

C10 RULES

OVERVIEW OF FESTIVAL COMMITTEE CHAIR RESPONSIBILITIES

C10 Rules Committee Chairperson

Pre-Festival:

1. Get large manila envelopes to put share sheets in. (15" works best)
2. Label envelopes with school codes (can be done at org meeting).
3. Print out Rules reporting form (several copies) from handbook (page C10-2).
4. Print out at least 25 copies of Rules Violation checklist (page C10-4; has 4 to a page; use green paper if possible) and Rules Check Guidelines (page C10-3; has 2 to a page; use tan or canary paper if possible) and cut them.
5. Deliver all cut forms to registration table by 7:30 A.M. on festival day, OR print and cut ahead of time and deliver to organizational meeting to put with school code tags.

Festival day (much can be done by members of Rules committee, not just Chair):

1. Bring printed Rules sheets and large manila envelopes.
2. Deliver Rules Violation Checklist forms and Rules Check Guidelines forms to Registration table by 7:30 A.M. if they weren't delivered to the organizational meeting.
3. Label envelopes with school codes if it wasn't done pre-festival.
4. Train any new committee members.
5. Lay out envelopes on available surfaces to facilitate dealing out share sheets.
6. Get list of coaches' jobs & cell phones from Div VP during Round 1.
7. Look over Rules Violations Checklists as they are turned in, to see whether an infraction is being reported
8. Log in all rules infractions immediately and follow up on them.
 - a. who reported it (dismiss the complainant once you have logged the complaint)
 - b. round, event, room, school code
 - c. what the problem was
 - d. who you contacted; what was said
 - e. what was done or agreed on
 - f. what consequences if any
9. If a rules violation is likely to be a disqualification, notify the DTASC president, who should be involved in any "judgment calls" (as opposed to clear violations such as too many persons in the scene, or using a featured play in the wrong event).
10. Notify Tabulations ASAP if there are any definite disqualifications.
11. Periodically collect share sheets from Tabulations.
12. Have committee members or parents stuff share sheets and other information into envelopes
13. Assign DTASC personnel to each of the Finals rooms to check for rules violations.
14. Have them report back to Rules at the end of the Finals round to discuss possible violations.
15. At the end of the day, see that the room is left as it was found.
16. Deliver boxes of envelopes to assemblies.
17. Put Rules Violation Logs and Rules Violation Checklists in an envelope, label it clearly, and deliver it to DTASC president.

DO NOT discuss infraction directly with student(s). Discuss ONLY with coach or coach's designated adult representative.

Post-Festival:

1. If any rules need to be clarified or changed, tell the person collecting rules changes.

**RULES COMMITTEE
RULES CONCERNS SHEET**

DATE _____

PAGE ____ OF ____

| ROUND | EVENT | ROOM # | SCHOOL CODE | CONCERN/QUESTION | ACTION TAKEN |
|-------|-------|--------|-------------|------------------|--------------|
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Rules Violation Checker – What to Do

Thank you for helping DTASC with this important task. You are checking rules AND judging the rounds.

Here's what to do:

- Go to Judges HQ, pick up the packet assigned to you, and go to those rooms Rounds 1 and 2.
- In each round, note on the green form anything that might be considered a rules violation.
- If there are none, fill in room #, round # and your name, and write “None” across the lines.
- Turn the form in to Rules after each round. (room 90)

Possible rules violations (most common, but not limited to these):

- material or actions that are **not age appropriate** (no overtly sexual gestures, no inappropriate touching)
- **costumes** (note: Charlie Brown in a yellow t-shirt is NOT a costume; Charlie Brown in a yellow t-shirt with zig-zag stripe IS a costume)
- not **singing** where it's required (such as Event 6); singing where it's not allowed
- play **fits the category** (eg., Shakespeare's Families scenes must have at least 2 family members)
- not performing a **straight scene** where it's required
- wearing **school name** on clothing

NOTE: You do not deal with any of these possible rules infractions. You write them up on the slip of paper and deliver it to Rules. The Rules committee will resolve it.

You can judge and check rules violations too, but **JUDGE THE PERFORMANCE — nothing that you see as a possible rule violation should affect your role as judge.**

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School Code _____ Round _____

Event _____ Room _____

Description of Possible Rules Violation:

Reporting Teacher _____

Date _____

School Code _____ Round _____

Event _____ Room _____

Description of Possible Rules Violation:

Reporting Teacher _____

Date _____

School Code _____ Round _____

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