

WHAT YOU SHOULD KNOW ABOUT THE DTASC HANDBOOK

The handbook has a general Table of Contents. Each section has its own TOC. It also has a general index to the handbook and to the DTASC web site.

- A list of important pages to print and a list of changes from year-to-year keep members up to date.
- The handbook has 8 major sections.

Board information and the current year's calendar are in **section A**.

Bylaws are in **section B**.

DTASC committees are the focus of **section C**, which lists all of them and tells what each committee is supposed to do.

- Festival committees each have their own section, which includes lists of what to do before, during and after a festival, and all the forms, signs, etc. needed.
- The first page (sometimes 2 pages) of each festival committee section lists what the committee chair's responsibilities are.
- Host responsibilities are in section C also. The first page is a Table of Contents for the host section, and the last 2 pages are its index.

Coach and student responsibilities are in **section D**.

- The Codes of Conduct are here for both coach and students.
- The student Code of Conduct for parent signatures is in English and in Spanish.
- Coach responsibilities for each festival and for the business meeting in June are in section D-1, right after the code of conduct.

Rules for all DTASC festivals are in **section E**.

- Participating Schools Rules relate to all festivals and to the organization in general.
- Event rules are always in effect for all festivals.
- Specific rules for Fall Festival and specific rules for Shakespeare Festival each have their own sections.
- Each specific rule section begins with a table of contents and ends with an index just for that section.
- The specific rule sections also include detailed information for tech entries, with all the forms and directions coaches & students need.
- One page near the beginning of each tech section is a quick overview of the tech categories and the requirements for each division.
- The final section in E has rules from previous festivals. These previous events might provide some ideas to submit for the June meeting, when members vote on the event categories for the following year.

Scholarship information is in **section F**.

- It includes where to send the applications, how to submit them, tips on doing well at auditions, how students can get email reminders of deadlines, and much more.

Information about past festivals and a list of DTASC presidents is in **section G**.

Section H is the catch-all section.

- It has lists of plays for various categories, current ballots and share sheets, maps of schools who have hosted a festival, various DTASC forms, and much more.
- The Table of Contents for section H lists all the items found in it.