



HOST SCHOOL INFORMATION NORTHWEST HIGH SCHOOL

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Dear Dance Director:

We are pleased to be co-hosting the HTEDance /National Dance Team Championship at Northwest High School on Saturday, March 6, 2010. This is the fifth year that the Sidekicks will host this contest, and we are truly looking forward to it. We believe you will be pleased with the facilities at Northwest High School.

Make special note of the team arrival area, spectator entrance, and parking availability. Please make necessary directions and general information contained in this letter available to your team members and their families in order to make their arrival and departure easier.

The contest performances will be held in two gyms. Our main gym "Texan Gym" will be used for team events. Our "South" gym will be used for solos and ensembles. Our third gym "North Gym" will serve as a practice area for teams. All three gyms have wood surfaces with regulation markings for volleyball and basketball. By having all of these facilities available for use, this contest should run very smoothly and should meet the standard of excellence that HTEDance contests have always offered.

All props must be approved by the Sidekicks Booster Club coordinator or it will not be allowed on the floor. We realize you have already paid an HTEDance entry fee, so make sure your prop is appropriate and will not damage the gym floors and hallways.

Please check the HTEDance website at www.HTEDance.com for the most up-to-date schedule for the day's events.

The Sidekicks Drill Team will be providing Nursing Assistants/school trainer and/or those certified in first aid and CPR for medical assistance throughout the contest. They will be available to assist with minor injuries and other minor health needs, but will not be able to provide or administer oral medications or inhalers.

Personal video cameras will be allowed in both performance areas; however due to fire code regulations, tripods, monopods, and electrical extension cords are not permitted. All personal cameras must be hand held and work off battery packs. In addition, this policy will help maximize seating as well as minimize complaints from audience members about obstruction of view due to cameras and their operators. Please inform your team's parents of this policy so as to avoid any problems.

Continued on Page 2

The Sidekicks Booster Club has planned many things for you and your team in order to help the day run smoothly. All that you have to be concerned with is your team's performances. Concessions will be serving breakfast, lunch and dinner and other snack items-all offering food items at reasonable prices.

The money raised from concessions support the N.H.S. Sidekicks Booster Club's fundraising efforts, and we would appreciate you patronizing our concession stands. It is imperative that your team and parents understand that we cannot allow food or drink in the carpeted classroom areas. All food and drink must be confined to the cafeteria/commons area.

Outside food and drink are not allowed.

Several rooms throughout the school will be used as dressing areas for each team. Rooms will be assigned according to registration with consideration of your team's size. We ask for your assistance in assuring that your dressing area is clean after the contest, so that we can return classrooms back to normal for the up-coming school day. **ATTENTION COMMUNITY TEAMS:** Please plan to meet and arrive together for check-in on Saturday. This will assist us with security and safety in the dressing areas as we are not allowed to give out dressing room assignments to anyone but the director.

Prop loading and unloading will be conducted only from the "west" parking lot, by the athletic area entrance. **(PARKING ATTENDANTS WILL BE DIRECTING TRAFFIC TO THESE AREAS.)** Please plan to leave your props loaded on your truck/trailer until necessary for the performance time. Due to fire regulations, props may not be stored in the hallways. Prop storage trailers/vehicles will be allowed to remain parked in the west parking lot located at the indoor practice facility in the area closest to the Texan Gym.

Admission to the contest will be \$10.00 for spectators age 6 and over, children 5 and under are free. The contest admission does include a contest program and schedule. Directors will receive an updated schedule upon arrival. There are four (4) chaperone passes for you to distribute to parent chaperones, bus drivers, or any four people of your choice in your director notebook that you will receive at registration. (Managers/Honor Guards must be in uniform and arrive with your team in order to be admitted at no cost; or, you may have to give them your passes.) **THERE ARE NO EXCEPTIONS TO THIS RULE!**

If you have any questions about the contest, please contact HTEDance at 1-800-676-5266 or call Heather Allen at 817-215-0261 or e-mail at HAllen@nisdtx.org.

Best of luck at the contest!!!

Heather Allen, Director
NHS Sidekicks Drill Team



HOST SCHOOL INFORMATION

DRESSING AREA GUIDELINES

Each team will be assigned a private/semi-private dressing area. Rooms will be assigned according to registration with HTEDance and in consideration for your team's size. Due to a few problems with the dressing areas in the past, we are asking for your assistance in assuring that your dressing area is clean after the contest. Please understand that many of the dressing areas are teachers' classrooms, and they are gracious in allowing us to use them for this purpose. Please observe the following guidelines in your particular dressing area.

- ❖ **Positively no food or drink allowed in the classrooms.**
Our classrooms are all carpeted. Food and drink are not allowed in the carpeted areas of our school. The teams can eat in the commons area or cafeteria.
- ❖ **The dressing areas are not secured. Each team is responsible for the care and keeping of all personal and team items.** Northwest High School Sidekicks, the Sidekicks Booster Club and HTEDance cannot be held responsible for lost or damaged items.
- ❖ **Please "clean and clear" your dressing area to the best of your ability.**
This includes picking up all discarded bobby pins, safety pins, trash, etc. No glitter in the classrooms. If you are using glitter, please use in the hallways or bathrooms only. Every team will be given two trash bags upon arrival.
- ❖ Due to time constraints on the janitorial staff, **you will need to clean your dressing area prior to awards.**
- ❖ **A cleaning fee of \$25.00 will be charged for each room that is not considered by the custodial staff and directors upon the final walk through after the contest.** It is imperative that all rooms be left in good condition so that we may continue to offer the private dressing areas to our team participants.

I greatly appreciate your cooperation with the above guidelines. Your cooperation will insure that I can continue to provide the private dressing areas.

THANK YOU!!!!!!

Heather Allen, Director
Northwest High School Sidekicks Drill Team



HOST SCHOOL INFORMATION
EMERGENCY CARE

The training room at Northwest High School will be open for injury ice, band-aids, taping, etc. There will be parents on duty throughout the day for assessment of minor injuries.

The parents cannot administer oral medications or inhalers.

In the case of a major injury, an ambulance will be called or the parents of the drill team member can transport their daughter to the nearest hospital. The Director will determine if an ambulance needs to be called or the drill team member needs to be transported to the hospital.



HOST SCHOOL INFORMATION DIRECTOR CHECK-LIST

- Make special note of the team arrival area, spectator entrance, and parking availability. Please make the necessary directions and general information available to your team members and their families.
- Team/director check-in will take place in the Texan Gym foyer. Spectators must enter at the Texan Gym foyer. **(BUSES WILL DROP OFF AT THE TEXAN GYM FOYER AND BUSES WILL PARK AT THE INDOOR PRACTICE FACILITY). (PARKING ATTENDANTS WILL DIRECT THE BUSES TO THIS AREA.)**
- Please plan to meet and arrive together for check-in on Saturday. This will assist us with security and safety in the dressing areas as we are not allowed to give out dressing room assignments to anyone but the director.
- Please, no outside food or drink allowed. All food and drink purchased at the contest must be confined to the cafeteria/commons area. It is imperative that your team and parents understand that we cannot allow food or drink in the carpeted classroom areas of the school.
- All video cameras must be hand held and work off of battery packs. Due to fire code regulations, tripods, support devices, and electrical extension cords are not permitted for general use in the performance areas.
- Designated parking areas will be set aside for prop storage trailers/vehicles in the west parking lot by the indoor practice facility. Please plan to leave your props loaded on your truck/trailer until necessary for the performance time. Due to fire code regulations, props may not be stored in the hallways.
- Four (4) chaperone passes are available for you in your director notebook to distribute to parent chaperones, bus drivers, or any four people of your choice. Managers/Honor Guards must be in uniform and arrive with your team in order to be admitted at no cost, or you may give them your passes.
- Admission to the contest will be \$ 10.00 for spectators age 6 and over and children 5 and under are free. The admission cost does include a contest schedule.
- **TOWING WILL BE STRICTLY ENFORCED IN THE BUS DROP OFF ARE AND FIRE LANES. PARKING ATTENDANTS WILL BE DIRECTING TRAFFIC.**
- If you have any questions about the contest, please contact HTEDance regarding scheduling or performance questions at 1-800-676-5266, or call Heather Allen at 817-215-0261 or email at HAllen@nisdtx.org.



HOST SCHOOL INFORMATION
PARENT & SPECTATOR CHECK LIST

- Spectator traffic will not be allowed to enter the bus drop off area.
- All spectator parking and entry into the contest will be located on the west side of the school by the Texan Gym. Please enter at the Texan Gym foyer. See directions to Northwest H.S.
- **TOWING WILL BE STRICTLY ENFORCED IN THE BUS DROP OFF AREA AND FIRE LANES. PARKING ATTENDANTS AND SIGNS WILL ASSIST IN DIRECTING TRAFFIC.**
- For safety and security of our participants, we are not allowed to give out dressing room assignments to anyone but the director.
- All food and drinks must be confined to the cafeteria/commons area. We cannot allow food or drink into the carpeted classroom areas.
- All video camera must work off of battery packs. Due to fire code regulations, tripods/support devices, and electrical extension cords are not permitted for general use in the performance areas.
- Admission to the contest will be \$10.00 for spectators age 6 and up, children 5 and under are free. The admission cost does include a contest schedule, and will allow entry into performance areas.