



TO: Directors of District Play Production Contests
FROM: Jeff Stauss, Assistant Director (jstauss@nsaahome.org)
SUBJECT: District Play Production Contest
DATE: October 2019

It is the intent of the NSAA and the Board of Directors to conduct the District Play Production Championships with as much consistency as possible in fairness to all competitors throughout the state. If I can be of any help at all, please do not hesitate to contact our office. Please Note:

- District results will be entered and calculated electronically.
- Performance order is listed on the district assignments page of the NSAA website.

INSTRUCTIONS TO DISTRICT DIRECTORS

1. Entry Forms - District entry forms will be submitted electronically to the District Director and the NSAA. The district entry form now indicates if that school will be utilizing simulated weapons in their performance so that you can plan accordingly.
2. Entry Fee - The entry fee is to be established by each district individually by dividing the expenses of the contest equally between the participating schools assigned to that district. No moneys are to be sent to the NSAA.
3. Admission - Admission will be charged at all district play production contests. The admission charge shall be **\$5.00 for adults, \$4.00 for students**. These moneys shall be used to offset the entry fees assessed to the participating schools. **No monies are returned to the NSAA.**
4. District Entry Deadline - Friday November 22, 2019. Entries can be found on the AD's login page.
5. Tournament Facilitator - A tournament facilitator, prior to each performance, shall make sure all judges are in place, announce the title of the production, remind the audience members to turn off electronic devices, refrain from any photography during the performance and inform the audience if the production contains adult content.
6. Regulations
 - a. Three judges contracted by the NSAA will judge all plays. Judge's contracts to judge the district which you are hosting will be posted on your director's login page.
 - b. Entries should be given codes. Do not use school names or any other identification process.
 - c. All plays must be timed by the judge or designee. The time limit is from fifteen to thirty minutes.
For failure to abide by the prescribed time limits by more than 30 seconds, the judges shall lower the contestant one assigned rank.
 - d. Do not allow judges to sit together. Assigned seating for judges shall be determined prior to the start of the contest and remain for the duration of the contest. Judges shall NOT confer until ballots have been completed. Judges shall not listen to each other's oral critiques.

- e. At the conclusion of the contest, the judges are to rank (1, 2, etc.) the plays, rate each play and provide a Reason for Decision.
 - f. Schools will receive judges' ballots and contest results before leaving the contest. Ballots are to be distributed to the director of the participating schools prior to the awards ceremony. If a rule violation or scoring error is discovered it shall immediately be drawn to the attention of the contest director to be corrected prior to the awards being presented.
7. Qualifiers for the State Play Production Contest
- a. In Class A, the champion and runner-up play from each district will qualify for the state.
 - b. In Classes, B, C1, C2, D1 and D2, the champion from each district will qualify for the state.
8. Judges
- a. The judges assigned for your district contest will be contracted by the NSAA. The NSAA will post on the director's login page who will be judging your district contest.
 - b. Judges are to be paid **\$17.50** per play plus mileage at 1.00 per mile one-way as stipulated on the contract.
 - c. Each judge shall fill out a judging ballot for each entry. It would be beneficial to provide judges with programs and filled-in ballots utilizing codes for school identification. School names should not appear on the ballots. Ballots can be found on the NSAA Play Production webpage.
 - d. The judge shall provide a Reason for Decision for each performance and give each a rank as well as a rating on the scale of Superior, Excellent, and Fair. In arranging the schedule, district directors should provide time between events during which the judge may meet with the contestants and the directors for the purpose of giving an oral critique. Judges shall not listen to each other's oral critiques. Judges shall not confer with one another regarding a contest play prior to submitting that play's ballot to the tabroom. The judges shall conduct the oral critique at separate times and will not be present or stationed within hearing distance while the other judge engages in the oral critique process.
9. Stage Settings - In advance, the director shall send each participating school dimensions of the stage, lighting equipment available for use and the school's policy on weapons, live animals, etc. The participating schools should send the director a diagram of the stage setting they will use, a lighting plot, the name of the play and author, characters and cast. At the time of the contest, the director shall provide a stage crew to assist the director and cast in preparing the setting and stage for the production.
10. Awards
- a. Certificate - schools earning a superior rating can download a certificate from the NSAA website, on the directors' login page.
 - b. Outstanding Performer Certificates - to each student recognized by a judge for outstanding performance.
 - c. Championship and Runner-Up plaque(s).

11. Time Schedule - When setting up a workable time schedule, the following items should be taken into consideration:
- a. Start on time.
 - b. Allow each school access to the make-up room at least one-half hour before their scheduled performance time.
 - c. Performance order is as listed in the district assignments found on the NSAA website. It is permissible for a school to request an early performance time.
 - d. The length of a school's play can be anywhere from 15-30 minutes. It may be safe to assign each school a 45-minute block to include ample time to set up and strike their sets in addition to their performance time. Schools cannot be penalized for exceeding the established time to setup and strike their sets.
 - e. A sample schedule: Times listed is the play's starting time (not set-up)

9:00 A.M.	Registration
9:30 A.M.	Play #1
10:15 A.M.	Play #2
11:00 A.M.	Play #3
12:00 P.M.	Play #4
12:45 P.M.	Play #5
1:30 P.M.	Play #6
3:00 P.M.	Awards
12. Information to Schools - Details of the contest to the schools should include:
- a. Site of contest
 - b. Description of the performance area
 - c. Props available as well as items not allowed in your school
 - d. Date of contest
 - e. Time of contest
 - f. Director's Contact Information
 - g. Time schedule of plays
 - h. Entry deadlines Reminder
 - i. Financial arrangements
 - j. Hired Judges
 - k. Host sites policy on weapons, service animals, etc. in their facility
13. Facilities Needed
- a. Performance area
 - b. Tab room. This should be an area away from main flow of traffic with adult personnel in charge
 - c. Make-up room
 - d. Commons area for students
 - e. Registration area for schools
 - f. Judges room to pick up information and leave personal belongings
 - g. Ballot pick-up area
 - h. Dressing Rooms. Separate rooms for boys and girls
14. Supplies Needed
- a. Ballots (available on the NSAA website)
 - b. Programs

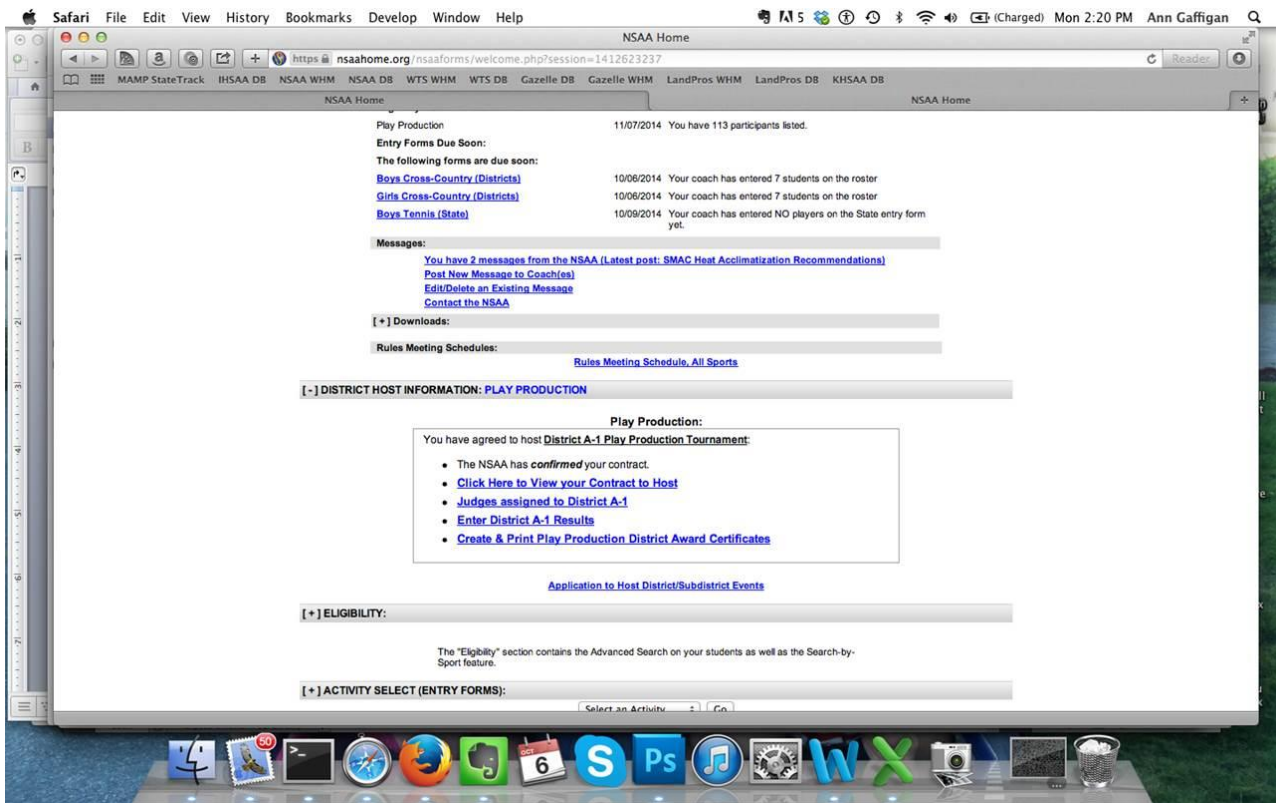
15. District Results – **Calculations will be done electronically**
- Immediately following the completion of your contest, the district director shall access the link to enter results on the main login screen under their Host Information for Play Production on the host's login page. Instructions can be found at the conclusion of this document.
 - Enter the rank and rating points for each judge, the **Total Rank and Total Points will be calculated automatically**, as will the Reciprocals.
 - Then click Save & Calculate to calculate the place. If there is a TIE, they can break it by checking the box next to the team that should place ahead of the other.
 - A link to Preview the results before/after marking them as complete.
 - All results from the district you are hosting will be posted online under District Results.
16. Personnel
- a. Director to be responsible for running the event.
 - b. Tabroom Personnel
 - c. Doorkeepers to keep people from entering while plays are in progress.
 - d. Timekeepers to time actual play time.
 - e. Stage hands to help with lighting.
 - f. Ticket sellers and takers
17. District Reports - Fax one copy of the following to the NSAA, (402)489-0934:
- a. Financial Report. **No moneys are to be sent to the NSAA.**
18. Inclement Weather
- a. Snowstorms or other inclement weather conditions may force the postponement of a district.
 - b. The contest director has the sole authority for the postponement/rescheduling of a contest.
 - c. In determining whether to postpone or to hold the contest as scheduled, consider:
 - 1. The weather and road conditions at the site of the contest
 - 2. Existing weather and road conditions at the location of the schools, which are to compete.
 - 3. Road conditions between contest site and the competing schools
 - 4. Forecasted weather conditions immediately prior to, during, and following the contest.
 - d. After considering the various factors, the contest director determines that competition is to go on as scheduled, all schools are to be notified early enough as to allow each team sufficient time to travel to the contest site.
 - e. Once the decision has been made to hold the event as scheduled and any team has begun to travel, the contest shall be held.
 - f. If the contest director feels a postponement is necessary, obtain permission from the NSAA before postponing the day's activities.
 - g. Once postponed, the director is responsible for setting the new date, time, and site.
 - h. The schedule may be changed in order to complete the contest by the required dates.
 - i. Contest receipts are not to be used to reimburse any school for additional expenses incurred because of a postponed contest.

Emergency Action Plan

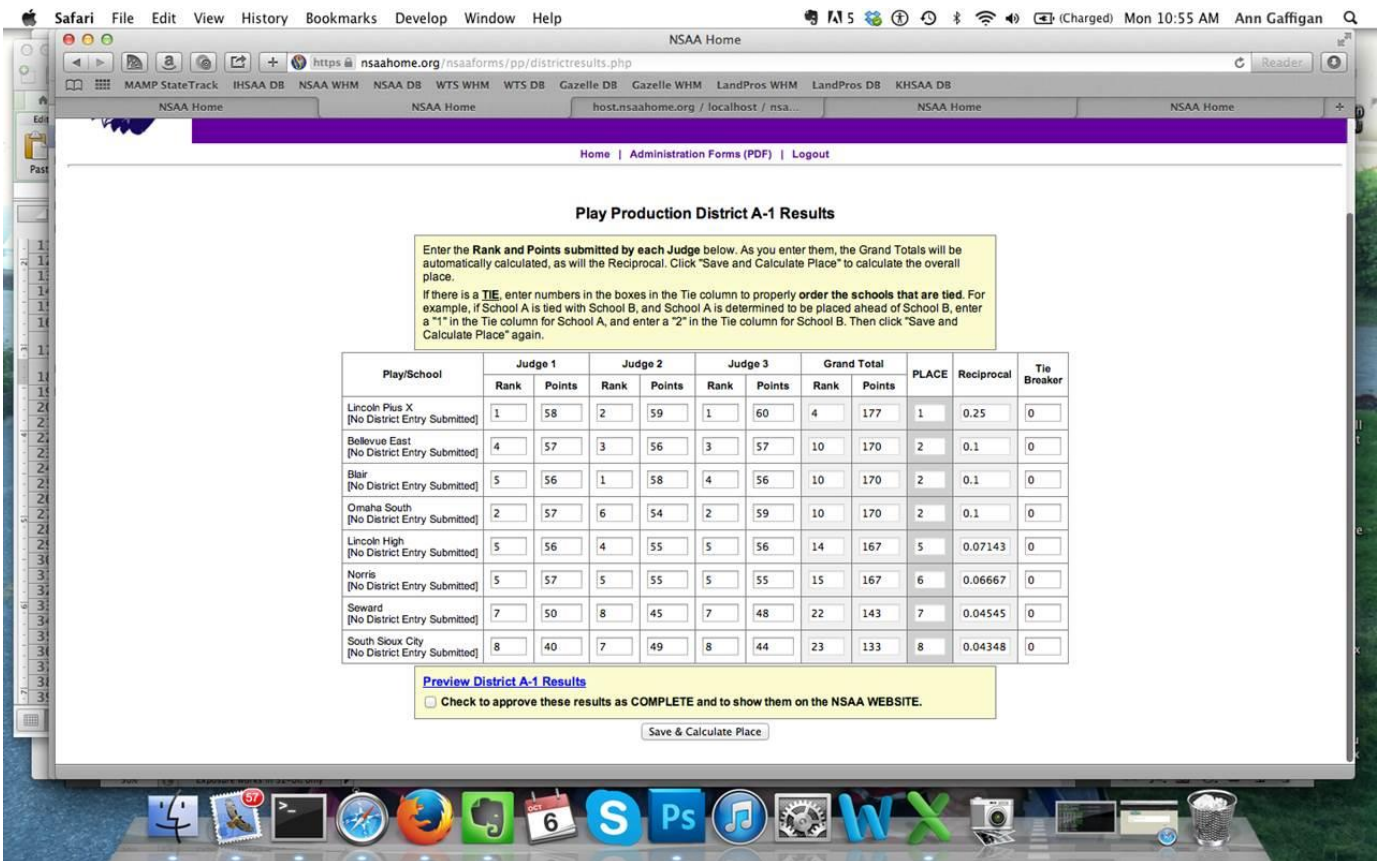
Severe injuries, sudden illnesses and other critical incidents do not often occur during school activities, but it is important for every school to have an emergency action plan (EAP) for administrators, faculty, coaches and staff members to follow should emergencies occur. Due to lack of universal availability of medical coverage and other logistical reasons, NSAA does not require that schools have a physician, trainer or ambulance on-site at regular season activities; however, each school should have a plan in place should there be an emergency involving students, coaches, officials or spectators requiring medical attention.

Steps to Submitting District Play Production Results Electronically

- Screenshot # 1 is of the AD login page indicating the link to enter your respective district result.



- Screenshot #2 is an example of the points entered and places calculated BEFORE breaking the three-way tie. Please note that the school name and the title of the play will be pulled from the district entry.



- Screenshot #3 is an example of places calculate after breaking the tie by entering the order in the Tie-Breaker column

NSAA Home

Home | Administration Forms (PDF) | Logout

Play Production District A-1 Results

Enter the Rank and Points submitted by each Judge below. As you enter them, the Grand Totals will be automatically calculated, as will the Reciprocal. Click "Save and Calculate Place" to calculate the overall place.

If there is a **TIE**, enter numbers in the boxes in the Tie column to properly **order the schools that are tied**. For example, if School A is tied with School B, and School A is determined to be placed ahead of School B, enter a "1" in the Tie column for School A, and enter a "2" in the Tie column for School B. Then click "Save and Calculate Place" again.

Play/School	Judge 1		Judge 2		Judge 3		Grand Total		PLACE	Reciprocal	Tie Breaker
	Rank	Points	Rank	Points	Rank	Points	Rank	Points			
Lincoln Plus X [No District Entry Submitted]	1	58	2	59	1	60	4	177	1	0.25	0
Blair [No District Entry Submitted]	5	56	1	58	4	56	10	170	2	0.1	1
Bellevue East [No District Entry Submitted]	4	57	3	56	3	57	10	170	3	0.1	2
Omaha South [No District Entry Submitted]	2	57	6	54	2	59	10	170	4	0.1	3
Lincoln High [No District Entry Submitted]	5	56	4	55	5	56	14	167	5	0.07143	0
Norris [No District Entry Submitted]	5	57	5	55	5	55	15	167	6	0.06667	0
Seward [No District Entry Submitted]	7	50	8	45	7	48	22	143	7	0.04545	0
South Sioux City [No District Entry Submitted]	8	40	7	49	8	44	23	133	8	0.04348	0

[Preview District A-1 Results](#)

Check to approve these results as COMPLETE and to show them on the NSAA WEBSITE.

Save & Calculate Place

- Screenshot #4 is an example preview of what the results will look like online - tie breaker column excluded but tie's that have been broken are noted with (JP).

The screenshot shows a Safari browser window displaying the NSAA Home website. The address bar shows the URL: <https://nsaahome.org/nsaaforms/pp/showdistresults.php?session=1412608880&distid=2>. The page title is "NSAA Home". The browser's menu bar includes "Safari", "File", "Edit", "View", "History", "Bookmarks", "Develop", "Window", and "Help". The status bar at the bottom shows "Mon 10:55 AM" and "Ann Gaffigan".

A yellow note box at the top of the page reads: "NOTE: You are previewing the District A-1 results. **These results are not yet available to the public.** At the bottom of the page on which you enter each judge's rank and points, you must check the box to approve the results and click Save in order for the public to view them on the NSAA website."

The main content is titled "Play Production District A-1 Results" and contains the following table:

Play/School	Judge 1		Judge 2		Judge 3		Grand Total		PLACE	Reciprocal
	Rank	Points	Rank	Points	Rank	Points	Rank	Points		
Lincoln Pius X [No District Entry Submitted]	1	58	2	59	1	60	4	177	1	0.25
Blair [No District Entry Submitted]	5	56	1	58	4	56	10	170	2 (JP)	0.1
Bellevue East [No District Entry Submitted]	4	57	3	56	3	57	10	170	3 (JP)	0.1
Omaha South [No District Entry Submitted]	2	57	6	54	2	59	10	170	4 (JP)	0.1
Lincoln High [No District Entry Submitted]	5	56	4	55	5	56	14	167	5	0.07143
Norris [No District Entry Submitted]	5	57	5	55	5	55	15	167	6	0.06667
Seward [No District Entry Submitted]	7	50	8	45	7	48	22	143	7	0.04545
South Sioux City [No District Entry Submitted]	8	40	7	49	8	44	23	133	8	0.04348

- When complete, please check the box to publish the results to the NSAA website.



TOURNAMENT DIRECTOR'S CHECKLIST

1. Place tournament date on the school calendar
2. Check and confirm room availability for tournament
3. Plan tournament time schedule
4. Notify schools of contest details *including contracted judges*
5. Notify judges of contest details
6. Check awards from NSAA
7. Prepare and send information letter to participating school. (Emphasize DEADLINES!)
8. Line up workers
9. Arrange for any signs to be made
10. Confirm entries as they come in
11. Compile information for the program (including author's name)
12. Have a program printed
13. Prepare school packets
14. Prepare judges' packets with payment
15. Organize the registration area
16. Prepare materials for the tab room
17. Electronic Tabulation is provided. Please refer to instructions contained within the Director's Information.
18. Plan the awards ceremony



NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

Keep one copy for your file, provide one copy to each school assigned to the district contest.

CONTEST: _____ LOCATION: _____ DATE: _____

RECEIPTS:

Entry Fees\$ _____

Admission Receipts...\$ _____

Other Receipts.....\$ _____

TOTAL.....\$ _____

EXPENSES:

Judges' Fees---

Name of Judge

Fee

Mileage

1. _____ \$

2. _____ \$

3. _____ \$

Miscellaneous Expenses --

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL.... \$ _____

BALANCE..... \$ _____

(BALANCE SHOULD BE PRORATED BACK TO PARTICIPATING SCHOOLS)

(NO MONIES ARE TO BE SENT TO THE NSAA)

Contest Director: _____