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## DANCE COACHES PACKET 2024 KSHSAA GAME DAY SPIRIT SHOWCASE NOVEMBER 22, 2024

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The 2024 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: 2024 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.

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 Mallory Smith at [mmclain@varsity.com](mailto:mmclain@varsity.com)

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

**Megan Hagaman** | Assistant Executive Director, KSHSAA  
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**Kelsey Adkins** | State Director, Dance  
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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.*

## TICKETS & PASS GATE

DOORS OPEN TO SPECTATORS at 8:30 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**. Once the link is available, you will be able to find it on the [KSHSAA Dance Fan Information page](#). 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 Administration Pass Gate table (**Refer to Maps**).
- **Student school photographers** must check in at the Administration 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 per 10 athletes 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.
- 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.
- 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.

## 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. 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 **NOT** report to the Score Sheet Distribution Table located next to the judges stand to draw for the order of performance. This year this will be executed by Varsity staff.
- **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 2024 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 **8:30 AM**

on Friday, November 22nd. 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 your [MyVarsity account](#).
- If your payment has NOT been received, please contact [Mallory Smith](#).

### 2. 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 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 \(pages 4-5\)](#), the [Quick Reference for Game Day](#) and [Music Licensing Information](#) for additional Music Guidelines for additional Music Guidelines.
- 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 **Clementine** – 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** –
    - If the music piece was WRITTEN/created exclusively for your school and your school fully owns the rights and the recording is your school band performing the song, then you simply need a letter from your administration stating that the school owns the rights to the song, that they are giving you permission to use the song, and that they are giving you permission to use the recording of your band.
    - If the rights to the music piece are not owned by your school, then you need to do the following: Have your band play the song for you using sheet music they have purchased, and then purchase the compulsory license that allows you to record/play it back (see instructions on gaining compulsory license). In this situation you would need to present both of these:

- 1) a copy of the compulsory license and 2) a letter from your administration giving permission to use your band's recording.
- **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.

**Warm Up Time:**

- This is your first mat rotation. You will have 7 minutes 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 7 minutes 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= 21 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.**



# | SPECIAL VIEWING “FAN ZONE”

The Fan Zone experience is NOT required. If you wish to remain in your seats in the stand, you can.

- 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 106-105**). 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.
- 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

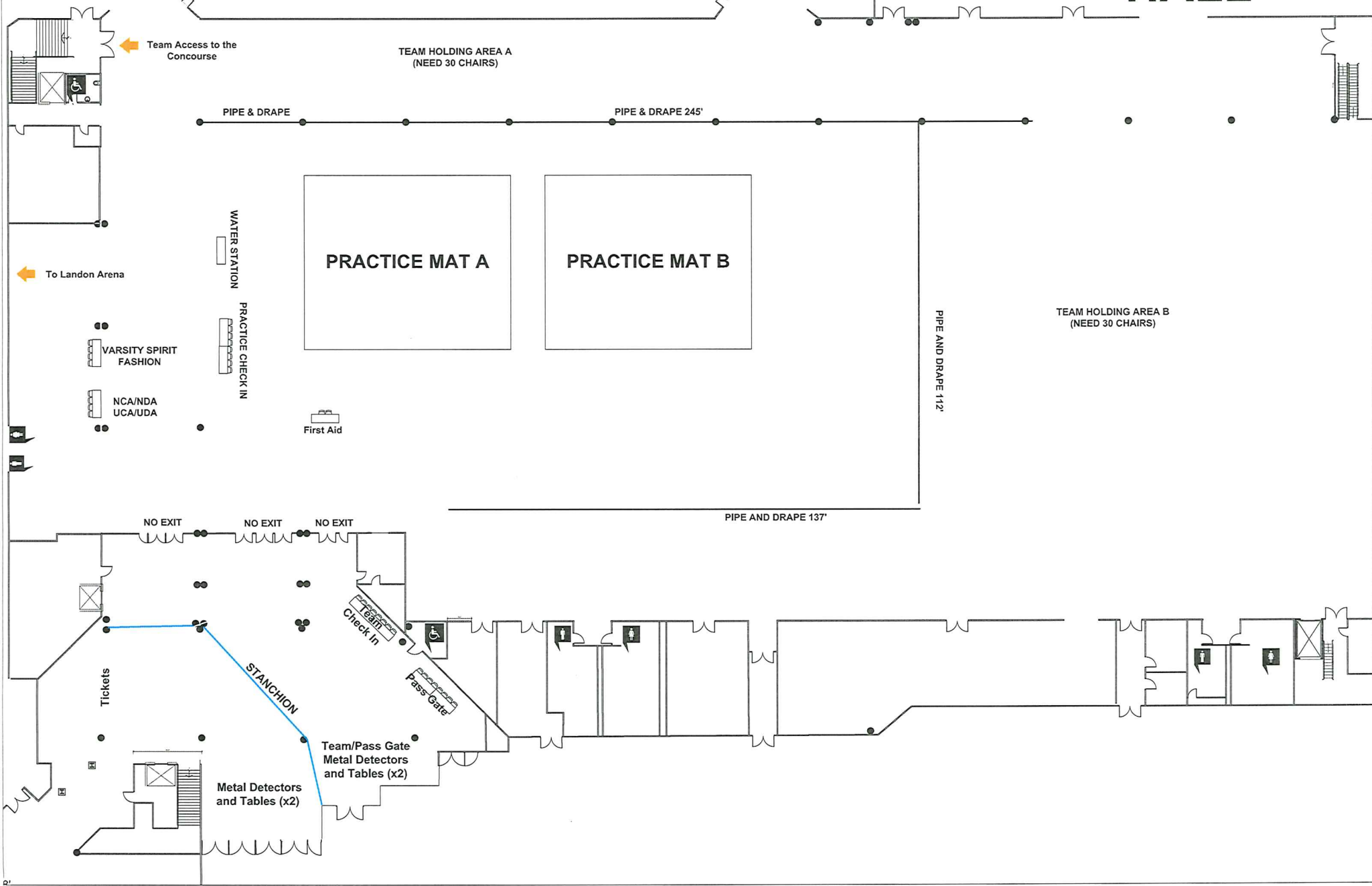
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KSHSAA GAME DAY SPIRIT SHOWCASE  
NOVEMBER 22-23, 2024



# EXHIBITION HALL



Team Access to the Concourse

TEAM HOLDING AREA A  
(NEED 30 CHAIRS)

PIPE & DRAPE

PIPE & DRAPE 245'

PRACTICE MAT A

PRACTICE MAT B

WATER STATION

PRACTICE CHECK IN

To Landon Arena

VARSITY SPIRIT FASHION

NCA/NDA UCA/UDA

First Aid

TEAM HOLDING AREA B  
(NEED 30 CHAIRS)

PIPE AND DRAPE 112'

PIPE AND DRAPE 137'

NO EXIT

NO EXIT

NO EXIT

Preparation  
Team  
Check In

Preparation  
Pass Gate

Tickets

Metal Detectors  
and Tables (x2)

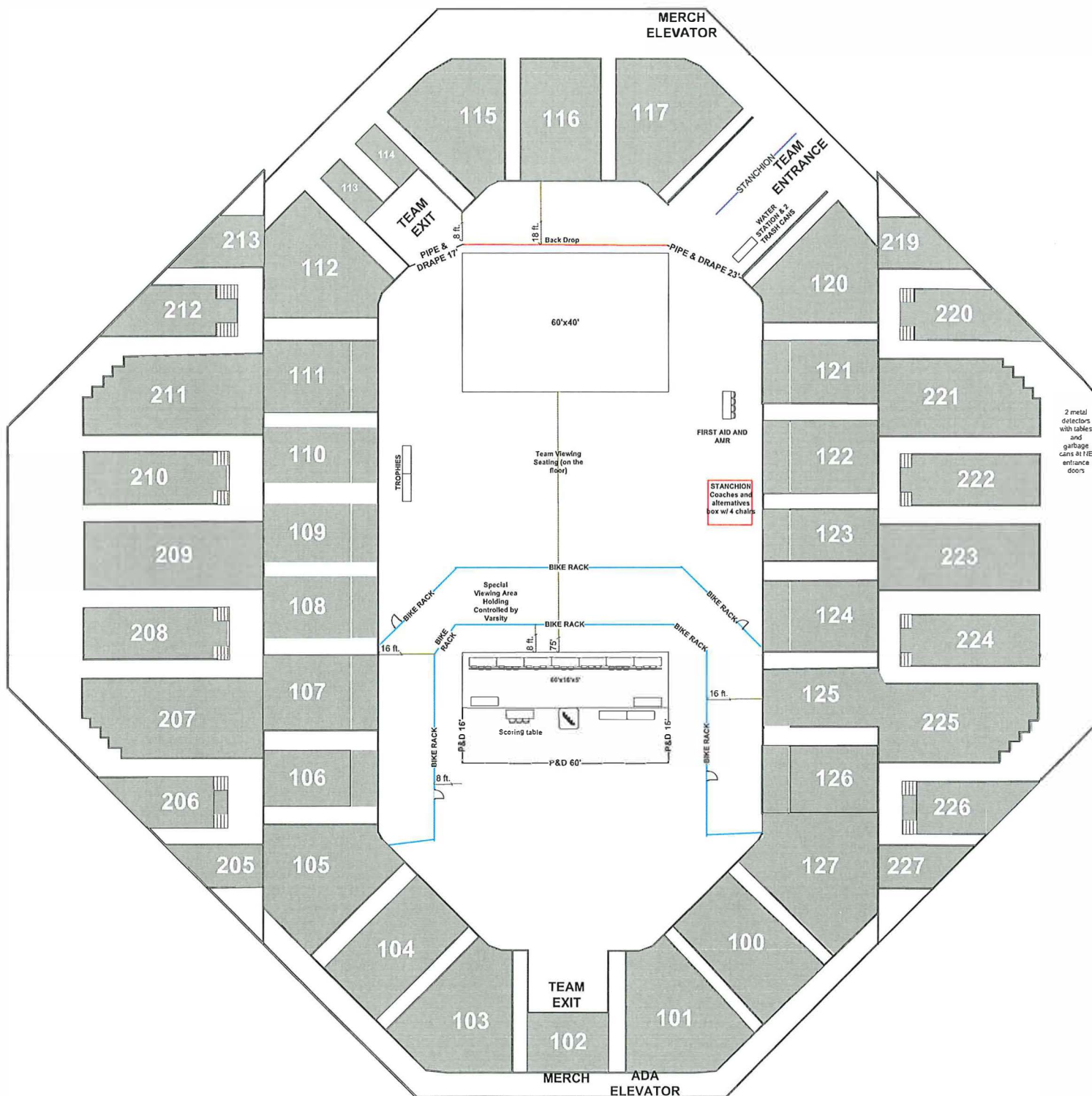
Team/Pass Gate  
Metal Detectors  
and Tables (x2)

STANCHION





KSHSAA Game Day Spirit Showcase  
November 22-23, 2024



# CLEAR BAG POLICY

Stormont Vail EVENTS CENTER

Stormont Vail EVENTS CENTER

## APPROVED BAGS



CLUTCHES & WALLETS CANNOT EXCEED 9"x5"

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

**CLEAR TOTE BAG**

**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.**