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## DANCE COACHES PACKET 2023 KSHSAA GAME DAY SPIRIT SHOWCASE NOVEMBER 17<sup>th</sup>, 2023

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The 2023 KSHSAA GAME DAY SPIRIT SHOWCASE COMPETITION is only a few weeks away and we are thrilled that you have decided to be a part of this year's event in Topeka! This is the final information packet you will receive before your arrival for the showcase. Please read the information carefully, and be sure to pass along to all admins, parents, spectators, bus drivers, and any other group members who will be attending the event. This will help ensure that everyone is informed as to all aspects of the event.

All KSHSAA competition information, rules & score sheets are located on the [KSHSAA Spirit website](#).

Most of the questions you may have can be answered in this information.

### **BAND GROUP: 2023 KSHSAA GAME DAY SPIRIT SHOWCASE**

- ALL COACHES MUST JOIN THE BAND GROUP as event related information will be communicated through the BAND group on-site during the event.



#### 2023 KSHSAA Game Day Spirit Showcase

Used for notifications and updates before and during the KSHSAA Game Day Spirit...

**Scan this QR code and join!**

Enclosed in this final packet you will find information regarding:

- Event Check-in
- General Policies and forms
- Event & Venue Information
- Performance and Practice Areas
- Scores and Awards
- Maps and Extras
- Team Travel Source
- Clear Bag Policy
- **NEW** Special Viewing "Fan Zone"

If you have any questions prior to the competition, you may contact **Erika Severs** at [Esevers@varsity.com](mailto:Esevers@varsity.com)

We look forward to seeing you and your team in Topeka!

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## CHAMPIONSHIP LOCATION

Stormont Vail Event Center  
One Expocentre Drive  
Topeka, KS 66612

### TEAM TRAVEL SOURCE (TTS)

To simplify your travel to the KSHSAA Game Day Spirit Showcase, we are working with Team Travel Source to provide information about available hotels and discounted rates. Click [HERE](#) to utilize this resource. More information is included at the end of this packet.

This service is available to **BOTH** teams and spectators. *Booking your hotel stay through TTS is NOT A REQUIREMENT, simply a resource for your team if needed.*



### TOP 5 REASONS TO BOOK WITH



**1** TTS offers a lowest rate guarantee!



**2** Guaranteed room types!



**3** All team members can easily stay in the same hotel - together!



**4** It's a WIN for everyone!



**5** TTS offers the best service in the industry!

Booking with Team Travel Source will grant you easy access to GREAT RATES AND ALL HOTELS in the area surrounding the competition venue!

We will provide your teams & attendees:

Rooms for your groups **NOW!**

Reserve a block of rooms at **ANY TIME for WHOLESALE RATES!**

Enter your needs and get options **INSTANTLY!**

Choose from **MULTIPLE HOTEL BRANDS in ALL LOCATIONS!**

**CLICK HERE TO BOOK!**

Any questions?

[cheer@teamtravelsource.com](mailto:cheer@teamtravelsource.com)

Call or Text 502.354.9103 ext. 1 for TEAM BLOCKS

# TICKETS & PASS GATE

[DOORS OPEN TO SPECTATORS](#) at 7:30 AM

## EVENT TICKET PRICES

ONLINE TICKET PRICES		WALK-UP TICKET PRICES	
<i>*Convenience &amp; Other Fees Will Be Applied*</i>			
Pre-K and Younger:	FREE	Pre-K and Younger:	FREE
Students (K-12):	\$11	Students (K-12):	\$11
Adult:	\$16	Adult:	\$16
<b>*NO PARKING FEE*</b>			

## TICKET PRE-SALES

Will be available through **Ticketmaster** and will go live on **Tuesday, November 2<sup>nd</sup> at 10 AM.**

- [Click here to purchase tickets for FRIDAY](#)
- [Click here to purchase tickets for SATURDAY](#)

The link to purchase tickets will also be posted on the **KSHSAA Spirit website**, in the **BAND** group, and **emailed out by KSHSAA** to all participating coaches and administrators. Spectators attending **both** competition days must purchase separate tickets (one for Friday and one for Saturday).

## ON-SITE TICKETS

Must be purchased at the box office located on the northeast corner of the venue. The Box Office will continue to accept cash as a form of payment for ticket purchases, as well as debit, credit, and mobile payments. Arrive early to avoid lines, bags will be checked. See below for information regarding venue rules and clear bag policy.

## GROUP TICKET SALES (FOR STUDENTS ONLY)

- A **minimum order of 10 tickets** is required to purchase group student tickets.
- Call the Box Office at **785-251-5522** to inquire about purchasing options.
- For any additional questions regarding group student tickets or payment options, call the box office at the number above.

## PASS GATE

- Participating school **Superintendents, Principals, Athletic Directors, Activities Directors, and Bus Drivers** may pick up their wristbands at the Pass Gate table (**Refer to Maps**).
- **Student school photographers** must check in at the Pass Gate and will be allowed access to floor with KSHSAA Student Media Pass.
- **Game Day Participating squads** will be allowed in on the pass gate to watch and support their other school squad on their **non-participation day** with the following stipulation:
  - Squad members (only) must be with their coach(es) as the team enters the SVEC and must go directly to the KSHSAA Administration Pass Gate table to be checked in and receive wristbands and further instructions. They must sit in the stands and are not allowed on the floor or in the exhibition hall warm up area.

# STORMONT VAIL EVENT CENTER RULES & REGULATIONS

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All individuals must adhere to [Stormont Vail Events Center Rules and Regulations](#):

**All individuals will be required to go through metal detectors security checkpoints.**

## CLEAR BAG POLICY

There is a **CLEAR BAG POLICY** in place. All persons entering the facility must have a clear, clutch type bag that will be searched by security.

- Clutches and wallets (don't have to be clear) may not exceed **9" x 5"**. Anything larger must be clear.
- Clear bags may not exceed **12" X 6" X 12"**.
- Cameras and any camera bags (for media) will also be searched (please show media credential). No tripods are allowed. Please plan to arrive early as there will be some delay in entering.
- Please see the Event Day Guide and Clear Bag Policy Flyer included in this packet.

## ADDITIONAL RULES

- No coolers or outside food or drink are allowed in the facility, except for participating squads who may bring a cooler into the designated warm up area with healthy food and drink.
- Fans are not allowed on the arena floor at any time during the event including the conclusion of all awards ceremonies. The only exception is for the spectators choosing to partake in the Special Viewing "Fan Zone" experience. **See page 10 for more details.**
- No artificial noisemakers are allowed in the facility.
- Weapons: knives, pepper spray, guns or anything that is deemed dangerous is not allowed.
- Fans are allowed to bring in signs, but they cannot be on sticks.
- No Helium filled balloons or confetti is permitted in the facility.
- No spirit props, balls, t-shirts, or any other item may be thrown out to the crowd by spirit groups.

## HOW DOES THIS APPLY TO TEAMS?

- Teams will be allowed to bring their backpacks and prop bags.
- **NEW THIS YEAR:** All participating teams will be required to go through a security checkpoint.
- There will be two checkpoints dedicated to teams located inside the designated team entrance doors (**Refer to Overview Map**).
  - Participants and Coaches may walk through the metal detectors with their bags and props.
  - Only if the metal detector is set off will a bag be searched.
  - Once a participant and their belongings have successfully passed through the security checkpoint, their bag is allowed to go with them throughout the venue including the team seating area. Essentially, unlike last year once an athlete or team individual leaves the practice / performance area they do not have to adhere to the clear bag policy.

## TEAM SEATING

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The designated Team Seating area will be in the same sections as it's been in previous years (115, 116, 117). However, the staircase connected to the Practice Room will **NOT** be accessible. To access the Team Seating area, participants must exit out the Practice Room by the main entrance, go upstairs to the main concourse, and walk around. As described above, once a coach or athlete has successfully passed through the security checkpoint, they are allowed to bring their bag and go upstairs without having to go through another security screening.

## 1A – 4A TEAM EXIT (Refer to Map)

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After completion of the **QUALIFYING Rounds**, ALL teams must report to the Arena floor (including those sitting in the designated Team Seating Area). Teams should leave their belongings in Exhibition Hall. However, no bags or items may be left unattended in the designated Team Seating area.

### Teams NOT advancing to the Finals Round:

- Will return to the Exhibition Hall to collect their belongings and return to Landon Arena. From there, Event Staff will guide and usher non-advancing teams through the tunnel under the West bleachers which leads to the exit doors on the Southeast side of the arena (opposite of the practice room). Buses and family members should go to the **Southeast side** of the venue to pick up athletes.
- If any participants wish to stay and watch the Finals Round, there will be a designated staircase they can use to return to the stands. Event Staff will be stationed to guide those up the appropriate staircase.

### Teams ADVANCING TO FINALS:

- **Coaches** will need to report to the Score Sheet Distribution Table located next to the judges stand to draw for the order of performance.
- **Athletes** will need to immediately return to the Practice Room to prepare for their Finals Round practice.

After the completion of the **1A-4A Finals Round AWARD CEREMONY**, all teams will exit the same way as described above for the non-advancing teams.

## 5A-6A TEAM EXIT

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After completion of both the **QUALIFYING Round and the FINALS Round**, teams may leave out either the main entrance connected to the practice room or the Southeast Doors to meet their busses, parents, etc.

## CONCESSIONS & MERCHANDISE

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### CONCESSIONS

Concessions will be available on-site in the main concourse on the second floor. All concession stands will be CASHLESS. Acceptable forms of payment include debit card, credit card, or mobile device.

Concessions will NOT be available in the Exhibition Hall, so any participants wanting concessions must go upstairs.

### MERCHANDISE

- Merchandise will be available for purchase on-site the day of the Showcase
- All merchandise sales will be CASHLESS
- No pre-orders for merchandise are available for the 2023 event

# EVENT CHECK-IN

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## EVENT CHECK-IN

A representative from each team must check-in at the on-site Registration desk prior to your team's first performance. Registration will be in **the lobby area of the Exhibit Hall (Refer to Map)** and will begin at **7:30 AM on Friday, November 17<sup>th</sup>**. Coaches will also receive their credentials. Please print the order of performance prior to arrival if you wish to have a paper copy.

### 1. REGISTRATION PAYMENT

- To check the status of your payment on MyVarsity follow the instructions [in this BAND post](#).
- If your payment has NOT been received, please contact Erika Severs.

### 2. NEW DIGITAL WAIVERS

- Everyone attending select competition events will now complete a digital waiver, as opposed to a physical waiver.
- The link to the waiver is available on your [MyVarsity account](#). You should only share the link with attendees assigned to the specific registration number since the form's information is unique to each specific team and event.
- All waivers must be completed **at least 3 days prior to the event**.
- Both the waiver template and link to the waiver are unique to your registration and are prepopulated with your team's name, registration number, and competition you are attending.
- **Tracking Your Team's Digital Waivers**
  - o You will be responsible for sharing your team's waiver link with parents/ guardians, athletes 18 years of age and older, and other adults attending competition.
  - o Simply copy the red text link **"Release and Waiver Form"** (located on your MyVarsity Competition Registration).
  - o Paste the link in your email or BAND message to parents.
- You will also be able to see the names of all team members who have completed their waivers on and track the total waiver count.

All athletes and coaches must have a digital waiver on file prior to your first scheduled practice. Anyone registered with the team and does not have a waiver completed will NOT be allowed to practice or compete.

**NOTE: Paper Waivers will NOT be accepted.**

### 3. PROOF OF MUSIC LICENSING

- Please refer to the [KSHSAA Game Day Rules & Regulations](#) for additional Music Guidelines (**Page 2-3**)
- Teams must be able to provide proof of licensing, in the form of a printed copy, during registration at the event. This may include:
  - o **Clementune** – Provide team's invoice from camp.
  - o **Authorized Provider (iTunes, Amazon, etc.)** – Provide screenshot of the song you are using from your purchased playlist.
  - o **Music Provider** – Provide a printed copy of proof of licensing.
  - o **Recording of your school's original fight song** – A letter granting permission for the cheer or dance team to use the fight song on school letterhead is enough. It should be signed by your program's administrative supervisor.
  - o **Recorded Band Music playing a SINGLE Musical Composition** -
    - If your school band has recorded a song for your team to utilize during competition, you will

- need to show a Compulsory License or Mechanical License that allows you to use the recording.
  - If your Band Director cannot provide this for you, please follow the instructions on the [Quick and Easy Licensing document](#)
- If a team does not have the required paperwork, they will be given the option to count the routine verbally or perform to an approved track of music or a track with counts.
- If a team does not have the required paperwork and chooses not to count the routine verbally or perform to the approved track of music or a track with counts, the team will be disqualified.

## SCHEDULE, PRACTICE & MUSIC

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### PERFORMANCE ORDER

Please refer to the [KSHSAA Spirit website](#) for the most up-to-date schedule link. The performance order link will be updated on the KSHAA website should any changes occur. Any updates will be communicated through the BAND. Please print the order of performance prior to arrival if you wish to have a paper copy.

### DRESSING ROOMS AND PERSONAL BELONGINGS

Locker rooms will NOT be available, but restrooms will be. It is expected that teams arrive game day ready and in uniform. KSHSAA and Varsity accepts no responsibility for lost or stolen items. We recommend that each team designate someone to keep an eye on its possessions. **Labeling your speakers, props, and belongings with your school's name is highly encouraged.**

### PERFORMANCE AREAS

All teams will compete on a full Marley performance floor:

- 10 panels of vertical Marley strips (55' x 40'). Center will be marked on the performance floor & practice floors. Marley strips will be laid vertically orientated towards the front on top of concrete flooring.

### PRACTICE AREA

The practice venue is in the **Exhibit Hall**, same location as Team Check-In. If you miss your practice time, you are not guaranteed another opportunity to practice in the designated area.

Only team members, Coaches, and Pass Gate Administrators may enter the practice area. **Family members and spectators will NOT be admitted to the practice area or on the Arena floor.**

A high-quality sound system will be provided for teams with music on mp3. **Coaches need to bring their own dongle connector.**

### BREAKDOWN OF PRACTICE TIMES ON THE PERFORMANCE ORDER

#### Practice Check-In:

- Will be approximately **20 minutes prior** to your performance time.
- This is **not** your mat time. When you check in, you will be given instructions/reminders from staff and directed to your assigned mat so that your team is prepared to begin immediately following the next rotation.

4:30 minute Rotations				
Practice Check In	Warm Up	Mat	Mat Time	Backstage
8:11 AM	8:16:00 AM	A	8:20:30 AM	8:25:00 AM
8:11 AM	8:16:00 AM	B	8:20:30 AM	8:25:00 AM

### Warm Up Time:

- This is your first mat rotation. You will have 4 minutes and 30 seconds to warm up skills, stretch, etc. This station will have **3 strips of Marley floor**.

### Mat Time:

- This is your second mat rotation. You will have 4 minutes and 30 seconds to utilize the **FULL FLOOR** (10 strips of Marley floor) and prepare for your performance time.

### Backstage/On Deck:

- After your second mat rotation you will proceed to backstage.
- Coaches and alternates will be directed to proceed to **music table on deck** upon arriving backstage.

## PERFORMANCE MUSIC

All teams will either need to supply their music on an iPod / MP3 music player. **All coaches must bring their own DONGLE adaptor** to connect it to the aux cord attached to the sound systems provided in the practice room. CDs are NOT allowed.

**DIGITAL MUSIC**– You will be able to plug your device directly into the sound system to play your routine music. As a reminder, Coaches and Alternates will be directed to proceed to Music Table On-Deck upon arriving backstage.

Be sure to follow these steps below prior to your performance:

### MP3 SET UP

1. Take your device **OUT OF THE CASE**
2. Plug **YOUR DONGLE** into your device
3. Have your **MUSIC PULLED UP**
4. Make sure your device is in **AIRPLANE MODE**
5. Turn your **VOLUME UP** to 100%
6. Plug in your phone and dongle into the **AUX** provided
7. **CHECK VOLUME AGAIN AFTER PLUGGING IN**
8. Good luck 😊



## COACHES BOX

- Up to 4 Coaches and 1 Administrator will be allowed in the Coaches Box.

## MUSIC TABLE

- A coach or team representative (1 person ONLY) MUST remain at the music table to push play and manage the music.

## ALTERNATES BOX

- Any additional Coaches, Alternates, or Administrators will be required to stand in the designated Alternates Box area for the duration of the routine.
- This area will be located 10-20 yards away from the Coaches Box/Music Table area.



# SCORESHEETS, AWARDS & PHOTO

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## SCORE SHEETS

Once your team has completed each qualifying performance, one coach will stay next to the judges' stand until they receive the **safety and time score sheet**. This will take place following every performance apart from Finals.

**Score sheets** from the **QUALIFYING ROUND** will be available after your division finalists are announced and may be picked up at the **Score Sheet Distribution Table** located next to the Judges Stand. Score sheets from the **FINALS** round will be distributed to the finalist teams following completion of the competition.

Only one coach per team should come to Score Sheet Distribution Table to pick up and sign for their team's score sheets. Rankings will be posted on the KSHSAA website following the event.

To view the score sheets and rules, please click on the below links:

- [DANCE SCORE SHEETS](#)
- [DANCE RULES](#)

## AWARDS

- Championship Team trophy, Runner-up Team trophy, 3rd Place Team trophy for each of the 4 classifications for Dance.
- Individual medals will be awarded by KSHSAA to the top 6 Dance teams in each of the 4 classifications as per the maximum (one coach medal is provided):
  - 1A-3A= 21 medals, 4A= 31 medals, 5A= 31 medals, 6A= 31 medals
- Schools that would like to purchase additional medals may do so by contacting the KSHSAA.

## GAME DAY PHOTOGRAPHY

Participating coaches and students are encouraged to take as many photos as you like in front of the replica backdrop that will be set up in the warmup area.

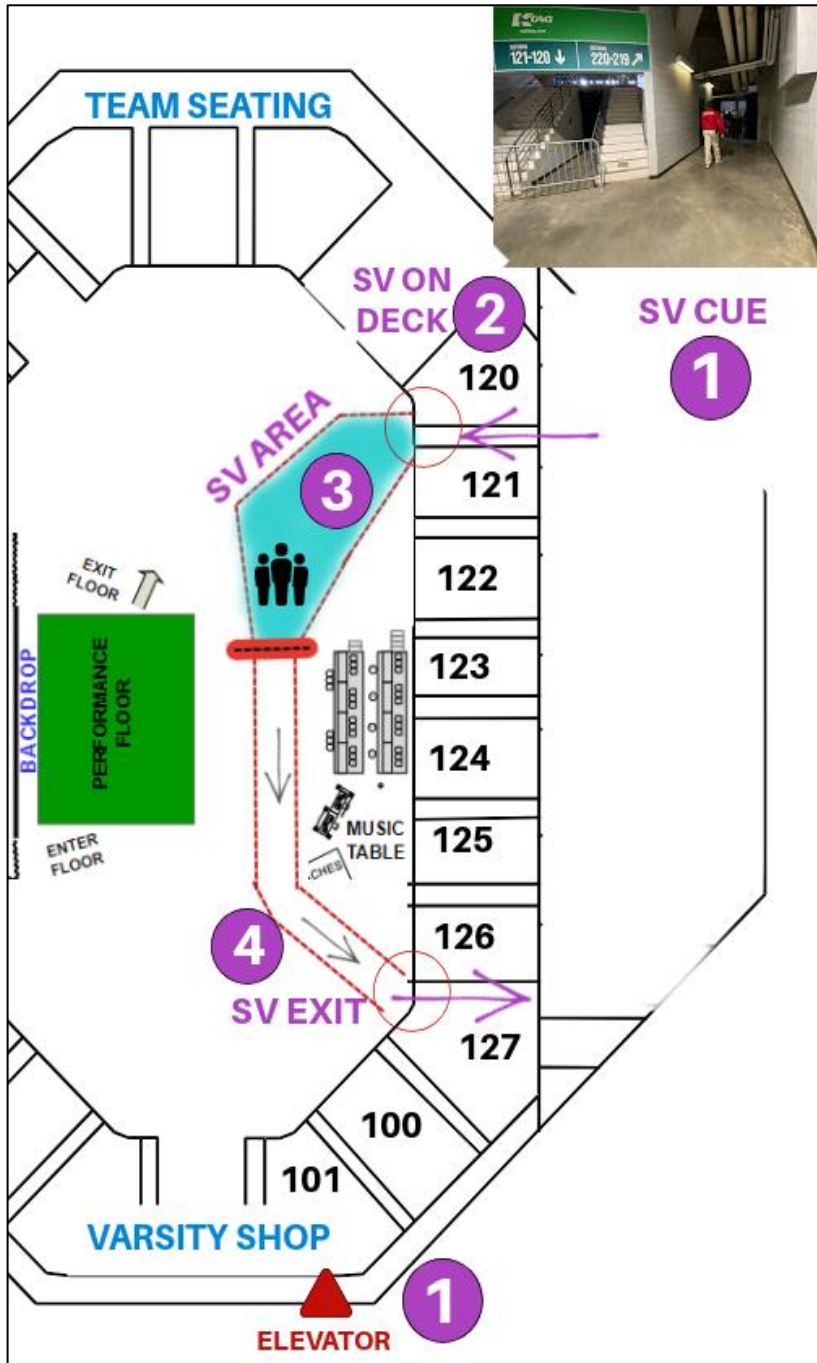
Neither the KSHSAA nor Varsity Spirit has a contracted event photographer. If you receive emails from photography businesses, these are not contracted for our event. All business photography must be done off site.

Because we take the safety and security of our participants seriously, our policy is to protect your privacy and that of all participants. Still cameras with telephoto or zoom lenses will not be allowed during performances by unauthorized personnel/officials. **NO TELEPHOTO/ZOOM LENSES ALLOWED.**

# NEW | SPECIAL VIEWING “FAN ZONE”

(Finals Round ONLY)

The Special Viewing or “Fan Zone” experience will take place in the **FINALS ROUND ONLY**. The Fan Zone experience is NOT required. If you wish to remain in your seats in the stand, you can. After the Finalist teams have drawn for the Order of Performances, both the video board and the announcer will share the order in which teams will compete. From there, how does the Fan Zone work? Follow the numbers on the map below to the descriptions on the right for a step-by-step of the process:



1) **10 MINUTES** Prior to your team’s performance time, friends and family that wish to watch their team in the Fan Zone area, will need to make their way to the **Northeast corner** of the concourse (**by Sections 121-120**). Event Staff help everyone get lined up in the appropriate group (on deck, in the hole, etc.). If elevator access is needed, a Varsity Event Staffer in the NE concourse will need to escort the individual(s) to the elevator on the South side. The event staffer will guide the individual(s) to the blue area on the map

2) When your team is **ON DECK**, Event Staff will usher your group FROM the concourse, to be seated in **Section 120**.

3) As the team performing wraps up, the **ON DECK** group will be cued to move down the stairs and onto the floor. The blue area is the **ONLY** area on the floor that friends and family can watch and cheer on their team. Why can’t they watch from the center? Because the judge’s viewpoint may be obstructed by the fans.

4) Immediately after your team’s performance concludes, the Event staff will quickly usher the group through the path towards the Special Viewing Exit. Everyone will exit by going up the stairs between Sections 126 and 127.

# OVERVIEW MAP |

(Pre-Renovation) Same Concept



Team Exit & Bus Pickup

Spectator Entrance

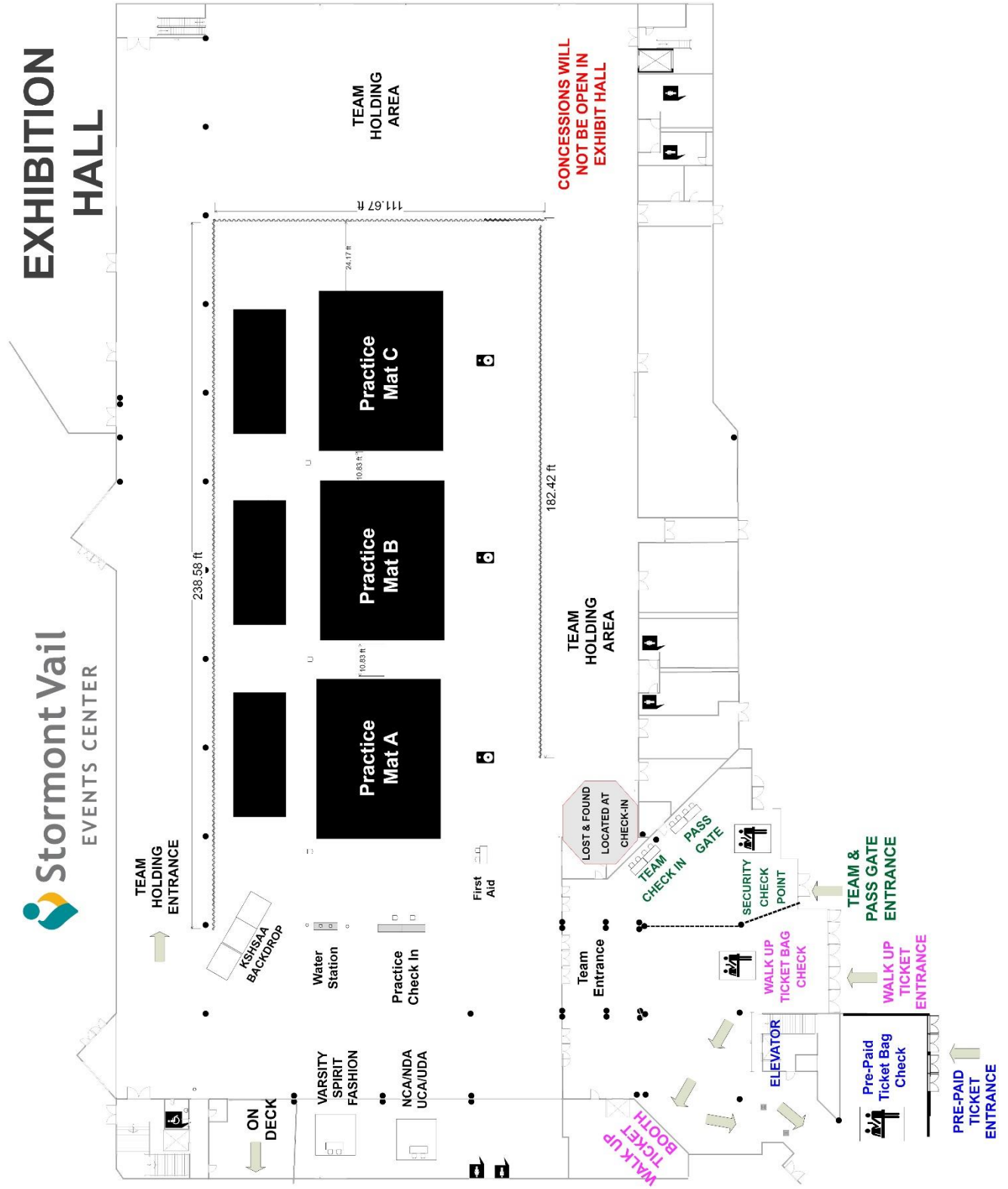
Team Bus Drop-off

- Team Registration
- Pass Gate
- On-site Ticket Sales

# OVERVIEW MAPS

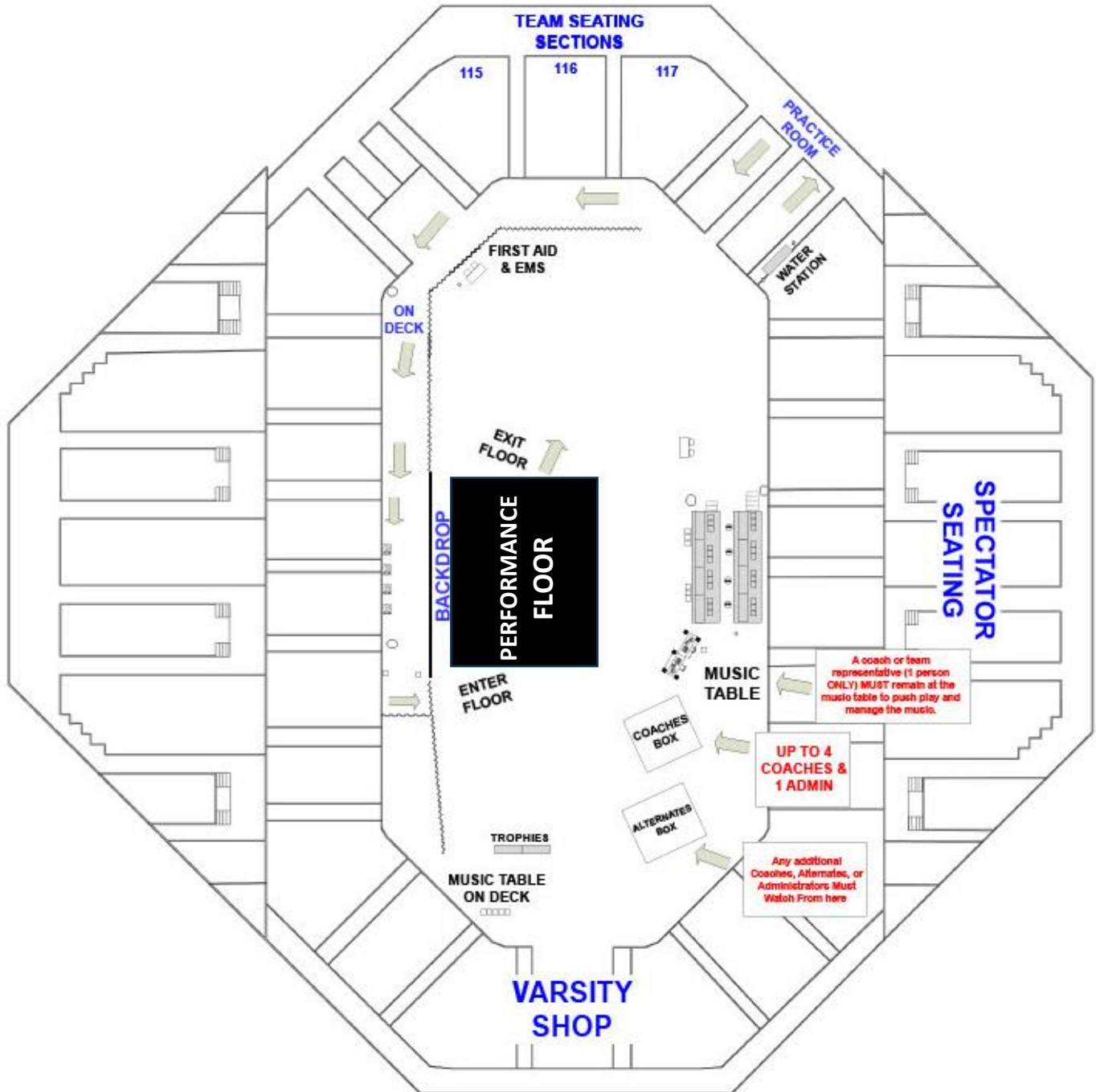


# PRACTICE ROOM

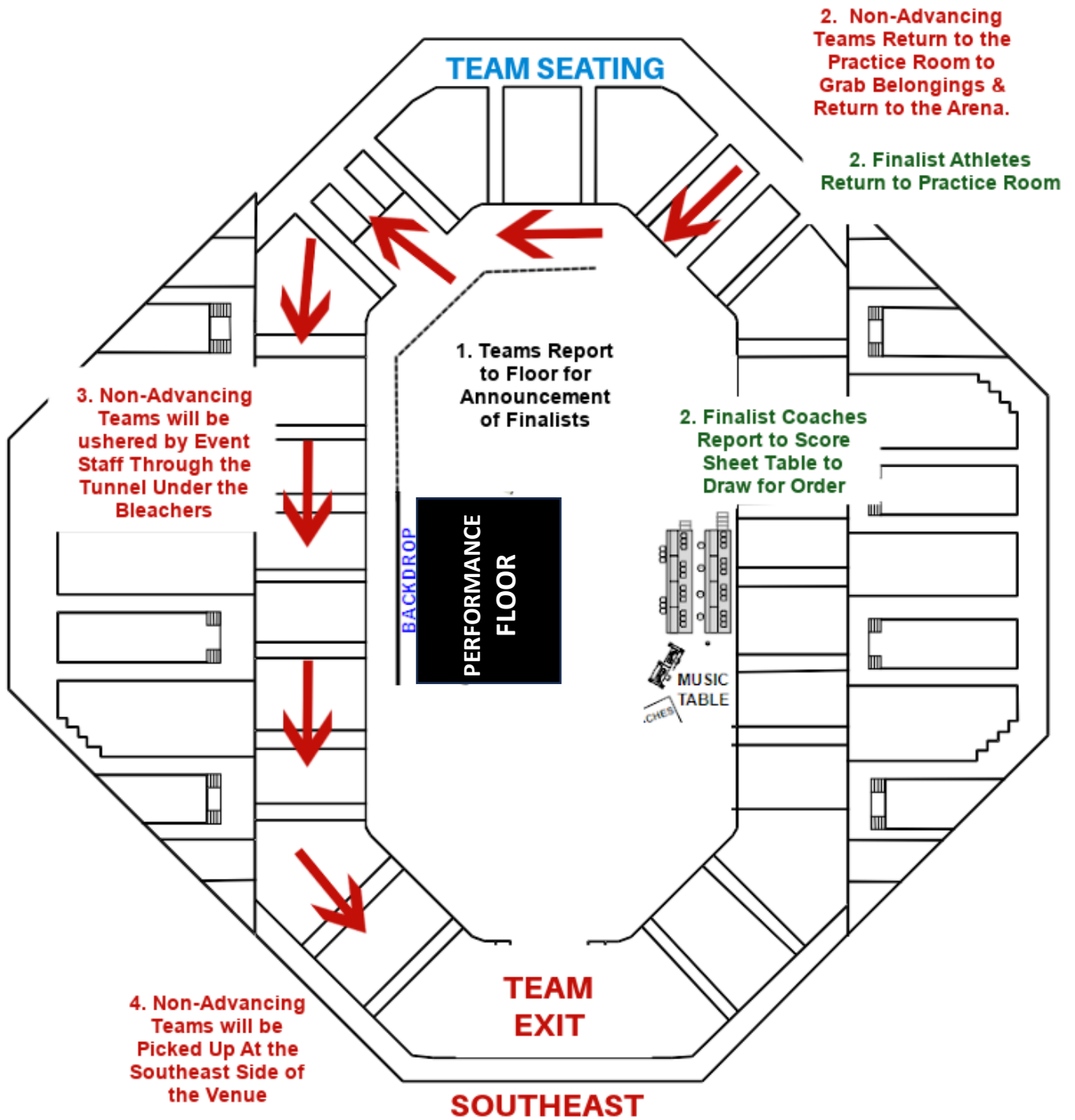


# PERFORMANCE FLOOR | Landon Arena

**NOTE: THE LAYOUT IS FLIPPED**



# 1A – 4A TEAM EXIT



# CLEAR BAG POLICY



## APPROVED BAGS



**CLEAR TOTE BAG**

CLUTCHES & WALLETS  
CANNOT EXCEED  
9"x5"

**DIAPER BAGS PERMITTED**  
ONE DIAPER BAG IS PERMITTED FOR FAMILIES  
WITH SMALL CHILDREN

## PROHIBITED BAGS INCLUDE, BUT ARE NOT LIMITED TO:



**BACKPACK**



**SEAT CUSHION**



**BINOCULARS CASE**



**CAMERA CASE**



**PURSE**



**OVERSIZED  
TOTE BAG**



**MESH BAG**



**FAMILY PACK**

**AN EXCEPTION WILL BE MADE FOR MEDICALLY NECESSARY ITEMS AFTER PROPER INSPECTION AT THE FRONT DOORS. PLEASE LIMIT THE NUMBER OF ITEMS YOU BRING TO THE ARENA ON EVENT DAYS.**



# EVENT DAY GUIDE

## Stormont Vail EVENTS CENTER Event Day Guide

### The following acts or types of behavior will not be tolerated (list is not all inclusive):

- Behavior that is unruly, disruptive, or illegal in nature.
- Fighting, taunting, or any action that may harm or endanger others.
- Intoxication or other signs of alcohol and drug impairment that results in irresponsible behavior.
- Abusive or vulgar language, obscene actions or gestures
- Failure to follow instructions of event staff.
- Any other act or behavior that in the judgment of event management poses a threat to other patrons or diminishes their enjoyment of the event.

### Security Information

#### Prohibited Items:

- Guns
- Knives
- Pepper spray
- Tasers
- Tools
- Weapons/items deemed dangerous by the venue.
- Inflated balls
- Bags larger than 9" x5" unless clear.
- Balloons
- Coolers or containers, including but not limited to Yeti drinkware (excluding items for a young child).
- Food and beverages if concessions is open (excluding items for a young child or medically necessary)
- Laser pointers
- Explosives
- Fireworks
- Illegal drugs/ alcohol taken in or out
- Laptops
- Professional cameras are allowed with one lens only if the type of event permits
- Camera bags
- Tripods
- Selfie sticks
- Pets
- Noisemakers
- Umbrellas
- Other items that in the judgment of event management pose a safety hazard or diminish their enjoyment of the event

### Security Information Cont.

- Smoking is prohibited in all Stormont Vail Events Center buildings. This includes vapes and the use of e-cigarettes. Smoking section is typically outside on the southwest entrance.

No clear cups or alcohol cans may leave the building, but all other food and drink may leave the building

### Important Locations

#### Entrances:

- Northeast- Topeka Blvd., main entrance.
- Northeast Overlook- ADA accessible
- ADA Entrance- floor seating and ADA.
- Southwest- 21st Street/Western.
- ATM: Northeast Overlook.

#### First Aid & AED Locations:

- Landon Arena:
- First Aid: Security office and production office
- AED: Security office and production office

#### Exhibition Hall:

- First Aid: In the glass show office
- AED: on the north wall of the glass show office in Exhibition Hall

#### Agricultural Hall:

- First Aid: Large Kitchen

#### Heritage Hall:

- First Aid: Behind the women's restroom in the bridal area
- AED: East wall

#### Doner Arena:

- First Aid: Operations office
- AED: Show office

### Box Office

#### Locations:

- Northeast- always open.
  - ADA entrance- select shows
- #### Ticketing:
- Stormont Vail Events Center uses Ticketmaster for ticketing. Tickets are available through ticketmaster.com, over the phone 785-251-5521, and at our walk-up box office facility.
  - If you have scanner problems radio box office
  - Rejected tickets need to be sent to box office

### Other Information

#### ADA Information:

- Assisted listening devices are available for patrons with a hearing impairment on a first come basis.
- Patrons need to see event staff for further details
- Wheelchairs are available to patrons on a first come basis in exchange for an ID.

- Loading and unloading are at the main northeast entrance on Topeka Blvd.

- Alcohol in Heritage Hall is only permitted outside up to the yellow boundary lines.
- All alcohol for Heritage Hall and Ag Hall must be in prior to the start of the event
- Wi-Fi: TheVail, no password needed