



Competition Organizer,

1. Email the following documents to your volunteers to review at least 1 week in advance:

- a) Competition Announcer Guidelines to announcer
- b) Marshals Guidelines and Marshals Diagrams to marshals
- c) Runners Guidelines to runners
- d) Scrutineer Guidelines to scrutineers

2. Print the above documents and laminate, if appropriate, for distribution on the competition day.

3. On the day of the competition, one hour prior to the start time, assemble your volunteers to distribute and review their guidelines.

Best Practices for Organizers:

1. Post the schedule, order of dances, and Judge's rotation at the dancer registration table.
2. At dancer registration, organize groups by platform rather than age or category to organize the dancer sheets for the marshals.
3. For Primary dancers, all groups should compete each dance before moving to the next dance to avoid confusing the dancers (16 Pas De Basque for all groups, then Pas De Basque and Highcuts for all groups).
4. The music should be played prior to the start of each dance, before the dancers enter the stage, whether using a live Piper or recording.



Competition Announcer Guidelines

Prior to the start:

1. Welcome the participants and spectators.
2. List any venue rules (No food allowed, restroom locations etc.)
3. Read out the Dancer Safety Announcement using template available in “Competition Organizers” folder
4. Introduce the Judge(s) and Piper(s).
5. Announce the order of dances.
6. Announce the category, age group, and dance, for each announcement.
7. Make the first call for the first dance using the platform letters/numbers if there is more than one. After a few minutes, make the final call for group(s). For larger events, announce the first call 20 minutes prior to the start of dancing, the second call 15 minutes prior to the start of dancing, and the final call 5 minutes prior to the start of dancing.

During the day:

1. Depending on the size of the group, announce the first call for the next group with a minimum of four sets left to dance. The timing of calls should be adjusted based on the number of sets of dancers and the length of time from the audience or warmup area to the marshalling area.
2. Announce the final call for dancers to come to the marshaling area with one or two sets waiting to dance.
3. Announce any costume changes or breaks.
4. Announce any sponsors or special guests throughout the event.
5. At the conclusion of the dancing, thank the Judges and Pipers.

During awards:

1. Announce that awards will be starting, and remind dancers to remain in costume until the conclusion of awards if overall awards will be given.
2. For Primary categories, invite all dancers on stage to receive a participation award. Then ask the dancers to exit the stage before reading the call-back numbers for that category.
3. Announce the category and age group, announce the call-back numbers for dancers receiving awards, then repeat the call-back numbers.

4. Announce the call-back numbers for two groups to start, then after the awards are presented for one group, announce the call-back numbers for the next group. This will allow the next group time to assemble in the marshalling area prior to walking on stage.
5. For each group, announce the name of the dance, then the awards for that dance.
6. After all individual dance awards are announced, announce the overall category winner and any runners-up, if applicable.
7. Ask dancers to take a bow and exit the stage. Remind Pre-Premier dancers to pick up their dance cards.
8. Announce any special or overall awards.
9. Remind parents or dancers to sign for perpetual trophies, if applicable.
10. Make any announcements for the next day of competition, if applicable.



Guidelines for Marshals

ScotDance USA recommends selecting participants over 16 years of age for dance marshal duties. First time marshals should work with an experienced marshal.

For Primary and Young Beginner Dancers:

1. Greet the dancer, tell them that they are checked in and where they can sit.
2. Tell the dancers when it is their turn to go on stage, and which dance they are doing.
3. Look at the dancer's number and check the corresponding number on your dancer list to note that the dancer is present.
4. Once all dancers for the group have arrived, organize the checked numbers on your sheet into groups of 3 or 4, depending on the preference of the Judge, ensuring that the groups are organized so that no dancer will dance alone (unless there is only one dancer in a group).
5. Coordinate with the Competition Organizer to ask the Judge if they prefer 3 or 4 dancers at a time, and advise the Judge of each group's category, age group, and number of dancers
6. Account for all dancers before the group begins dancing.
7. Lead the dancers onto the stage in groups of 3 or 4, and help them stand in the proper location.
8. Tell the dancer to stand in first position and to wait until the music starts, and repeat which dance they are doing.
9. When the Judge dismisses the dancers, lead the dancer off the stage.
10. Instruct the dancers to wait in the marshalling area for the next dance, or to return to the audience.
11. For the Sword Dance, dancers should occupy Swords from left to right, with any empty Swords on the right side.

For All Dancers:

1. Greet the dancer, tell them that they are checked in and where they can sit.
2. Tell the dancers when it is their turn to go on stage, and which dance they are doing.
3. Look at the dancer's number and check the corresponding number on your dancer list to note that the dancer is present.
4. Once all dancers for the group have arrived, organize the checked numbers on your sheet into groups of 3 or 4, depending on the preference of the Judge, ensuring that

the groups are organized so that no dancer will dance alone (unless there is only one dancer in a group).

5. Coordinate with the Competition Organizer to ask the Judge if they prefer 3 or 4 dancers at a time, and advise the Judge of each group's category, age group, and number of dancers.
6. Account for all dancers before the group begins dancing.
7. The dancer with the lowest number always enters the stage first, the dancers should follow in ascending order, then stop in front of the Judge in ascending order from left to right from the Judge's view (see attached diagram).
8. When the music stops for the current set of dancers, send the next set of dancers onto the stage.
9. When the dancers exit the stage, tell them approximately how many groups or sets they have before the next dance.
10. Display the LAST SET sign to the Judge while sending the final set on stage to dance.
11. If possible, leave a one set gap at the end of a group before beginning the next group to allow time for the Judge to finalize their marks.
12. Ensure that the only participants in the marshaling area are the competitors who have been called and the marshal.
13. For the Sword Dance, dancers should occupy Swords from left to right, with any empty Swords on the right side.

For Reels:

1. Dancers must be organized into groups of 4, and should be asked to fill-in prior to the start of the dance.
2. The first dancer to dance will act as a fill-in for a later set. Before filling in, dancers must remove their numbers from their kilts. Competing dancers always enter the stage first before fill-ins, and occupy the Reel set first from left to right.
3. If there are 6 dancers remaining, the sets should be 4 competing dancers, then 2 competing dancers and 2 fill-ins.
4. If there are 5 dancers, the sets should be 3 competing dancers and 1 fill-in, then 2 competing dancers and 2 fill-ins.
5. Dancers asked to fill-in should be given one dance to recover between competing and filling-in.



Runner(s)

A runner is tasked to collect the judge's sheets from the judge and transport them to the scrutineers.

Best Practices:

1. The runner will not look at the sheets.
2. The runner will communicate only with the judges, marshals, scrutineers, and organizers.
3. The runner will position themselves close to the side of the stage, not in the audience or marshalling area, within line sight of the judge.
4. The runner should not stand directly next to or hover by the judge.
5. The runner should wait quietly for the judge to finalize their marks.
6. The runner should approach the judge's table to collect the sheet when the judge sets the sheet in the collection basket or to the side of the table.
7. If there are multiple platforms, please transport the collected judge's sheets to the scrutineers as soon as possible.



Scrutineer Guidelines

Scrutineering is an important job at any Highland Dance Competition or Championship. Any organizer in need of certified scrutineers may contact SDUSA (FUSTA) for names of volunteers.

Scrutineers hold a position of trust, and their confidentiality is essential. Any scrutineer found using a phone or other electronic device to pass confidential information including the results before they are announced, or Judges' comments, will no longer be permitted to scrutineer any Competitions, Championships, or Premierships registered with SDUSA (FUSTA).

A competition should have multiple scrutineers to check each other's results. Scrutineers may double check results using separate computers, by tabulating the results on paper, or a combination of both methods. SDUSA (FUSTA) currently recommends and endorses the program called Highland Scrutineer or any other RSOBHD approved scoring system.

During a Competition, from the first to the final set of dancers, only the Competition Organizer and the runner authorized to collect the Judge's sheets on behalf of the scrutineers may communicate with the Judge(s).

The decision of the Judge is final, and no discussion or correspondence is permitted regarding the results. Judges' marks are for scrutineering purposes only, and must not be accessible to anyone other than the scrutineers.

If a Judge alters a mark, such alteration must be clearly initialed. Marking sheets should be handed to the runner before Judges leave their seats, and they must not be altered thereafter unless to correct an error of detail discovered by the scrutineer.

For Competitions with one Judge adjudicating per event, the Judge's placings are not displayed.

For Championships, Premierships, and any event in which 3 Judges are adjudicating, the Judge's placings must be posted on site at the event, even if they are also electronically distributed.