



TRYOUT CHECKLIST

Organize and plan the perfect tryout with NDA's expert advice.

JANUARY

1. SET TRYOUT DATE

- Select a date and time for tryouts.
- Check this date with the school activity calendar and athletic director's office.
- Avoid exam week, spring break and other major conflicts.

2. SET PRE-TRYOUT CLINIC DATES

- Check dates with school activity calendar.
- Have back-up plan for dates in case interested candidates play other sports in the spring that run a risk of conflicting with your tryouts.
- Remember to communicate openly with other coaches in the school. This will help foresee any conflicts as well as earn their support early.

3. RESERVE TRYOUT FACILITY

- Reserve the gym or auditorium for tryouts and clinics.
- Take into consideration the amount of room needed to perform turning and/or leap combinations.
- Test sound system or stereo in advance

LATE JANUARY & EARLY FEBRUARY

4. CONTACT JUDGES

- Confirm in writing the date of your tryout and compensation for each judge.
- Contact your NDA State Director for help in securing unbiased qualified judges.
- Find out what information your school district needs in order to issue a check (i.e. social security number, etc.).

FEBRUARY

5. PUBLICIZE DATES

- Use the school website, social media, newspaper, bulletin boards, flyers posted in high-traffic areas, school announcements and the local newspaper (if applicable) two weeks prior to sign-up day.
- When applicable, publicize tryouts at the junior high school

6. POST SIGN-UP SHEETS

- Announce location where students can sign-up and pick-up applications.
- Have a deadline for signing up and enforce that deadline.

7. ARRANGE FOR JUDGES' CHECKS TO BE DRAWN

- Many schools require all payments to be passed at the monthly school board meeting.
- Aim to have the checks at least one week prior to tryout date to be on the safe side.

TWO WEEKS PRIOR

8. TRYOUT MEETING

- Communicate the requirements necessary for trying out.
- It is important that information is taken home to be read by parents/guardians with regard to the cost of being a dancer, commitments of time, travel and insurance.
- Both a completed medical release form and a parental consent form need to be returned to the coach before the first tryout clinic practice.
- The consent form should be signed by both the parents/guardians and dated. It gives permission for the student to tryout, as well as indicates an understanding of the required commitment. Signing the consent form can also be used to signify an agreement to follow tryout procedures.

9. ASSIGN DUTIES TO GRADUATING SENIORS

- Select material from the NDA Tryout Video.
- Possible jobs include: teaching material, conducting warm-ups, playing music during tryout, helping bring in groups during tryouts, creating the itinerary for clinic week, making copies of paperwork, etc.

ONE WEEK PRIOR

10. PREPARE ALL FORMS

- Update and distribute teacher evaluation and grade check sheets.
- Update and copy parental consent forms, medical release forms and tryout score sheets





TRYOUT CHECKLIST

ONE WEEK PRIOR CONT.

- Put together a sample score sheet for the candidates and judges to become familiar with.
- Put together a list of common comments for judges to use. It will make it easier for judges to utilize comments as well as give you feedback in case the outcome is questioned.
- Confirm with Judges. Ask them to arrive 30 minutes early so you may meet with them and review procedures and score sheets. Send them maps if necessary.
- Give Judges your cell phone number in case they need directions or get lost.

WEEK OF TRYOUTS

11. COLLECT SHEETS

- Gather all applicants, teacher evaluations and grade checks.
- Verify eligibility requirements for applicants.

12. PICK UP JUDGES' CHECKS

13. MAKE SOUND SYSTEM ARRANGEMENTS

- Be sure equipment is available for practices and tryouts.
- Test music prior to clinics.

14. FIRST CLINIC DAY

- Reinforce and preview the tryout requirements and team regulations.
- Collect completed medical release forms and consent forms.
- Take roll.
- Always have a warm-up to help keep clinic injuries to a minimum.
- Require a photograph to attach to their application. It may be tedious, but will be worth it later in the event of discrepancies or ties.

15. EACH CLINIC DAY

- Take roll daily and monitor progress.
- Be available each day to answer questions and make decisions.

16. TRYOUT ATTIRE

- Shirt tails should be tucked in and clothing should be neat and clean.
- Have candidates dress in similar attire as to not call attention to any of the returning candidates.
- No jewelry should be worn.
- Hair should be secured up away from the face.
- Heavy make-up is not appropriate.
- If using a number system to identify candidates, make sure number can be seen at all times.

17. TRYOUT DAY

- Meet early with Seniors and those helping with tryouts.
- Cover windows in tryout facility so other students can't look in.
- Provide snacks and refreshments for judges and others assisting in tryouts.
- Assign duties.
- Pass out participant tryout numbers.
- Meet immediately with the judges and distribute score sheets, pencils, calculators, scratch paper, etc.
- Encourage judges to make comments (constructive and positive) in case a parent raises a concern in the future.

18. TRYOUT PROCEDURE

- It is recommended that tryouts be closed except for the judges, coach, tabulator and school administration.
- Graduating seniors may be there to help, but must not be distracting to the judges or to those trying out.
- Set up a camera to tape tryouts in case of discrepancies.

19. POST-TRYOUTS AND POSTING RESULTS

- Announcing results as soon as possible will help avoid concerns regarding unfair scoring.
- Post results on the web, by phone or by letter in a sealed envelope.
- Follow-up with "thank you" cards to the judges and administration.

20. ENJOY YOUR SEASON!

- For more information on summer camp, contact your NDA State Director now or call the NDA Office at 877.NDA.2WIN.

