



Coordinator's Handbook

(Revised October 2011)

Table of Contents

Coordinator Welcome	Page 2
Job Description and Term of Office	Page 3
Facility Requirements	Page 4-5
Badge Sign Out Sheet	Page 6
Badge Sales Calculation Form	Page 7
PNTSDF Coordinator Working Calendar	Page 8-12
Master Sheet – Summary of all entrants	Page 13-14
List of Required Committee Members	Page 16-19
Checklist of Items to take to Festival	Page 20
Trophy Setup at Festival	Page 21
Summary of Keeper Trophies	Page 22
Awards	Page 23
Keeper Trophies Engraving Example	Page 24-32
List of Keeper Awards	Page 33-34
Program	Page 35
Programming	Page 36-38
Square Progression Sheet	Page 39
Judges Handbook / Judges Packets	Page 40

PACIFIC NORTHWEST TEEN SQUARE DANCE FESTIVAL

COORDINATOR'S HANDBOOK

(Revised October 2011)

Welcome to the Pacific Northwest Teen Square Dance Festival as Coordinator. This position is one of great responsibility and work but also one that provides much fun and satisfaction.

This handbook attempts to outline each aspect of festival and provide suggestions passed down through the years to help organize the work and workers required. This book includes forms used in various areas.

Be sure to review all this early and try to keep to the schedule as closely as possible. Things get really hectic as of March 1st so get as much done before then as possible. Remember your title is Coordinator and if you can get reliable people under you; your job is much easier.

Confidentiality is a big part of festival. A little information can give a lot away. Keep this in mind when you choose your volunteers and judges and stress this to them.

The rulebook is a source of much information and should be studied early. Be sure yours has been updated

Good Luck with your festival and enjoy!

Note:

Please confer with the heritage committee **BEFORE** discarding **ANYTHING**

- Trophies
- Watches
- Papers
- Score Sheets
- Etc.!!

Coordinator Job Description

Taken from Rulebook Article III – C Page E-4

Rev. 06/08

May be any person the representatives find qualified to manage the job of Coordinator.

The office is not limited to election by club affiliations.

The Festival Coordinator shall:

1. Appoint all personnel required to run the Festival in an efficient manner. This shall include, but is not limited to:
 - Chief Square Dance Judge
 - Chief Round Dance Judge
 - Chief Scorekeeper
 - Friday Night M.C.
 - Square Dance M.C.
 - Calling M.C.
 - Round Dance M.C.
 - Saturday Night M.C.
 - Runners
 - Door Monitors
 - Security
 - Sound Chairperson
 - Other personnel as needed

It will be allowable for the Coordinator to delegate the responsibility of choosing personnel, except for those who are required to be approved by the representatives according to the working rules of the PNTSDF.

2. Acquire facilities in which to hold Festival.
3. Acquire Badges for Clubs to sell.
4. Acquire Awards for competition day.
5. Acquire ADEQUATE sound equipment for all halls used by the Festival
6. Schedule the sequence of events for the Festival.
7. Publish a program.
8. Submit required written reports to Chair detailing the Festival progress.
9. Be required to attend all representatives' and Board of Directors' meetings.
10. Oversee all phases of the Festival.

Term of Office

Article VI of Rulebook page E-6

Coordinator: The Coordinator shall have a term of one (1) year, June to June

Facilities Required

Large GYM – Main Hall

Used for: Friday Evening Dance, Grand March Saturday Morning, Saturday Evening Dance, Squares, Mysteries, 1st, 3rd and 4th rounds of callings, Round Dance Display, Exhibitions and Awards.

Must have a stage and enough bleachers for spectators. Tables and chairs are required for the judges, trophies to sit upon, and sound equipment on the stage. Must also have room to accommodate those wishing to record that won't obstruct spectators or distract competitors.

Small GYM – Round Dance Hall

Used For: Rounds, Hash, Cueing Circuit 1 & 2

Also requires staging, chairs and tables for judges, room for spectators and an area for those wishing to record the event that does not block view of judges and other spectators. It should be large enough that judges are set back from dancers so they can see their feet.

Small GYM or Room – Patter Hall

Used For: Round 2 Calling

Also requires staging with a table for sound equipment, chairs and tables for judges and room for a few spectators with enough area for a minimum of three squares to dance.

Scoreroom:

Used by: Chief Scorekeeper and his committee to input scores.

A small room with desks and electrical outlets for the computers. Should be away from the noise and bustle but close enough that the runners do not get worn out.

Change Rooms / Locker Rooms – Girls and Boys

Available for dancers to change their outfits. It is appreciated by RV users if these can be opened early on Saturday morning for their use.

Mystery & Hash Seclusion Rooms

Sound should have no chance of penetrating and being heard by the competitors. The patter hall can be used as one of these.

Friday Evening Meeting Room

Can be one of the other rooms used on Saturday.

Committee Room

A separate room for all judges and volunteers away from competitors and spectators for lunch and dinner.

Cafeteria

Food service of some sort for competitors and spectators if possible.

Parking for RV's

- Assign a Wagon Master
- Have clubs contact you in advance with numbers of club members bringing their RV's

Miscellaneous Items Needed:

1. Availability of – as one can never find a janitor when required:
 - tables and chairs
 - toilet tissue, brooms, dust pan
 - spill kit (paper towels, wet wipes)
2. List of Hotels and Motels in the Area to be distributed at January Meeting
3. Map / Directions to school to be distributed at January Meeting
4. First Aid Attendants
- 5.

Badge Sign Out Sheet

Club Name: _____ Year: _____

DATE	Number of Badges Signed Out	Badges Signed out to:	Number of Badges Returned	Number of Badges Sold	Amount Collected

Badge Sales Calculation Form

Year: _____

Club Name: _____

Number of Squares: Teen: _____ Preteen: _____

Minimum Number of Badges: _____

Minimum Badge Sales: \$ _____ \$ _____

Payments Received: \$ _____ \$ _____

Total Badges Taken Out: _____

Returnable Badges: _____ or \$ _____

Badges Turned In _____ x \$ = - (\$ _____)

Adjusted Dollars Owed \$ _____

Promotion Award

	Teen	Preteen
Badges sold over minimum requirement:	_____	_____

PNTSDF COORDINATOR WORKING CALENDAR

June

1. Inventory Festival equipment from previous Coordinator
2. Order badges and decals.
Gold Leaf Imprinters (Glen) 250-542-7831
7709 Giles Drive
Coldstream, B.C. V1B 1G4

Note: Quotes from various companies were compared and Gold Leaf still gives us the best prices as of 2003.

3. Review Coordinator's Hand Book and prior festival material.

July

- Review Rulebook
- Review Judges Handbook

August

1. *Secure Chief Square Dance Judge to be accepted by representatives at the September meeting.*

Term of office is June to June.

Shouldn't this be done December, January or February so can be voted on at March meeting so can take office in June?

2. *Secure Chief Square Dance Judge to be accepted by representatives at the September meeting.*

Term of office is June to June.

Shouldn't this be done December, January or February so can be voted on at March meeting so can take office in June?

3. Arrange the service of the mystery caller (s) and given them a deadline of March 15th

This is done by the CSDJ? Remove and move to CSDJ handbook

PNTSDF Coordinator Working Calendar (continued)

September

1. Have badges available for distribution at this meeting. Bring a supply of badges to each meeting.
2. Vice Chairperson of opposite country of location of current Festival year should also be given a supply of badges to distribute to clubs in that area when needed between meetings.
3. Organize Judges' Handbooks and applicable rules.
4. Meet with Chief Square and Round Dance Judges to give them judge handbooks and review their responsibilities.

October

1. Order if required:
 - Hat Pins

Kelbert Trophies Ltd. 604-684-2238
1066 Richards Street
Vancouver, B.C. V6B 3E3

2. Get **three** quotes from Trophy houses for keeper trophies if this is the first year in your area.

November

1. Secure Committee Members (See Committee Member Sheet)
2. Pre-Prepare as many form letters as possible.
3. Secure Cafeteria crew and/or food services.

December

1. Confirm mail-out of round dance cue sheets and hall booking for January round dance presentation.
2. Meet with selected trophy house and choose style of all keeper trophies. See if numbers can be adjusted and engraving can be done in late March after registrations are in. (In this way trophies do not need to be purchased for categories with less than three registered in this year).
3. Check stop-watches.
4. Once facility is acquired make signage for festival

PNTSDF Coordinator Working Calendar (continued)

January

1. Each Chief Judge should pick a date for Judge's Meetings. They should familiarize themselves with the score sheets and current procedure.
2. Chief judges should pick a date for dancing mysteries/ashes (After April 1st).
3. Run off Judges handbooks and go through them. Hopefully they are returned for the following year.
4. Prepare standard pages of programs.
5. Prepare club ribbon packages and judges' package with meal tickets.

January Meeting

- Round dances are presented
- Circuit One Cue Sheets distributed
- See mystery and hash recordings
- Issue general information (location, maps, accommodation information, R.V. parking etc.).

February

1. Confirm two flags.
 - Can be borrowed from Fraser Valley Association.
2. Meet with scorekeeper, arrange for availability of computers and make sure he has scoring computer program so he has time to become familiar with it.
3. Choose a Chief Sound Person to make arrangements for sound systems in all three halls. See list of sound equipment page.
4. Order:
Ribbons – ie. Pass, Judges, Officials, 1st, 2nd, 3rd etc

March

1. Round 1 cue sheets must be received by the Chief Square Dance Judge **before March 1st** of the current festival year.
2. Digital recordings must be submitted together with the Cue Sheet Forms **prior to March 1 of the current Festival year**. Any extension must be granted by the Chief Square Dance Judge prior to the March 1st deadline.
3. Chief Round Dance Judge must have all Round 1
4. Competing Cuers "Quick Cue Sheets" for Circuit 1 must be received by the Chief Round Dance Judge **before March 1st** of each festival year. Any extension must be granted by the Chief Round Dance Judge prior to the March 1st deadline.
5. All outstanding registrations must be postmarked March 15th.

PNTSDF Coordinator Working Calendar (continued)

6. Review all registrations, i.e.: correct fees submitted, eligibility of dancers, number of competitors in each category, etc.

PNTSDF Coordinators

March

7. Set up program for the day. (A short sentence but at least a weekend's worth of work. See separate information included on how to handle this).
8. Give program information to Chief Scorekeeper so he can enter all competitor information into computer.
9. Collect all perpetual trophies at March meeting. Or make arrangements with Clubs to have them in your possession by the March Meeting.
10. Bring trophy tags to March meeting to assist in inventory of perpetual trophies.
11. Check all perpetual trophies for repairs or replacements.
12. Finalize the keeper trophy order. Keep in mind any categories not required due to no competitors or less than 3 entered.
13. Prepare program and get it to the printers.
14. Judges' Meeting (s).
15. Pick up trophies and awards.

March Representatives Meeting

- Attempt to receive all registrations. (See March 15th deadline).
- All trophies returned from previous year. (Be aware of trophies won by clubs who are not participating in festival this year and remind them to return trophies to this meeting).
- Select anthem singers
- Select club order for Exhibition and Grand Marche
- Obtain list of club outfit colors (identification) to put in the program.

April

1. **Dance** Mysteries
2. Prepare M.C. Sheet
3. Prepare programming agenda for Round One for the Floor Manager and Clubs.
4. Contact all committee members to be sure they are committed and understand their duties.
5. Prepare club ribbon packages and judges' package with meal tickets.
6. Check all score sheets as printed by the scorekeeper as to name, category, and order of program, paper clipping each round together, before presenting to the score sheet managers.

PNTSDF Coordinator Working Calendar (continued)

7. Secure all supplies: Table coverings, standards, ropes, stop watches, cue sheet checker lights, etc.
8. Pick up programs.

May

Friday of Festival:

Meet set up crew at facility

- Stages set up in all halls (Main, Round Dance and Patter Halls).
- Sound equipment in place in all halls. (Main, Round Dance and Patter Halls).
- Trophy Table Set Up in Main Hall
- Signage in place
- Score room set up
- Meeting Room readied
- Table in place for sale of badges and programs with chairs

Friday Night Representatives Meeting

1. Last minute changes
2. Have Chief Judges at meeting
3. Delineate floor boundaries
4. Collect outstanding monies or badges
5. Distribute pass ribbons, caller and cuer ribbons.
6. Establish Protocol

Speak to janitor about restocking toilet paper and hand towels of bathrooms and locker rooms.

Availability of tables and chairs,

Brooms, dust pans for each hall.

Put spill kit (paper towels, wet wipes) in place

PNTSDF Coordinator Working Calendar (continued)

Saturday of Festival

- Enjoy Festival!
- Remember to keep Coordinators choice awards in mind throughout the day.
- Check Halls – are they ready?
- Check in with Chief Judges

Morning:

- School Opens
- Clubs line up for Grand Marche
- Grand Marche
- Anthems
- Welcome
- Announcements
- Exit Grand Marche
- Check in with volunteers in all halls, everyone here?
- Floor Managers, Hall Monitors, Chief Judges Set up Halls
- Competition starts per programming schedule
- Trouble shoot as needed
- Check in with Chief Judges and Hall monitors often
- Get seclusion room readied

Transfer Equipment and Supplies to incoming Coordinator

Master Sheet – Summary of all entrants

Name of Club: _____

Square Dancers:

Category	Team Name	Dancers Entered	
1. _____	_____	_____	x \$8.00 _____
2. _____	_____	_____	x \$8.00 _____
3. _____	_____	_____	x \$8.00 _____
4. _____	_____	_____	x \$8.00 _____
5. _____	_____	_____	x \$8.00 _____
6. _____	_____	_____	x \$8.00 _____
7. _____	_____	_____	x \$8.00 _____
8. _____	_____	_____	x \$8.00 _____
9. _____	_____	_____	x \$8.00 _____
10. _____	_____	_____	x \$8.00 _____

Callers: Number of Entries _____ x \$8.00 _____**Round Dancers:** Number of Couples _____ x \$16.00 _____**Cuers:** Number of Entries: _____ x\$8.00 _____**Exhibition:** Number of Exhibitions _____ x\$20.00 _____**Total:** _____

Name of Club: _____

Category of Club: (Preteen / Teen) _____

Name of Club Caller (or Group Leader): _____

Name of Club Cuer: _____

Location of Club Dances (e.g. Vancouver, B.C.) _____

This year's Festival Club Colours: _____

(continued)

Summary Sheet (continued)

The signature of a responsible adult below will affirm the following:

- (a) The entry or entries listed on this sheet do hereby agree to participate in the Pacific Northwest Teen Square Dance Festival and do abide by all of the rules governing the Festival. The sponsors of this Festival, including all Festival personnel, are released of all responsibility for personal injury or death, or theft or loss of property. The Festival shall not be liable for any loss to a contestant occasioned by fire, accident or condition of the structure or the negligence of other contestants or officials or otherwise howsoever.
- (b) Competitors ages and other eligibility requirements are suitable for the categories entered.
- (c) Entry fees required are submitted herewith (cash, check or money order).

Summary of Fees

Square Dancing: _____

Calling: _____

Round Dancing: _____

Cueing: _____

Exhibition: _____

Total Fees: _____

Signature: _____

Name (printed) _____ Position: _____

Address: _____

_____ Zip: _____

Telephone: () _____ - _____ Fax: () _____ - _____

Deadline: All registration forms must be RECEIVED no later than March 15th

Submit with current Club Roster to the Festival Coordinator

Committee Members Required

To be secured by Coordinator

Note: Coordinator must be prepared to help secure the sub committees; especially judges secured by Chief Judge, Clarify early how much help he desires. Ask for a list of people with their phone numbers and addresses by Feb 15th so Judges Handbooks can be distributed and a list is available for distribution of thank you certificates and as a resource for future years.

Chief Square Dance Judge

Will Secure:

Cue Sheet Checker

Chief Timekeeper

Calling Judges:

Round 1 Singing Calls

- 1.
- 2.
- 3.

Round 2 Patter Calls

- 1.
- 2.
- 3.

Round 3 & 4 (Can use up to 3 of above)

- 1
- 2
- 3

Dancing Judges

Round 1 Display Round

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Round 2 (mystery) & 3

(can use up to 3 of above)

- 1.
- 2.
- 3.

Mystery timers (15 to 20) excellent dancers who are prepared to dance mysteries prior to festival. (There are usually 3 or 4) squares on the floor during the mystery tapes. 5 timers are required for each square:

- | | |
|------|------|
| 1.) | 12.) |
| 2.) | 13.) |
| 3.) | 14.) |
| 4.) | 15.) |
| 5.) | 16.) |
| 6.) | 17.) |
| 7.) | 18.) |
| 8.) | 19.) |
| 9.) | 20.) |
| 10.) | |
| 11.) | |

Chief Round Dance Judge Will Secure:

Round Dance Judges – 6 positions in all categories for compulsories and hash.

Round 1. Compulsory:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

Round 2 Hash (can use up to 6 of above)

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

Cue Sheet Checker

- 1.)

Cueing Judges

Circuit 1 Compulsories

- 1.)
- 2.)
- 3.)

Circuits 2 & 3 (can use up to 3 of above)

- 1.)
- 2.)
- 3.)

Chief Scorekeeper will secure:

Scoreroom helpers and computer equipment if possible

Coordinator will Secure:

Exhibition Judges:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

Floor Managers

Main Hall Squares Calling and Exhibition

Round Dance Hall including Cueing

Patter Hall

MC Main Gym

MC Round Dance

MC Patter Hall

M.C.'s Friday and Saturday Night Dances

Round Dance Cuers Friday and Saturday Night Dances

Grievance Committee

Equipment Manager

Stage Sound/Hall Sound

Score sheet Distributor, 2 runners/hall

Social Convener: responsible for the committee lunchroom, will arrange lunch and dinner for the judges, volunteers and club callers and cuers. Cost should be kept as low as possible.

Coffee etc., should be supplied for the duration of the day for the judges in a hospitality room, (Coffee ready first thing in the morning is greatly appreciated)

Will secure help as required

Program sellers and Button Monitors – Friday PM Saturday a.m. and ?

Checklist of Items to Take to Festival.

Rested Feet
Programs
Perpetual Trophies
Keeper Trophies
Ribbons & Hat Pins
Mystery Tapes
Stop Watches
Club Envelopes with Pass Ribbons
Stop Watches
Volunteer List
Volunteer Envelopes
Club Registration Papers
Letters of special rule dispensations
Rulebook
Speeches
Signs
Light Boxes
Score Sheets
Round Dance Numbers
Flags, Poles and Stands
Extension Cords
Ghetto Blasters
Duct, Electrician's, masking and scotch tape
Traffic Pylons
Rope
Clip Boards
Blank Paper
Pens & Pencils
Stapler
Scissors
Water Pitchers, Coffee pots etc.
Hammer, small screwdriver and socket set
Foot Bath

Trophy Setup at Festival

1. Trophies should be set up on tables **in order of presentation** as listed in back of program.

E.g. Squares (Front of table)

(10) 3rd place

(10) 2nd Place

(10) 1st Place

Perpetual

2. **Display** trophies are only given to the 8 actual dancers (no spares) and the caller.
3. **Hat pins** are counted out **with each Champion** trophy.
4. 10 trophies are set up for all other square categories. These are for the 8 dancers and a maximum of 2 registered spares. (Caller does **not** get a trophy in square dance category). Once winners have been determined, the registration cards must be checked for the number of dancers registered and the excess trophies are removed from the table during the evening dance.

E.g. 8 dancers + 1 spare = 9 remove 1 trophy from the table. Note: If the club has more than 10 dancers registered in a square then the club must pay for any extra trophy (s).

5. Any categories with ties will need trophies added to the table. Any engraving required on these trophies should be done by the winners and can be charged to the festival committee, unless the current coordinator purchases extra plates (to be attached to trophies in stock).
6. Ribbons are given out with Perpetual Trophy in the Exhibition Competition. Once winners are determined, registration sheets must be checked for number of competitors registered and the ribbons must be counted out.

Summary of Keeper Trophies

	Champion	1 st Place	2 nd Place	3rd Place
Squares	40	75 (84)	60	60
Calling:	5	13	7	7
Cueing:	4	3	6	6
Rounds:	14	20	20	20

Hat Pins – one with each Champion Trophy.

Exhibition: Ribbons (Two Categories – Preteen & Teen)

Ribbons required to have on hand equals the number of the largest registered club in each category. When winner is chosen, registration sheets are checked for the registered number and that number of ribbons are handed out with the trophy.

Awards

Perpetual Trophies

All perpetual trophies are to be collected at the March Meeting. Tags have been made up with a name of the trophy on each one. If these tags are brought to that meeting and hung on its trophy it soon becomes obvious which, if any trophies are missing. Then a list of last year's winners can be checked and that club can be questioned at the meeting and arrangements can be made for return of those missing.

All trophies should be checked for current year engraving. Club should be billed if engraving is required.

Any trophies requiring repairs should be taken in to trophy shop as soon as possible.

Keeper Trophies

Each year there are keeper trophies left over from the last year (those purchased for ties). Copy the "Keeper Awards" sheet and use it to figure out where these can be best used. For example, pairs can be used in rounds and singles can be used for calling. Remember, Novice categories won't have previous years' models if you are changing styles.

Once registration sheets have been received review for lack of competitors and adjust the Keeper Awards Sheet. For example: only two entrants in a category, strike third place trophies.

Next, fill out the Keeper Trophy Fact Sheet and your order is ready to go.

A copy of the Engraving Example Sheet simplifies things for your trophy supplier. A note beside the categories in which you are using old trophies saying "labels only" helps to clarify things. Remember to cross out any not required.

Engraving Example

Note to engraver: Not all trophies ordered will have a plaque attached as some of each style are ordered in case of ties.

AWARDS: P.N.T.S.D.F. 20__.

ROUND DANCING

COMPULSORY DANCES

1st PLACE TROPHIES (2 OF EACH)

P.N.T.S.D.F. 20__ ROUND DANCING COMPULSORY	PRETEEN
P.N.T.S.D.F. 20__ ROUND DANCING COMPULSORY	BASIC A
P.N.T.S.D.F. 20__ ROUND DANCING COMPULSORY	BASIC B
P.N.T.S.D.F. 20__ ROUND DANCING COMPULSORY	INTERMEDIATE
P.N.T.S.D.F. 20__ ROUND DANCING COMPULSORY	ADVANCED
P.N.T.S.D.F. 20__ ROUND DANCING COMPULSORY	

CHAMPION TROPHIES (2 OF EACH)

P.N.T.S.D.F. 20__ ROUND DANCING CHAMPION	PRETEEN
P.N.T.S.D.F. 20__ ROUND DANCING CHAMPION	BASIC A
P.N.T.S.D.F. 20__ ROUND DANCING CHAMPION	BASIC B
P.N.T.S.D.F. 20__ ROUND DANCING CHAMPION	INTERMEDIATE
P.N.T.S.D.F. 20__ ROUND DANCING CHAMPION	ADVANCED
P.N.T.S.D.F. 20__ ROUND DANCING CHAMPION	

Engraving Example

Note to engraver: Not all trophies ordered will have a plaque attached as some of each style are ordered in case of ties.

AWARDS: P.N.T.S.D.F. 20__.

ROUND DANCING (continued)

FIRST PLACE TROPHIES (2 OF EACH)

P.N.T.S.D.F. 20__
ROUND DANCING PRETEEN NOVICE
1ST PLACE

P.N.T.S.D.F. 20__
ROUND DANCING PRETEEN
1ST PLACE

P.N.T.S.D.F. 20__
ROUND DANCING BASIC A
1ST PLACE

P.N.T.S.D.F. 20__
ROUND DANCING BASIC B
1ST PLACE

P.N.T.S.D.F. 20__
ROUND DANCING INTERMEDIATE
1ST PLACE

P.N.T.S.D.F. 20__
ROUND DANCING ADVANCED
1ST PLACE

P.N.T.S.D.F. 20__
ROUND DANCING
1ST PLACE

SECOND PLACE TROPHIES (2 OF EACH)

P.N.T.S.D.F. 20__
ROUND DANCING PRETEEN NOVICE
2ND PLACE

P.N.T.S.D.F. 20__
ROUND DANCING PRETEEN
2ND PLACE

P.N.T.S.D.F. 20__
ROUND DANCING BASIC A
2ND PLACE

P.N.T.S.D.F. 20__
ROUND DANCING BASIC B
2ND PLACE

P.N.T.S.D.F. 20__
ROUND DANCING INTERMEDIATE
2ND PLACE

P.N.T.S.D.F. 20__
ROUND DANCING ADVANCED
2ND PLACE

P.N.T.S.D.F. 20__
ROUND DANCING
2ND PLACE

Engraving Example

Note to engraver: Not all trophies ordered will have a plaque attached as some of each style are ordered in case of ties.

AWARDS: P.N.T.S.D.F. 20__.

ROUND DANCING (continued)

THIRD PLACE TROPHIES (2 OF EACH)

P.N.T.S.D.F. 20__
ROUND DANCING PRETEEN NOVICE
3RD PLACE

P.N.T.S.D.F. 20__
ROUND DANCING PRETEEN
3RD PLACE

P.N.T.S.D.F. 20__
ROUND DANCING BASIC A
3RD PLACE

P.N.T.S.D.F. 20__
ROUND DANCING BASIC B
3RD PLACE

P.N.T.S.D.F. 20__
ROUND DANCING INTERMEDIATE
3RD PLACE

P.N.T.S.D.F. 20__
ROUND DANCING ADVANCED
3RD PLACE

P.N.T.S.D.F. 20__
ROUND DANCING
3RD PLACE

CUEING

CHAMPION TROPHIES (1 OF EACH)

P.N.T.S.D.F. 20__
CUEING PRETEEN
CHAMPION

P.N.T.S.D.F. 20__
CUEING JUNIOR
CHAMPION

P.N.T.S.D.F. 20__
CUEING INTERMEDIATE
CHAMPION

P.N.T.S.D.F. 20__
CUEING ADVANCED
CHAMPION

P.N.T.S.D.F. 20__
CUEING
CHAMPION

Engraving Example

Note to engraver: Not all trophies ordered will have a plaque attached as some of each style are ordered in case of ties.

AWARDS: P.N.T.S.D.F. 20__.

ROUND DANCING

CUEING (continued)

FIRST PLACE TROPHIES (1 OF EACH)

P.N.T.S.D.F. 20__
CUEING PRETEEN NOVICE
1ST PLACE

P.N.T.S.D.F. 20__
CUEING PRETEEN
1ST PLACE

P.N.T.S.D.F. 20__
CUEING NOVICE
1ST PLACE

P.N.T.S.D.F. 20__
CUEING JUNIOR
1ST PLACE

P.N.T.S.D.F. 20__
CUEING INTERMEDIATE
1ST PLACE

P.N.T.S.D.F. 20__
CUEING ADVANCED
1ST PLACE

P.N.T.S.D.F. 20__
CUEING
1ST PLACE

SECOND PLACE TROPHIES (1 OF EACH)

P.N.T.S.D.F. 20__
CUEING PRETEEN NOVICE
2ND PLACE

P.N.T.S.D.F. 20__
CUEING PRETEEN
2ND PLACE

P.N.T.S.D.F. 20__
CUEING NOVICE
2ND PLACE

P.N.T.S.D.F. 20__
CUEING JUNIOR
2ND PLACE

P.N.T.S.D.F. 20__
CUEING INTERMEDIATE
2ND PLACE

P.N.T.S.D.F. 20__
CUEING ADVANCED
2ND PLACE

P.N.T.S.D.F. 20__
CUEING
2ND PLACE

Engraving Example

Note to engraver: Not all trophies ordered will have a plaque attached as some of each style are ordered in case of ties.

AWARDS: P.N.T.S.D.F. 20__.

ROUND DANCING

CUEING (continued)

CALLING:

THIRD PLACE TROPHIES (1 OF EACH)

P.N.T.S.D.F. 20__
CUEING PRETEEN NOVICE
3RD PLACE

P.N.T.S.D.F. 20__
CUEING PRETEEN
3RD PLACE

P.N.T.S.D.F. 20__
CUEING NOVICE
3RD PLACE

P.N.T.S.D.F. 20__
CUEING JUNIOR
3RD PLACE

P.N.T.S.D.F. 20__
CUEING INTERMEDIATE
3RD PLACE

P.N.T.S.D.F. 20__
CUEING ADVANCED
3RD PLACE

P.N.T.S.D.F. 20__
CUEING
3RD PLACE

CHAMPION TROPHIES (1 OF EACH)

P.N.T.S.D.F. 20__
CALLING PRETEEN
CHAMPION

P.N.T.S.D.F. 20__
CALLING JUNIOR
CHAMPION

P.N.T.S.D.F. 20__
CALLING INTERMEDIATE
CHAMPION

P.N.T.S.D.F. 20__
CALLING ADVANCED
CHAMPION

P.N.T.S.D.F. 20__
CALLING
CHAMPION

Engraving Example

Note to engraver: Not all trophies ordered will have a plaque attached as some of each style are ordered in case of ties.

AWARDS: P.N.T.S.D.F. 20__.

CALLING (continued)

FIRST PLACE TROPHIES (1 OF EACH)

P.N.T.S.D.F. 20__
CALLING PRETEEN NOVICE
1ST PLACE

P.N.T.S.D.F. 20__
CALLING PRETEEN
1ST PLACE

P.N.T.S.D.F. 20__
CALLING NOVICE
1ST PLACE

P.N.T.S.D.F. 20__
CALLING JUNIOR
1ST PLACE

P.N.T.S.D.F. 20__
CALLING INTERMEDIATE
1ST PLACE

P.N.T.S.D.F. 20__
CALLING ADVANCED
1ST PLACE

P.N.T.S.D.F. 20__
CALLING
1ST PLACE

SECOND PLACE TROPHIES (1 OF EACH)

P.N.T.S.D.F. 20__
CALLING PRETEEN NOVICE
2ND PLACE

P.N.T.S.D.F. 20__
CALLING PRETEEN
2ND PLACE

P.N.T.S.D.F. 20__
CALLING NOVICE
2ND PLACE

P.N.T.S.D.F. 20__
CALLING JUNIOR
2ND PLACE

P.N.T.S.D.F. 20__
CALLING INTERMEDIATE
2ND PLACE

P.N.T.S.D.F. 20__
CALLING ADVANCED
2ND PLACE

P.N.T.S.D.F. 20__
CALLING
2ND PLACE

Engraving Example

Note to engraver: Not all trophies ordered will have a plaque attached as some of each style are ordered in case of ties.

AWARDS: P.N.T.S.D.F. 20__.

CALLING (continued)

THIRD PLACE TROPHIES (1 OF EACH)

P.N.T.S.D.F. 20__
CALLING PRETEEN NOVICE
3RD PLACE

P.N.T.S.D.F. 20__
CALLING PRETEEN
3RD PLACE

P.N.T.S.D.F. 20__
CALLING NOVICE
3RD PLACE

P.N.T.S.D.F. 20__
CALLING JUNIOR
3RD PLACE

P.N.T.S.D.F. 20__
CALLING INTERMEDIATE
3RD PLACE

P.N.T.S.D.F. 20__
CALLING ADVANCED
3RD PLACE

P.N.T.S.D.F. 20__
CALLING
3RD PLACE

SQUARES

DISPLAY SQUARES (9 TROPHIES OF EACH)

P.N.T.S.D.F. 20__
SQUARES PRETEEN NOVICE
DISPLAY

P.N.T.S.D.F. 20__
SQUARES PRETEEN
DISPLAY

P.N.T.S.D.F. 20__
SQUARES NOVICE
DISPLAY

P.N.T.S.D.F. 20__
SQUARES JUNIOR
DISPLAY

P.N.T.S.D.F. 20__
SQUARES INTERMEDIATE
DISPLAY

P.N.T.S.D.F. 20__
SQUARES SENIOR
DISPLAY

P.N.T.S.D.F. 20__
SQUARES
DISPLAY
(plates only)

Engraving Example

Note to engraver: Not all trophies ordered will have a plaque attached as some of each style are ordered in case of ties.

AWARDS: P.N.T.S.D.F. 20__.

SQUARES

CHAMPION TROPHIES (10 OF EACH)

P.N.T.S.D.F. 20__
SQUARES PRETEEN
CHAMPION

P.N.T.S.D.F. 20__
SQUARES JUNIOR
CHAMPION

P.N.T.S.D.F. 20__
SQUARES INTERMEDIATE
CHAMPION

P.N.T.S.D.F. 20__
SQUARES SENIOR
CHAMPION

P.N.T.S.D.F. 20__
SQUARES
CHAMPION

FIRST PLACE TROPHIES (10 OF EACH)

P.N.T.S.D.F. 20__
SQUARES PRETEEN
1ST PLACE

P.N.T.S.D.F. 20__
SQUARES JUNIOR
1ST PLACE

P.N.T.S.D.F. 20__
SQUARES INTERMEDIATE
1ST PLACE

P.N.T.S.D.F. 20__
SQUARES SENIOR
1ST PLACE

P.N.T.S.D.F. 20__
SQUARES
1ST PLACE

Engraving Example

Note to engraver: Not all trophies ordered will have a plaque attached as some of each style are ordered in case of ties.

AWARDS: P.N.T.S.D.F. 20__.

SQUARES (continued)

SECOND PLACE TROPHIES (10 OF EACH)

P.N.T.S.D.F. 20__
SQUARES PRETEEN NOVICE
2ND PLACE

P.N.T.S.D.F. 20__
SQUARES PRETEEN
2ND PLACE

P.N.T.S.D.F. 20__
SQUARES NOVICE
2ND PLACE

P.N.T.S.D.F. 20__
SQUARES JUNIOR
2ND PLACE

P.N.T.S.D.F. 20__
SQUARES INTERMEDIATE
2ND PLACE

P.N.T.S.D.F. 20__
SQUARES SENIOR
2ND PLACE

P.N.T.S.D.F. 20__
SQUARES
2ND PLACE

THIRD PLACE TROPHIES (10 OF EACH)

P.N.T.S.D.F. 20__
SQUARES PRETEEN NOVICE
3RD PLACE

P.N.T.S.D.F. 20__
SQUARES PRETEEN
3RD PLACE

P.N.T.S.D.F. 20__
SQUARES NOVICE
3RD PLACE

P.N.T.S.D.F. 20__
SQUARES JUNIOR
3RD PLACE

P.N.T.S.D.F. 20__
SQUARES INTERMEDIATE
3RD PLACE

P.N.T.S.D.F. 20__
SQUARES ADVANCED
3RD PLACE

P.N.T.S.D.F. 20__
SQUARES
3RD PLACE

KEEPER AWARDS P.N.T.S.D.F

Copy this sheet and use it to note where left over trophies can be used. For example, pairs can be used in rounds and singles can be used in calling and cueing. Remember, Novice categories won't have last year's models if you are changing styles.

TROPHIES: KEEPER	CHAMPION	1 ST	2 ND	3 RD
ROUND DANCING: COMPULSORY				
PRETEEN		2		
BASIC A		2		
BASIC B		2		
JUNIOR		2		
INTERMEDIATE		2		
ADVANCED		2		
ROUND DANCING				
PRETEEN NOVICE	-	2	2	2
PRETEEN	2	-	2	2
NOVICE	-	2	2	2
BASIC A	2	-	2	2
BASIC B	2	-	2	2
INTERMEDIATE	2	-	2	2
ADVANCED	2	-	2	2
TIES	2	2	2	2
ROUND DANCING: CUEING				
PRETEEN NOVICE	-	1	1	1
PRETEEN	1	1	1	1
NOVICE	-	1	1	1
JUNIOR	1	1	1	1
INTERMEDIATE	1	1	1	1
ADVANCED	1	1	1	1
TIES	1	1	1	1
SQUARE DANCING: CALLING				
PRETEEN NOVICE				
SINGING		1		
OVERALL		-	1	1
PRETEEN				
SINGING		1		
PATTER		1		
OVERALL	1	-	1	1
NOVICE				
SINGING		1		
OVERALL		-	1	1

KEEPER AWARDS P.N.T.S.D.F

Copy this sheet and use it to note where left over trophies can be used. For example, pairs can be used in rounds and singles can be used in calling and cueing. Remember, Novice categories won't have last year's models if you are changing styles.

TROPHIES: KEEPER	CHAMPION	1 ST	2 ND	3 RD
SQUARE DANCING: CALLING (continued)				
JUNIOR				
SINGING		1		
PATTER		1		
OVERALL	1	-	1	1
INTERMEDIATE				
SINGING		1		
PATTER		1		
OVERALL	1	-	1	1
ADVANCED				
SINGING		1		
PATTER		1		
OVERALL	1	-	1	1
SQUARE DANCING: SQUARES - DISPLAY				
(8 Dancers plus the caller)				
PRETEEN NOVICE	9			
PRETEEN	9			
NOVICE	9			
JUNIOR	9			
INTERMEDIATE	9			
SENIOR	9			
TIES	9 (plates only)			
SQUARE DANCING: SQUARES - OVERALL				
(Includes 2 spares maximum)				
PRETEEN NOVICE	-	10	10	10
PRETEEN	10	-	10	10
NOVICE	-	10	10	10
JUNIOR	10	-	10	10
INTERMEDIATE	10	-	10	10
SENIOR	10	-	10	10
TIES	10	10	10	10

(Ties: Suggest covering a tie for one square of 10 in each place, 1 tie for calling in each place, and 2 for ties in rounds each place. These trophies will not be engraved).

PROGRAM

- Coordinator's Message
- National Anthems
- Committees
- Clubs In Order of Grande Marche
- Order of Exhibitions
- Previous Award Winners
- This Year's Award Winners
- Schedule of Events
- Squares

= # of entries x 6 minutes. E.g. 5 Preteen Squares = 5 x 6 = 30 minutes. Pick your squares for the floor in random order with no 2 squares from the same club on the floor at the same time.

- Compulsory Rounds = 8 minutes / per flight
- Include Biffy / Coffee Break
- Lunch Break
- Calling Finalists

Top 6 Intermediate and Senior Only (Scheduled in random order).

Intermediate – 5 minutes for a singing or patter call.

Senior – 10 minutes performed as a tip

- Mysteries (Check Length of this year's tapes)

Preteen – 10 minutes

Junior Preliminary – 5 minutes per flight

Junior Final – 10 minutes per flight (Maximum two (2) flights)

Intermediate Preliminary – 5 minutes per flight

Intermediate – 10 minutes per flight (Maximum two (2) flights)

Senior Preliminary – 10 minutes per flight

Senior Final – 12 minutes per flight (Maximum two (2) flights)

- Hash – 8 minutes per flight (Check length of current year's tapes)
- Exhibition – 10 minutes per Club

PROGRAMMING

This is one of the **largest** jobs and one of the **important** for a **successful** festival. The following is an attempt to describe the procedures which have been handed down and which have been found to be the most **successful**. (Various people have tried to program using the computer but have been unsuccessful because of all the variables involved). It is a good idea to ask **experienced** people to help in your first year.

1. When registration forms have been received, **check** them over keeping the following in mind:
 - a. Keep a **list of questions** you have as you go along so things can be checked with individual Clubs.
 - b. Has **all** information been brought forward from the individual registration sheets to the summary sheet **consistently**? **Categories** are often confused from one form to the other. **Check and double check** competitor's name **spelling**, especially Callers and Round Dancers as these names appear in the **program**.
 - c. Cross check registration **fees** paid with the summary sheet. Round Dancers from two Clubs sometimes get paid for **twice**.
2. Make a list of each category and take a **tally** to be sure there is a **competition** in each category.
3. Look over registration sheets and check **eligibility** of competitors according to the rulebook. Competitors may move up a level **by choice** but be sure they understand that this is what they are doing if registered this way.
4. Next, all competitors must be entered on **colored cards**, one color for Calling, one for Squares, one for Cueing, and one for Rounds. (See examples included). Note each competitor is also **cross referenced** with a **symbol** for the other categories they are entered in on each card. This helps to see conflicts at a glance. As everything is done from these cards, **everything** must be transferred and transferred **correctly**. Cross check and have **someone else** cross check for **correct categories** and **correct spellings**.
5. **Sort** the cards according to **categories**. Do your numbers with the **tally** made from the registrations?
6. The challenge of programming comes from those Teens who are entered in all five categories. For instance, they can be Novice Callers or Cuers while being experienced Square Dancers and Round Dance in any category. At times even Preteens can compete in Teen categories. By **perusing** the cards try to get a feel of where your **conflicts** are also going to be, for example a Square which has almost all members also Round Dancing. **Offset** your program in the Main Hall against the one in the Round Hall whenever possible. For example, Preteens in the Main Hall when Teens are Round Dancing, and Novice Squares when experienced Rounds are being done, keeping in mind your busiest Squares.

PROGRAMMING (continued)

7. Next line up a **tentative** schedule for the Main Hall in one line and a tentative schedule for the Round Hall beside it. Roughly check to see if any **conflicts** are visible. Keep in mind **breaks** for Judges and M.C.'s. Often these breaks can help in conflict situations.
8. When you feel you have a schedule coming into shape take the square cards and begin to enter them onto the **Square Progression Sheet** with the four boxes on them. (Example enclosed). Each flight takes six minutes. A new sheet for each Square category should be made up. Do it in **pencil** so changes can be made if required. Remember that two squares from the same club cannot be on the floor at the same time. Try to mix up Canadian and American Clubs as much as possible. Remember to watch the **spelling**. Put the time beside each **flight**.
9. Mark on the card the **exact** total time period the square will be on the floor, not the total time of the category. Remember that the Square **starting** in position number 2 and 3 has to come **back** on the floor at the end of the category to finish their round. Also mark on the Caller card the time the **Display** is on the floor.
10. Now put **all** these items on the cards for the Round Dance, Caller and Cues cards as well.
11. Next schedule your Round Dance Hall (eight minutes for compulsories) and put all times on all three cards **always checking for conflicts**.
12. The Patter Hall is usually done last. Also put these times on all three cards.
13. **Check** over each card carefully for conflicts and adjust where necessary.
14. No conflicts and everything match? **Great!** Now the **afternoon** program is tackled in the same way using the same cards.
15. Organize your **Schedule of Events** page (Excel – Days Schedule). Remember to send Basic B dancers to **seclusion** with Basic A if they use the same tape. Is there the same problem with Junior and Intermediate Squares?
16. When you are happy with all the scheduling and **everything** has been **double** and **triple checked** then the sheets can be made up for your typist to get the various pages **camera ready**. (If you can use the discs from the previous year a lot of the set up time is saved but be careful nothing is carried over from the previous year by mistake).

SCOREKEEPER

Send the information given to your typist to the Scorekeeper as soon as possible so that they can enter all the information into the computer and print the score sheets for you.

**M.C. Program
(Word – Main Hall M.C.)**

The M.C.'s appreciate information ahead of time so they can practice the pronunciation of names or ask for clarification of pronunciation at the Friday Meeting. A photocopy of the morning schedule as given to your typist is sufficient.

On the day of Festival, the three M.C's use the program as guidance as the day progresses. The Main Hall M.C. also requires a detailed program taken from the Square Progression Sheets as guidance to announce Squares in their proper order while they move across the floor. Large letters should be used for ease of reading.

SQUARE PROGRESSION SHEETS (Excel – Square Prog. Sheet)

Photocopy the square progression sheets for the Floor Manager, Chief Judge and the Score sheet Distribution Table.

SQUARE PROGRESSION CHART

TIME	POSITION THREE	POSITION DISPLAY	POSITION ONE		CALLER/CLUB

JUDGES HANDBOOK

This Handbook should be **photocopied** for your various judges and committee members. A full book should be given to the Chief Square Dance Judge and the Chief Round Dance Judge.

Appropriate pages only should be given to all judges and personnel with the times of their duties. Good communication is very important. (See files for examples of past letters).

JUDGES PACKETS

Contained within the packets are:

- Actual **sections from the Rulebook**.
- Include the preamble that indicates the **broad purpose of Festival**.
- General instructions for all Judges and officials which show quick reference instructions in **Bold**.
- **Specific instructions** to a specific responsibility (e.g. Timer).
- Example (s) of **Score Sheet (s)**.
- General overview of possible considerations offered to volunteers. This will vary from Festival to Festival.
- Meal Ticket (s)

Note for Judges, Officials and Volunteers

Please ask lots of questions of the Chief Square or Chief Round Dance Judges, the Coordinator and Rulebook Chairperson. It is not recommended to rely on information or interpretations from other sources. (e.g. Club Callers, Club Advisors, Parents, etc.).

Please remember every **move, expression, gesture, etc.** is on someone's videotape!