Coaches’ name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My group’s competitors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Below is a list of things needed to be complete before the [DATE] (one week before NZCAF Regionals).

If you have any concern in regards to completing these requirements, you must see [CO-ORDINATOR NAME] ASAP!

When the list has been completed please hand in to [CO-ORDINATOR NAME]

|  |  |
| --- | --- |
| **PRE COMPETITION ADMIN** |  |
| I have handed my completed absence form to [CO-ORDINATOR NAME] | 🞏 |
| My girls have their own copy of their music | 🞏 |
| I have given my girls a copy of the technical regulations | 🞏 |
| I have discussed with my girls the rules and requirements for their routine (from the current Technical Regulations) | 🞏 |
| I have discussed with my girls the rules and requirements of the competition | 🞏 |
| I have handed out entry form and information letter, and discussed with them the requirements of the entry fee for the competition | 🞏 |
| I have collected all entry forms with attached entry fees and handed them into [CO-ORDINATOR NAME] | 🞏 |
| I have checked that everyone has a folder and they are bringing it to each session (choreography notes, letters, CD, DVD, and other information needs to be included into the folder) | 🞏 |
| **CHOREOGRAPHY** |  |
| My girls have their own copy of their routine on DVD | 🞏 |
| I have taught my girls ALL of their arms that go into their routine | 🞏 |
| **COSTUME** |  |
| I have discussed with my girls the shoes they need to buy for competition (white shoes from The Warehouse are acceptable) | 🞏 |
| All of my girls have the required shoes for competing in, and are wearing them to practice and NOT outside | 🞏 |
| I have discussed with my girls the competition clothing requirements. I have told them they need to purchase:   * Black muscle back singlet (if they competitors are in a team, all team members need to wear singlet’s of the same style and material) * Mid-calf length black tights (spandex) * Skin coloured, plain supportive bra * G-string, skin coloured underwear, or no underwear worn (to create a smooth leg lines) * Slouch socks | 🞏 |
| I have checked my girls uniform to insure that it is correct | 🞏 |
| I have discussed with my girls makeup and hair requirements   * Hair in plain bun (ballet bun) * Their own minimal amount of makeup * No jewellery * They need to have each a large card of their hair coloured bobby pins * Bun nets * Hairspray * Hair gell * Safety pins | 🞏 |
| I have collected the girls tracksuit sizes, and handed them into [CO-ORDINATOR NAME] | 🞏 |
| All of my girls have their own tracksuit | 🞏 |