



# **SDHSAA State Event Hosting Guidelines**

Updated: July 20, 2016

## Table of Contents

Considerations to Apply to All State Events .....	Page 2
Media Policy.....	Page 3
ATHLETICS:	
Boys' Basketball .....	Page 4
Girls' Basketball.....	Page 7
Cheer & Dance .....	Page 10
Cross Country.....	Page 14
Football .....	Page 17
Golf.....	Page 18
Gymnastics .....	Page 19
Soccer .....	Page 22
Tennis.....	Page 25
Track & Field .....	Page 26
Volleyball.....	Page 29
Wrestling.....	Page 33
FINE ARTS:	
All-State Chorus & Orchestra.....	Page 36
State Oral Interpretation Festival .....	Page 38
State One-Act Play Festival .....	Page 40
State Debate & I.E. Tournament.....	Page 42
All-State Band.....	Page 44
All-State Jazz Band .....	Page 46
Show Choir.....	Page 48
Visual Arts.....	Page 50

## **CONSIDERATIONS TO APPLY TO ALL STATE EVENTS**

Commitments made to communities will be honored unless the Board of Directors determines that a contracted venue is deemed unable to meet current considerations to host a particular event or other venues become available. The SDHSAA may deviate from these recommended guidelines when it is deemed in the best interest of the member schools and the general public.

- i. Rental cost
- ii. Other facility costs, i.e., custodial
- iii. Cost of set up and breakdown for an event, if any
- iv. Cost of security both inside and outside, if any
- v. Cost of cleanup, if any
- vi. Description of medical services available and cost, if any
- vii. Cost of electrical hook-ups and electricians, if any
- viii. Cost of meeting rooms, hospitality areas, officials dressing room, news media, etc., if any
- ix. For football, basketball, volleyball, wrestling, and track and field the following shall be provided: Six (6) phone lines, free of charge to broadcast media, and complimentary internet access for all media.
- x. Accommodate television stations who have a contract with the SDHSAA
- xi. Accommodate SD Public Broadcasting with phone line for internet access
- xii. Description of marketing support you would lend to the promotion of SDHSAA events. Advertising, electronic message boards, radio, television, etc. Accommodate SDHSAA corporate partner banners and advertising
- xiii. Socials for school personnel, workers, etc. will not be a consideration for site selection
- xiv. There will be no alcoholic beverages served at “socials” held at state events
- xv. Provide an experienced/competent announcer.  
**NOTE:** One announcer shall be required for a one class volleyball tournament. For a two or three class volleyball tournament, a head and assistant announcer shall be required
- xvi. Provide a controlled setting for state event ticket sales if applicable
- xvii. The facility must meet A.D.A. specifications for both the participants and the audience

**FOR ADDITIONAL CONSIDERATIONS, PLEASE REFER TO EVENT-SPECIFIC REQUIREMENTS.**

## **MEDIA ASSOCIATION POLICY**

### **HOST SCHOOL RESPONSIBILITIES TO NEWS MEDIA AT INDOOR STATE SPORTING EVENTS**

1. Provide a media pass door and give specific instructions to the SDHSAA regarding where the working press are to enter a state tournament
  - a. Passes must be displayed prior to entrance
  - b. **Individuals who do not display a media pass should not be admitted at the pass gate and must purchase a ticket prior to entering**
2. Assist the SDHSAA in distributing passes at the tournament
3. Provide a room/area for the media to use during the tournament with Internet and phone service should available
4. The host school must assign an individual to make all tournament results and statistics available to the press. For example, host schools should be able to provide match results as wrestling is in progress, volleyball match results as the tournament is in progress - - not just at the end of a session
5. Provide designated areas within the venue for the media

### **HOST SCHOOL RESPONSIBILITY TO NEWS MEDIA AT OUTDOOR STATE SPORTING EVENTS**

1. Provide a media pass gate and give specific instructions to the SDHSAA regarding where the working press are to enter a state tournament
  - a. Passes must be displayed prior to entrance
  - b. **Individuals who do not display a media pass will not be admitted at the pass gate and must purchase a ticket prior to entering**
2. Assist the SDHSAA in distributing passes at the tournament
3. The host school must assign an individual to make all tournament results available to the press during the tournament

## **BOYS BASKETBALL**

### 1. Competition Facility

#### Seating:

- Class B – 7,000 seats minimum
- Class A or AA – 9,000 seats minimum
- Combined Tournament – 10,000 seats minimum

#### Locker Rooms:

- Facilities to handle four teams per session, per site
- Facilities to handle six officials (referees) per session, per site

#### Court:

- Meeting NFHS Specifications, including 50' x 94' dimensions and a minimum of at least 3' of unobstructed space around the court

#### Concessions:

- Open during contest hours, adequate number to be open to take care of crowds
- During championship rounds, all available concession areas are to be open

#### Band Storage/Performance Groups:

- Adequate area for storage of cases, etc., for Band of the Day

#### Press & Radio Area: (See Association Policy)

- An area must be provided as per SDHSAA media policy to include phone and Internet access
- Radio broadcasts should have a designated area

#### Parking:

- For team buses and vans/fan buses/band of the day buses
- For fans attending the tournament
- Allowances should be made if school is in session to provide parking while state event is in progress
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

#### Practice Day:

- Facility must be made available the day prior to tournament for team practice(s)

#### Cheerleader:

- Room for cheerleaders to store equipment, change clothes, etc.
- Adequate space for sideline cheerleading

#### Tournament Headquarters:

- Room/office for management & SDHSAA Staff

## 2. Service/Management

### Statistics:

- Must be provided and made available to media and schools involved
- Online, "Live Stats" should be kept and generated through the South Dakota Public Broadcasting's website

### Security:

- Crowd control as per venue policy; in the absence of an adopted venue policy, venue must provide adequate crowd control
- Security must be provided for contest officials prior, during and following the contest

### Tickets/Passes:

- Adequate ticket takers/sellers to accommodate the crowd plus extras if the building warrants
- Proper pass door supervision
- Persons knowledgeable and capable to handle the job

### Programs:

- Provide a tournament program for sale to fans
- Provide one complimentary program to each school and contest official
- Provide ten complimentary programs to the SDHSAA
- Price to be determined annually by SDHSAA Board of Directors; current price is not to exceed \$3.00

### Medical:

- Certified athletic trainer and/or doctor present

## 3. Motels & Restaurants

The requirement for available hotel rooms for each tournament is as follows:

	<b>Class B</b>	<b>Class A</b>	<b>Class AA</b>	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>907</b>	<b>907</b>	<b>965</b>	<b>1237</b>
Teams	96	96	96	200
Officials	12	12	12	24
SDHSAA Staff/Board	6	6	6	12
Medical Staff	1	1	1	1
Fans	800	800	850	1000

### Host Motel:

- Motel hosting officials shall have accommodations for a meeting facility for 15 individuals on the morning of the state tournament
- Motel hosting teams shall have accommodations for a meeting facility for 30 individuals on the evening prior to the state tournament

- Management of motel hosting teams shall arrange for adequate security to ensure individuals who are not registered guests of the hotel do not have access to the area in which athletes are housed

Restaurants:

- Adequate to feed participants and fans throughout days of competition, including following the evening sessions

4. Additional Considerations

Hospitality Room:

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access
4. Announcers' location: courtside
5. Camera locations: minimum of one camera will need to be placed at half court line high enough in stands to view half of court. Other camera locations can be determined by SDPB, SDHSAA, host school AD & venue manager
6. Access to all-sport (scoreboard controller) to receive data for score bug
7. Access to public address system for tournament announcers audio to be broadcast
8. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
9. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door

## **GIRLS BASKETBALL**

### 1. Competition Facility

#### Seating:

- Class B – 5,500 seats minimum
- Class A or AA – 5,500 seats minimum
- Combined Tournament – 10,000 seats minimum

#### Locker Rooms:

- Facilities to handle four teams per session, per site
- Facilities to handle six officials (referees) per session, per site

#### Court:

- Meeting NFHS Specifications, including 50' x 94' dimensions and a minimum of at least 3' of unobstructed space around the court

#### Concessions:

- Open during contest hours, adequate number to be open to take care of crowds
- During championship rounds, all available concession areas are to be open

#### Band Storage/Performance Groups:

- Adequate area for storage of cases, etc., for Band of the Day

#### Press & Radio Area: (See Association Policy)

- An area must be provided as per SDHSAA media policy to include phone and Internet access
- Radio broadcasts should have a designated area

#### Parking:

- For team buses and vans/fan buses/band of the day buses
- For fans attending the tournament
- Allowances should be made if school is in session to provide parking while state event is in progress
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

#### Practice Day:

- Facility must be made available the day prior to tournament for team practice(s)

#### Cheerleader:

- Room for cheerleaders to store equipment, change clothes, etc.
- Adequate space for sideline cheerleading

#### Tournament Headquarters:

- Room/office for management & SDHSAA Staff



## 2. Service/Management

### Statistics:

- Must be provided and made available to media and schools involved
- On-Line, "Live Stats" should be kept and generated through the South Dakota Public Broadcasting's website

### Security:

- Crowd control as per venue policy; in the absence of an adopted venue policy, venue must provide adequate crowd control
- Security must be provided for contest officials prior, during and following the contest

### Tickets/Passes:

- Adequate ticket takers/sellers to accommodate the crowd plus extras if the building warrants
- Proper pass door supervision
- Persons knowledgeable and capable to handle the job

### Programs:

- Provide a tournament program for sale to fans
- Provide one complimentary program to each school and contest official
- Provide ten complimentary programs to the SDHSAA
- Price to be determined annually by SDHSAA Board of Directors; current price is not to exceed \$3.00

### Medical:

- Certified athletic trainer and/or doctor present

## 3. Motels & Restaurants

The requirement for available hotel rooms for each tournament is as follows:

	<b>Class B</b>	<b>Class A</b>	<b>Class AA</b>	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>707</b>	<b>707</b>	<b>765</b>	<b>1237</b>
Teams	96	96	96	200
Officials	12	12	12	24
SDHSAA Staff/Board	6	6	6	12
Medical Staff	1	1	1	1
Fans	600	600	650	1000

### Host Motel:

- Motel hosting officials shall have accommodations for a meeting facility for 15 individuals on the morning of the state tournament
- Motel hosting teams shall have accommodations for a meeting facility for 30 individuals on the evening prior to the state tournament

- Management of motel hosting teams shall arrange for adequate security to ensure individuals who are not registered guests of the hotel do not have access to the area in which athletes are housed

Restaurants:

- Adequate to feed participants and fans throughout days of competition, including following the evening sessions

4. Additional Considerations

Hospitality Room:

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access
4. Announcers' location: courtside
5. Camera locations: minimum of one camera will need to be placed at half court line high enough in stands to view half of court. Other camera locations can be determined by SDPB, SDHSAA, host school AD & venue manager
6. Access to all-sport (scoreboard controller) to receive data for score bug
7. Access to public address system for tournament announcers audio to be broadcast
8. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
9. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door

## **CHEER & DANCE**

### 1. Competition Facility

#### Seating:

- Minimum seating of 2,700

#### Locker Rooms:

- A minimum of 4 locker rooms available for teams to share throughout competition

#### Competition Floor Requirements:

- Cheer floor – 54' x 42'- (9 panels)
- Wooden basketball floor (45' x 45')

#### Warm-up area:

- Must be available like to that of the competition area with adequate ceiling clearance for cheer stunts
- Cheer floor- 54' x 42'- (9 panels)
- Dance floor (45' x 45')- Dance floor must have hardwood floor and boundary lines must be outlined with tape

#### Sound System:

- Must have a high quality sound system – capable of playing CD's, mp3 player, etc.

#### Concessions:

- Open during contest hours, adequate number to be open to take care of crowds
- During championship rounds, all available concession areas are to be open

#### Judges Seating:

- Judges must be elevated off the floor and an area roped off not to interfere with judges during competition

#### Judges Room

- For meeting and storing judges equipment

#### Coaches Meeting Room:

- A space for the coaches meeting prior to competition (approximately 40 people)

#### Tabulator and Score Table:

- Two computers - one with cheer program and one with dance program loaded with personnel to enter judges' scores and data into the programs
- Adequate space for the tabulators to verify judges scores

#### On Deck Area:

- Place for teams exiting the warm-up area and next in line to compete. This area needs to be free of people other than the team that will be competing

Practice Day:

- Facility must be made available the day prior to tournament for team to practice

Coaches Meeting Room:

- Day of competition, a room to hold 40 people

Contestant Seating:

- Designated seating area for contestants only (approximately 600 contestants) when not competing

Tournament Headquarters:

- Room/office for management & SDHSAA Staff

Press Area: (See Association Policy)

- An area must be provided as per SDHSAA media policy to include phone and internet access

Parking:

- For team buses and vans/fan buses
- For fans attending the tournament
- Allowances should be made if school is in session to provide parking while state event is in progress
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

2. Service/Management

Team Results:

- Judges critiques and score sheets shall be placed in packets and made available to each team to pick up after the completion of the meet
- Online results should be kept and generated through the South Dakota Public Broadcasting's website

Announcer:

- A credible announcer who is familiar with cheer and dance events

Timers and Tabulators:

- Each judging table will need a timer and tabulators to time routines and to verify the addition of the judges scoring

Security:

- Crowd control as per venue policy; in the absence of an adopted venue policy, venue must provide adequate crowd control
- Security for locker room and warm-up rooms should be available

Tickets/Passes:

- Adequate ticket takers/sellers to accommodate the crowd plus extras if the building warrants

- Proper pass door supervision
- Persons knowledgeable and capable to handle the job

Programs:

- Provide a tournament program for sale to fans
- Provide one complimentary program to each school and contest official
- Provide ten complimentary programs to the SDHSAA
- Price to be determined annually by SDHSAA Board of Directors; current price is not to exceed \$3.00

Medical:

- Certified athletic trainer and/or doctor present

3. Motels & Restaurants

The requirement for available hotel rooms as follows:

	<b>Combined (Class A and AA)</b>
<b>Total Rooms Needed</b>	<b>527</b>
Teams	210
Officials	10
SDHSAA Staff/Board	6
Medical Staff	1
Fans	300

Host Motel:

- Teams are expected to make their own reservations, so the numbers listed above may vary

Restaurants:

- Adequate to feed participants and fans throughout days of competition, including following evening sessions

4. Additional Considerations

Hospitality Room:

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access

4. Announcers' location: courtside
5. Camera locations: minimum of one camera; camera locations can be determined by SDPB, SDHSAA, host school AD & venue manager
6. Access to public address system for tournament announcers audio to be broadcast
7. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
8. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door

## **CROSS COUNTRY**

### 1. Facility (physical)

#### Tickets:

- Provide a controlled setting for the sale of state event tickets

#### Course:

- o Provide a distinguishable course of 5,000 meters for boys and girls
- The course must be on a grassy terrain clear of obstructions (both ground and overhead) which may cause tripping, turned ankles etc. The course must be clearly marked with a wide line using a material that is not injurious to the eyes or skin
- Lead vehicles should be used to direct the runners on the course
- An additional vehicle should also be used to trail the competitors through the course
- Courses shall be available the day prior to the state meet for practice

#### Start and Finish:

- A starting 'box' area shall be used to start the races. This box area must be wide enough to accommodate all teams, including approximately 30 boxes
- Each runner will be issued a bib number with an RFID tag that will be used to time the race. In order to accommodate this timing device, runners will cross the finish line and continue through an area that will detect the RFID tag. Host schools are responsible for arranging the finish line area and working directly with the contracted company to accommodate all needs at the finish area

#### Parking:

- 750 parking spaces must be designated for team buses, vans and cars as well as spectator vehicles
- Individuals should be used to direct vehicles or must have areas clearly marked
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

#### Medical Personnel/ Athletic Trainer:

- A certified athletic trainer and/or doctor are to be provided for the event
- A tent or covered area must be supplied for the medical staff for treatment
- EMT/Ambulance coverage on-site is required during the hours of competition

### 2. Service/Management

#### Check-In Area (Registration):

- An indoor check in area must be provided for providing race packets to competing teams and individuals

#### Result Area:

- An area with electricity within 50' of the finish line shall be designated for the electronic timing system management team
- A designated area for posting of the final event results

Concessions:

- Concessions should be available from check-in through the meet to accommodate spectators and participating teams

PA System/Award Area:

- A public address system and elevated award platform must be supplied to accommodate the awards ceremony
- Platform should be able to accommodate up to 25 competitors at one time

Toilets:

- Toilets must be provided and located in areas convenient for workers, athletes and fans
- Portable or permanent toilets are acceptable

Security:

- Provide adequate security for the participants by use of motorized cart over the majority of the course

3. Motels & Restaurants

The requirement for available hotel rooms is as follows:

	<b>All Class Event</b>
<b>Total Rooms Needed</b>	<b>580</b>
Teams	320
Officials	2
SDHSAA Staff/Board	7
Medical Staff	1
Fans	250

Restaurants:

- Adequate to feed participants and fans throughout days of competition, including time periods prior to and immediately following competition

**South Dakota Public Broadcasting Requirements**

1. Wireless internet access
2. Access to electronic results from timing system management team



## **FOOTBALL**

The finals of the football play-off games are scheduled each year in Vermillion at the Dakota Dome on the campus of the University of South Dakota. At this time no other location is to be considered.

### **South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access
4. Announcers' location: grandstand or press box area
5. Camera locations: minimum of one camera will need to be placed the at 50 yard line high enough in stands to view half of football field. Other camera locations can be determined by SDPB, SDHSAA, and venue manager
6. Access to all-sport (scoreboard controller) to receive data for score bug
7. Access to public address system for tournament announcers audio to be broadcast
8. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
9. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door

## **GOLF**

### 1. Facility

#### Course:

- State Golf Tournaments must be only on eighteen-hole golf courses. In order to host the Class 'B' State Golf Tournament, the host must have access to two eighteen-hole golf courses within close proximity of one another and the host city

#### Practice Rounds:

- Course must be available for practice rounds the day before the tournament
- Pricing to be determined by host clubs

#### Driving Range:

- Must be available during practice rounds and each day of the tournament
- Pricing to be determined by host clubs

#### Award Area:

- Area to present awards at conclusion of tournament. Prefer PA system and elevated platform with enough room for 25 individuals

#### Carts:

- Provide a minimum of 30 motorized carts for markers and tournament officials (rules officials, SDHSAA, host management)
- Additional carts may be made available to rent by members of the public which provide proof of a medical condition; these requests will be made available on a first-request, first-served basis, with all requests needing prior approval from the SDHSAA office

#### Concessions:

- Must have concessions available for athletes and spectators
- No alcohol sales or video lottery during days of competition while SDHSAA participants are present and/or competing

### 2. Service/Management

#### Rules Officials:

- Minimum of two SDGA professionals to serve as rules officials

#### Markers:

- Willing to provide additional markers/score keepers as needed
- Host communities are encouraged to recruit volunteers as possible

#### Live Scoring:

- Provide "live" scoring program operation in conjunction with SDHSAA and SDPB to post results and determine pairings

### **South Dakota Public Broadcasting Requirements**

#### 1. Wireless internet access

## **GYMNASTICS**

### 1. Facility (physical)

#### Seating:

- Minimum of 2,000 seats for championship sessions

#### Equipment and Specifications:

- Two like sets of gymnastic equipment to accommodate Capital Cup format. The use of two vaults to be utilized for Team Day for competition
- All four events (bars, beam, floor, vault) must meet or exceed all National Federation Rule Book specifications for the event
- Note:
  - o Landing area matting on balance beam must be a minimum of 12' X 8'
  - o Landing area matting on vault must be a minimum of 18' X 8'
  - o Equipment must be in good condition with no unnecessary chips, tears or wobbles.
  - o Adequate space for the four events with score table, judges tables (four per event), and 4 electronic scoring devices
  - o 16 hand held score flashers
  - o Radio capabilities for the beam and floor judges
  - o Practice area provided for beam and floor exercise

#### Locker Rooms:

- Facilities to handle eighteen teams for opening session; locker rooms will be shared by teams

#### Concessions:

- Open during meet hours

#### Press Area: (See Association Policy)

- An area must be provided as per SDHSAA media policy to include phone and internet access

#### Meeting Room:

- Coaches meeting room to accommodate 30 individuals
- Judges meeting room, to be used prior to and after competition to accommodate 17 people

#### Award Area:

- Ability to present awards while the next session's gymnasts are stretching
- Award stand with additional numbers provided up to 20 places

#### Parking:

- For team buses, vans and spectators
- Allowances should be made if school is in session to provide parking while state event is in progress

- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

## 2. Service/Management

### Score Table/Bench Personnel:

- Knowledgeable personnel to score gymnastics meet with the use of computer and manual method
- Scoring program to record all scores (preferred program-Just Score It). Tournament management is responsible for obtaining and operating software program
- Trained scorekeepers and timers to fill a running time schedule for up to 7 hours of continuous competition for all four events
- Copy machine must be made available by or in close proximity to the score table for duplication of meet results

### Security:

- Crowd control as per venue policy; in the absence of an adopted venue policy, venue must provide adequate crowd control
- Security must be provided for contest officials prior, during and following the contest

### Tickets/Passes:

- Adequate ticket takers/sellers to accommodate the crowd plus extras if the building warrants
- Proper pass door supervision
- Persons knowledgeable and capable to handle the job

### Medical:

- Certified athletic trainer and/or doctor

### Programs:

- Provide a tournament program for sale to fans ; current price is not to exceed \$3.00
- Provide one complimentary program to each school and contest official
- Provide ten complimentary programs to the SDHSAA

## 3. Motels & Restaurants

The requirement available hotel rooms will be as follows:

	<b>All Class Event</b>
<b>Total Rooms Needed</b>	<b>355</b>
Teams	125
Officials	17
SDHSAA Staff/Board	12
Medical Staff	1
Fans	200

Restaurants:

- Adequate to feed participants and anticipated fans throughout days of competition, including following evening sessions of the meet

4. Additional Considerations

Hospitality Room:

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access
4. Camera locations: Camera locations can be determined by SDPB, SDHSAA, host school AD & venue manager
5. Access to all-sport (scoreboard controller) to receive data for score bug
6. Access to public address system for tournament announcers
7. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
8. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door

## **SOCCER**

### 1. Facility (physical)

#### Seating:

- Minimum of 1000 seats for championship sessions
- Adequate room for student and adult cheering sections
- Preference given to 'stadium setting' as opposed to 'soccer complex'

#### Locker Rooms:

- Facilities to handle four teams per session

#### Field:

- Preference given to fields with artificial turf
- Regulation field as per NFHS guidelines
- Minimum dimensions of 100 yards x 55 yards
- Maximum dimensions (also preferred dimensions) of 120 yards x 80 yards
- Distinguishable team bench areas need to be created and separated from spectators

#### Concessions:

- Open during contest hours, adequate number to be open to take care of crowds

#### Press & Radio Area:

- An area must be provided for media personnel as per SDHSAA media policy

#### Parking:

- For team buses and vans/fan buses
- For fans attending the tournament
- Allowances should be made if school is in session to provide parking while the state event is in progress
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

#### Tournament Headquarters:

- Room/office for management & SDHSAA staff

#### Practice Day

- Arrange for teams to be able to have access to facility for practice on the day prior to the event

### 2. Service/Management

#### Statistics:

- Must be provided and made available to media and schools involved
- Preference given to sites able to produce 'live statistics' through SDPB website and available to general public online

Security:

- Crowd control as per venue policy; in the absence of an adopted venue policy, venue must provide adequate crowd control
- Security must be provided for contest officials prior, during and following the contest

Tickets/Passes:

- Provide a controlled setting for the sale of state event tickets
- Adequate ticket takers/sellers to accommodate the crowd
- Proper pass door supervision
- Persons knowledgeable and capable to handle the job

Medical:

- Certified trainer and/or doctor available
- EMT/Ambulance on site during competition

Programs:

- Provide a tournament program for sale to fans
- Provide one complimentary program to each team and contest official
- Provide ten complimentary programs to SDHSAA

3. Motels & Restaurants

The requirement for available hotel rooms is as follows:

	<b>Per Class</b>
<b>Total Rooms</b>	<b>245</b>
Teams	80
Officials	8
SDHSAA Staff/Board	6
Medical Staff	1
Fans	150

Host Motel:

- Motel hosting officials shall have accommodations for a meeting facility for 12 individuals on the morning of the state tournament
- Motel hosting teams shall have accommodations for a meeting facility for 30 individuals on the evening prior to the state tournament
- Management of motel hosting teams shall arrange for adequate security to ensure individuals who are not registered guests of the hotel do not have access to the area in which athletes are housed

#### 4. Additional Considerations

##### Hospitality Room:

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

#### **South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access
4. Announcers' location: grandstand or press box area
5. Camera locations: minimum of one camera will need to be placed at midline high enough in stands to view half of soccer field. Other camera locations can be determined by SDPB, SDHSAA, host school AD & venue manager
6. Access to all-sport (scoreboard controller) to receive data for score bug
7. Access to public address system for tournament announcers audio to be broadcast
8. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
9. Cable access for SDPB cables



## **TENNIS**

### 1. Facility (physical)

#### Court/Net:

- Outdoor - minimum of 24 total courts: 8 courts per site, of which 8 must be lighted
- Indoor – minimum of 5 courts
- All courts must be in good, playable condition - 78 feet long and 27 feet wide and meet USTA court specifications and markings. The net must meet specifications (USTA) and be in good condition

#### Score Indicators:

- There must be a score indicator at each court

#### Site Headquarters:

- There must be a building or area at each court site for the court marshals to use as their headquarters

#### Seating:

- Bleachers shall be provided at each court site for spectators

### 2. Service/Management

#### Seed Meeting:

- Conduct the seed meeting and prepare the draw sheets following the seed meeting

#### Scoring:

- A computer individual must be provided to score the meet

#### Marshals:

- Must provide knowledgeable marshals at all court sites

#### Athletic Trainers:

- Must provide a certified athletic trainer

#### Officials:

- Must have a minimum of four USTA trained officials available for each tournament

#### Parking:

- For team buses and vans
- For fans attending the tournament
- A detailed plan must be provided to the SDHSAA office demonstrating accessibility to the venue

### **South Dakota Public Broadcasting Requirements**

#### 1. Wireless internet access

## **TRACK & FIELD**

### 1. Facility

#### Track:

- An all-weather 400 meter eight lane track with minimum of 42" lanes

#### Preliminary Site:

- Preliminary sites will be determined by SDHSAA Staff to coordinate with main host-site based upon site review
- Preference will be given to sites able to host all SDHSAA State Track Meet events

#### Field Events:

- Throwing Events - Proper surfaces meeting rules specifications as listed in the NFHS Rule Book
- Jumping Events – Landing pads/matting requirements, surface and runways/approach area all meeting rule specifications as listed in the NFHS Rule Book
- Capability to adjust direction for long jump, triple jump & pole vault

#### Timing System:

- FAT will be used (FinishLynx or comparable)
- Electrical capacity to accommodate FAT as needed

#### Meet Scoring:

- Hy-Tek will be used
- All sites must be able to provide devices to tabulate and distribute results
- SDHSAA & SDPB will work in conjunction with host sites for publishing results
- Ability to run hard-copy heat sheets for final competition(s)

#### Locker Rooms:

- Facilities to handle both girls and boys teams

#### Restroom Facilities:

- Necessary amount to accommodate fans and athletes

#### Team Camp Area:

- Designated area for team camps accessible to coaches

#### Concessions:

- Open during competition hours
- Adequate number to handle crowds

#### Press Box/Announcers Booth/Communication:

- Press box having enough available space to accommodate the announcer, SDHSAA staff, meet scorer and media
- Portable communication must be available between booth, finish line, starting area and umpires

Seating:

- Class B Prelims: 5,000 minimum
- Class A Prelims: 3,000 minimum
- Class AA Prelims: 1,500 minimum
- Combined Classes: 9,000 minimum

Parking:

Accommodate spaces as follows:

- 100 school buses/vans
- Class B Prelims: 1500 spaces
- Class A Prelims: 1000 spaces
- Class AA Prelims: 500 spaces
- Combined classes: 4000 spaces
- Allowances should be made if school is in session to provide parking while state event is in progress
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

2. Service/Management

Tickets/Passes:

- Adequate ticket takers/sellers to accommodate the crowd
- Pass gate(s) for media and workers
- Proper pass door supervision

Security:

- Crowd control as per venue policy
- In the absence of an adopted venue policy, venue must provide adequate crowd control

Medical:

- Certified athletic trainer and/or doctor
- Ambulance/EMT aware of event and arrangements made for ease of response to stadium
- Tent/storage shed to serve as a first aid station

Programs:

- Provide a tournament program for sale to fans
- One complimentary program per meet official
- Ten complimentary programs to SDHSAA
- Price to be determined annually by SDHSAA Board of Directors; current price is not to exceed \$3.00

3. Motels & Restaurants

The requirement for available hotel rooms is as follows:

	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>2031</b>
Teams	750
Officials	18
SDHSAA Staff/Board	12
Medical Staff	1
Fans	1250

Host Motel:

- Motel hosting officials shall have accommodations for a meeting facility for 30 individuals on the evening immediately prior to the state tournament

Restaurants:

- Adequate to feed participants and fans throughout days of competition, including following evening sessions

**South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access
4. Camera locations: camera locations can be determined by SDPB, SDHSAA, host school AD & venue manager
5. Access to timing system to receive data for score bug
6. Access to public address system for tournament announcers audio to be broadcast
7. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
8. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door

# **VOLLEYBALL**

## 1. Facility (physical)

### Seating:

- Class B: 2,500 seats minimum
- Class A: 3,000 seats minimum
- Class AA: 2,500 seats minimum
- Combined tournament: 5,500 seats minimum

Provide same level seating as the playing court for championship matches

### Locker Rooms:

- Facilities to handle 12 teams per session – 3 courts
- Facilities to handles 4 teams per session – 1 court
- Locker rooms to accommodate both men and women officials—12 officials/line judges per class

### Court:

- One court per class
- Each court must be 60' x 30' with the area above the court to be primarily clear of any obstructions and at least 23' high
- Each serving area must be a minimum of 6' in depth
- Boundary lines should be at least 6' from walls or obstacles and preferably 10' of unobstructed space outside the boundary lines
- Net, standards, padding, etc. must meet rule specifications
- Second Referee must be on same side as team benches and scorekeepers
- Electronic score clock for each court
- Adequate warm-up area must be provided separate from the competition courts
- A minimum of sixteen (16) volleyballs per court

### Concessions:

- Open during contest hours, adequate number to be open to take care of crowds

### Storage:

- For team equipment during the day

### Press & Radio Area: (See Association Policy)

- An area must be provided as per SDHSAA media policy to include phone and internet access
- Radio broadcasts should have a designated area provide an area for both newspaper and radio persons to cover the tournament

### Practice Day:

- Facility must be made available the day prior to the tournament for team practices

### Parking:

- For team buses, vans and fan buses

- Allowances should be made if school is in session to provide parking while state event is in progress
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

**Bands:**

- As per venue
- Room for band members to store instrument cases, etc. away from volleyball courts

**Tournament Headquarters:**

- Room and office for management & SDHSAA staff

**2. Service/Management**

**Statistics:**

- Payment of statistics is part of management fee however; the SDVB Coaches Association charts each match. Host must assist with clerical work

**Bench Personnel:**

- Trained and experienced adult scorekeepers, timers, and libero trackers

**Announcer:**

- One announcer for a one class tournament, a head and assistant announcer need to be present for a three class tournament
- Announcer must be capable of announcing serves, substitutions, and points of clarification during any single match or during the championship matches of a multi-class tournament

**Security:**

- Crowd control as per venue policy; in the absence of an adopted venue policy, venue must provide adequate crowd control
- Security must be provided for contest officials prior, during and following the contest

**Tickets/Passes:**

- Adequate ticket takers/sellers to accommodate the crowd plus extras if the building warrants
- Proper pass door supervision
- Persons knowledgeable and capable to handle the job

**Programs:**

- Provide a tournament program for sale to fans
- Provide one complimentary program to each school and contest official
- Provide ten complimentary programs to the SDHSAA
- Price to be determined annually by SDHSAA Board of Directors; current price is not to exceed \$3.00

Medical:

- Certified athletic trainer and/or doctor present

3. Motels & Restaurants:

The requirement for available hotel rooms is as follows:

	<b>Class B</b>	<b>Class A</b>	<b>Class AA</b>	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>1079</b>
Teams	96	96	96	240
Officials	12	12	12	24
SDHSAA Staff/Board	7	7	7	12
Medical Staff	1	1	1	1
Fans	350	350	350	900

Host Motel Meeting Rooms:

- Breakfast meeting with officials- size of room will vary
  - o One class= 10 individuals
  - o Three class= 28 individuals
- Motel hosting teams shall have accommodations for a meeting facility for 30 individuals (single site tournament) 70 individuals (3 class site) on the evening prior to the state tournament
- Management of motel hosting teams shall arrange for adequate security to ensure individuals who are not registered guests of the hotel do not have access to the area in which athletes are housed

Restaurants:

- Adequate to feed participants and fans throughout days of competition, including following evening sessions

4. Additional Considerations

Hospitality Room:

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access
4. Announcers' location: courtside

5. Camera locations: minimum of one camera will need to be placed at center court high enough in stands to view half of court. Other camera locations can be determined by SDPB, SDHSAA, host school AD & venue manager
6. Access to all-sport (scoreboard controller) to receive data for score bug
7. Access to public address system for tournament announcers audio to be broadcast
8. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
9. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door



## **WRESTLING**

### 1. Facility

#### Seating:

- One Class:
  - o Minimum 4,000 seats first day, 5,500 seats second day
- Combined:
  - o Minimum 8,500 seats for each day of competition

#### Locker Rooms:

- Facilities to handle qualifiers from the different regions
- Facilities to handle ten (twenty if combined) officials per session

#### Mats/Floor:

- One Class:
  - o Ability to place four, 30' ring mats with 10' of unobstructed safety space surrounding each competition mat
- Combined:
  - o Ability to place eight, 30' ring mats with 10' of unobstructed, safety space surrounding each competition mat

#### Mat Clocks:

- One scoreboard clock for each wrestling mat

#### Concessions:

- Open during contest hours, adequate number to be open to take care of crowds

#### Press & Radio Area: (See Association Policy)

- Must provide an area for press and radio persons to cover the tournament

#### Parking:

- For team buses and vans
- For fans attending the tournament
- Allowances should be made if school is in session to provide parking while state event is in progress
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

#### Tournament Headquarters:

- Room/office for management & SDHSAA staff

#### Practice Day:

- Facility including competition mat areas and certified scales to be in place and available to participating schools/teams for a workout on the day immediately prior to state meet

## 2. Service/Management

### Tickets/Passes:

- Adequate ticket takers/sellers to accommodate the crowd plus extras if the building warrants
- Proper pass door supervision
- Persons knowledgeable and capable to handle the job

### Medical:

- Certified athletic trainer and/or doctor present for weigh-ins, inspections and competition
- Blood personnel to provide prompt handling of fluids that contact competition mats

### Event Scoring/Bracketing:

- Tournament management software is the responsibility of host site/school to obtain and provide
- Priority given to programs capable of posting brackets, results, etc., electronically

### Scorekeepers:

- Knowledgeable timers and scorers

### Scoreboard and Weight Bracket:

- Ability to post team scores as well as brackets per weight class
- Priority given to sites able to utilize "live stats" program and/or post results electronically

### Match Results/Team Scores:

- Must be provided and made available to media and school involved
- Priority given to sites able to utilize "live stats" program to post results electronically

### Security:

- Crowd control as per venue policy
- In the absence of an adopted venue policy, venue must provide adequate crowd control
- Security must be provided for contest officials prior, during and following the contest

### Scales:

- Certified scales for each days weigh-ins and knowledgeable personnel to handle weigh-ins

### Programs:

- Provide a tournament program for sale to fans

- Provide one complimentary program to each participating school and contest official
- Provide ten complimentary programs to SDHSAA
- Price to be determined annually by the SDHSAA Board of Directors; price not to exceed \$3

3. Motels & Restaurants

The requirement for available hotel rooms for tournament is as follows:

	<b>Class B</b>	<b>Class A</b>	<b>Combined</b>
<b>Total Rooms</b>	<b>1118</b>	<b>1068</b>	<b>2186</b>
Teams	300	250	550
Officials	11	11	22
SDHSAA Staff/Board	6	6	12
Medical Staff	1	1	2
Fans	800	800	1600

Host Motel:

- Motel hosting officials shall have accommodations for a meeting facility for 15 individuals on the evening immediately prior to the State Meet; 30 individuals if combined tournament
- Management of motel hosting teams shall arrange for adequate security to ensure individuals who are not registered guests of the hotel do not have access to the area in which athletes are housed

Restaurants:

- Adequate to feed participants and fans throughout days of competition, including following the evening sessions

4. Additional Considerations

Hospitality Room:

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider.
3. Wireless internet access
4. Camera locations: minimum of one camera; other camera locations can be determined by SDPB, SDHSAA, host school AD & venue manager
5. Access to all-sport (scoreboard controller) to receive data for score bug

6. Access to public address system for tournament announcers audio to be broadcast
7. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
8. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door

## ALL-STATE CHORUS & ORCHESTRA

### 1. Facility (physical)

#### Seating:

- Participants
  - o Orchestra of 170 persons on the floor
  - o Chorus of 1000 persons in bleachers
- Spectators
  - o Minimum of 5000 for concert

#### Rehearsal Area:

- A separate orchestra rehearsal site (Friday through Saturday noon) of similar size to the area provided for the concert
- The chorus should have the ability to rehearse both Friday & Saturday in the concert facility

#### Parking:

- Sufficient parking space for school cars, vans and buses of the participating schools during rehearsal times
- Sufficient additional parking during the concert for those attending the Saturday evening concert
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

### 2. Service/Management

- Tickets/passes
  - o Adequate ticket takers/sellers
  - o Proper pass door supervision
  - o Persons knowledgeable and capable to handle the job (i.e. sound amplification, rehearsal accompanist)
- Management
  - o Professional sound technician for the Orchestra and Chorus rehearsals, as well as for the grand concert performance
  - o Professional vocal piano accompanist must be secured by the local hosts

### 3. Motel & Restaurants:

The requirement for available hotel rooms is as follows:

	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>1065</b>
Participants	650
Officials	2
SDHSAA Staff/Board	13
Fans	400

Restaurants:

- Adequate to feed approximately 1100 participants and directors in limited times Friday morning through the Saturday evening meal

Transportation Services:

- There must be direct airline connections with regular scheduled flights to and from a major airport (i.e., Minneapolis/St. Paul or Denver)

4. Additional Considerations

Hospitality Room:

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access
4. Camera locations: minimum of three cameras will need to be placed; other camera locations can be determined by SDPB, SDHSAA, & venue manager
5. Access to public address system
6. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
7. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door

## STATE ORAL INTERP FESTIVAL

### 1. Facility (physical)

Must be in one facility for both days of the State Festival, this facility should be a college or high school facility

#### Room Requirements:

- Friday three rooms for the “Festival Events” (sound proofed from each other) with a seating capacity of at least 100 spectators in two of the rooms; one room should be capable of seating 150 spectators. All rooms should have a “speaking area” at least 10’ deep in the front
- Saturday six rooms for the “Festival Events” (sound proofed from each other) with a seating capacity of at least 100 spectators in five of the rooms; one room should be capable of seating at least 150 spectators. All rooms should have a “speaking area” at least 10’ deep in the front
- One hospitality room for coaches and judges throughout the Festival
- One headquarters/tabulation room sufficiently large enough to accommodate at last four 8’ tables
- Registration area with registration tables

#### Parking:

- For school cars, vans, and buses of the participating schools throughout the festival
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

### 2. Service/Management

- Provide 3 individuals to monitor doors on Friday and 6 individuals monitor doors on Saturday
- Personnel to manage the registration table throughout the Festival
- Personnel to assist in moving the awards from the tab room to the awards presentation area

### 3. Motel & Restaurants

The requirement for available hotel rooms is as follows:

	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>228</b>
Participants	150
Officials	18
SDHSAA Staff/Board	10
Fans	50

Restaurants:

- Adequate to feed a minimum of 200 or more participants and coaches Friday noon through the Saturday noon meals. Restaurants to accommodate participants after 10 p.m. with both sit down and fast food options on Friday. Breakfast options must be available for Saturday

4. Additional Considerations

- Can be either a motel/hotel convention facility or a college/high school classroom facility
- The site must be located within four hour distance to the majority of schools participating in the program with the exception of every fifth year when, by Board of Directors policy, the Festival will go to the western part of the state.
- All competition/hospitality rooms provided at no expense (either rental or custodial) to the Association.
- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Wireless internet access



## STATE ONE-ACT PLAY FESTIVAL

### 1. Facility (physical)

#### Room Requirements:

- Proscenium type stage and theatre (with good acoustical design)
- Dressing rooms (or rooms which can be converted into dressing rooms) – must be able to accommodate up to 50 plays throughout the Festival (Thursday morning through Saturday evening)
- Backstage area for storage of incoming set pieces for upcoming plays
- Loading area for sets which can be used and not affect plays in progress on the stage
- Hospitality room for coaches and judges
- Large room for critiques – should seat a minimum of 100 persons
- Small headquarters/tabulation room
- Registration area with registration tables
- The auditorium must seat a minimum audience of 850 persons with a preference to auditoriums that can seat 1,000+

#### Parking

- For school cars, vans and buses of the participating schools throughout the festival
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

### 2. Service/Management

- Provide personnel to manage the house and the Festival registration table
- Provide full time personnel to assist in running the lights and sound equipment
- Provide full time personnel to manage the stage and backstage areas
- Provide personnel to hang banners and to move awards from tab room to the stage following the final play performance

### 3. Motel & Restaurants

The requirement for available hotel rooms for festival is as follows:

	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>319</b>
Participants	200
Officials	9
SDHSAA Staff/Board	10
Fans	100

#### Restaurants:

- Adequate to feed a minimum of 200 or more participants, directors and officials from Thursday noon through the Saturday noon meals. Restaurants to accommodate participants after 10pm with both sit down and fast food options on Thursday and Friday. Breakfast options must be available for Friday and Saturday

4. Additional Considerations:

- Facility must be adequate for providing a playing space for up to 50 plays and their sets
- The site must be located within four hour distance to the majority of school participating in the program
- The stage, dressing rooms and other “Festival” rooms should be provided at no expense (either rental or custodial) to the Association

Hospitality Room

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Wireless internet access

## STATE DEBATE AND INDIVIDUAL EVENTS TOURNAMENT

### 1. Facility (physical)

Room Requirements (all rooms must be in one building such as a high school):

- Headquarters/Tab Room – This room must have internet access
- Coaches/Judges Hospitality room
- Registration area and registration table
- Friday morning at 8:30 – 20 total contest rooms – expanding to 40-contest rooms mid-afternoon on Friday and Saturday morning – then reducing down to six rooms Saturday afternoon
- One Large room for Extemporaneous Speaking drawings

Parking:

- For school cars, vans, and buses of the participating schools throughout the Tournament
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

### 2. Service/Management

- Provide personnel to manage the registration table at all times (can be students)
- Provide personnel to assist with the Extemporaneous Speaking drawings (can be students)
- Provide personnel to assist the tab room (handing out & collecting ballots, separating & filing ballots, etc.)
- If necessary, help secure individuals to time selected debate or individual events.
- Must have a concession stand or a food service open throughout the tournament all day Friday and until late afternoon on Saturday
- Must be able to secure 50+ lay judges for Public Forum Debate

### 3. Motel & Restaurant

The requirement for available hotel rooms for tournament is as follows:

	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>200</b>
Participants	150
Officials	35
SDHSAA Staff/Board	15

Restaurants:

- a. Restaurants to accommodate participants after 10pm with both sit down and fast food options on Friday. Breakfast options must be available for Saturday

### 4. Additional Accommodations:

- The site must be located within four hours distance of the major judge pools (Brookings, Sioux Falls and Vermillion)

- The site must be located within four hours distance to the majority of schools in the program
- All competition/hospitality rooms provided at no expense (either rental or custodial) to the Association

#### Hospitality Room

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

#### **South Dakota Public Broadcasting Requirements**

1. Wireless internet access

## ALL-STATE BAND

### 1. Facility (physical)

A performance hall specifically designed for fine arts performances. The performance hall and the rehearsal area must meet A.D.A. specifications for both the participants and the audience

#### Seating:

- Participants

A performance area that will accommodate a band of a maximum 100 instruments

- Spectators

Minimum of 1000 for concert

Care must be exercised to not have a facility that is too large to overwhelm the band.  
No sites will be considered or added to the rotation unless the site is a hall designed specifically for fine arts performances.

#### Rehearsal Area:

- Two rehearsal areas capable of accommodating a band of a maximum 100 instruments are required

One rehearsal area must be the concert facility and must be available for rehearsal Thursday, Friday & Saturday.

The second rehearsal area must be in close proximity to the concert facility and must be available for rehearsal Thursday, Friday & Saturday.

#### Parking:

- Sufficient parking space for school cars, vans and buses of the participating schools during rehearsals
- Sufficient additional parking during the concert for those attending the two Saturday concerts
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

### 2. Service/Management

#### Tickets/passes

- Adequate ticket takers/sellers
- Proper pass door supervision
- Persons knowledgeable and capable to handle the job (i.e., sound amplification)

### 3. Motel & Restaurants

The requirement for available hotel rooms for is as follows:

	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>365</b>
Participants	150
Officials	2
SDHSAA Staff/Board	13
Fans	200

Restaurants:

- Adequate to feed approximately 225 participants and directors in limited time periods Thursday evening through the Saturday evening meal

4. Transportation Services

- There must be direct airline connections with regular scheduled flights to and from a major airport (i.e., Minneapolis/St. Paul or Denver)

5. Additional Considerations

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access
4. Camera locations: minimum of three cameras will need to be placed; camera locations can be determined by SDPB, SDHSAA, host school AD & venue manager
5. Access to public address system
6. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
7. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door

## ALL-STATE JAZZ BAND

### 1. Facility (physical)

A performance hall specifically designed for fine arts performances. The performance hall and the rehearsal area must meet A.D.A. specifications for both the participants and the audience.

#### Seating:

- Participants
  - o A performance area which will accommodate a band of a maximum 20 instruments
- Spectators
  - o Minimum of 600 for concert

Care must be exercised to not have a facility which is too large so as to overwhelm the band. No sites will be considered or added to the rotation unless the site is a hall designed specifically for fine arts performances.

#### Rehearsal Area:

- Three rehearsal areas capable of accommodating a band of a maximum 20 instruments are required  
One rehearsal area must be the concert facility and must be available for rehearsal Thursday, Friday & Saturday  
The other three rehearsal areas must be in close proximity to the concert facility within the same building and must be available for rehearsal Thursday, Friday & Saturday

#### Parking:

- Sufficient parking space for school cars, vans and buses of the participating schools during rehearsals
- Sufficient additional parking for those attending the Saturday concert
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

### 2. Service/Management:

#### Tickets/passes

- Adequate ticket takers/sellers
- Proper pass door supervision
- Persons knowledgeable and capable to handle the job (i.e., sound amplification)

### 3. Motel & Restaurants

The requirement for available hotel rooms is as follows:

	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>148</b>
Participants	60
Officials	3
SDHSAA Staff/Board	10
Fans	75

Restaurants:

- Adequate to feed approximately 100 participants and directors in limited time periods Thursday evening through the Saturday evening meal
4. Transportation Services
    - There must be direct airline connections with regular scheduled flights to and from a major airport (i.e., Minneapolis/St. Paul or Denver)
  5. Additional Considerations
    - While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access
4. Camera locations: minimum of three camera will need to be placed; camera locations can be determined by SDPB, SDHSAA, Host School AD & venue manager
5. Access to public address system
6. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
7. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door



## Show Choir

### 1. Facility (physical)

- A performance hall specifically designed for fine arts performances. The performance hall and the rehearsal area must meet A.D.A. specifications for both the participants and the audience.
- Loading area for sets which can be used and not affect performances in progress
- Hospitality room/tabulation room for judges
- Registration area with two (2) registration tables

#### Seating:

- Participants
  - o A performance area which will accommodate a show choir of a maximum 50 students
- Spectators
  - o Minimum of 1000 for tournament

#### Rehearsal Area:

- Rehearsal areas capable of accommodating a maximum of 25 choirs are required

#### Parking:

- Sufficient parking space for school cars, vans and buses of the participating schools during rehearsals
- Sufficient additional parking during the concert for those attending the Saturday event
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

### 2. Service/Management:

#### Tickets/passes

- Adequate ticket takers/sellers
- Proper pass door supervision
- Persons knowledgeable and capable to handle the job (i.e., sound amplification)

### 3. Motel & Restaurants

The requirement for available hotel rooms is as follows:

	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>316</b>
Participants	200
Officials	6
SDHSAA Staff/Board	10
Fans	100

Restaurants:

- Adequate to feed approximately 600 participants and directors in limited time periods on Saturday
4. Additional Considerations
- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

**South Dakota Public Broadcasting Requirements**

1. Power single phase AC either 208 or 240 at 50amps
2. Bandwidth of fiber out of the venue is 15 MHz or greater, venue doesn't need to supply bandwidth but access needs to be there via cable company or network provider
3. Wireless internet access
4. Camera locations: minimum of three camera will need to be placed; camera locations can be determined by SDPB, SDHSAA, Host School AD & venue manager
5. Access to public address system
6. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue
7. Cable access from outside for SDPB cables: cable port, walk door that is not a fire exit or garage door

## Visual Arts

### 1. Facility (physical)

A gallery space capable of displaying up to 300 pieces of art of various sizes. The gallery space must have portable walls for hanging artwork, as well as a minimum of 10 tables.

Registration Area:

- Minimum of ten (10) tables

Hospitality Room for judges

Parking:

- Sufficient parking space for school cars, vans and buses of the participating schools and spectators
- A detailed plan must be provided to the SDHSAA office demonstrating the safe accessibility to the venue

### 2. Service/Management:

Tickets/passes

- Adequate ticket takers/sellers
- Proper pass door supervision
- Persons knowledgeable and capable to handle the job

### 3. Motel & Restaurants

The requirement for available hotel rooms is as follows:

	<b>Combined</b>
<b>Total Rooms Needed</b>	<b>219</b>
Participants	100
Officials	9
SDHSAA Staff/Board	10
Fans	100

Restaurants:

- Adequate to feed approximately 150 participants and advisors in limited time periods on Thursday through Saturday

### 4. Additional Considerations

- While not a requirement, the provision of a hospitality room for school administration, tournament workers, SDHSAA Board of Directors members and others is greatly appreciated

## **South Dakota Public Broadcasting Requirements**

1. Wireless internet access
2. Access to public address system
3. Parking area for production vehicle 14 X 35 feet no more than 20 feet from venue

f/w/state events/ event hosting guidelines/2016 State Event Hosting Guidelines