narration is used it must be included in the time limit)
- Monologues are one person taking the part or role of one character. The character speaks only one part, but can act or react as though other characters are present. All elements come through one character.
- A dramatic monologue should be dramatic.
- A monologue can be from a published or an original work.
- Costumes and hand props may be used but are not required.
- INTRODUCTIONS: Introductions are NOT included in the time limit. Introductions should ONLY state participant number, title of piece, author, and character.

**ALLOWED**

- Published STAGE plays
- Original student written monologues
- Unpublished monologues
- Costumes, hand props

**NOT ALLOWED**

- Large scenic elements

**PANTOMIME – 4 ENTRIES (Up to 8 students)****What must it look like?**

- 1-2 participant per scene
- 2 – 6 minutes long
- Each scene must develop a complete sequence or story.
- INTRODUCTIONS: Introductions for pantomime include the title of the piece only.

**ALLOWED**

- All black clothing must be worn
- Pre-recorded, instrumental music only. *Sound effects are allowed as a part of the instrumental music recording.*  
(Performers must provide their own means to play recorded music)
- Each entry may have one person to run the music for them
- One acting block, stool or chair per participant
- Students are allowed to touch each other in pantomime
- The introduction must only be the title of the pantomime

**NOT ALLOWED**

- Costumes, mime makeup
- Lyrics in music
- Live musicians
- Scenic elements
- Mouthing of words is not allowed (except “ooh” or “aaah” as they accompany facial expressions)
- No verbal narrative or explanation is allowed in the introduction

### How Does a Student Qualify for State?

1. For 3A, 4A, 5A & 6A, at the region level, competitors receiving 60 points or higher, qualify to move on to state competition regardless of their rankings.
2. For 1A & 2A at the region level, competitors receiving 55 points or higher, qualify to move on to the state competition regardless of their rankings.
3. At the region level, all pieces that advance to the final medals round will automatically qualify for state, even if they did not receive 60 or more points from their previous rounds.
4. At the region level, the top 3 ranked play entries will qualify for state regardless of their cumulative points. In addition, the 4th place ranked play will qualify for state IF they are within 5 points of the third-place qualifying play. In the rare event of a tie for the 4th place play tie (two plays get the exact same score and are within the 5 points from the 3rd place play) both plays will qualify for state.

### Judging Individual Events at UHSAA Region and State Theatre

1. A judge CANNOT be any individual who has previously worked with any participant in a theatre coaching capacity. In addition, relatives of any participant, coach, student-teacher or teacher may not judge the competition in any capacity, even if they do not judge the student they are related to. Judges cannot have attended high school with any participants. If they are related to any one of the participants in the competition, they are ineligible to judge the entire competition.
2. All judges must be out of high school for at least 3 years before judging. In the event that sufficient judges that meet the requirements cannot be found due to the rural or remote location of the competition, judges who more recently graduated from high school can be used as long as they did not attend the high school of any of the participating schools with the permission of the region representative.
3. Any contestant who knowingly allows themselves to be judged by any of the ineligible judges listed above, without informing the meet directors shall be ruled ineligible.
4. A judges meeting will be held prior to each meet where rules and regulations will be reviewed with ALL participating judges by the meet director ONLY. The format and content of this meeting MUST follow the agenda found on the UHSAA website.
5. All individual event pieces will be performed for three different judges in three different rounds of approximately 6 (but no less than 4) pieces per round. If there are not enough entries to slate pieces in 3 rounds, you may put them all in one.
6. Individual event judges will be paid at any meet, \$100 per half day, or/and \$200 for a full day.
7. At the region level, it is suggested that the 3 One-Act judges be acquired by 3 different schools. A One-Act judge is not allowed to judge in the same region 2 years in a row.
8. A judge's final rating must be round numbers between 1 – 25 per round for individual events and 1 – 50 per judge for the One Act plays.
9. Once each piece in a round has performed, judges will need to rank each entry based off of their scores. Remember, rankings do not affect sweepstakes scores or prevent a student from advancing to the State Competition. Rankings MUST be in order of the total point scores. 1st Place must be awarded to the piece with the highest total point score, 2nd place must be awarded to the piece with the second highest total point score. In the event of a tied score, the judge will use their discretion in ranking. So, as an example in a preliminary IE round, a judge's set of scores may look like the following: 1st Place (25 points), 2nd (25pts), 3rd (22pts), 4th (19pts), 4th (17pts). A judge's set of scores CANNOT look like the following: 1st Place (23points), 2nd (25pts), 3rd (23pts), 4th (19pts), 4th (17pts). If a judge makes a rank/score error, meet directors should give ballots back to the judge to either change rankings, or justify a change in point totals to support the chosen ranking.

10. The top 5-8 ranked pieces in each individual event will participate in a final medals round. This will be determined in the following manner: a performance's 3 rankings will be totaled and the 5-8 pieces with the smallest total ranking are chosen for the final medals round. If a clear break cannot be determined to separate 5-8 pieces that will advance based solely on rank, the highest numerical scores can then be used as a tie-breaker. Meet director will determine that number in advance.
11. In the final medals round, 3 judges watch all 5-8 performances together. When all have performed, each judge, without consulting with the other judges, ranks the pieces 1-6 (any piece lower than 6 also receives a 6).
12. In the medals round, 1st, 2nd, and 3rd Place in each individual event will be determined by adding up the rankings given from all three judges in the medals round. The lowest cumulative ranking wins 1st Place, second lowest, 2nd Place, third lowest, 3rd Place. "In the event of a tie, the meet director will return to the highest cumulative scores given on the medals round ballots and add those numerical scores as an additional level of evidence for placing. Highest scores will break the tie. Ties will be rare, but can happen.
13. Any school that does not provide the specified number of judges for the State meet will be fined. It is highly recommended that regions follow this guideline as well.
14. If one-acts and individual events are held on separate dates, you must not reveal any results until after all results are in. For example, don't announce who won the one-act competition until you can announce who won sweepstakes.
15. In all theatre meets, a judge must never be alone with a competitor and must always have another competitor, performer, judge, time keeper, parent or observer present in the room for protection of both the judge and the student.
16. Adherence to the time limits and subsequent consequences for time violations shall be followed. Time limits and procedures are posted on individual ballots and will be dealt with in the tabulation room by the meet director.
17. TIME PENALTIES for Individual Events: If a piece goes more than 10 seconds over or under the allotted time limit, 7 points will be taken off of the team's sweepstakes score for each round this occurs in. In addition, if this happens in two or more rounds to the same piece, that piece becomes ineligible to qualify for final medals rounds or receive any sort of medal. At the region level, this would also make the piece ineligible to advance to State.
18. Clerical errors in results may be corrected up to 72 hours after the conclusion of the meet. A team must file a written protest on behalf of an entry to the UHSAA within that time period. 72 hours after the conclusion of the meet, results will stand.
19. All judging exceptions may be made in extenuating circumstances by consensus of meet directors.

### **Judging the One Act Play Competition**

1. All One Act plays will be performed once for three judges. The same three judges will watch all entries.
2. One-act play judges will be paid at any meet, \$100 per half day, or/and \$200 for a full day.
3. At the region level, it is suggested that the 3 One-Act judges be acquired by 3 different schools. A One-Act judge should not judge in the same region 2 years in a row.
4. Participants should be scored according to the quality of their performance. Each judge should score rank individually without consulting other judges.
5. If one-acts and individual events are held on separate dates, you must not reveal any results until after all results are in. For example, don't announce who won the one-act competition until you can announce who won sweepstakes.

6. Once every play has been performed, judges will need to rank each play based off their scores. Remember, rankings do not affect sweepstakes scores or prevent a play from advancing to the State Competition. Rankings MUST be in order of the total point scores. 1st Place must be awarded to the play with the highest total point score, 2nd place must be awarded to the play with the second highest total point score. In the event of a tied score, the judge will use their discretion in ranking. So, a judge's set of scores may look like the following: 1st Place (50 points), 2nd (50pts), 3rd (46pts), 4th (42pts), 5th (42pts), 6th (41pts), 6th (39pts). A judge's set of scores CANNOT look like the following: 1st Place (47points), 2nd (49pts), 3rd (46pts), 4th (44pts), 5th (35pts), 6th (36pts), 6th (35pts). If a judge makes a rank/score error, meet directors should give ballots back to the judge to either change rankings, or justify a change in point totals to support the chosen ranking.
7. Judge's will rank plays 1-6 (any piece lower than a 6 also receives a 6). 1st, 2nd, and 3rd Place in One Act plays will be determined by combining the rankings given by all three judges. Lowest combined ranking takes 1st Place, second lowest ranking takes 2nd Place and third lowest ranking takes 3rd Place (this is similar to the medal rounds for individual events). In the event of a tie, the meet director will return to the highest cumulative scores given and add those numerical scores as an additional level of evidence for placing. (Ties may still happen!).
8. Consequences for time violations shall be taken care of in the tabulation room by the meet director. Time limits and procedures are posted on individual ballots. TIME PENALTIES: If a one-act play goes more than 30 seconds over or under the prescribed time limit, 35 points will be taken off of the team's sweepstakes score and the play becomes ineligible to place in the top 3. At the region level, this would also disqualify the play from advancing to state.
9. Clerical errors in results may be corrected up to 72 hours after the conclusion of the meet. A team must file a written protest on behalf of an entry to the UHSAA within that time period. 72 hours after the conclusion of the meet, results will stand.
10. Play judges for state meets will be secured by the classification representative or designee prior to the respective state meet. The classification representative will determine the order of the play performances for the state meet. All requests for special consideration in one-act play performance placement must be submitted by the coach of the school to the classification representative no later than one week prior to the state meet.

## AWARDS

1. At the state level, any piece receiving 65 points or above will receive a medal.
2. Region certificates, medals and trophies are decided upon by the individual regions.
3. 1st and 2nd Place will be awarded trophies for sweepstakes at the state level.
4. Judges will select up to 6 individual performers/groups/designers from the one-act plays for Outstanding Performance awards. Possible awards include, but are not limited to: Outstanding Lead Actor/Actress; Outstanding Supporting Actor/Actress; Outstanding Cameo Performance; Outstanding Ensemble; Outstanding Student Design (costumes, sound, props, etc...); Outstanding Student Director; Outstanding Character Actor/Actress; Outstanding Student Playwright; et al.
5. At the state level, the top 3 ranked plays will receive 1st, 2nd and 3rd Place plaques. All plays will receive certificates based on their overall scores.
6. All individual event pieces that advance to the final medals round will receive a Superior medal regardless of their ratings in their first 3 rounds.



## HOW ARE SWEEPSTAKES POINTS TABULATED?

1. Each individual event entry will receive points based on their ratings, up to 25 points per event, per round. Therefore, because each piece is judged 3 times, each entry can receive a maximum of 75 points towards the team's sweepstakes score.
2. Each One Act entry will receive up to 50 points per judge, 150 points total, toward sweepstakes.
3. At the state level, only the school's top 3 highest-scoring pieces in all of their events (humorous monologues, pantomimes, etc) will count towards their sweepstakes score (in addition to the One Act score). Even though in some events, they could possibly have qualified and brought 4 pieces total, only the top 3 pieces will count towards the school's sweepstakes score. Therefore, at the state level, a perfect sweepstakes score would be 1500 points. At a Region meet, because all four pieces in each category from each school can be counted towards Sweepstakes, a perfect score would be 1950.
4. 1st and 2nd Place will be awarded for sweepstakes at the state level.  
**NOTE:** Make sure and deduct the appropriate time violation penalties as described in the individual event and one-act play "Time Penalties" sections above.

## THE TABULATION ROOM

### What does it look like?

1. The tab room at state meets must include the following personnel:
  - A. Meet Director
  - B. Tabulation room assigned and paid workers
2. **NO TEACHERS** are allowed in the tabulation room.