



DANCE COACHES PACKET 2022 KSHSAA GAME DAY SPIRIT SHOWCASE NOVEMBER 18th, 2022

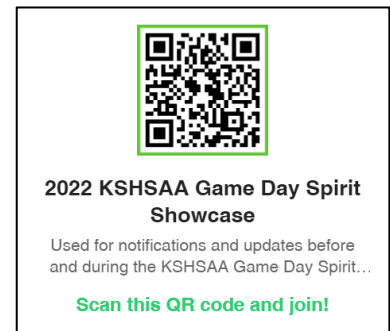
The 2022 KSHSAA GAME DAY SPIRIT SHOWCASE COMPETITION is only a few weeks away and we are thrilled that you have decided to be a part of this year's event in Topeka! This is the final information packet you will receive before your arrival for the showcase. Please read the information carefully, and be 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: 2022 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

If you have any questions prior to the competition, you may contact **Danielle Staley** at Dstaley@varsity.com

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

Craig L Manteuffel | Assistant Executive Director, KSHSAA
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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.*



**Thank you, for registering for
KSHSAA Spirit Showcase!
11/18/2022-11/19/2022**

TOP 5 REASONS TO #WinWithTTS 

| | | | | |
|---|---|---|---|---|
|  1 |  2 |  3 |  4 |  5 |
| TTS offers a lowest rate guarantee! | Guaranteed room types! | All team members can easily stay in the same hotel - together! | It's a WIN for everyone! | 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!**

Team Travel Source is the official housing company for Varsity Events!

[Click HERE to book your hotel rooms today!](#)

If you have any questions, please email cheeranddance@teamtravelsource.com or call us at 502.354.9103, ext. 1 for TEAM BLOCKS.
We look forward to working with you!

**TEAM TRAVEL SOURCE** | **OFFICIAL HOUSING PARTNER**

TICKETS & PASS GATE

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

EVENT TICKET PRICES

| DIGITAL TICKET PRICES | | WALK-UP TICKET PRICES | |
|-----------------------|---------|-----------------------|------|
| Pre-K and Younger: | FREE | Pre-K and Younger: | FREE |
| Students (K-12): | \$12.25 | Students (K-12): | \$11 |
| Adult: | \$17.25 | Adult: | \$16 |
| *NO PARKING FEE* | | | |

TICKET PRE-SALES

Will be available through **Ticketmaster** and will go live on **Tuesday, November 2nd 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. After you purchase your ticket, you must exit back out the Skybox entrance and re-enter through the spectator entrance. **(see map below)**. Arrive early to avoid lines, bags will be checked. See below for information regarding venue rules and clear bag policy.

NEW! GROUP TICKET SALES (FOR STUDENTS *ONLY)

- A **minimum order of 10 tickets** is required to purchase group student tickets
- Can be purchased via credit card by calling the box office at **(785) 251-5552** or in person at the box office anytime **Wednesday–Friday 10AM–5PM**. Walk up group tickets can be purchased via check or credit card.
- Students will have the option to have the tickets **digitally delivered** (which can then be transferred within the ticket master app) or can pick up **physical tickets** at the box office.
- Call the box office at the number above for any additional questions regarding group student tickets or payment options.

PASS GATE

- Participating school **Superintendents, Principals, Athletic Directors, Activities Directors, and Bus Drivers** may pick up their wristbands at the Pass Gate table **(see map below)**.
- **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

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

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
- **HOW DOES THIS APPLY TO TEAMS??**
 - Teams will be allowed to bring their backpacks and prop bags. However, all bags **MUST REMAIN IN THE PRACTICE ROOM AT ALL TIMES**. While teams are allowed to go up into the designated team seating area in the stands, you will **NOT** be allowed to bring your backpacks and props with you. Once an athlete or team individual leaves the practice / performance area they must adhere to the clear bag policy.
 - The **ONLY** time that team backpacks and props are allowed outside the practice area is during the announcement of finalists and awards ceremonies. This is explained further in the 1A-4A Team Exit and Awards sections below.

ADDITIONAL RULES

- No coolers or outside food or drink are allowed in the facility, except for participating squads 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.
- No artificial noisemakers are allowed in the facility.
- Weapons: knives, pepper spray, guns or anything that is deemed dangerous is not allowed.
- 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.

1A – 4A TEAM EXIT (Refer to Map)

After completion of all **QUALIFYING Rounds**, at approximately **10:37 – 10:53 AM**, **ALL 1A-4A teams** must report to the Arena floor (including those sitting in the designated Team Seating Area). **ALL TEAMS MUST BRING THEIR BELONGINGS WITH THEM INTO THE ARENA AT THIS TIME.**

Teams **NOT** advancing to the Finals Round will exit on the **Southeast side** of the building **OPPOSITE SIDE OF THE PRACTICE ROOM**. At the ground level of the Arena, there is a tunnel that leads right outside to where buses and family should go to be picked up. Event staff will be stationed to assist teams exiting through the appropriate doors. **Finalist teams** will return their belongings to the Practice Room immediately. **Coaches of Finalist teams** will report to the Team Check-In area to draw for the order of performance. Participants will **NOT** be allowed to exit the main entrance connected to the Practice Room. Participants will **NOT** be allowed to go up into the stands.

After the completion of the Finals Round **AWARD CEREMONY**, at approximately **12:30 PM – 12:45 PM**, All finalist teams will exit the same way as described above.

EVENT CHECK-IN & MERCH PRE-ORDERS

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 18th**. All forms and payments must be turned in prior to your first scheduled practice. Teams not turning these forms in will NOT be allowed to practice or compete. 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 Danielle Staley.

2. ADULT & PARTICIPANT RELEASE & WAIVER FORM:

- All participants and coaches must turn in a [signed and completed waiver form](#).

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:
 - **Clementune** – Provide team's invoice from camp.
 - **Authorized Provider (iTunes, Amazon, etc.)** – Provide screenshot of the song you are using from your purchased playlist.
 - **Music Provider** – Provide a printed copy of proof of licensing.
 - **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.
 - **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.

MERCHANDISE PRE-ORDERS: DEADLINE: **Friday, November 4th.**

- The items included in the digital flyer are available for pre-order.
- While pre-order is for TEAMS only, it does NOT have to be for the entire team. If only a few team members want to purchase, you can STILL PRE-ORDER!
- Payment options include Credit Card, Check, or PO with check in hand onsite at the event.
- There will still be a FULL store on-site with additional apparel options.

PREORDER PICKUP:

All items pre-ordered can be picked up on site. The pickup location will be communicated in the BAND.



SCHEDULE, PRACTICE & MUSIC

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 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.
- **NEW THIS YEAR:** The next page includes information on a new policy regarding coaches and alternates areas.

| 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 |

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 chord 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 😊



NEW POLICY

COACHES BOX / MUSIC TABLE:

- Up to 4 Coaches and 1 Administrator will be allowed in the Coaches Box
- **A coach or team representative 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

SCORE SHEETS

Once your team has completed each qualifying performance, one coach will stay next to the judges' stand until they receive the **deduction score sheet**. This will take place following every performance with the exception of Finals.

Score sheets from the **QUALIFYING ROUND** will be available after your division finalists are announced and may be picked up at **Event Check-In area** in the **Exhibition Hall Lobby**. 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 Event Check-In 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 event overview and score sheets, please click on the below links:

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

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.**

OVERVIEW MAP |

(Pre-Renovation) Same Concept



1A-4A Team Exit &
Bus Pickup

Spectator Entrance

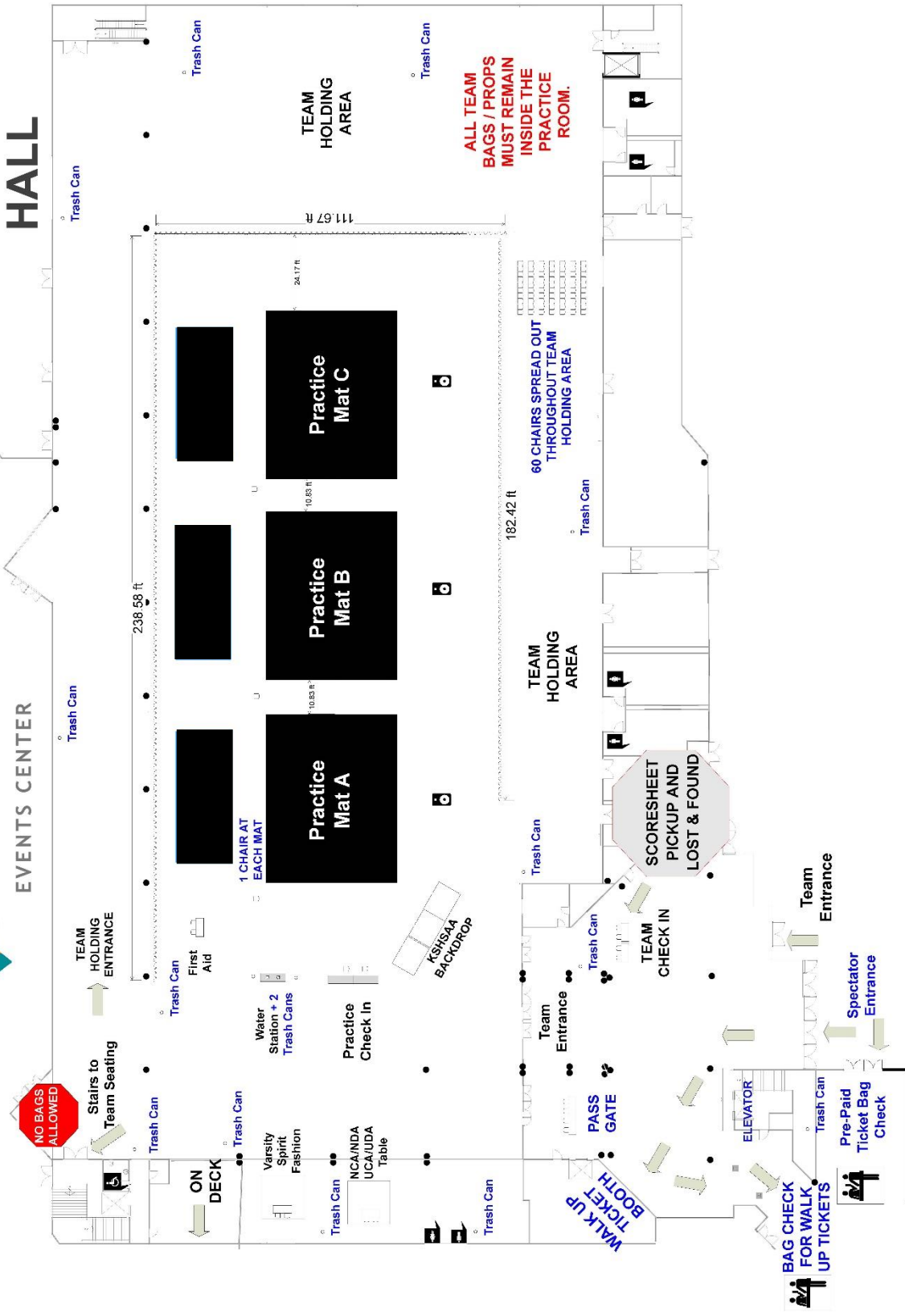
Team Bus Drop-off

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

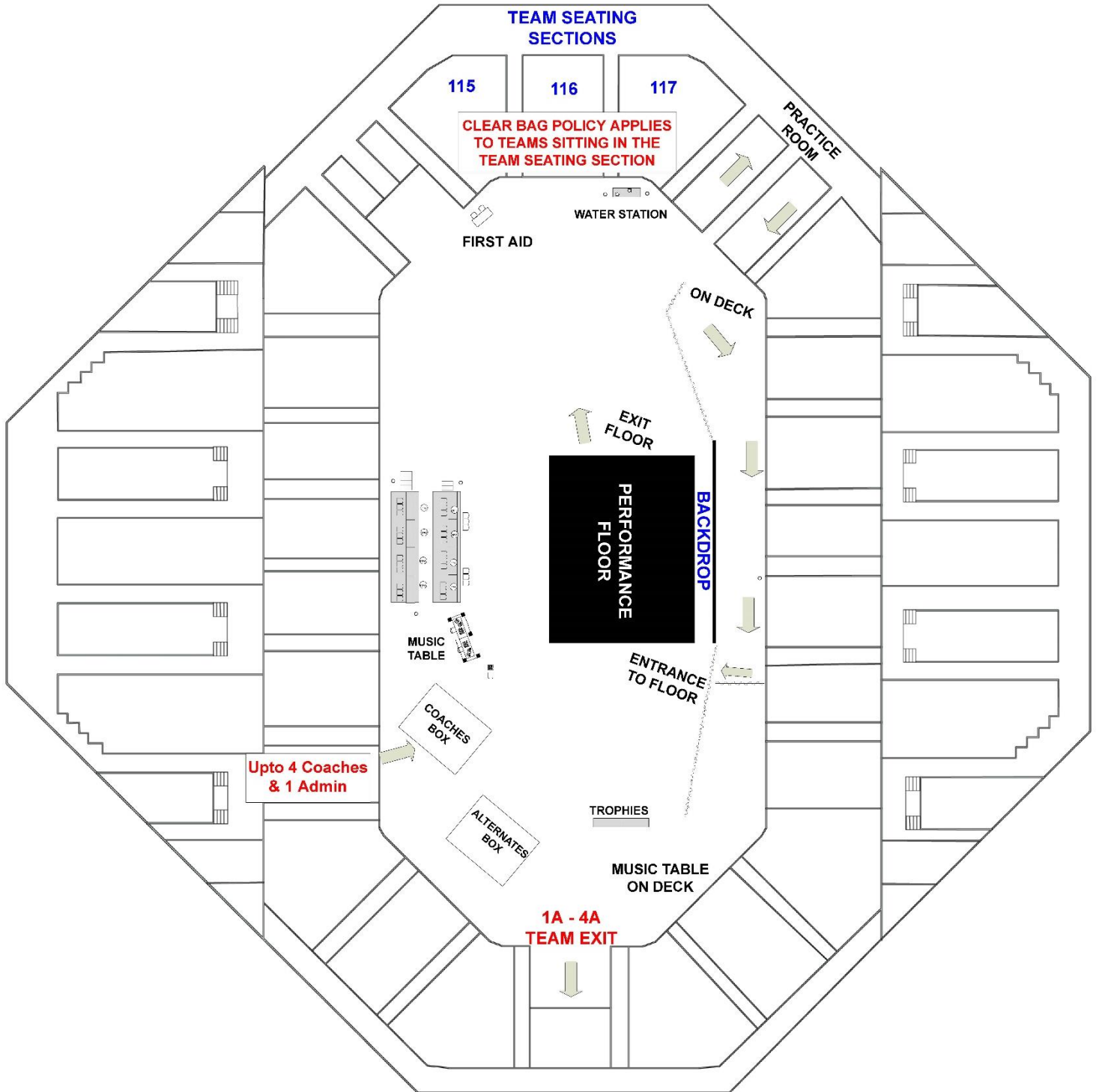
OVERVIEW MAPS



PRACTICE ROOM



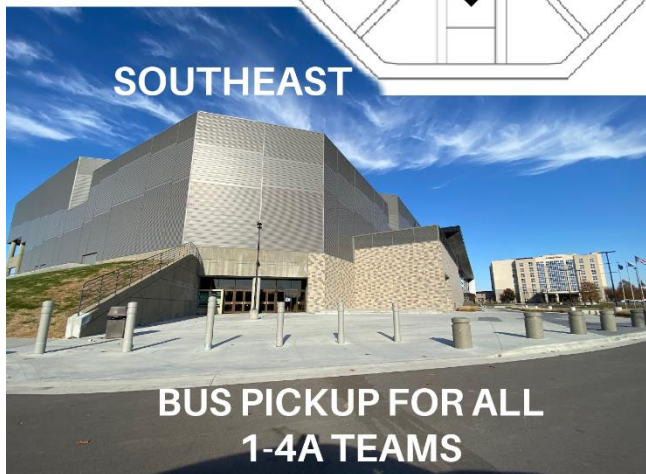
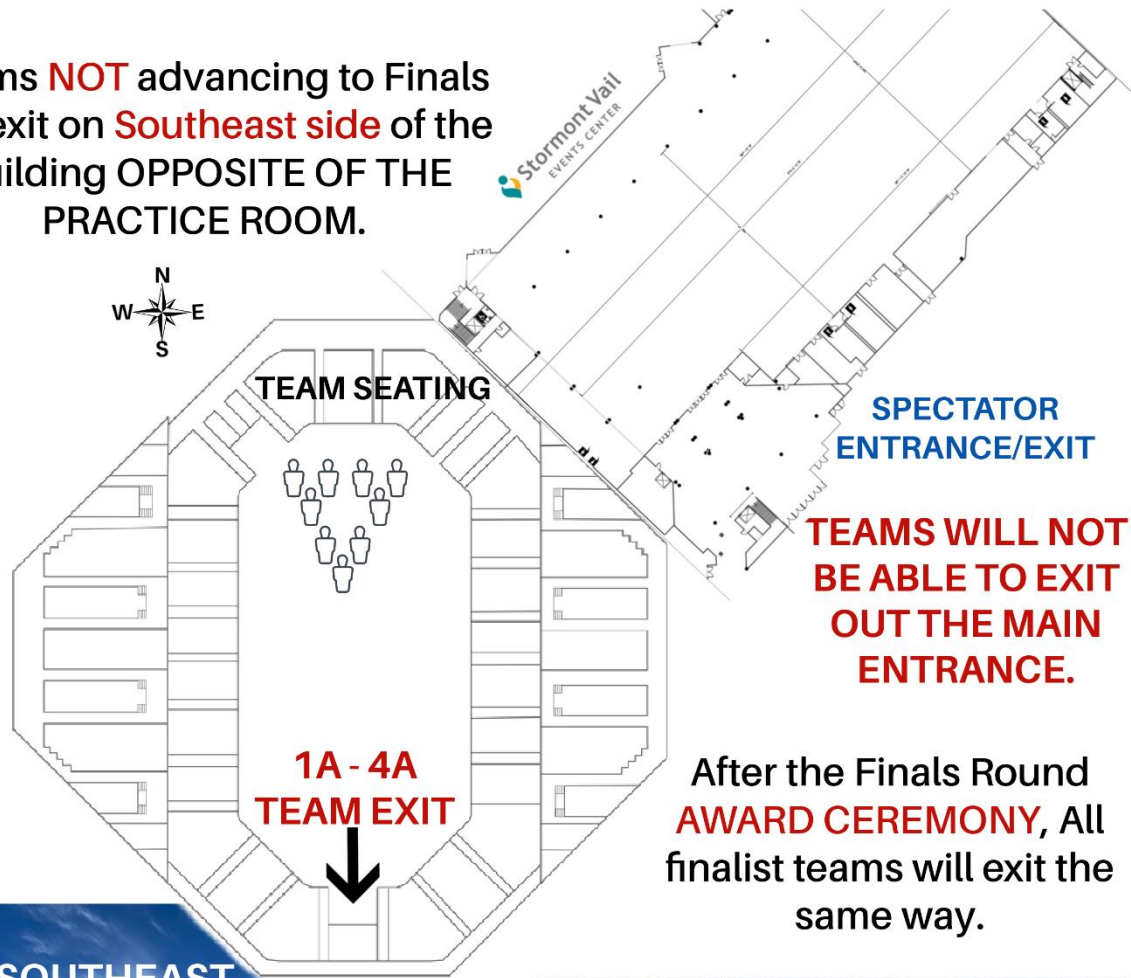
PERFORMANCE FLOOR | Landon Arena



1A – 4A TEAM EXIT

After completion of all **QUALIFYING** Rounds, **ALL 1A-4A teams** must report to the Arena floor (including those sitting in the designated Team Seating Area). **ALL TEAMS MUST BRING THEIR BELONGINGS INTO THE ARENA AT THIS TIME.**

Teams **NOT** advancing to Finals will exit on **Southeast side** of the building **OPPOSITE OF THE PRACTICE ROOM.**



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