

# DTASC FESTIVAL RULES

## PARTICIPATING SCHOOLS RULES

### DIRECTORS / COACHES / DRAMA TEACHERS

Definition: “Active member” may also be referred to as teacher, coach, or director. All of these terms used anywhere in the DTASC handbook mean “an active DTASC member,” i.e., someone who has paid dues for the current school year.

1. All festival and scholarship entries must be directed by an active member of that school. Currently enrolled secondary students may direct, if supervised by that official faculty member. Violation will result in immediate disqualification of all entries and suspension of that school from the next festival.
2. Each coach must bring to festival—and have within easy reach at all times—emergency information for each of their attending students. Each coach and student and the student’s parent/guardian will also sign a Code of Conduct to be submitted upon arrival.
3. Directors must also bring a binder with all DTASC scenes to festival and leave it at the registration table upon arrival. They can reclaim it from Rules after Finals.
4. In addition, directors must bring the Master Cuttings List, filled out completely, to leave at the registration table, separate from the scripts and codes of conduct.
5. Each entered DTASC director must participate on the day of the festival on a committee or as a judge. Failure to do so would result in forfeiting his/her entry for the following semester’s festival. Directors must remain as chaperones to supervise their students. In an emergency, a DTASC member will be allowed a substitute. Any director who has an all-day committee assignment or who has groups entered in more than one division at the same festival should have a designated assistant chaperone for each division who will actively supervise the students.

### DIVISIONS

1. The festival is divided into three divisions:
  - Middle School (formerly Division A) — 6<sup>th</sup>–8<sup>th</sup> grades
  - Junior Varsity (formerly Division B) — 8<sup>th</sup> and 9<sup>th</sup> grades
  - Varsity (formerly Division C) — 9<sup>th</sup>–12<sup>th</sup> grades
2. A DTASC director may enter any of the divisions for which the school has qualified students. An individual student, however, may enter only one division per festival, and participate in only one event.

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## PARTICIPATING SCHOOL RULES, CONTINUED

### SCHOOLS

1. Entries must come from a single school that includes students in the appropriate grades, and no student can be entered in more than one category. If a school has only boys or only girls, it may join with one other school of the opposite sex to enter as a competing team for reason of rules and fees. DTASC is open to entries on a reciprocal basis to schools from other states or countries in an effort to promote cultural understanding and an appreciation of diversity.

### NOTIFICATION OF PLACEMENT

1. Students are not to be notified of placement in any rounds, or of comments on Judge's Share Sheets during the festival. Semi-finalists and finalists will be announced at the scheduled assemblies.

### REGARDING JUDGES

1. No director, parent or student may attempt to influence the decision of any judge or discuss in the hearing of any judge the merits of any participant.
2. No director, relative, or friend may act as a judge in a section or Rules Committee decision in which s/he knows a participant.
3. The opinions of the judges as to the excellence of the performance and the judge's decision as to the ranking of the contestants should not be challenged. Any protest regarding rules violations should be made to the Rules Committee, and only by a DTASC director. The Rules Committee's decision shall be final.  
**NOTE: Judges are asked to report to Rules the school code of any scene they feel is age inappropriate or in which safety is a concern. The Rules committee will then contact the coach.**
4. No judge may judge the same event within the same division more than once unless absolutely unavoidable.
5. VARSITY DIVISION — must be at least 21 years of age  
**JUNIOR VARSITY AND MIDDLE SCHOOL DIVISIONS — College students of any age may judge JV and Middle School, but they must provide any previous school affiliation(s) at judge registration and show their college ID.**

**NOTE: The penalty if judges disregard these rules is that the school they are connected to may be disqualified.**

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## RULES ENFORCEMENT

1. The Rules Committee and/or festival host and DTASC president are given the authority, in extreme circumstances, to place on probation, disqualify, and/or eject all entries of an entire school. Examples of extreme circumstances include but are not limited to:
  - unsportsmanlike conduct
  - inappropriate material
  - **discourteous behavior (eg. abusive language or conduct worthy of censorship) by the director, students, parents, relatives, or anyone else connected to the school toward an official of the festival, including DTASC and host personnel, judges, and room chairs**

A letter of reprimand may be sent to the director and to the principal of the school in question.

The decision in this matter shall be final.

2. **Normally**, the Rules Committee may not disqualify an entry in the final round unless the sponsor has been notified of alleged rules violation by the Rules Committee, in person, previous to the final round. (Exception: See #11, next page.) All disqualifications must be cleared by DTASC president.

**Exception:**

  - **Egregious rule breaking at the awards assembly will be disqualified regardless of whether the school was warned or not**
  - **“Egregious rules breaking” is defined to be in violation of guidelines set forth in Student and Teacher codes of conduct or action determined to be unsafe**
  - **The President may still exercise discretion about the penalty**
3. All sponsors or an adult representative from each school must check in with Rules between each round. Failure to do so constitutes grounds for disqualification from any category where a rules infraction has occurred if that violation is repeated in a later round. Once a sponsor has been notified of the violation, the students must make any adjustments necessary to correct the violation. If the violation occurs again, the scene will be disqualified.
4. **Challenged scenes will be given the chance, in most cases, to address/alter any rule deemed violated.**
5. If a rules violation which has already been brought to rules and reported to the appropriate sponsor is broken again during the final round or award assembly performance, the scene will be disqualified by the Rules Committee with the approval of the DTASC president, and the award will be given to the next highest placing scene. Sweepstakes points will be adjusted accordingly.
6. Any school that intentionally changes material or scene content, including content of student written scripts, between rounds without the guidance of the Rules Committee will be disqualified in the category in which the change occurred.

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## PARTICIPATING SCHOOL RULES, CONTINUED

7. Rules Committee has the final authority to interpret the rules regarding festival attire on the day of the competition which can lead to a warning and/or disqualification of any group.
8. Rules Committee also has the authority to warn and/or disqualify any other clothing item not mentioned above if, in their opinion, it does not meet the standards of safety or modesty imperative to a DTASC festival.
9. At festival, only the DTASC president, the Rules Committee, any individual requested by the Rules Committee, and the coach in question may be present to determine the status of a rules violation.
10. Any disqualifications during the festival must be reported to Tabulations on a form signed by the DTASC president.
11. A scene found to be in violation of any rule may be immediately disqualified, with any awards revoked, *if it was entered by a school that has previously received warnings at two or more festivals for similar infractions*. Furthermore upon review by the DTASC President, the school may be suspended from competition for the next festival.

### **NOTE:**

- **Egregious rule breaking at the awards assembly will be disqualified regardless of whether the school was warned or not**
- **“Egregious rules breaking” is defined to be in violation of guidelines set forth in Student and Teacher codes of conduct or action determined to be unsafe**
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## SPECIFIC DTASC ORGANIZATION RULES

### MEETINGS

1. Teachers or their legitimate representative (as determined by the current DTASC president) must attend the entire planning meeting prior to each festival. If a sponsor is unable to attend the meeting and sends a representative, s/he is responsible for obtaining all important rules information and changes and for notifying the DTASC president or membership chair before the meeting that such substitution will take place. Teachers can be represented by someone else at the mandatory meetings only once every four festivals.

### RULES CHANGES

1. A rules change must be presented at the June business meeting, and may be tabled and revised to be addressed at subsequent meetings.
2. Rules will be voted on during odd-numbered years. However, the board is permitted to bring a rule to vote at any time.

## EXPLANATION OF FEES FOR DTASC FESTIVALS

### ENTRY FEE

The entry fee is \$10 per student. This fee must be paid for each student in each group. If students drop out, under normal circumstances DTASC does not refund the fee. If students are added, the school or coach must pay the additional fee, which can be paid at registration on the day of the festival. For tech categories, the fee is per student in the group actually presenting at the festival, including live models. It does not matter how many students are involved in preparing the tech entry; only those who actually present it at festival pay fees.

#### EXAMPLES:

- Tech Category, Sets/Lights C Div can have 1–4 participants. If only 1 student is presenting the entry, the fee is \$10. If 4 students are involved in the presentation at the festival, the fee is \$40. A/B Div can have 1–6 students in the presentation. If 6 are presenting at the festival, the fee would be \$60.
- Audition Monologue: A school can have one or two entries in this category. If one student is entered, the fee is \$10. If two students are entered (each competing separately), the fee is \$20.
- Event 9 can have 3–10 students, so the entry fee would range from \$30 to \$100, depending on the number of students performing.

### AD FEE

A mandatory ad fee is charged to each school for each festival. The minimum ad price is \$15. Schools can opt for a larger ad at a higher fee. A 1/4 page ad is \$30; 1/2 page is \$50; full page (no bleed) is \$100. We do not accept ads that bleed. Any such ad will be reduced in size to meet the printing requirements. See D5-1 for ad sizes.

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## **PARTICIPATING SCHOOL RULES, CONTINUED**

### **PROGRAMS**

Printed program booklets are available at \$1 each. Coaches need to order them on their registration forms. A limited number of programs will be available for sale at the festival at \$1 each. The online program is free, but cannot be folded into a booklet.

### **COACHES' LUNCHES**

Drama teachers (coaches) and other adults may buy one of the lunches being prepared for the judges. The set cost is \$8 per person.

### **DUES**

DTASC dues are \$40 per school year (covers all festivals during the school year) for each drama teacher at the school and for each adult coaching students for DTASC Festivals. Dues may be paid separately, or with festival registration. Dues must be paid if a teacher wishes to enter students in a festival.

### **FESTIVAL REGISTRATION FEES**

- Schools are expected to pay the amount assessed when they register, unless there was an error of some kind, such as ordering 8 lunches instead of 1.
- Contact the treasurer about any problems.
- Students dropping out after registration are not considered an error. The school is still expected to pay their registration fees. Perhaps the school can collect from the students or their parents if they don't understand the commitment they've made.
- If you add students, lunches, extra programs, or more dues after your registration is submitted, the additional money is due no later than the morning of the festival at the registration table. Anyone who is not paid up at that time is not eligible for trophies, and if you receive one anyway, you may have to return it.

### **HOW TO PAY**

- DTASC accepts school checks, personal checks, money orders and credit card payments.
- **All checks and money orders must be payable to DTASC.**
- Until we are set up to handle credit card payments online, the coach or the school must contact the treasurer by email – [llanning@pacbell.net](mailto:llanning@pacbell.net) – or by calling 818-517-3132 to set up an appointment for the credit card payment and to get the phone number to call. Payment cannot be taken on the cell phone call because the app for the credit card requires the cell phone's complete attention.

**SEE NEXT PAGE FOR INFORMATION ABOUT LATE FEES.**

## **PARTICIPATING SCHOOL RULES, CONTINUED**

### **LATE FEE**

A late fee of \$35 per division will be assessed if registration fees have not been received by the start of the organizational meeting.

The late fee will double each consecutive time that a school is delinquent with their registration payment. Any school that has not met all financial obligations from a previous festival will not be eligible to register for any subsequent festivals until the Treasurer has verified that its account has been cleared.

#### **AMENDMENT TO LATE FEE RULE:**

- 1. If a school has not submitted a check – school check, personal check that can be cashed, personal hold check, or money order – or paid by credit card before the Organizational Meeting, that school will not be registered and will not be placed in the program.**
- 2. If a school withdraws from the festival after the Organizational Meeting, personal checks will not be cashed, but the standard cancellation fee of \$35 will be imposed and must be collected from the school before registering for a subsequent festival.**
- 3. If a school withdraws from the festival after the program goes to print, one week before the festival, all checks – including personal hold checks – will be cashed.**

Note: Extenuating circumstances may be considered by the President.

#### **HOW TO AVOID A LATE FEE:**

- a. Mail a check for the registration fees by the postmark deadline, or hand deliver your check at the beginning of the organizational meeting.  
DO NOT send anything that DTASC must sign for.
- b. If your school check isn't ready on time, send a personal check for the amount owed, payable to DTASC, and mark it HOLD. These checks will be held until a school check is received or until the Monday after festival. If replaced by a school check, the personal check will be shredded. If not replaced, it will be deposited the week after festival.
- c. It may be possible to pay your fees by credit card. Contact the treasurer.

#### **FESTIVAL JOBS AND PENALTIES**

- DTASC is a volunteer organization. DTASC entry fees are extremely moderate compared to other festivals. Therefore, all members of DTASC must help at festivals in order to keep fees low.
- If registered DTASC members are not providing adequate help at festivals, or are shirking their jobs, depending on severity and/or multiple violations, consequences for non-performance of festival jobs may include financial penalties, loss of membership for the year, or removal from competition at that festival and/or the following festival/year.