



Everything You Ever Wanted to Know About Dancer Registration

We Love Our



Dancers!

Please
Help Us
Out!

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 must be included/complete to process card
- If something is missing, your card will be delayed

What to Send

- 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

SOUTHEAST DANCER REGISTRATION APPLICATION (Please Print)

Using check for better. All forms must be included to avoid delay in receiving new card. Please allow 4 weeks turnaround. NO BIRTH REQUESTS!
PLEASE PRINT CLEARLY

1 5" x 3" Color Photograph
 Headshot of dancer
 Mouth - open with teeth
 No glasses or make
 (Include photo)

Send completed form with above items to: **ScottDance USA Southeast Registrar**
 2408 RE VIMAR
 2408 Belmont Blvd. Nashville, TN 37212
 Email: sevreg@scotdanceusa.com Phone: (615) 202-1956

New Dancer Registration Dancer Renewal Moving to Category Change of Address Change of Teacher

Dancer's Name: _____
 Address: _____
 Parent email: _____
 Phone: _____ Date of Birth: _____ Registration number (if known): _____

2024 Registration Class & Fees

Class/Fee	Amount	Dancer age & unit notes	Notes	Additional Notes
Primary	\$10			
Beginner	\$20			
Novice	\$30			
Intermediate	\$40			
Placeholder	\$25		Placeholder: Please indicate the USDF regional selection competition to 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.	Send Headshot - Not Completed at this Competition
Late Fee	\$10		Include a copy of your registration form to determine after 2/15/2024 if you are registered by the 15th day.	
Registration Fee	\$10		The National Registrar covering the Beginner Registrar must be verified and account number of who is submitting card.	
TOTAL			Annual SDUSA Address Fee is now included with all Class Fee. If submitting categories after completing 2024 annual registration, no additional class fee is needed. Please include any late and/or Replacement Fee in this.	Family Account: A balance of 2024 fees may be deducted when registering. If more dancers from the same family all fit, take time. Check for a full list.

I agree to abide by all SDUSA Rules, Regulations and the current RSOBHD Code of Ethics. I assure that my registration will be shared by SDUSA in a computer system and will be made available to all SDUSA and the RSOBHD. I also understand that if I register any class, workshop or seminar, including but not limited to seminars, workshops or classes, I warrant to SDUSA that I am not a teacher or instructor for a period of 3 months after the last class, workshop, seminar, or lesson.

SIGNATURE OF PARENT OR GUARDIAN OF DANCER _____ DATE _____

SIGNATURE OF DANCER (12 and over) _____ DATE _____

As the registering dancer's instructor, I have reviewed & approved the above registration, advancement and/or changes!

Teacher's Name _____
 Address: _____
 Phone: _____ E-mail address: _____

Original Teacher's Signature _____

Please print your name & address on the envelope.
 Please include class number, page & unit # of address with name, information and approval. Registrar cannot be contacted without it!
 Check box if been teaching. General Member not eligible to teach.

FOR OFFICE USE ONLY
 Date Rec'd _____ Clg. Reg. Date _____ Reg. # _____ Date Sent _____ Amt. Rec'd _____ Check # _____

Envelope

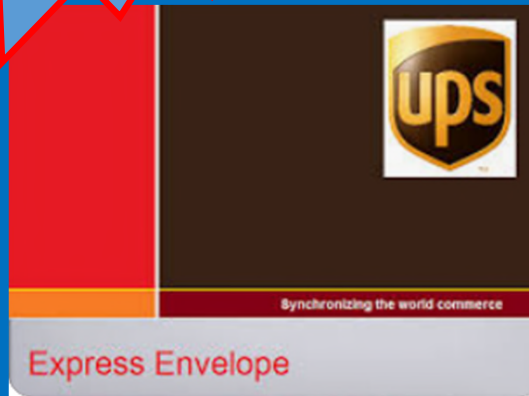


- Business sized envelope
- If you are having card returned via U.S. Mail, remember to plan ahead
 - No rush requests
- Don't forget to put your return address in the upper left corner
- Enough postage—if you want multiple cards returned, make sure you put enough postage on the envelope

Tracking/Expedited Mail

If you want to track or speed up time in transit, use an express service.

Please don't
send
requiring a
signature



You can send a pre-paid
pre-addressed
express envelope for the
return as well



Payment

2024 Registration Class & Fees

Class/Fee	Amount	Notes	Additional Notes
<input type="checkbox"/> Primary	\$15	Dancer aged 4 and under 7	
<input checked="" type="checkbox"/> Beginner	\$30		
<input type="checkbox"/> Novice	\$30		
<input type="checkbox"/> Intermediate	\$30		
<input type="checkbox"/> 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.	<input type="checkbox"/> East <input type="checkbox"/> Midwest <input type="checkbox"/> SE <input type="checkbox"/> Southwest <input checked="" type="checkbox"/> West <input type="checkbox"/> Northwest <input type="checkbox"/> Not Competing at Reg. Championship
<input checked="" type="checkbox"/> Late Fee	\$10	registering for the first time.	
<input checked="" type="checkbox"/> Replacement Fee	\$20	The National Registrar (copying the Regional Registrar) must be notified and approve issuance of any replacement card.	
TOTAL	\$ <u>60</u>	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.	<input type="checkbox"/> Family Discount: A discount of \$20 per family may be deducted when registering 3 or more dancers from the same family at the same time. Check 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

Payment

Payable
to SDUSA
or FUSTA



Check



Money Order

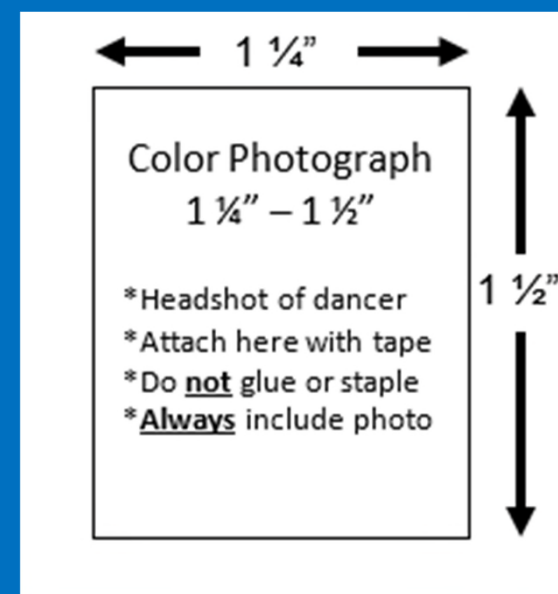
Prior Dance Card

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



What Is 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

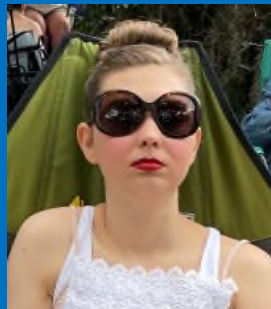
What is NOT a Headshot?



More than one person



Face is too small



No Sunglasses



Not facing forward

Proof of Birthdate



- Only First Time Registering
 - Government Issued
 - Copies Only


Registration Forms

- 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



SOUTHEAST DANCER REGISTRATION APPLICATION

Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia

Using check list below, **All** items **must** be included to avoid delay in receiving new card. Please allow 3-week turn-around. **NO RUSH REQUESTS!**

PLEASE PRINT CLEARLY

Effective 2024

1 1/4" x 1 1/2"

Color Photograph
1 1/4" - 1 1/2"

*Headshot of dancer
*Attach here with tape
*No red # or staples
*Always include photo

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 **all** 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)

Send completed form with above items to:

ScotDance USA Southeast Registrar
Kathryn H. Walker
2408 Belmont Blvd. Nashville, TN 37212
Email: eregistratr@scotdanceusa.com Phone: (615) 202-1058

New Dancer Registration Dancer Renewal Moving Up Category No up/dn fee if within same year. Includes new address label Change of Address No additional fee Change of Teacher No additional fee

Dancer's Name _____

Last Name
First Name
Middle Initial

Address _____

Street Address
City
State
Zip

Parent email _____ Dancer email _____

Phone (____) _____ Date of Birth _____ Registration number (if known) _____

2024 Registration Class & Fees

Class/Fee	Amount	Notes	Additional Notes
<input type="checkbox"/> Primary	\$15	Dancer aged 4 and under 7	
<input type="checkbox"/> Beginner	\$30		
<input type="checkbox"/> Novice	\$30		
<input type="checkbox"/> Intermediate	\$30		
<input type="checkbox"/> Premier	\$35	Premier Only: Please indicate the USJR 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.	<input type="checkbox"/> East <input type="checkbox"/> Midwest <input type="checkbox"/> SE <input type="checkbox"/> Southwest <input type="checkbox"/> West <input type="checkbox"/> Northwest <input type="checkbox"/> Not Competing at Reg. Championship
<input type="checkbox"/> Late Fee	\$10	Include if your registration form is postmarked after 2/15/2024, unless registering for the first time.	
<input type="checkbox"/> Replacement Fee	\$20	The National Registrar (copying the Regional Registrar) must be notified and approve issuance of any replacement card.	
TOTAL	\$ _____	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.	<input type="checkbox"/> Family Discount: A discount of \$20 per family may be deducted when registering 3 or more dancers from the same family at the same time. Check box if using discount.

I agree to abide by all SDUSA Rules & Regulations and the current RSOBHD Code of Ethics. I accept that my information will be stored by SDUSA on a computer system and will be made available for use by SDUSA and the RSOBHD. I also understand that if I attend any class, workshop or seminar, including tuition by electronic methods e.g. Skype or Zoom, I cannot compete in front of any adjudicator who has instructed me at such a training session for a period of 3 months after the last class, workshop, seminar, or tuition.

SIGNATURE OF PARENT OR GUARDIAN OF DANCER _____ DATE _____

SIGNATURE OF DANCER (13 and over) _____ DATE _____

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 - photocopy not accepted.

Check here if team teaching. (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.)

FOR OFFICE USE ONLY

Date Rec'd _____ Orig. Reg. Date _____ Reg. # _____ Date Sent _____ Amt. Rec'd _____ Check # _____

Keep Us in the Loop

New Dancer Registration

Dancer Renewal

Moving Up Category
*No additional fee if within same year.
Indicate new category below.

Change of Address
*No additional fee

Change of Teacher
*No additional fee

- 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

Teacher

- 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 not accepted.

Check here if team teaching

(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.)

What is a Teacher?

“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, or individual who is a member of an organization, body, or as is registered with the Board; any person directly connected with Judges, Teachers, Organizers, Parents, Dancers & all participants.



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 **all** 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)

**Mistakes add
weeks to getting
your card returned!**

Competitions

- When registering, you must include current SDUSA number
- All dancers must 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

“Three Month Rule”

“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



Lost Card: Pre-Premier 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 automatically
advances to the next category**

We Love Our



Dancers!

We're
here for
you!