

Everything You Ever Wanted to Know About Dancer Registration



Important Dates

Teacher Registration Opens: October 15th

- Registrars cannot release dance card until Teacher has provided Regional Registrar with evidence of:
 - Examining body registration for the registration year
 - Completion of (or up-to-date) SafeSport training
 - Signed RSOBHD Code of Ethics form
 - Signed SDUSA Waiver Form
- Can be accomplished through the SDUSA annual Teacher Registration process

Dancer Registration Opens: November 1st

If you have a competition in January/February, please don't wait

- Late Fee Assessed: February 15th
 - Does not apply to Primary & Beginner dancers registering for the first time

Rules: Cards & Registration

• Familiarize Yourself with the Rules

- Guidelines included with every card & on SDUSA's website
- If you don't understand something or have a question, please ask
 - Teacher
 - Regional Registrar
 - National Registrar

• Everyone is Expected to Follow The Rules

• While exceptions are intended to be rare, SDUSA will endeavor to err on the side of the dancer when making reasonable & fair exceptions

Registration Basics

Plan Ahead

- Three week turnaround
- No rush requests
 - The Registrars work hard to support dancers. If there is an extenuating circumstance, contact your Registrar and see if something can be done
- The USPS can be unpredictable
 - Please plan ahead—mail takes time both ways

Be Thorough & Complete

- All items <u>must</u> be included/complete to process card
- If something is missing, your card will be delayed

<u>What to Send</u>

- Self-addressed, stamped FULL-sized envelope
- Check or Money Order for correct amount
- SDUSA registration card, if previously registered
- Color headshot of dancer's face
- Signed forms
 - SDUSA Application
 - RSOBHD Code of Ethics
 - SDUSA Liability/Waiver Form
 - SDUSA Website/Photo Release
- If registering for the first time, a copy of an official document showing dancer's date of birth (passport, birth certificate)
- **Original** signatures

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<u>Envelope</u>



- Business sized envelope
- If you are having card returned via U.S. Mail, remember to plan ahead
 - No rush requests
- Don't forget to put **your** return address in the upper left corner
- Enough postage—if you want multiple cards returned, make sure you put enough postage on the envelope

If you want to track or speed up time in transit, use an express service. Please don't send requiring a signature PRIORITY FLAT PATE CONTLOPE You can send a pre-paid pre-addressed Synchronizing the world com express envelope for the ARRENT COURSE ACTED STREES return as well **Express Envelope**

<u>Payment</u>

2024 Registration Class & Fees

Class/Fee	Amount	Notes	Additional Notes
Primary	\$15	Dancer aged 4 and under 7	
🕻 Beginner	\$30		
Novice	\$30		
Intermediate	\$30		
D Premier	\$35	Premier Only: Please indicate the USIR regional selection competition in which you plan to compete in 2024. If you are competing outside the region of your residence, you must notify the National Registrar by 2/15/2024.	□ East □ Midwest □ SE □ Southwest ₩West □ Northwest □ Not Competing at Reg. Championshi
🕻 Late Fee	\$10	registering for the first time.	
Replacement Fee	\$20	The National Registrar (copying the Regional Registrar) must be notified and approve issuance of any replacement card.	
TOTAL	\$_60	Annual SDUSA Admin Fee is now included in annual Class Fee. If advancing categories after completing 2024 annual registration, no additional class fee is needed. Please include any Late and/or Replacement Fee in total, if required.	Family Discount: A discount of \$2 per family may be deducted whe registering 3 or more dancers from th same family at the same time. Chec box if using discount.

• Please tick ALL necessary boxes

- Have you included all of the correct fees? Is this section complete?
- The SDUSA admin fee is now included in the class fee
- If already registered for the year, no additional fee is needed if advancing categories
- Premiers ONLY: Please indicate the regional selection
 - If you are competing outside of your region of residence, February 15th deadline to notify the National Registrar



Check

Money Order

Prior Dance Card

(*Unless a new dancer)

- If you've previously registered, always include your card when registering
 - Take a photocopy or a picture of the back of the card before sending in case mail is lost
- We check to make sure that the competitions have correctly handled your card during the year
 - Stamps are correct & dates correctly calculated
 - We make a note in your file about the number of stamps you have at registration, as well as when 12-month rule expires
- Sometimes we need to make a new card for pre-premiers
- Premier dancers are issued a new card every year
- You may only have ONE dance card at a time

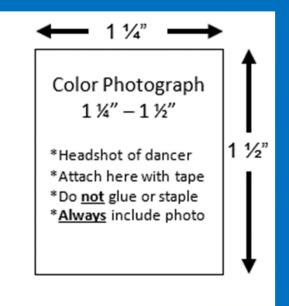
Color Headshot

Always include a photo

• Even if you don't think you need a new card, sometimes we need to make one.

Attach to the form with <u>tape</u>

- Prevents from getting lost/confused with another application.
- Please trim to proper size
 - Passport photos are too big.



What <u>Is</u> a Headshot?

Remember, the purpose of the photo is to identify the dancer



• Clearly shows the dancer's face from the front

- School pictures are great
- Passport photos work as well, but are too large for SDUSA cards.
 - If you use, please trim to the required size

What is <u>NOT</u> a Headshot?



Face is too small



More than one person



No Sunglasses



Not facing forward

Proof of Birthdate







- Only First Time Registering
 - Government Issued
 - Copies Only

Registration Forms

Available on the SDUSA Website

Registration Application

 Team Teaching Form (if necessary)

 RSOBHD Code of Ethics
 Assumption of Risk

• Website, Social Media & Photo Release

Registration Application

- Obtain from SDUSA website or teacher
 - Teacher should not pre-sign form
- Each Region has its own form
- A new form is effective each year
 - Please use the current year
- PLEASE PRINT CLEARLY!!!
 - Particularly contact information
 - It's often hard to read email addresses
- Be complete

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Keep Us in the Loop

New Dancer Registration

Dancer Renewal

Moving Up Category
 No add/Lfee if within same year.
 Indicate new category below.

Change of Address No additional fee Change of Teacher

• The Registration Application can be used for different reasons

- New Dancer Registration
- Dancer Renewal
- Advancing Categories
 - When advancing categories, please indicate on the form your new category
 - No additional fee if you've already paid registration fee for the year
- Change of Address
 - No additional fee if you've already paid registration fee for the year
- Change of Teacher
 - No additional fee if you've already paid registration fee for the year

<u>Teacher</u>

- ALL teachers must personally review & sign each registration form
 - Teachers should ONLY sign form AFTER the teacher has reviewed the packet
- Photocopied signatures are NOT accepted
- By signing, a teacher certifies that the teacher has reviewed & approved the dancer's form—including the accuracy of the form, teaching team & advancement
- SECOND pair of eyes on a dancer's form & can catch errors

As the registering dancer's instructor, I have reviewed & approved the above registration, advancement and/or change(s).					
Teacher's Examining Body & Membership Number					
Teacher's Name					
Address Street Address	City	State	Zip		
Phone ()	E-mail address				
Original Teacher's Signature_ Must be original signature – photocopies <u>not</u> accepted. (If team teaching, please include page 2 with all additional teacher's names, information, and signatures. Registration cannot be completed without all teacher's information and original signatures.)					

<u>What is a Teacher?</u>

"Teacher" is defined as a qualified person actively teaching a dancer "regularly"

- Regularly is more than 3 times in a 12-month period
- This includes teachers who may "substitute" for your regular instructor

"Training" includes "all instruction relating to improving Highland Dance skills"

- Virtually or face-to-face
- Private or group

If you've got questions, please ask the National Registrar

Other Forms



ROYAL SCOTTISH OFFICIAL BOARD OF HIGHLAND DANCING Code of Ethics

In this Code "Participant" means any organization, body, : individual who is a member of an organization, body, or as is registered with the Board; any person directly connect Judges, Teachers, Organizers, Parents, Dancers & all parti



ASSUMPTION OF THE RISK, WAIVER AND RELEASE OF LIABILITY

The FEDERATION OF UNITED STATES TEACHERS AND ADJUDICATORS OF HIGHLAND DANCING ("FUSTA") acting under the name of SCOTDANCE USA ("SDUSA") is sanctioning, sponsoring and participating in various Scottish Highland Dancing competitions, and other events and activities ("SDUSA Events"). FUSTA/SDUSA is an affiliate of the ROYAL SCOTTISH OFFICIAL BOARD OF HIGHLAND DANCE ("RSOBHD"). FUSTA, SDUSA and RSOBHD, their respective employees, agents, representatives, members of the respective boards of directors. national or regional officers. adjudicators and/or FUSTA volunteers are sometimes collectively referred to as "Releasees".

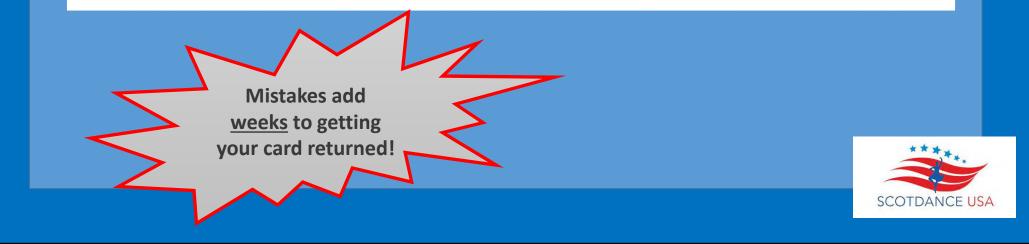


WEBSITE, SOCIAL MEDIA AND PHOTO RELEASE

The undersigned (on behalf of the undersigned or as parent or guardian of a minor child) authorize and consent to the taking, capturing, printing, and publishing photographs, video or other visual or sound media taken of the undersigned or the child of the undersigned, while participating in the events sponsored by FUSTA and/or ScotDance USA.

Double Check Your Work

- □ Self-addressed, stamped full (letter) sized envelope (SASE)
- □ Check or money-order payable to SDUSA or FUSTA (No Cash)
- □ Prior registration card required (if previously registered)
- □ Color photograph of dancer's face (Headshot) required for <u>all</u> applications (see details in box)
- □ Signed RSOBHD Code of Ethics, SDUSA Website Photo Release, and Liability forms
- □ Official Document Showing Date of Birth ex: birth certificate, passport (only for first time registrants)



<u>Competitions</u>

- When registering, you must include current SDUSA number
- All dancers <u>must</u> present a valid dance card to the competition organizer before competing
- If you are planning to compete in a January competition, please submit your forms as soon as registration opens
 - Include a note that the dancer plans to compete in a January competition
- If there is a mistake regarding the stamping of a card at a competition, please notify your Regional Registrar ASAP

<u>"Three Month Rule"</u>

"If a dancer goes to any class, workshop or seminar from an RSOBHD judge, including any online/remote teaching, the dancer may not compete in front of that judge for three months following the last class, workshop or seminar (virtual or in-person)."

It is the dancer's responsibility to track this

Keep Your Card Safe!!!!

- Please don't lose your dance card.
- If a card is lost, the dancer must report it immediately to the National Registrar & your Regional Registrar
 - Explain the situation & request approval for the issuance of a replacement card
- If approved, replacement cards for Primary & Premier dancers can be issued with the original card's expiration date
 - For a Primary dancer, it is the last day the dancer is under the age of 7
 - For a Premier dancer, it is December 31st of the current year



<u>Lost Card: Pre-Premier</u> Automatic Advancement

Beginner, Novice & Intermediate Lost Cards

 Once approved by the National Registrar, the Regional Registrar may issue a replacement card for the dancer's current category, but ONLY for 12 months from the date that the Regional Registrar processed the dancer's original registration for that category.

After 12 months, the dancer <u>automatically</u> advances to the next category

