COMPETITION DIRECTORS MEETING
August 2018

❑ Competition Packet Contents
  o Masters (for you to make copies) – can be found at www.uhsaa.org
    ▪ UPDATED Judging/Penalty/Difficulty/Declaration Sheets (Military, Dance & Kick)
    ▪ Master Sheets
    ▪ Auxiliary Routine Score Sheets
  o Region Competitions ONLY
    ▪ Region Competition Declaration Form
  o Judges Evaluation Form – for Competition Directors
  o Sportsmanship & Scoring sections of the UHSAA handbook

❑ Judges
  o Region Competitions
    ▪ Meet with your region coaches EARLY to submit “Judge Requests” to Kellie in time.
    ▪ You will be emailed a list of nine (9) judges for each region and what they are expecting to be paid (judging fee and mileage).
      • Arbiter Pay
      ▪ The head judge will be assigned by the arbiter.
      ▪ Make arrangements ahead of time for someone to call Drill Down.
        • If this person is a judge they usually get an extra $10.00.
  o Invitational Competitions
    ▪ Invitational competition directors are responsible for hiring their own judges. ONE new judge should be hired per panel. UHSAA asks that you do the following:
      • Do not have a state routine (FINALS) judge work the same classification they will be judging at the state competition (6A, 5A, 4A, 3A, 2A or 1A).
      • State penalty judges are encouraged to judge the same classification as they will be judging at state.
      ▪ Email a finalized list of your judges to Jan Whittaker at UHSAA via the Competition Director Planning Sheet.
      • Hire a dedicated “Scanner” (not the tabulator) to scan all MILITARY and DANCE score sheets.
        ▪ Invitational olds should plan to purchase a scanner that is capable of doing two-sided scans, or make sure one is available to borrow one for their event.
        ▪ Scanned score sheets should be organized into specific judge folders.
          • Judges folders should be emailed to Jan Whittaker at the same time the Competition Director Planning Sheet is.
      • All sanctioned UHSAA competitions must use a certified competition director, five (5) certified routine judges, three (3) certified technical judges, one (1) difficulty judge (for applicable categories) and a certified tabulator in all classifications. Five routine judges are not required in the solo category. When teams compete facing both sides of the gym, there should be three (3) certified technical judges on each side.
      • Only eligible members of high school drill teams may compete in the solo competition.
      • OUTSIDE FOOD and DRINKS: Teams should be allowed to bring in small amounts of food/water to get them through the day.
        ▪ All solo/auxiliary divisions must follow the same rules as the state competition categories. Any violations must be penalized accordingly.
      ▪ Make sure ticket takers know all UHSAA passes need to be accepted for admission.
  o Review Protest Format in Handbook
  o Don’t allow teams to have stunts/movement approved by ANY judge the day of competition (especially just before the competition begins).
    ▪ Questions should be addressed prior to the day of competition.

❑ Tabulators
  o A list of certified UHSAA tabulators will be made available to you. ALL competition directors are responsible for hiring their own certified tabulator.
  o Make sure you know where the tabulator will set up and make arrangements for either you or the tabulator to bring/supply what they need (computer, printer, paper, copy machine, table space, etc.)
  o Assign a dedicated runner to the tabulator. Make sure he/she knows that is their primary job (don’t watch the competition unless given permission by the tabulator).
- **Budget**
  - **MONEY IS TIGHT!!!**
    - Regions competitions are becoming too expensive to run and are on the verge of extinction! We need to cut costs.
      - No more judges or coaches/team gifts or expensive meals!
        - However, if your region does approve meals for officials, let the judges and tabulator know so they are prepared.
    - **Make sure you get the budget approved by your region before you spend anything!**
      - Don’t forget to include your pay as the competition director.

- **Host School**
  - Make arrangements to visit the host school and meet the administrators, custodians, athletic director, etc.
    - **ARBITER PAY** – Be sure to communicate with the right people on setting up an event, entering judges pay, etc.
      - It is your responsibility as the CD to make sure your people get paid (don’t send them somewhere else if there is an issue).
  - **MAKE SURE YOU CLEAR ALL MAJOR CHANGES WITH THE REGION ADMINISTRATOR** (line ups, practice times, etc.)
  - Decide where everything is going to go.
    - Keep coaches, judges, and tabulators apart from each other when possible.
    - See for yourself where the best place to line-up props, put team rooms, tabulation room, hospitality room, etc.
      - Make sure there aren’t any obstacles (middle bars on doors, etc.).

- **You MUST hold a COACHES and JUDGES meeting prior to the start of the competition.**
  - **Tie Breaker Rule**
    - Go over handbook instructions.
    - There should NEVER be any form of discussion between judges on who will win the tie. Everything should be done confidentially and without outside influences.
  - **Sportsmanship Rule**
    - Go over handbook instructions.
    - Know ahead of time who is on the Tournament Committee (make sure they know too) and have them readily available during the competition.
      - Members of the Tournament Committee may include, the competition director, tabulator, host school principal, host school athletic director, etc.
  - Review THINGS TO REMEMBER with coaches prior to the competition.
  - Review Competition Director, Judge, and Tabulator PROTOCOL with all involved parties prior to the competition.

- **Role of the Competition Director:** The role of the competition director is to run a well-organized and safe competition. Every precaution should be taken to put the athletes’ safety and well-being first. It is never appropriate for a competition director to get involved in judging discussions or decisions. Any competition director who tries to influence judges to assess or not assess penalties, may be put on a probationary status and/or lose sanctioning privileges.

- **Submissions & Deadlines** (send, email or fax all to UHSAA attn. Jan Whittaker)
  - Region Judge Requests (to Kellie) – by midnight on the first Friday in November (2nd)
  - Competition Director Planning Sheet – shortly after completion of competition
  - Region Competition Declaration Form – by midnight on Saturday, January 26, 2019
  - Region Tabulation Sheets - by midnight on Saturday, January 26, 2019

- **Questions**
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  - Jan Whittaker – jwhittaker@uhsaa.org / UHSAA #: (801) 566-0681