

# *Keystone Indoor Drill Association*

## *Show Sponsor Guidelines*

*November 2011 Edition*



## INTRODUCTION

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The Keystone Indoor Drill Association (KIDA) was formed in the interest of teaching the principles of good sportsmanship, fairness in all aspects, professionalism, and proper conduct under any and all prevailing conditions. Each season, hundreds of students from member units across several states participate in KIDA sanctioned shows. As a show host within KIDA, you represent your school, the activity, and the association as a whole. KIDA expects that all show hosts will uphold the same standards of fair competition, sportsmanship, and excellence as stated in our **Philosophy** and **Code of Ethics and Conduct** (Appendix E and F).

Being a contest host is not an easy task. Countless hours are spent by a show coordinator meticulously planning a competition with a booster organization and scores of volunteers. The details of a show are measure in the thousands and the number of volunteers can be in the dozens. But, if successfully run, hosting a KIDA show can be an excellent fundraiser for your organization and can be an incredible experience for all who participate at your contest.

To ensure that all KIDA shows operate at the highest level, these guidelines have been constructed. This document is to serve as a critical step-by-step process for new show host on how to run an effective and efficient competition. For experienced hosts, this document is to serve as a reference document to answer any questions that a host might have while planning their contest.

This document, designed to be comprehensive, is not the definitive answer for all show related questions. There will be times where issues and situations will arise that are not covered within these guidelines. If you have any questions regarding how to plan your contest, please feel free to contact the KIDA Business Manager or any member of the KIDA Board of Directors.

Additionally, this document may need information added to it in the future. If you have any suggestions on subjects that are missing from these guidelines, please contact any member of the KIDA Board of Directors or Administrator. Your help is greatly appreciated in helping make KIDA a better association for our students.

Most importantly, **HAVE FUN!** Being a show host is exciting. With properly planning, your show will run smoothly and you and your team can enjoy the day and celebrate the talents of the participating students.

Thank you for your continued support of the Keystone Indoor Drill Association. With your hard work and dedication, we are ensured that KIDA will continue to prosper and provide an exciting educational performance outlet for our students for years to come.

Best Wishes,

*KIDA Board of Directors*

## BECOMING A KIDA SHOW HOST

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To become a KIDA show host, you must first contact the **KIDA Business Manager**. Show hosts from the past season will have an exclusive period after the season to confirm their competition weekend. Once this period has come to an end, any KIDA member can register for a show.

Once contacting the KIDA Business Manager, you will be notified of the dates available within the schedule. Upon confirming a show date with your school administration (department, principal, and/or athletic director), you will need to submit a **Show Sponsor Contract** to the KIDA Business Manager. Only when this contract has been received by the KIDA Business Manager will your contest be reserved on the KIDA schedule.

## FALL MEETING – FIRST STEP AS HOST

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You are required to attend a mandatory show sponsor meeting that will be held in conjunction with the **Fall General Membership Meeting**. If you as a show host cannot attend, you should send a representative in your place or contact the KIDA Business Manager.

## HOW UNIT SIGN-UP FOR SHOWS

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The individual participating KIDA units will be responsible for accessing copies of the **Show Contracts** from the KIDA website ([www.kida.org](http://www.kida.org)). Once the unit prints the show contracts, they will be responsible for returning the completed contracts to the show sponsor contact person. **Show contracts cannot be mailed prior to December 15th and should not be postmarked before this date.** If you receive a contract that has a postmark date prior to December 15, please contact the unit representative on the form and have them resend you a new contract and use the new postmarked date as the date received. You should not be receiving show contracts via email since we are using postmark dates for show order (see additional info below on setting the schedule for your show).

By **January 15** you will need to notify all unit contacts that you have received their contract for your show. You need to send a preliminary list of units to the **Business Manger** and **Judging Coordinator**.

## HOW MANY UNITS CAN PARTICIPATE?

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A show will be limited to no more than **33 performing** (competing and exhibition) units.

**EXCEPTION:** If the 33rd unit is from a school with more than one unit, the other unit(s) from that particular school may also be accepted to participate, up to a maximum of 36 total performing units. The show sponsor is required to accept the **FIRST 33 KIDA member units** that respond by signed contracts according to the postmark date.

If your show is full and you still receive additional contracts from units, you can start a waiting list (by postmark date). Please make sure you inform the unit that they are on a waiting list so that if needed they can attempt to schedule another show.

## SHOW ORDER AND SCHEDULE

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The show sponsor will draw for unit performance positions based on the postmark date of the contracts as they were received (i.e. – all contracts received with a postmark of 12/15 will be drawn to go on in the last performance spot in their respective division, all contracts received with a date of 12/16 will be drawn next, etc).

Morning shows are not permitted to begin prior to **10:00am**. Afternoon shows must begin their final awards ceremony by **10:00pm**.

Set your schedule for your show based on the time frames required for each division/classification as indicated. If you have any questions on how to do this please contact the KIDA Business Manager.

| Units   | Maximum Interval Time |
|---|-----------------------|
| Percussion (Gold - Concert & Marching)        | 9 minutes             |
| Percussion (White, Blue - Concert & Marching) | 9 minutes             |
| Percussion (Platinum - Concert & Marching)    | 11 minutes            |
| Majorettes (Middle)                           | 7 minutes             |
| Majorettes (Senior)                           | 8 minutes             |
| Dance Team (Middle)                           | 7 minutes             |
| Dance Team (Senior)                           | 8 minutes             |
| Color Guards (Middle, Bronze, Gold)           | 7 minutes             |
| Color Guards (White, Blue)                    | 8 minutes             |
| Color Guards (Platinum)                       | 10 minutes            |

## SHOW ORDER AND SCHEDULE (Cont.)

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When setting your performance schedule, it should be done in the following order:

### Percussion Ensembles (standstill ensembles)

*Middle School Ensemble*  
*Gold Percussion Ensemble*  
*White Percussion Ensemble*  
*Blue Percussion Ensemble*  
*Platinum Percussion Ensemble*

### Percussion Moving

*Middle School Moving Percussion*  
*Gold Moving Percussion*  
*White Moving Percussion*  
*Blue Moving Percussion*  
*Platinum Percussion Ensemble*

### Percussion Awards Ceremony

**Break** (must be 1 hour and 15 minutes between the last performing percussion unit and the next unit)

### Dance Teams/Drill Teams

#### Majorettes

*Middle School Majorettes*  
*High School Majorettes*

#### Color Guards

*Middle School Guard*  
*Bronze Guard*  
*Gold Guard*  
*Break (if there are more than 10 units, a break of no more than 15 minutes is suggested for sound checks)*  
*White Guard*  
*Blue Guard*  
*Platinum Guard*  
*Colligate Guard*

### Awards Ceremony for Majorettes, Dance/Drill Teams and Color Guards

**SHOW FLIPPING:** A show sponsor does have the option of flipping the order & having the Majorette, Dance/Drill Team & Guard portion run first in their show and Percussion units run second. The order within the specific discipline cannot be changed (standstill/moving & gold, white, blue, etc). The show sponsor **MUST** inform the **KIDA Business Manager** of their request and get the approval of the KIDA Board of Directors prior to **December 15**.

## DETERMINING UNIT CLASSIFICATIONS

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When you receive a contract from units they will only be marked with their discipline (Example: moving percussion, ensemble/concert percussion, middle or high school color guard, etc.). When it comes time to set your schedule, you will need to check the **KIDA website** to confirm what specific divisions the majorette, percussion, color guard or dance teams are competing. Because of reclassifications, it may change throughout the season. As units get moved throughout the season the **Business Manager** will send emails out to the show sponsor contacts with changes.

## WARM-UP SCHEDULE

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You will also need to set up a warm-up schedule to coincide with your show performance schedule.

### Color Guards, Majorettes, and Dance Teams

A warm-up schedule should include times and designated areas for separate **body warm-up** and **equipment warm-ups**. Please indicate any specific rules you may have such as no tossing equipment in areas that may be designated for body warm-up. **YOU MUST PROVIDE AN AREA FOR EQUIPMENT WARM-UPS (TOSSING) FOR ALL GUARDS & MAJORETTES.**

See previous unit time frames as a guideline for appropriate warm-up times. For example, if a blue guard has an 8 minute time interval then they should have at least 8 minute of warm-up for body and 8 minute of warm-up for equipment.

### Percussion

You need to have at least **2 separate areas** to alternate for percussion warm-ups. Please keep in mind that ALL Percussion units must have a minimum warm-up time of **20 minutes**. If you have the ability at your facility to give percussion groups more (30 or 40 minutes), please do so. The warm-up time frame you give percussion units must be the same. No Exceptions!

You may allow the first percussion group scheduled for a designated warm-up area to set up their equipment in that area prior to their warm-up time, but they should not be able to begin warming up until their scheduled warm-up time.

## AWARDS CEREMONY

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The **Chief Judge** will organize the unit captains in their order of performance outside the gym. It's helpful if your announcer would announce where captains should report. The Chief Judge will direct the captains to then proceed to the center of the gym floor in single file to music provided by the host. The announcer will read all the scores and placements for all competing units. Trophies should be presented to at least the **top three finishers in each division**. As previous noted, the Percussion ceremony will be conducted following the last performing percussion unit, and then the majorette/drill-dance team/color guard ceremony will commence after the last guard unit.

## SHOW SPONSOR PACKET

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Your **show schedule** and **show sponsor packet** MUST be sent out to each participating unit no later than **two weeks prior to the show date** (distributed via email or traditional mail). You are encouraged to send this info to the KIDA Business Manager at least one week prior to that to review the schedule for any timing errors, as well as make sure all of the required information is included in your packet, giving you time to make any corrections. The Business Manager will in turn forward your schedule & packet to be posted on the website.

Items that should be included in your show sponsor packet:

1. Clear directions and/or map to the school.
2. Map of key locations within you facility (including housing areas, gym, equipment and prop storage, locker rooms and judges meeting).
3. Parking details on where equipment/props should be dropped off and parked. Spectator parking should also be covered.
4. Designated check-in entrance for units and spectators.
5. The place that is designated as a changing area for units (this should not be the general housing area).
6. Show Schedule & Warm-up Schedule for units, including where the warm up areas are.
7. Provide a map of how the performance floor tarps will be loaded & unloaded from the performance area/gym. This will allow each

performing unit to prepare for the proper folding & loading of their floor mat which will aid in the smooth flow of the show (see additional info below)

8. Location of functioning electrical outlets
9. An emergency contact phone number. This number must be in operation at least **4 hours** prior to the start of your contest in case of inclement weather.
10. Cost of tickets/admission to your show for spectators.
11. A time when guard & majorettes can complete sound checks of their music.
12. Any specific rules or guidelines for your facility.
13. Food menu (if desired).

## PLANNING – KEY TO A GREAT SHOW

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Critical to the success of any good KIDA contest is superior planning. With a well conceived plan of how the show is going to run and a well educated core of volunteers, any show can be a success.

The next several sections will cover the several topics that will help you plan an effective and efficient show.

## SHOW FLOW, STAGING, AND STORAGE

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Key to a great show is flow. There should be a clear facility plan in place to ensure that units, equipment, and spectators can move through the show efficiently.

### Show Flow

When laying out a floor plan for your show, make a clear path for both **spectators** and **performers**. The path for performers should lead from check-in and unloading to warm-up locations to the performance venue and finally to the equipment loading location. Make sure that your hallways are wide enough to handle large props and percussion equipment.

**Doorways** need to be large enough to fit all equipment. Entrances with a bar between doors must have the bar removed prior to the show.

The flow for spectators should lead from ticket purchase to the gym to concessions. Spots where the path of the spectator and performer cross should be avoided if possible.

### Storage

As this activity continues to expand, there is a growing need to provide storage for floor mats, props, and large percussion equipment. Make sure that your facility has space for such storage without getting in the way of the spectator flow. Access to stored equipment must be made available at all times to performer units.

### Staging

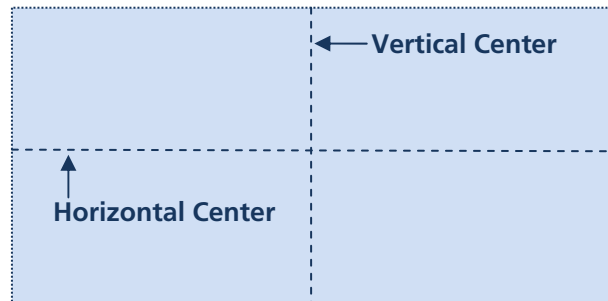
There are two locations that units will need to be stage prior to moving into a facility. These are going into the warm-up facility and going into the performance facility. Make sure that you allocate enough space to stage units moving into these facilities. Remember that **Percussion units** typically need **more space** because of the size of instruments.

## GYM ENTRANCE AND EXIT

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Please make sure you indicate how your gym will be set up for units to enter & exit. It is mandatory that you include this information in the show packet you send out to the units. They will need to know if it will be a vertical or horizontal flow & which of the four areas (i.e. back left or right, & front left or right) will be used for the units entering & then exiting after they perform. The units will fold their performance floors differently depending on the designated flow.

### Sample Entrance and Exit Guide



Additional samples have been provided for your reference at the end of this document (Appendix D).

## GYM SET-UP

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When setting up your gym to be a KIDA performance venue, there are some space requirements that you must allocate for.

### Front Row on Spectator and Student Sides

The front row should be roped off to ensure the safety of those watching the show.

### Judging Seating

You will need to block off seating at the top of the spectator side and about 8 rows up for judges. Please leave enough space between the audience and judges.

### First Aid Station

A first aid station should be available within the performance venue in the case of an emergency.

### Sound System

The host should supply a sound system for all units to use, if needed. It is required that the system have the capability to provide both compact disk and inputs for digital media (i.e. MP3, iPod, etc).

## SHOW STAFFING

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Staffing a contest properly is one of the most difficult challenges in planning a show. The following is a list of staff that you should plan on having at your contest.

### Registration

Your registration staff will have first contact with participating units. They should have the necessary check-in information and be able knowledgeable about the show and the facilities.

### Unit Guides

These guides will help units navigate a facility that might be foreign to them. These guides can be students, but should be friend and knowledgeable to communicate to visiting staff members.

### Judge Runners

Each host must provide 3 runners to take tapes and score sheets to the tabulator from the competition area

### First-Aid

A qualified First-Aid professional must be located within or near the performance venue

### Announcer

The announcer is the heart of your contest. They should be comfortable reading difficult names and have clear diction. They will work in conjunction with the **Chief Judge** to keep the show moving smoothly. They should also be able to use the host provided **sound system**.

### Entrance Staff

Show sponsors should provide adults to work entrances to ensure that their venue is safe & secure. Staff at the entrance should check for "passes" (wristbands or paid marks) and turn those away without paid or approved admission.

### Unit Entrance Staff

This adult will be responsible for maintaining order in the unit staging area outside the performance venue.

### Security

Security is an element of any show that is of paramount importance and should not be overlooked. Please do whatever you think is necessary & appropriate.

### Fundraising Staff

You should plan on having adequate and dedicated staff to manage all fundraising operations on the day of your competition, including but not limited to concessions, ticket sales, grams, and raffle.

## ACCEPTED PASSES TO CONTEST

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KIDA only has one kind of pass – the **KIDA All-Access Pass**. Judges and KIDA officers should have an All-Access pass. This will grant anyone with the pass access to any KIDA show.

KIDA no longer hands out "season passes" to the units for their staff & support staff. Each show sponsor is required to provide **10 passes** to each participating unit for their staff & chaperones. This is per unit, not per school (Example: If a school has 2 units, then they get 20 passes). These passes can be in the form of a wrist band or hand stamp. We suggest that these 'passes' be provided to the unit director on check-in the day of the show rather than mailing them in your show packet.

It is up to the individual show sponsor's discretion if they will allow additional people in for free (i.e. additional chaperones who ride the buses). Show hosts are also responsible to distribute "passes", hand stamps or wrist bands, to the unit members that will be performing as they check-in.

## REVENUE

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The ultimate goal of hosting a KIDA contest is to serve as a fundraising opportunity for your organization. There is a multitude of ways generate revenue for your show. Below are suggestions on what you can do.

### Ticket Admission

Tickets are the easiest way to generate money for your contest. The price of admission would depend on your overhead costs and overall expenses. Most shows will charge \$5-\$8 for adults and \$3-\$5 for students/senior citizens for admission to their show.

### Concessions

While taxing for staffing, concessions can potentially be your largest generator of revenue for your contest. Both performers (individuals who did not pay for admission) as well as your ticketed customers will need to eat something during the day of your show.

When creating a concession menu, make sure that you include something that will appeal to all tastes. While sweets might appeal to students, the adult spectators might have difficulty finding something that appeal to their tastes. With a solid mix of snack items as well as meal items, you guarantee to have something that will appeal to everyone.

Also remember that people have different eating requirements and habit. Make sure that there are options for those individuals who are vegetarian as well as those who are diabetic.

When acquiring food items, make sure that you exhaust all donation options prior to purchasing food. Grocery stores and distributors might be willing to donate goods or offer items at a substantial discount. Additionally, asking parents and booster members for donations of baked goods, soda, water, and candy are an easy way to eliminate show costs.

### Grams

Selling grams are a nice way for parents and friends to congratulate a performing member or wish them luck. Make sure that you offer a wide variety of grams for parents to chose. **Candy Grams** and **Flower Grams** are traditionally seen. **Air Grams** can also be integrated into your gram system. Free to produce, Air Gram announcements are read by your announcer as the next unit is preparing to take the floor.

### Raffles and 50/50

A **raffle** is an excellent way to generate revenue from your show. If you can get someone to donate the prize for your raffle, then your organization will get the entire profit from the raffle.

The **50/50** is another way to create additional revenue for your show, but keep in mind that you will lose 50% of the money generated as the prize.

Make sure that you check with your school prior to organizing a raffle or 50/50 to ensure that your district allows games of chance.

### Favorite Instructor

Another fundraising opportunity with limited expense, this is a great way to get the students and audience involved in an award that you will hand during the award ceremony.

### Programs

Creating a program for your show is another way to generate revenue for your competition. When creating a program, make sure that you include as much unit information is possible in it, as well as a schedule for the contest.

### Other Fundraising Options

You can also sell other items at your contest, including but not limited to T-shirts, flags, drum sticks, etc. Be creative and see what you can come up with!

Be cautious though regarding what you might sell. Make sure you think about the cost of the item you are trying to sell and see what it would take to make the fundraising outlet profitable. If you are required to sell off your entire inventory to be profitable, then the fundraiser may not be a good option.

### Third Party Vendors

Third party vendors are another way to generate revenue with no additional expenses. Many outside vendor will either give you a percentage of sales or can be charge a rental fee for the use of the space. Just realize that patrons to your show only have so much disposable income when they attend your show. Make sure the revenue generated by a third party does not cut into the profitability of another portion of your show.

## EXPENSES

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With the ability to generate revenues also comes an expense. Holding any KIDA contest is not a guarantee that your show will be profitable. Only with careful planning can you ensure that you hold a successful and profitable contest.

Below are the KIDA related expenses for hosting a sponsored contest. You might incur additional expenses. Comparing the revenue generation capabilities to versus expenses should occur before deciding to host a contest.

### Association Fee

Contest sponsors, including the preview show host, will pay a **\$50.00 Association Fee** to the **Chief Judge** or **Tabulator** to help defray association expenses. The fee must be paid along with the judge's fees on the day of the contest date.

### Bond

In addition, new contest sponsors must pay a **\$100.00 bond**. If the contest is canceled, the bond is forfeited to the association. If the contest is successfully held, the bond will be returned to the show sponsor.

### Judges

The **Judging Coordinator** will send a compensation worksheet to the contest sponsor for all show related fees **10 days prior** to the scheduled show date. All of the above financial obligations must be paid in **CASH**. The tabulator or association treasurer will give a receipt for any monies received.

### **KIDA Judges Fees**

| <b>Judge</b>      | <b>Fee</b> |
|-------------------|------------|
| Chief Judge       | \$210      |
| Tabulator         | \$210      |
| Majorette Judge   | \$210      |
| Percussion Judge  | \$210      |
| Color Guard Judge | \$210      |
| Drill Team Judge  | \$210      |
| Dance Team Judge  | \$210      |

**ADDITIONAL JUDGES FEES:** Any judge that adjudicates more than **12 Units** in any one contest will receive an **additional \$4.00 per unit** judged over 12.

If a judge, in a primary discipline, adjudicates other disciplines as secondary assignments at the same competition, they will be paid **\$4.00 per unit** for their **secondary assignment**.

### **REQUIRED JUDGES**

#### **Percussion**

- One General Effect/Artistry*
- One Performance Analysis*
- One Visual (moving lines only)*

#### **Majorettes**

- One Movement*
- One Equipment*
- One Ensemble Analysis*
- One General Effect*

#### **Dance/Drill Team**

- One Movement*
- One Ensemble Analysis*
- One General Effect*

#### **Color Guard**

- One Movement*
- One Equipment*
- One Ensemble Analysis*
- One General Effect*

#### **General**

- One Timing & Penalties/Chief Judge*
- One Tabulator*

**PLEASE NOTE:** Judges will be shared/overlapped where possible to minimize costs to show sponsors

### **JUDGES ROOM**

The show sponsor must provide a separate room for the judges and tabulator to use for the duration of the show. This room must be close to the competition area. Refreshments and food should be provided to the judges in this room.

#### **Tabulator Needs**

Additionally to have access to the judges room, the tabulator will need access to a **Photo Copier** to make copies of recap sheets at the end of the contest.

### **PERFORMER HOUSING AREA**

An area should be provided for all units to store personal items (auditorium, classroom, etc). You should explicitly inform the competing units that they are responsible for their own equipment and belongings. KIDA and show sponsors are not responsible for lost, stolen, or damaged personal belongs.

**Units are not permitted to change or dress in the performing housing area.**

### **CHANGING FACILITIES**

Each host is required to provide a space where units can change. A **Locker Room** is ideal for this need, but it must be separate for men and women and be secure from the general public. Units should be made aware that they are responsible for the assigned dressing area.

### **EMERGENCY PLANNING**

Ultimately, as a show host, you will need to plan for the unexpected. Things will happen that were not originally part of your plan. You will need to be flexible and allow for change and handle situations as they arise.

#### **Inclement Weather**

With the KIDA season being in the heart of winter, there is a chance that you will need to alter or cancel your show because of weather. Be prepared to communicate an emergency weather plan **in advance** with the units. If **canceling**, you must contact the **Judging Coordinator** at least **6 hours** prior to the show starting time. The Judging Coordinator will notify the scheduled judges. You are responsible for communicating this to all participating units.

## APPENDIX A: KIDA RULES

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The following are mandatory **KIDA RULES** for all contest show sponsors per the KIDA By-Laws. Some of this may be duplicate info but **PLEASE READ CAREFULLY!**

1. Your school must provide 3 runners to take tapes and score sheets to the tabulator from the competition area.
2. No regular season show may begin prior to 10:00 am or have an awards ceremony begin after 10:00 pm.
3. All scores and placements for all divisions will be read at the retreat ceremonies immediately following the performance of the final unit.
4. First-Aid must be provided and should be in an area close to the contest arena.
5. The host should supply a sound system for all units to use, if needed. It is required that the system have the capability to provide both compact disk and inputs for digital media (i.e. MP3, iPod, etc).
6. The host is responsible for providing an announcer who will work in conjunction with the chief judge to keep the show moving smoothly.
7. The tabulator must be provided a copy machine for use.
8. The first row of the gymnasium seating area on both sides of the floor should be kept clear for audience safety.
9. It should be stated to all units if electrical outlets area available for use in the contest arena and where they are located.
10. Provide a person to monitor the floor during the competition to spot any damage caused and point this damage out to the chief judge.
11. There should be one hour and 15 minutes break at the beginning start time of the retreat of the percussion units to the start of the majorette/dance team and color guards. If there are more than ten (10) color guards/majorettes/dance teams, there may be a break of no more than 15 minutes to allow for sound checks between the GOLD and WHITE division. There will be no break between percussion units.
12. The minimal requirements for a show sponsor facility **MUST** include:
  - An area for all units to store personal items and/or change (auditorium, classroom, etc)
  - A warm-up area for no less than the maximum time interval for a unit's competitive division in a space where equipment may be thrown.
  - Adequate inside holding areas for all props and equipment to be stored upon arrival to the facility (designated hallways or large room areas).
  - At least two (2) inside areas/rooms to accommodate percussion playing warm-up of at least 20 consecutive minutes accounting for size of groups and equipment fitting through doorways (timpani and marimbas for example).
13. The order of appearance at all regular season shows will be as stated below. The order of the disciplines (percussion or color guard/majorette/dance team) may be determined at the discretion of the show host with the approval from KIDA. Classes within a competitive discipline may not be altered. The show host is responsible for contacting the KIDA Business Manager to seek approval for any order change. Show order must be determined by December 15 prior to when units begin to sign up for shows (unless the show is added to the schedule after that date).
  - Standstill Percussion
  - Percussion (moving)
  - Dance Team
  - Majorette
  - Color Guard

## APPENDIX B: KIDA BY-LAWS

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The following are **GUIDELINES** for all contest show sponsors per the KIDA By-Laws. Some of this may be duplicate info but **PLEASE READ CAREFULLY!**

1. A separate room for judges and a separate room for the tabulator are needed close to the competing arena. It is recommended that children be kept out of these rooms during the contest.
2. The sponsor will draw for performance positions after having received all signed contracts. The results of this drawing, including a tentative performance time schedule, must be mailed to each contestant 2 weeks prior to the contest date. Complete directions and/or map showing the directions to the school should also be included in this mailing.
3. Percussion Award Ceremonies will be conducted at the conclusion of the percussion portion of the competition.
4. Refreshments should be provided to the judges, in the judge's room.
5. Inform the competing units that they are responsible for their own equipment and belongings, and that they are also responsible for their assigned dressing area.
  - a. If the host school requires extra protection, the host should provide it.
  - b. If the competing unit requires extra protection, they should provide it.
6. Inform the competing units that they are responsible for any and all damage to your gym floor, and that you intend to police the arena
7. If possible, offer overnight accommodations for those units traveling long distances.
8. **Socialization between the units should be strongly encouraged.**

## APPENDIX C: TIMELINE

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The following are **IMPORTANT DATES** that all show hosts should be aware of. Some of this may be duplicate info but **PLEASE READ CAREFULLY!**

### Early Spring

Confirm KIDA show date for existing KIDA sponsors (organizations who hosted a show in the previous season)

### Late Spring

New Sponsors can register for a KIDA show

### Fall

KIDA Fall Membership Meeting – all show sponsors must attend mandatory sponsor meeting

### Prior to December 15

Contact KIDA Business Manager if interested in “flipping” show order (Percussion and Majorette/Dance/Guard)

### December 15

Show Registration Begins

### January 15

Preliminary List of Units to KIDA Business Manager and confirm registration with participating units.

### Two Weeks Prior to Show

Show Sponsor Packet with Show Schedule must be sent to all participating units and KIDA Business Manager

### Six Hours Prior to Show

If your contest must be cancelled because of an emergency or inclement weather, you must communicate to the Judging Coordinator by this point. If cancelling, you will also need to communicate to all participating units.

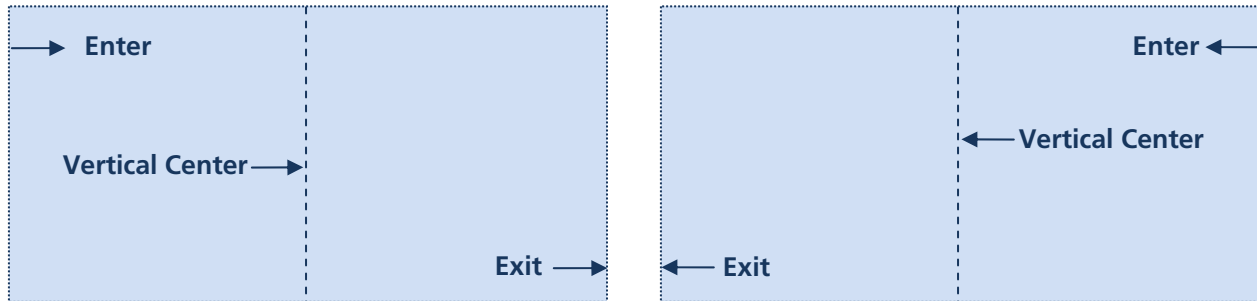
### Four Hours Prior to Show

Emergency Phone must be activated in case of emergency or inclement weather

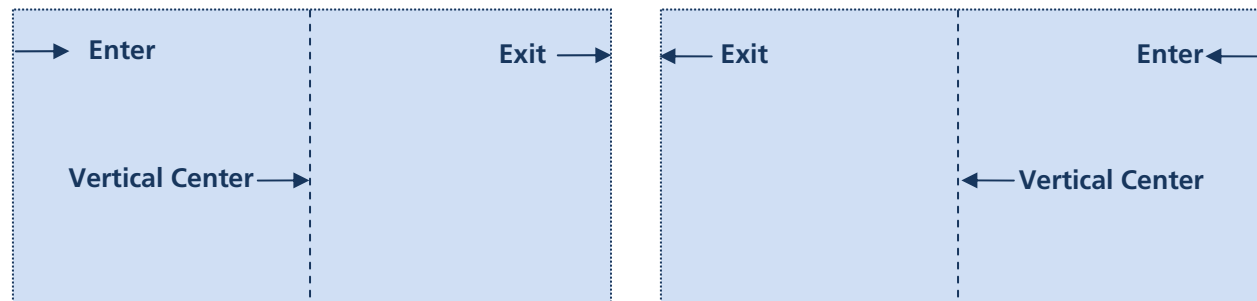
## APPENDIX D: ENTRANCE/EXIT PLANS

The following gym entrance/exit plans are to help hosts determine which strategy will be appropriate for their facilities. All directions given are **Stage Directions**

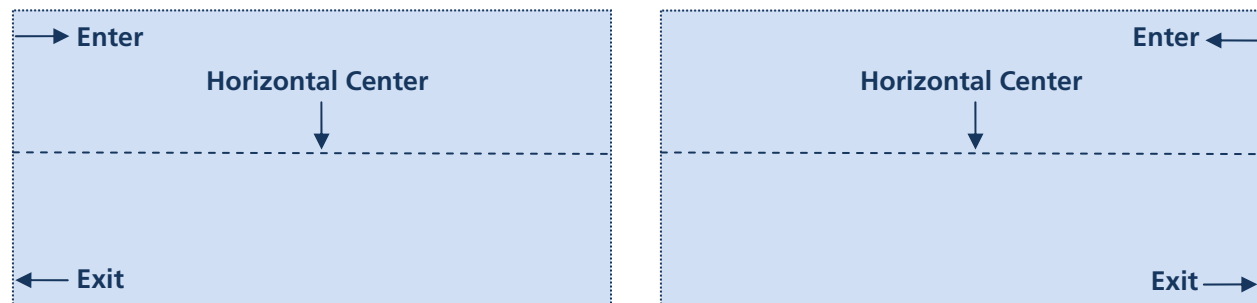
### Upper Corner Entrance/Lower Corner Exit



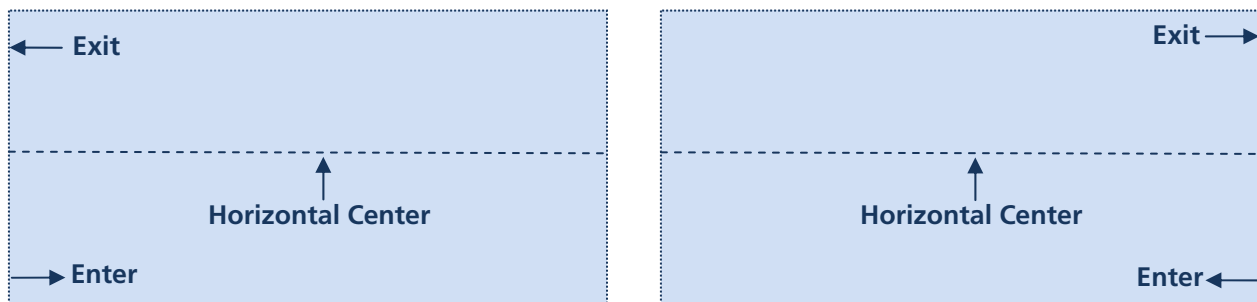
### Upper Entrance/Upper Exit



### Upper Entrance/Lower Exit



### Lower Entrance/Upper Exit



## **APPENDIX E: KIDA STATEMENT OF PHILOSOPHY**

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The Keystone Indoor Drill Association was formed in the interest of teaching the principles of good sportsmanship, fairness in all aspects, professionalism, and proper conduct under any and all prevailing conditions. It is the desire of the Keystone Indoor Drill Association to promote better understanding among the units, good public relations, and above all, an atmosphere that is conducive to good clean competition.

While the Keystone Indoor Drill Association is truly an educational endeavor, it also teaches each and every member to demonstrate pride in their unit, their school, the association, and our nation at all times.

## **APPENDIX F: KIDA CODE OF ETHICS AND CONDUCT**

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Considering the growth of the Keystone Indoor Drill Association, as well as the entire spectrum of our indoor activity, we must continue to earn the support of our viewing public. These guidelines have been established to help us maintain our goals of providing fair and equitable competition, personal growth, maturity, sportsmanship, professionalism, and pride.

The ultimate responsibility for the behavior of our member units lies squarely on the shoulders of the internal management of each organization. The various aspects of the code are meant to cover conduct before, during, and after any Keystone Indoor Drill Association Event.

The use of overt gestures or other actions to display displeasure with the results of a contest; such as throwing equipment or items of the uniform, the use of abusive, profane, or obscene language to members of other units, judges, or members of the audience; the defacing or destruction of property including their own uniforms or equipment; the physical assault or threat to any person or persons, will not be tolerated under any possible circumstances.

The Keystone Indoor Drill Association desires a greater effort in displaying proper behavior when not competing, but still associated with the activity. Any act what would be considered illegal under the laws of the state or nation would cause immediate suspension of the involved unit and immediate investigation of the matter (i.e. the use of non prescription drugs, intoxication, theft, etc.)

In the event of an isolated occurrence, which involves an individual or individuals from a member unit, an investigation will determine that a violation actually took place. A review panel, consisting of the executive committee and group representatives, will further determine whether the individual(s) or their unit should be penalized, and what that penalty should be, and when it shall be assessed.