

The Missouri Federation of Square 'N Round Dance Clubs, Inc.

APPENDIX T

Standing Operating Procedures (SOP)

February 26, 2020

Site Screening Committee

1. **PURPOSE:** To establish and govern the Site Screening Committee for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to *Site Screening Committee*, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The members of this committee can use this SOP to know and understand the duties of the Site Screening Committee, and should be used when performing the functions of the Site Screening Committee.
3. **AUTHORITY:** The Missouri Federation of Square 'N Round Dance Clubs, Inc.
4. **REFERENCES:** Missouri Federation of Square 'N Round Dance Clubs, Inc. Constitution and Bylaws (Working Rules).
5. **MEMBERSHIP:**
 - a. The Site Screening Committee has a base membership of four (4) members including the chairman and assistant chairman. Two members of this committee other than the chairman and assistant chairman are appointed annually by the President, Missouri Federation of Square 'N Round Dance Clubs, Inc., with the approval of the Federation Board of Directors, to serve a one year term
 - b. The 1st Vice President shall serve as the Site Screening Chairman.
 - c. The 2nd Vice President shall serve as the Assistant Chairman of the Site Screening Committee.
 - d. Other members shall consist of the district president or his/her representative of two active districts other than the districts of the 1st and 2nd vice presidents, and these should be rotated annually.
 - e. The president, or his/her representative, of the district from which the site screening request was received will accompany the site screening committee (as a non-member) during the site visit(s) to act as a guide, describe the facility and answer questions.
 - f. Each year, the Federation President may recommend to the Board of Directors either the reappointment of the committee members, or the appointment of new committee members to replace those members whose membership are expiring.
6. **PROCEDURES:**
 - a. **RESPONSIBILITIES OF THE CHAIRMAN**
 - i. To oversee the Site Screening program for the Missouri Federation of Square 'N Round Dance Clubs, Inc.

- ii. To provide a report of the activities of the committee to the Board of Directors at each meeting of the state federation.
- iii. Is responsible for maintaining and up-dating this SOP as needed.
- iv. Enhance the Site Screening Committee duties and responsibilities as needed.
- v. Maintain and update the attached Site Screening Visit Checklist as needed.
- vi. Insure updated guidance concerning Site Screening is provided to the Federation, Districts and Clubs.
- vii. Shall receive, from each future state festival host district, a consolidated list of proposed locations for the state festival year they are hosting. This list should be received by the committee at least two years in advance of the festival date, if possible.
- viii. Shall coordinate between the future host district and the committee members a date and time to physically conduct a site visit to inspect/review each suggested festival location for physical suitability for conducting a state festival. This site visit shall be conducted prior to approval by the Board of Directors allowing the host district to conduct the Federation State Festival in said facility.
- ix. Shall complete a State Festival Site Screening Check Sheet for each proposed site visited.
- x. The chairman shall submit a report of the sites visited with the committee recommendation(s) to the board of directors at least two years in advance of the festival for which the locations are being considered, if possible.
- xi. The chairman shall submit a separate report for each site visited.
- xii. A written report and the completed State Festival Site Screening Check Sheet for each site visited will be provided to the Federation Secretary for inclusion in the official meeting minutes.
- xiii. The chairman should maintain a copy of reports and site visits.
- xiv. Pass to the incoming chairman of this committee, the SOP and all files related to this committee.

b. RESPONSIBILITIES OF THE MEMBERS

- i. Attend all organizational meetings of the Site Screening Committee.
- ii. Attend and assist in all site visits of proposed future festival sites, if possible.
- iii. Travel costs are not reimbursed to members of this committee for attendance at site visits, or meetings of the Missouri Federation of Square 'N Round Dance Clubs, Inc.
- iv. All other duties related to site visits and site selections assigned or required.

State Festival Site Screening Check Sheet

For Proposed Premises for Conduct of Future State Festival

The State Festival Site Screening Committee shall use this check sheet to provide information needed to determine whether or not a site is suitable for conducting a state festival.

Date of Site Screening Committee visit: _____, 20____

Year of Festival: 20_____

Name of Facility: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Type of facility: Convention Center, School, Event Center, Other: _____

Parking Lot(s): Number of parking lots: _____

Main parking lot:

Number of parking spaces: _____

Proximity and distance to main entrance: _____

Obstructions from parking lot to entrances:

Curbs: Yes: _____ No: _____

Steps: Yes: _____ No: _____

Ramps for handicap use: Yes: _____

Potholes or cracks that pose a tripping/falling hazard

Yes: _____ No: _____

Is the main parking lot well-lit at night? Yes: _____ No: _____

Alternate Parking Lot(s):

Number of parking spaces: _____

Proximity and distance to main entrance: _____

Proximity to other entrances: _____

Obstructions from parking lot to entrances:

Curbs: Yes: _____ No: _____

Steps: Yes: _____ No: _____

Ramps for handicap use: Yes: _____

Potholes or cracks that pose a tripping/falling hazard

Yes: _____ No: _____

Are auxiliary parking lots well-lit at night? Yes: _____ No: _____

Are approaches to the building entrances from the parking lot(s):

Slanted uphill: Main: _____ Alternate: _____

Slanted downhill: Main: _____ Alternate: _____

Level to Entrance(s): Main: _____ Alternate: _____

Covered: Main: _____ Alternate: _____

Do any of the sidewalks have cracks, holes, or other possible hazards?

Yes: _____ No: _____

If so, which and describe: _____

Facilities to be used are in more than one building? Yes: _____ No: _____

If yes, Are buildings in close proximity? Yes: _____ No: _____

Distance between facilities: _____

Are all facilities on one floor: Yes: _____ No: _____

If No: How many floors (levels) are to be used? One: _____ Two: _____ Three: _____

Are elevators available between floors? Yes: _____ No: _____

Are escalators available between floors? Yes: _____ No: _____

Are stairs available between floors? Yes: _____ No: _____

Is this facility handicap friendly? Yes: _____ No: _____

Entryways to building(s):

Do exterior doors open automatically (Motion Activated)? Yes: _____ No: _____

Are exterior doors handicap accessible with push buttons? Yes: _____ No: _____

Are exterior doors manually operated only? Yes: _____ No: _____

Foyer Area between exterior doors are:

Wood: _____

Concrete: _____

Linoleum: _____

Carpeted: _____

Are there mats to prevent slipping/falling if the floors are wet? Yes: _____ No: _____

Where will the check-in registration be located?

Is there sufficient room for registration, raffles, National Dance Exhibits, Show-Me Doin's Publication staff, and other activities to be set up? Yes: _____ No: _____

Will some activities be located in other rooms? Yes: _____ No: _____

Are there a sufficient number of tables and chairs available? Yes: _____ No: _____

Did the District have the halls sounded by a caller? Yes: _____ No: _____

If so, what were the results?

What are the dimensions, in feet, of the rooms to be used as dance halls, etc.?

Main Hall: _____

Plus/Rounds Hall: _____

Rounds: _____

Lines/Contra: _____

Vendors area if a separate room: _____

Is there sufficient room to conduct a Silent Auction if desired? Yes: _____ No: _____

Is there sufficient room go conduct a fashion show if desired? Yes: _____ No: _____

Is there a separate room for educational seminars? Yes: _____ No: _____

Is there a room for the Caller/Cuer Hospitality Room? Yes: _____ No: _____

Is a kitchen are available/included? Yes: _____ No: _____

Is there electrical power available in each room? Yes: _____ No: _____

If No, explain: _____

Will electrical extension cords be available, if needed? Yes: _____ No: _____

What type of seating will be available to those sitting out between tips?

Is a stage available for use in each dance hall? Yes? _____ No: _____

Is electrical power available to each stage? Yes: _____ No: _____

Type of flooring in each dance hall (Concrete, wood, linoleum, carpeted, other)

Do walls in proposed dance halls have sound deadening panels, walls or other sound absorption characteristics? Describe for each room:

Where will the State Federation meeting be held on Sunday afternoon? _____

What room will the Sunday morning Doin's Dance be held in? _____

Will there be a sufficient number of tables and chairs, and electricity in the meeting room?

Yes: _____ No: _____

How many restrooms are available and where are they located in proximity to the dance halls?

Are there drinking fountains in close proximity to the dance halls, or will water stations be set up? How many water stations? _____

Will a vendor be on hand to sell food items? Yes: _____ No: _____ Unknown: _____

COMMENTS:

1st Vice President

2nd Vice President

Member

Member

Printed names and signatures of committee members who conducted the Site Screening.