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# Dance Division Rules

1. **First place ties in a category at the local competition MUST be re-judged at the local level as only one entry for each category will be accepted from each VA facility.** A formal competition is not required at the local level but is strongly encouraged. All eligible Veterans should be given the opportunity to participate regardless of degree of talent.
2. **All entries in the dance, drama and music divisions must be recorded after April 1, 2018.**
3. **Dance entries must include a video recording of the Veteran(s) performing the entry and last approximately three minutes in length.**
4. Judges reserve the right to move an entry to the appropriate category or disqualify the entry if rules are not followed.
5. Dance entries will be judged based on the style of dance and steps incorporated in the performance as opposed to the style/genre of music selected.
6. Whole-body (head to toe) video recording for dance entries is necessary. Video recording can include close-ups of the body and/or feet but whole-body view of the movement should be included as well.
7. It is considered a solo when one Veteran dances with a non-Veteran partner.
8. **Entries MAY NOT be expanded with non-eligible Veterans or any other individual unless it is a partner dance where the partner is necessary to perform the dance movements.** It should be noted that although the National Veterans Creative Arts Program recognizes the therapeutic value of participation of staff, volunteers and ineligible Veterans in groups, it is essential in keeping with the fairness of the competition that **only eligible Veteran inpatients or outpatients** are competing against each other.
9. The **CD accompaniment** of the dance division entries are **NOT required to be sent to the dance chairperson.** However, should the entry place first in the national competition and the Veteran(s) be invited to perform their entry in the Festival stage show the CD audio track must be sent to the dance division chairperson in June.
10. **Title Slides for SharePoint entries, CDs, DVDs:** Each entry must have a title slide displayed prior to the entry being shown. This is crucial to the judging process. The title slide can be inserted during the editing process or it can be done manually prior to the taping of the Veteran. A handwritten sign can be held up that states the **category, title of piece and name of Veteran or Veterans in the entry.** *Please do not include elaborate menus or graphics.*
11. Following the national judging, all of the first place-winning entries from the national competition in the dance, drama and music divisions will advance for viewing and **possible** selection for inclusion in the 2019 Festival stage show performance. Please note: Not all first place winning entries in the dance, drama and music divisions are invited to attend the National Veterans Creative Arts Festival. Those invited to attend the Festival will be notified by mid-June, 2019 via their staff contact person.

*\*Note: VA staff contact persons will be notified via E-mail with the 2019 competition results.*

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# Tips for Taking Better Video Recordings

Please take a few extra minutes preparing a video correctly to give your Veteran the best chance possible during the judging process and to save hours of time with the judging process for our judges who donate their time.

- **Focus on the performer**, not the accompanists. Avoid taping from the back of the room. Stage presence cannot be judged if you cannot clearly see the performer.
- When video recording dance acts, it is necessary to include the whole-body in the entire recording, including the feet.
- **Sound control** is important! Clear audio makes a performance much easier (and enjoyable) to judge. Make sure your sound is good and balanced.
- Consider holding your local competition and then video recording **ONLY** the first place acts that will be sent forward for national judging.
- **Dance, drama, and music entries** will be accepted digitally via the NVCA Competition SharePoint site or via CDs or DVDs for the 2019 competition. **If submitting entries on CDs or DVDs, A SEPARATE CD OR DVD MUST BE SUBMITTED FOR EACH ENTRY IN EACH CATEGORY. More than one entry on a CD or DVD will not be accepted.**
- It is necessary to **label each entry with a title slide (for all SharePoint, CD and DVD entries)**. This can be done electronically when editing your entries or it can be done manually by holding up a handwritten sign that states the category, title of piece and name of the Veteran(s) being shown. This is crucial to the judging process.
- Check your CDs and DVDs before mailing them and **make sure every act you intend to be on there is in fact there.**
- **Label your CDs and DVDs according to the instructions given on Page 8, Rule 22.**
- Be sure to make a copy of your final CDs and DVDs for your own file/library in the event of lost or damage. **CDs and DVDs will be shredded post-judging and will not be returned to the VA medical facility staff contact persons.**

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# Dance Categories

## Wheelchair Dance Categories

1. Structured Ballroom - Solo or Group. Pattern of wheelchair movement in a choreographed routine. Structured ballroom dances such as the waltz, jitterbug/swing, hustle, disco, polka, lindy hop, fox-trot, quick step, samba, cha-cha, salsa, Meringue, Machida, rumba, tango, etc. Veteran(s) should maintain physical contact with partner for greater part of dance.
2. Novelty - Solo or Group. A wheelchair routine consisting of original, imaginative, or innovative dance movements that incorporate a theme concept or characterization throughout the entire performance.
3. Country/Western/Folk/Ethnic/Cultural - Solo or Group. Country/western wheelchair dances such as: Two Step, Waltz, Cowboy or Traveling Cha Cha, Polka, Schottische, promenade dances, East Coast Swing, West Coast Swing, Line Dance, Square Dance. Choreographed wheelchair dances associated with various cultures or countries. Examples may include: Clogging, Jewish Hora, Jig, May Pole, Mexican Hat, etc.
4. Line Dance - Set pattern of movement done with the wheelchair so individual ends up facing 2 or 4 walls. Suggest a minimum number of 3 to form the line. **All group members must be Veterans unless the line dance requires a partner where the partner is necessary to perform the dance.**
5. Interpretive Movement - Solo or Group. Interpreting song lyrics or feelings through hand movements or gestures. Example may include sign language or other hand movements. Wheelchair does not need to move.

## Ambulatory Dance Categories

6. Structured Classical Ballroom - Solo or Group. Pattern of movement to music in a choreographed routine. American style structured ballroom dances such as the waltz, jitterbug/swing, hustle, disco, polka, lindy hop, fox-trot, quick step, etc. Veteran(s) should maintain physical contact with partner for greater part of dance.
7. Structured Latin Ballroom - Solo or Group. Latin style structured ballroom dances such as samba, cha-cha, salsa, Meringue, Machida, rumba, tango, etc. Veteran(s) should maintain physical contact with partner for greater part of dance.
8. Novelty - Solo or Group. A routine consisting of original, imaginative, or innovative dance movements that incorporate a theme concept or characterization throughout the entire performance.
9. Country/Western/Folk/Ethnic/Cultural - Solo or Group. Country/western dances such as: Two Step, Waltz, Cowboy or Traveling Cha Cha, Polka, Schottische, promenade dances, East Coast Swing, West Coast Swing, Line Dance, Square Dance. Choreographed dances associated with various cultures or countries. Examples may include: Clogging, Jewish Hora, Jig, May Pole, Mexican Hat, etc.

10. Line Dance - Set pattern of steps that repeat, with quarter or half turns facing 2 or 4 different walls. Suggest a minimum number of 3 Veterans to form a line. **All group members must be Veterans unless the line dance requires a partner where the partner is necessary to perform the dance.**
11. Interpretive Movement - Solo or Group. Interpreting song lyrics or feelings through movements or gestures. An example may be sign language. Movement of feet not required.

### **Wheelchair or Ambulatory Dance Categories**

12. Freestyle/Hip-Hop - Solo or Group. Non-choreographed/non-patterned movements that can involve any style of dance. Movements are spontaneous/improvisational. Entries into this category may contain many diverse steps and movements allowing dancers to use freedom of expression to enhance their dance style. Example: Freestyle, hip-hop, etc.
13. Tap, Jazz or Ballet - Solo or Group. Traditional tap, jazz, or ballet patterns of movement choreographed to music in a routine.
14. Dance Meditation - Solo or Group. Using physical movements to meditate. Yoga dance and tai chi dance should be entered into this category.
15. Mixed Performing Arts - Solo or Group. Entries in this category must combine two or more performing arts styles. For example: dance and vocal solo, drama and instrumental. Entries will be judged on musicality and total presentation.

### **Senior Dance Category**

16. Senior - Solo or Group. Wheelchair or Ambulatory. The purpose of the senior categories is to allow Veterans who may have experienced diminished physical or cognitive functioning an opportunity to compete in a category with persons who are at a similar level and age. **The senior categories are special categories for Veterans age 65 and older.** Entries may be ANY type of dance. Group members must all be eligible Veteran inpatients or outpatients 65 years of age or older. As with other group entries, groups may not be expanded by staff, volunteers or ineligible Veterans. If a partner is needed for the dance, then a staff member, volunteer or other person may be used, but the entry would be counted as a solo if only one Veteran is present. Seniors may also enter other categories in the dance division.

### **Dance Special Recognition Category**

17. Special Recognition - Solo or Group. Wheelchair or ambulatory. **All specific category rules still apply when entering the special recognition category.** Entries that recognize individuals who exhibit creative expression through the use of dance while possessing significant physical or psychological limitations. The intent of this category is to reinforce the concept of the arts as therapy, where an individual uses artistic expression to facilitate successful treatment outcomes.

Entries in this category **MUST** also include:

- **A written statement/narrative** (25 to 225 words) by a VA staff person or the Veteran of why the Veteran is deserving of special recognition
- Consent form 10-3203 (on pages 59-60) and 10-5345 (on page 19) must be signed and dated by the Veteran. The staff contact person submitting the entry for the Veteran should safeguard the signed consent forms at their VA facility.

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# Dance Judging Criteria

Judges at the 2019 National level of competition will be ranking each dance entry according to merit in the following criteria. Please consider using this score sheet for your local competitions.

- **Technical Skills** - body placement, quality of movements
- **Musicality** - rhythm, timing/phrasing, movement related to music
- **Stage Presence** - confidence, focus, artistic expression, mastery of choreography

## Dance Judging Score Sheet

<b>Category Number:</b>	<b>Category Name:</b>
<b>Title of Entry:</b>	

<b>CRITERIA</b>	<b>POINTS</b>									
<b>Technical Skills</b>	1	2	3	4	5	6	7	8	9	10
<b>Musicality</b>	1	2	3	4	5	6	7	8	9	10
<b>Stage Presence</b>	1	2	3	4	5	6	7	8	9	10

**TOTAL SCORE** \_\_\_\_\_

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# Submitting Digital Media Files

For the 2019 competition year, performing arts division entries will be accepted in the following formats. Our preference is listed in the following order for receiving entries:

## **OPTION 1: Upload to SharePoint**

Digital media files uploaded to the NVCA Competition SharePoint site:

<https://vaww.visn23.portal.va.gov/stc/NVCACompetition>. The only file extensions that will be accepted are: .wmv and MP4. These extensions are the most standard digital formats and can be opened on most computers. We recommend video files uploaded to the SharePoint site be **50 MB or less**. If entries are not submitted in the formats indicated above they risk not being playable and therefore not able to be judged at the national level of competition. Entries submitted via the SharePoint site **MUST** also contain title slides prior to each solo and group entry shown.

## **OPTION 2: Digital media files provided on individual CDs or DVDs**

A separate CD or DVD must be submitted for each entry in each category. More than one entry on a CD or DVD will not be accepted. For data CDs and DVDs, the only file extensions that will be accepted are: .wmv and MP4. These extensions are the most standard digital formats which can be opened on most VA computers. If entries are not submitted in the formats indicated above they risk not being playable and therefore not able to be judged at the national level of competition. Entries submitted on CDs or DVDs **MUST** also contain title slides prior to each solo and group entry shown. Authored DVDs will also be accepted. **CDs and DVDs sent to the national level of competition cannot be returned. Please make duplicate copies of the media files and all paperwork for your records.**

## **Digital Media File Naming:**

Division abbreviations:            Dance = **DA**                    Vocal Music = **VM**  
   Drama = **DR**                    Instrumental Music = **IM**

Use CAPS for the title of the entries and use small letters for initials (first and last name initials of Veteran performer) Example: The dance entry of a Solo Novelty entry titled “Funny Face” created by John Doe from St. Cloud VA Medical Center would be named:

***DA-02-FUNNY-jd-656***

Division Abbreviation-Category #-FIRST 5 LETTERS OF TITLE-Veteran initials-Station Number

\*Note: For group entries, omit the Veteran(s) initials. ***DA-02-FUNNY-656***

Division Abbreviation-Category #-FIRST 5 LETTERS OF TITLE-Station Number

**Do not use any spaces when naming the entries.**

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# Dance Division Entry Submission Process



For the 2019 competition, **entry form information MUST BE submitted through the NVCA Competition SharePoint site via Excel format.** Contact any chairperson to receive the Excel document or contact Amy Kimbler via email at [Amy.Kimbler@va.gov](mailto:Amy.Kimbler@va.gov). You can also download the Excel document via the National Veterans Creative Arts Competition SharePoint Site:


<https://vaww.visn23.portal.va.gov/stc/NVCACompetition>

The National Veterans Creative Arts Competition SharePoint site can only be accessed by VA employees using a networked VA computer. Non-VA employees cannot access the SharePoint site.

**VA staff contact person:** Be sure to obtain additional Veteran contact information for your reference use only, to notify the Veteran of the competition results.

- All entries submitted to the national level of competition **must be uploaded or postmarked on or before Friday, March 22, 2019.**
- The National Veterans Creative Arts Chairpersons prefer entries be sent via the NVCA Competition SharePoint site however CDs/DVDs containing images and digital video files will also be accepted.
- It is recommended to send your mailed items with the option to track the packages to ensure delivery.
- It is recommended to send a cover page with any paperwork that is faxed.

# Dance Division Checklist

<p><b>Natalie Cole (116RT)</b>          National Dance Chairperson          VA Healthcare System          1201 NW 16<sup>th</sup> Street          Miami, FL 33125</p>	 <b>New!</b>	<p>Phone: (305) 575-7000 x6740          Fax: (305) 575-7010          E-mail: <a href="mailto:Natalie.Cole@va.gov">Natalie.Cole@va.gov</a></p>
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<b>Checklist of Items Necessary for National Judging:</b>	
✓	Complete the Excel Dance Division data entry tab on the worksheet for all entries being submitted into the Dance Division. There are two tabs on the worksheet to complete: <ol style="list-style-type: none"> <li>1. Data Entry</li> <li>2. Local Level Veteran Participation</li> </ol>
✓	Submit a video recorded entry. Entries may be submitted via upload to the SharePoint site <a href="https://vaww.visn23.portal.va.gov/stc/NVCACompetition">https://vaww.visn23.portal.va.gov/stc/NVCACompetition</a> OR mail a separate CD/DVD for each entry in each category.
✓	Therapeutic Arts Scholarship (TAS) Nomination Form – Only if nominating a Veteran for consideration to attend the Festival based on a therapeutic objective. Each VA medical facility may only nominate <u>one</u> TAS to the national level of competition. <ul style="list-style-type: none"> <li>• Nomination Form (page 16)</li> </ul>

**Consent Form Information** - It is no longer necessary to send the consent forms to the national chairpersons. The staff contact person submitting the entry(ies) for the Veterans should safeguard the signed consent forms **at their VA facility**.

## 2019 Local Level Veteran Participation



**New!**

### **New this year!**

Staff will need to complete the Local Level Veteran Participation tab on the 2019 NVCA Competition Data Entry Excel document. Upload the Excel document to the NVCA Competition SharePoint site or you may email the document to Amy Kimbler at [Amy.Kimbler@va.gov](mailto:Amy.Kimbler@va.gov). **See Page 3 for more information.**

Be sure to answer the following questions:

	<b>Entries</b>	<b>Veterans</b>
Total number of Entries and Veterans who participated in your local VA facility competition in the DANCE Division		



# 2019 Dance Division SOLO Entry Form



**NOTE:** For the 2019 competition, **entry form information MUST BE submitted through the NVCA Competition SharePoint site via Excel format.** See Page 3 for more information.

**New!**

Retain this paper entry form for your reference as needed.

**VA Staff:** Obtain additional Veteran contact information to notify Veteran(s) of the competition results.

Category Number:	
Category Name:	
Title of Entry:	
Title of Music Selection <i>(if different from Title of Entry):</i>	
Non-Veteran name(s):	
Was the entry choreographed by the Veteran?	<b>YES or NO</b>
Digital Media File Name <i>(reference page 54):</i>	

Veteran Name:	
Veteran Age:	
*Veteran Phone Number: <i>(for local use only)</i>	

**Veteran:**

**Initial**

I have read all the rules for the Drama Division.	
Should this entry place in the national competition I wish for it to be forwarded to the National Stage Show Committee for consideration for an invitation to perform in the Festival stage show.	
If invited, I understand that it is required that I attend the entire Festival event of October 28 – November 4, 2019 in Kalamazoo, MI.	

**VA Staff:**

**Initial**

I confirm that the Veteran meets eligibility criteria as specified on page 6 and is approved to enter the 2019 NVCA Competition as a representative of this VA facility.	
I confirm that the Veteran has signed the necessary consent forms (10-3203 and if necessary, 10-5345) to enter the 2019 NVCA Competition.	

\_\_\_\_\_  
**Signature of Veteran**

\_\_\_\_\_  
**VA Staff Contact Signature**

# 2019 Dance Division GROUP Entry Form



**NOTE:** For the 2019 competition, **entry form information MUST BE submitted through the NVCA Competition SharePoint site via Excel format.** See Page 3 for more information.

**New!** Retain this paper entry form for your reference as needed.

**VA Staff:** Obtain additional Veteran contact information to notify Veteran(s) of the competition results.

Category Number:	
Category Name:	
Title of Entry:	
Title of Music Selection: <i>(if different from Title of Entry)</i>	
Non-Veteran name(s):	
Was the entry choreographed by the Veterans?	<b>YES or NO</b>
Digital Media File Name <i>(reference page 54):</i>	

Group Name:	
Number of Veterans in Group:	

Last Name	First Name	Age	Last Name	First Name	Age

**VA Staff:**

**Initial**

Should this entry place first in the national competition the group would like for the entry to be forwarded to the National Stage Show Committee for consideration for an invitation to perform in the Festival stage show.	
If invited they understand it is required that the group above attend the entire Festival event of October 28 – November 4, 2019 in Kalamazoo, MI.	
I confirm that the Veterans meets eligibility criteria as specified on page 6 and are approved to enter the 2019 NVCA Competition as representatives of this VA facility.	
I confirm that the Veterans have signed the necessary consent forms (10-3203 and if necessary, 10-5345) to enter the 2019 NVCA Competition.	

\_\_\_\_\_  
**VA Staff Contact Signature**

**\*NOTE: THIS CONSENT FORM (10-3203) MUST BE SAFEGUARDED AT THE VETERAN'S VA FACILITY. THIS FORM DOES NOT NEED TO BE SENT TO THE CHAIRPERSONS FOR NATIONAL JUDGING.**

*Every Veteran must sign this form to compete in the local and national level of competition.*



**Department of Veterans Affairs**

**CONSENT FOR PRODUCTION AND USE OF VERBAL OR WRITTEN STATEMENTS, PHOTOGRAPHS, DIGITAL IMAGES, AND/OR VIDEO OR AUDIO RECORDINGS BY VA**

**Name of individual whose statement, likeness, or voice is requested:**

**NOTE:** The execution of this form does not authorize production or use of materials except as specified below. The specified material may be produced and used by VA for authorized purposes identified below, such as education of VA personnel, research activities, or promotional efforts. It may also be disclosed outside VA as permitted by law and as noted below. If the material is part of a VA system of records, it may be disclosed outside VA as stated in the "Routine Uses" in the "VA Privacy Act Systems of Records" published in the Federal Register.

The purpose of this form is to document your consent to the Department of Veterans Affairs' (VA) request to obtain, produce, and/or use a verbal or written statement or a photograph, digital image, and/or video or audio recording containing your likeness or voice. By signing this form, you are authorizing the production or use only as specified below.

You are NOT REQUIRED TO CONSENT TO VA's REQUEST to obtain, produce, and/or use your statement, likeness, or voice. Your decision to consent or refuse will not affect your access to any present or future VA benefits for which you are eligible.

You may rescind your consent at any time prior to or during production of a photograph, digital image, or video or audio recording, or before or during your provision of a verbal or written statement. You may rescind your consent after production is complete if the burden on VA of complying with that request is not unreasonable considering the financial and administrative costs and the ease of compliance of the number of parties involved and **the Veteran's VA facility and the Dept. of VA Office of National Veterans Sports Programs & Special Events.**

The photograph, digital image, and/or video or audio recording will be produced while I am (describe the activity or situation) **(To Be Completed by the Department of Veteran Affairs, if applicable)**

A participant in an adaptive sport or creative arts therapy program sponsored by the Veteran's VA facility and the Office of National Veterans Sports Programs and Special Events (NVSP&SE) and the American Legion Auxiliary.

**Check at least one of the following (to be completed by VA)**

I hereby voluntarily and without compensation authorize Department of Veterans Affairs NVSP&SE and the Veteran's VA facility to produce a photograph, digital image, and/or video or audio recording of me (or of the above named individual if the individual is legally unable to give consent).

I hereby voluntarily and without compensation authorize Department of Veterans Affairs NVSP&SE and the Veteran's VA facility to obtain or use a verbal or written statement from me (or the of the above named individual if the individual is legally unable to give consent).

I consent to allowing VA to record and use a verbal or written statement, or produce and use photographs, digital images, and video or audio recording for the purpose(s) identified below:

This product will be used: (NOTE: At least one of these boxes must be checked as well as a purpose described below) (to be completed by VA)

Internally (stay within VA)       Externally (shared outside VA)

**Please check the applicable purpose(s) (to be completed by VA)**

**Promotional Efforts:**

Internal Publication (only VA)       External publication (publicly available)

Other (Specify): Newspapers, radio stations, television stations, participant profiles, souvenir program booklet and DVD, and other media outlets. In addition, VA may release this information to sponsor organizations of the National Veterans Sports Programs and Special Events in the form of other media products to promote the positive aspects of creative arts therapy.

**Research Activities:**       Study

**Education Purposes:**

Presentation       Conference       Publication in a Journal       Training

Other (Specify):

**VA ONLY Use:**

Performance Improvement       Quality Improvement       Health Care Operations

Other (Specify):

All of the Above

**NOTE: Do not sign this form unless one or more of the boxes above has been checked.**

I have read and understand the foregoing, and I consent to the use of a verbal or written statement from me, and/or of my likeness and/or voice as specified for the above-described purpose(s). I understand that no royalty, fee, or other compensation of any kind will be made to me by the United States for such use. I understand that consent to obtain, produce, and/or use a verbal or written statement, photograph, digital image, and video or audio recording containing my likeness or voice is voluntary, and my refusal will not adversely affect my access to any present or future VA benefits for which I am eligible. I further understand that I may, at any time, rescind my consent prior to or during production of a photograph, digital image, or video or audio recording. I also understand that I may rescind my consent after production is complete if the burden on VA of complying with that request is not unreasonable considering the financial and administrative costs, the ease of compliance, and the number of parties involved.

<b>Print Veteran Full Name (First and Last Name)</b>	<b>Veteran Signature</b>	<b>Date</b>
<i>Permission Obtained By (TO BE COMPLETED BY VA)</i> <b>Print VA Employee Full Name</b>	<b>Title</b>	<b>Date</b>
<i>Signature of Person Obtaining Consent (TO BE COMPLETED BY VA)</i> <b>Print VA Employee Full Name</b>	<b>VA Employee Signature</b>	<b>Date</b>

**IMPORTANT:** If VA is providing or releasing any patient health or demographic information with the verbal or written statement, photograph, digital image, or video or audio recording, VA Form 10-5345, Request for and Authorization to Release Medical Records or Health Information, is required prior to the release of such data to any source outside VA. **VA FORM 10-3203 NOV 2014**