

Standing Rules & Policies
ALL-UNIVERSITY SING AT OREGON STATE UNIVERSITY

Last Revised February 2017

This policy document outlines the expectations for All-University Sing as well as the guidelines expected of participating student organizations. The Sing Committee is a Committee of the Interfraternity Council (IFC) and the Panhellenic Council (PHC) and these policies serve as the standing rules for the Committee.

I. Non-Discrimination Policy

All-University Sing adheres to Oregon State's non-discrimination policy: "Oregon State University policy prohibits behavior based on another's status that has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment. Status refers to age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. This policy is not intended to and will not be applied in a way that would violate rights to academic freedom and freedom of expression."

II. Article I – Name

The name of the annual event under these policies shall be All-University Sing. The event may be alternatively referred to as Sing or the Final Performance.

III. Article II – Definitions & Expectations

1. *All-University Sing* – All-University Sing is an annual program sponsored by the Interfraternity and Panhellenic Governing Councils. Sing is a song and dance routine put on by student organizations during Spring Family Weekend.
2. *Final Performance* – The final event where all teams perform and a winner is selected by judges' scores.
3. *Sing Committee* – The Sing Committee will be an elected group of students who are tasked with planning, coordinating, and facilitating all aspects of Sing. Positions and corresponding descriptions may be found under Article IV.
4. *Sing Consultants* – Sing Consultants will be selected by the Sing Committee and will be responsible for attending team practices, consultant meetings, and for providing feedback to Sing teams.
5. *Sing Coaches* – Sing Coaches are chosen by the respective participating organizations and are appointed by that organization to represent the team's decisions, choreography of the performance, and facilitate practices.
6. *Sing Event* – Any and all events associated with All-University Sing must be alcohol and substance free. This includes, but is not limited to, team practices, team meetings, coach meetings, Sing Reviews, team socials, dress rehearsals, final performances, etc.
7. *Sing Review* – Reviews will occur several times in the months leading up to Sing, and allow the Sing Committee to provide feedback and ensure the appropriate nature of the performance.
 - a. Any changes regarding the nature of the performance provided as feedback to the team from the Sing committee will be considered a mandatory change and will require proof of change by the next review.
 - b. Suggestions regarding quality of the performance are left to the discretion of the respective Sing coaches.
8. *Excused Absence* – Coaches and consultants must provide a notification for an absence to the Risk and Performance Chairs. Examples of excused absences include illness, family emergency, or an exam scheduled outside of class. Other absences will not be considered excused and may warrant removal from the leadership position.

9. *Stunt* – any choreographed move or extension that requires a half extension and/or multiple spotters.
10. *Inversion* – not permitted. Any choreographed move where a participant is ‘flipped’ off the ground by a spotter/guide.
11. *Lift* – Basic jump or movement, including shoulder sits and other minor moves.

IV. Article III – Scope of Authority

As a sponsored event, program and activity of the Interfraternity Council (IFC) and Panhellenic Council (PHC), All-University Sing oversight falls within the jurisdiction of the two governing councils. The scope of authority for IFC and PHC shall be legislative, judicial, administrative, educational, and advisory. The IFC and PHC shall have the ability to regulate all matters of All-University Sing interest, except those that are of institutional policy; wherein the councils are free to make recommendations to the University, public officials, or judicial bodies. Authority for the IFC and PHC is derived, first, through the contractual agreement signed by all Sing participants to adhere to the policies set forth by the IFC and PHC, and through sponsorship by the Center for Fraternity and Sorority Life (CFSL).

V. Article IV - Sing Committee

Section 1. Composition. The All-University Sing Committee shall be made up of student leaders that are selected by the IFC & PHC Presidents as well as representatives from the All-University Sing Committee from the previous year.

A. The chairs of the All-University Sing Committee, in order of hierarchy are:

- Event Chair(s)
- Risk/Performance Chair(s)
- Event Production Chair(s)
- Finance Chair
- Marketing Chair(s)
- External Relations & Partnership Chair(s)

Section 2. Chair Duties. The duties of the All-University Sing Chairmen are as follows:

A. All Chairs shall:

1. Represent Sing professionally through positive actions and attitude.
2. Maintain positive relationships with participating organizations and campus partners.
3. Meet deadlines and complete high quality work.
4. Attend weekly Sing Committee meetings and all necessary consultant/coach meetings.
5. Must be a current Oregon State University student in good standing.
6. Communicate with the Sing advisor appointed by the CFSL.

B. Event Chair

Duties include

1. Create master event calendar
2. Schedule and lead all events and meetings
3. Update policies
4. Hire photographer, videographer, DJ, etc.
5. Complete necessary paperwork for events
6. Delegate tasks and lead Sing Committee meetings
7. Field all questions related to the event

8. Attend meetings with Sing Advisor

Qualifications

1. Must have previous leadership experience.
2. Must be highly organized and goal-oriented.
3. Be able to work on their own and be a self-starter.
4. Ability to solve complex problems in a professional manner.
5. Ability to lead others in a positive and efficient manner.
6. Prior experience as a Sing Chair preferred

C. Risk/Performance Chairs

Duties include

1. Selection of consultants and assigning consultant teams
2. Facilitate/lead meetings with consultants and coaches
3. Coordinate and process all waivers
4. Maintain and update practice information for teams
5. Maintain Review schedules and room reservations
6. Attend team practices

Qualifications

1. Ability to manage and lead others
2. Ability to address and resolve issues in a professional manner
3. Must be organized
4. Dance and vocal experience preferred

D. Event Production Chairs

Duties include

1. Hire a variety of vendors for the day of event including, but not limited to:
 - a. Stage, sound, flooring, and lighting
 - b. Audio/visual equipment including projection screens
 - c. Custodial
 - d. Security
 - e. Decorations/balloons
 - f. Concessions
 - g. Bag Check
2. Work with event venue facility staff to ensure a smooth event production.
3. Be the point of contact for all things related to the Final Performance.
4. Order trophies or plaques for winning teams and have them engraved post-event.
5. Work closely with Finance Chair to execute vendor contracts and ensure vendors are paid in a timely manner.

Qualifications

1. Must be well versed with working with a variety of professional companies.
2. Must be professional with communication.
3. Ability to multitask when managing day of event.
4. Ability to meet deadlines

E. Finance Chair

Duties include

1. Collaborate with IFC and PHC Treasurers and AABC on Sing finances.

2. Complete budget and present to IFC and PHC for approval.
3. Continue to provide an updated budget throughout the entirety of the event.
4. Complete a break even analysis within two weeks after Final Performance.
5. Complete reimbursements for Committee Chairs as needed.
6. Review scoring from all reviews and provide data to Event Chair.

Qualifications

1. Must be organized
2. Proficient in Excel
3. Previous budgeting experience
4. Finance/Accounting Major preferred

F. Marketing Chair

Duties include

1. Update and maintain all Sing social media accounts
2. Update and maintain all Sing information on the CFSL website
3. Meet with graphic design team and conceptualize graphics for all marketing materials
4. Manage entire ticketing process

Qualifications

1. Marketing experience necessary
2. Must be organized
3. Must work well with others
4. Experience in copywriting and managing social media accounts

G. Community Relations Chair

Duties include

1. Maintain positive relationships with various Corvallis community members and campus partners
2. Outreach to OSU and Corvallis community members to partner with Sing
3. Communicate with organizations who express interest in partnering with Sing
4. Report issues that arise with Sing and the community to Event Chair and Advisor
5. Assist marketing chairs if needed

Qualifications

1. Ability to communicate professionally with community members and organizations
2. Must be organized

H. Sing Consultant

1. Maintain a positive relationship with the All-University Sing Committee.
2. Provide feedback to Sing Team.
3. Attend assigned practices of various teams that will be assigned by the Sing Committee.
 - a. Responsible for attending three practices per week for 30 minutes each practice
 - b. *Two of those practices will be the assigned team*
 - c. *The third practice will be the assigned rotating team practice.*
4. Attend all required meetings, reviews, practices and additional Sing related events required by the Sing Committee.
5. Check Facebook updates and emails regularly.

Qualifications

1. Positive working relationship with campus-partners, participants and constituents.
2. Must be organized.

I. Sing Coach

Duties include

1. Maintain a positive relationship with the All-University Sing Committee.
2. Follow all guidelines and policies when coaching Sing Team.
3. Follow policies when designing costumes and banner.
4. Report any violations of the All-University Sing Policies to the Sing Committee within 24 hours.
5. Maintain consistent communication with assigned consultant as well as Sing Committee.
6. Maintain team waivers and submit to Sing Committee
7. Update rosters and practice schedules within 24 hours.
8. Attend all required meetings, reviews, practices and additional Sing related events required by the Sing Committee.
9. Check Facebook updates and emails regularly.

VI. Article V – Participation

All recognized student organizations are invited to participate in All-University Sing. There will be three separate divisions in which groups can participate:

All-Women Division

1. All teams must have at least ten performing members, but no more than fifty performing members.
2. Teams may consist of up to three organizations.
3. All performing members must self-identify as women.
4. Teams must have a minimum of one coach and no more than three coaches.

All-Men Division

1. All teams must have at least ten performing members, but no more than fifty performing members.
2. Teams may consist of up to three organizations.
3. All performing members must self-identify as men.
4. Teams must have a minimum of one coach and no more than three coaches.

Partner Division

1. All teams must have at least twenty performing members, but no more than fifty performing members.
2. Teams may consist of up to three organizations.
3. Teams may have a maximum of six coaches, no more than three coaches per organization.
4. All coaches must be in good standing with their own organization.
5. Organizations may not partner with the same organization until five (5) years after they participate in Sing together (they may pair again on the sixth (6) year).

VII. Article VI – General Rules

1. All recognized student organizations may participate in Sing, if they are in good standing with their governing councils (if applicable) and/or Oregon State University.
2. All musical selections (artists and individual songs) must be approved in advance by the Sing Committee.
3. All groups must perform with pre-edited and pre-recorded music during practices, reviews, and the final performance, which will be provided by the DJ hired by the Sing Committee.
4. Sing Coaches may not serve concurrently as Sing Chairs or Sing Consultants.
5. No more than two people from one organization may serve as Sing Consultants in a given year.
6. No more than two people from one organization may serve as Sing Chairs in a given year.

VIII. Article VII -- Practices

1. Sing practices must be limited to five (5) hours per week, and schedule must be provided to the Sing committee for approval in advance.
2. Sing practices will not be held past 10:00 p.m.
3. Six (6) teams are able to have drop-in practice on the the Legacy Park fields at a time in the designated areas that the Sing Committee has assigned. A spreadsheet will be shared with coaches weekly to determine which team will practice in which spot (on a first come, first served basis).
4. A cell phone speaker or small speaker may be used during practices but cannot be heard more than ten (10) feet away.
5. Two (2) weeks prior to the performance, practice times can total up to seven (7) hours per week. Weekday practices are limited to three (3) hours maximum on any given day. Weekend practices are limited to three (3) hours maximum on each weekend day.
6. Sing Coaches are required to submit and maintain updated practice schedules on the designated schedule created by the Risk and Performance Chair every Thursday by 7:00 pm. Any late changes to the schedule must be notified to the Risk and Performance Chair and Consultant(s).
7. If all spots are taken on the designated practice areas on the Legacy Park fields, teams must find an alternative practice location and update their practice schedule. There will be a one (1) point deduction from the Final Performance score if found that a team has replaced another team's name with their own. If this happens more than once, it may result in the removal of the Team Coach(es) or disqualification of the team.

IX. Article VIII -- Injuries

If an injury occurs on the Legacy Park fields, notify a Recreational Sports (Dixon) staff member immediately for assistance. If an incident occurs somewhere else on campus, please contact:

Department of Public Safety

1. **Emergency (loss of consciousness): 911 or 541-737-7000**
2. **Non-emergency (ex. Sprained ankle): 541-737-3010**

Any injuries that occur at an All-University Sing event (practice, review, audition, rehearsal, or performance) must be reported to your Sing consultant and Event Chair immediately (within 48 hours). If it is found that any injury or incident has gone unreported, an appropriate sanction will be determined by the Sing Committee.

X. Article IX -- Stunts and Lifts

1. Each routine may include preparatory and base stunts at no more than three (3) separate points in the routine. (i.e. routines can feature multiple groups simultaneously performing a preparatory stunt at the same time, counting for only one of the three limited opportunities.)
2. Lifts are not subject to any limit per routine. Basic safety standards should be followed and lifts should align with other expectations outlined in this policy.
3. Stunts must always have a connection with base and flyer; flyer should never be in the air without support and contact with the base.
4. If a stunt requires an extension, they cannot go above the base's shoulders and must have two (2) or more spotters.
5. No individual front or back flips allowed.
6. Assisted flips and "airplane" stunts are considered inversions and not allowed.
7. Absolutely no stunting may be practiced or performed on "hard" floors, including wood, tile, laminate, etc.
8. Carpeted, turf, grass (not wet or muddy), or gym mat surfaces only are permitted for stunting practices.
9. If practicing indoors, ceilings must be a minimum of twelve (12) feet tall.
10. Approval of practice space is up to the discretion of the Event Chair.
11. All stunts and lifts are subject to approval by the Risk and Performance Chairs.

XI. Article X -- Reviews, Rehearsals, and Performances

1. Each team must attend all Reviews or the team will not be permitted to perform at the Final Performance.
2. Each team must attend both the tech and dress rehearsals on the day before the Final Performance or the team will be disqualified..
3. Each team must perform two (2) songs or audio up to seven (7) minutes in length.
4. Only performing members and coaches from the currently performing teams are allowed into the reviews, audition, and rehearsals.
5. All rosters for Sing Teams must be submitted to the Sing Committee by the deadline provided by the committee. Any update to the roster must be submitted to the Risk and Performance Chair within 24 hours of the change.
6. Teams must all perform on the same stage selected by the Sing Committee for the final performance, which will have the dimensions of 30' x 50'.
7. Each team will have thirty (30) seconds for getting on to the stage and thirty (30) seconds to exit starting the day of the final review and final performance.
8. If any performing member steps off the mats, a 0.50 (1/2) point deduction will be deducted from the team's final score.
9. Any other deductions are at the discretion of the Sing Committee and/or judges.

XII. Article XI -- Costumes

1. Costumes are not to be worn at the reviews. Sing participants must dress in white or black shirts or matching team shirts, and black shorts, capris, or pants for all reviews. Performers may not wear socks or shoes during reviews and the final performance. Coaches may submit a request that their teams wear something different than what is described at least one (1) week before the scheduled review and will be approved or declined by the Sing Committee.
2. All costumes will be limited to \$20 per participant.
3. Costumes may include accessories, which are attached to the performers, but no implements may be placed on the stage in a stationary manner -- props are not allowed.
4. Costumes must be appropriate and **MUST** be submitted for review prior to the dress rehearsal and approved by the Risk/Performance Chairs. Short-length must follow the "fingertip rule".
5. Spandex and leggings will be evaluated on a case-by-case basis. If a skirt or dress is worn, flesh-toned and spandex briefs or leotards must be worn.
6. Costumes are required for the dress rehearsal. **NO CHANGES** may be made to the performance or costumes after the dress rehearsal, unless required by the Sing Committee. Any unapproved change(s) will lead to one (1) point deduction per violation.
7. If any article of clothing or accessory falls to the ground during the final performance the performing group will receive one (1) point deduction per article malfunction from their final score.
8. Safety pins and staples are **NOT** to be used on costumes during any Sing event i.e dress rehearsal or final performance.
9. Performers are not allowed to wear **any** jewelry during reviews, the dress rehearsal, or final performance. Any visible jewelry must be taken out. Examples of jewelry include, but are not limited to, earrings, facial piercings, and belly button piercings.

XIII. Article XII -- Sing Banner

1. Team banner will be limited to \$50.
2. Sing Team Banner dimensions should be 66" x 96".
3. The Team Banner should be vertical.
4. The Team Banner design must be approved by the Sing Committee by 5:00 p.m. at least one-week prior to the final performance.
5. Sing Banners may be hung at the team's designated location (confirmed with the Sing Committee) starting on the Monday of the week of the final performance at 8:00 a.m.
6. All banners are required to have the following
 - a. Team name that includes the names of each organization on the team
 - b. "All-University Sing 2017"
 - c. Must be designed around theme.
 - d. All banners must be brought to dress rehearsal and turned into the committee in order to be hung in the event venue for the Final Performance.

XIV. Article XIII -- Team Selection & Bidding

Bidding is an **optional** part of the Sing process to choose teams. During the bidding period, organizations may choose to court one another to gain favorability in selecting their partners for the year.

1. Bidding must take place during the designated period (announced by the Event Chair annually), lasting no more than three days with an additional day for groups to deliver their final invitations and vote, if applicable. If any bidding activity occurs outside of the bidding period, organizations are subject to disqualification by decision of the Sing Committee.
2. All bidding activities must be alcohol and substance free.

Failure to follow the bidding rules can result in possible penalizations including, but are not limited to, lower ranking in theme selection, performance time for reviews, and potential disqualification. Organizations may choose to not participate in bidding and can submit their team as a participant to the Sing Committee no later than the first Friday of the winter term prior to the Sing Final Performance.

XV. Article XIV - Additional Rules & Regulations

The Sing Committee reserves the right to suspend or remove any team, organization, or participant on the basis of any of the following criteria:

1. All Sing Events are to be alcohol- and substance-free.
 - a. If any performing member is found to be under the influence of drugs or alcohol during Sing-related activities, the person will be removed from participation in the All-University Sing Event immediately. The incident will be reported to the Sing Committee with a detailed summary of the disciplinary action the chapter will be taking against the participant. The violation will be reported to the respective governing council Judicial Committee and may be referred to the Student Conduct & Community Standards Office.
 - b. If any coach, consultant, or chair is found to be under the influence of any substance during an All-University Sing event, they will be removed from their position and not be allowed at any future Sing related events. The violation will be reported to the respective governing council Judicial Committee and may be referred to the Student Conduct & Community Standards Office.
 - c. If any team, or a portion of a team, is found to be coordinating events with alcohol or drugs in conjunction with their Sing participation, the team will be disqualified from the Final Performance.

The violation will be reported to the respective governing council Judicial Committee and may be referred to the Student Conduct & Community Standards Office.

2. If any Sing coach/participant/consultant/chair is found to be treating another Sing individual disrespectfully or behaving inappropriately during practices/meetings, they may be removed from their position and not allowed at any future Sing related events. The violation will be reported to the respective governing council Judicial Committee and may be referred to the Student Conduct & Community Standards Office.
3. Reporting
 - a. Sing related policy violations should be sent via email to the Event Chair and Risk and Performance Chair.
 - b. The detailed report should include the following:
 - i. Nature of the event (I.e. Practice, Review, Final Event. etc.)
 - ii. Date
 - iii. Location
 - iv. Person(s) involved
 - v. Description of what occurred