

## 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 2<sup>nd</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> 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 rom 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 rom 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: \_\_\_\_\_

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

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

Distance between facilities: \_\_\_\_\_

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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 be a caller? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If so, what were the results?

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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: \_\_\_\_\_

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

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

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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)

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

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

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

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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?

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

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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.**