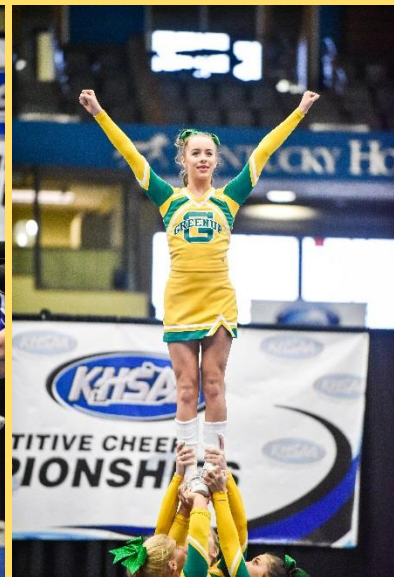




# **2016 KHSAA Competitive Cheer Region Competition Instructions**



# COMPETITIVE CHEER REGULATIONS AND INSTRUCTIONS

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### **DUTIES SUMMARY STATEMENT**

- Please refer to the Kentucky High School Athletic Association Handbook rules and regulations governing competitive cheer
- You should familiarize yourself with these rules found in the KHSAA Competition Rules

### **COMPETITION DATES**

#### *POSTSEASON DATES*

- The KHSAA Board of Control has established assigned weeks for conducting Regional Competition
- Please refer to the links section to reference the assigned schedule

### *STATE COMPETITION*

- The State Competition will be held Saturday, December 10 at Alltech Arena at the Kentucky Horse Park in Lexington

### **PRE TOURNAMENT RESPONSIBILITIES**

#### *COMPETITION MANAGER CHECKLIST*

- Thoroughly read the Instruction Manual
- Complete Region Site Information Online Form (GE56)
- Provide copies of the Instruction Manual to be given to schools in attendance at the meeting
- Region Meeting Date/Site/Time announced to all schools
- Inspect Trophies (sent to the host manager from Rihherds.com)
- Contact local media with results

#### *REGION PRE-COMPETITION MEETING*

- A Regional Competition meeting should be held not later than two weeks prior to the scheduled regional competition date
- The Manager shall invite all participating coaches by notifying them of the date, time and site of the pre-competition Regional Meeting

#### *AUXILIARY WORKERS*

- Ensure that the necessary auxiliary workers have been secured, such as ticket sellers, ticket takers, concession workers, appropriate security, parking attendants, etc
- Payment for these individuals should be approved by the schools at the regional meeting

#### *REGIONAL MANAGER CHECKLIST OF SUPPLIES*

- Copies of Score Sheet; Execution and Difficulty Grids; Tech Sheets for judges
- Listing of assigned judges (provided to Regional Manager by KHSAA)
- Timer Sheets
- Order of appearance listing
- Clipboards, pencils, pens, calculators, stop watches
- Start-up change for gate
- Pass List
- PA System
- Concessions
- Secure Judging Area and Coach's viewing area (Only participants and judges permitted on floor)
- Competition and Warm-up mats
- Dressing Rooms
- Tables for admission, awards, judges
- Secure Room/Area for Coaches/Judges Meetings
- Internet access courtside for scoring
- Computer and printer for scoring
- Proper seating space for judges

### **INSTRUCTIONS FOR TOURNAMENT ENTRY**

- The Regional Manager will be provided a listing of participating schools and divisions from the KHSAA as posted on the association's website
- Schools must participate in the division they declared

### **ROSTER REQUIREMENTS AND SUBSTITUTIONS**

- Rosters for participants are to be entered online using the KHSAA Schools subdomain log, in which will serve as the official listing of eligible students to participate in the event
- Additional names over the division limits may be entered in the event a coach has to substitute due to injury or other circumstances, however, this must be done by the beginning of the day of the region competition
- It is not the regional manager or designee's responsibility to verify rosters and participants
- Any questions regarding this should be directed to the KHSAA office

### **PRE TOURNAMENT MEETING AND MODEL AGENDA**

- Call to Order
- Designate someone to record minutes
- Draw for Order of Appearance
- Discuss Future Sites
- Review Site Selection criteria
- Review Site Selection plan and report any changes to KHSAA
- Discuss Tournament expenses (requires majority vote)
- Sound
- Security
- Medical
- Other
- Equipment, Facility Rules and Other Notes (Designate Coach's Box/Area)
- Copy of Order of Appearance for all teams
- Pass list (how many, etc.)
- Admission price

### **PROCEDURES FOR FUTURE REGION SITES**

- Details for selection of future sites are listed within the Cheer Competition Rules
- A link to the Cheer Competition Rules is listed at the end of this manual
- Any changes should be reported to the KHSAA accordingly

### **PROCEDURES FOR REGION TOURNAMENT DRAW INCLUDING REPORTING BRACKET AND ENTRIES**

- At the region meeting, a draw for order of appearance should be conducted and distributed to the coaches

### **TOURNAMENT MANAGER RESPONSIBILITIES**

#### *REGIONAL SITE EVENT MANAGER*

- Because of the uniqueness of cheer and the amount of preparation, not only in dealing with documents but with score sheets, each region may select a Regional Site Event Manager
- This individual may be in addition to the Athletic Director or other school personnel on site, and may be compensated not more than \$100 for their time in preparing both pre- and post-competitive duties

#### *EVENT DAY ADMINISTRATOR RESPONSIBILITIES*

- Prior to the start of the competition, identify yourself and establish a designated area where you can be reached in the event of an emergency
- The administrator should supervise fans, watching for inappropriate fan behavior
- During your sportsmanship announcements, remind the fans that inappropriate behavior is unacceptable

### **FIELD/COURT SPECIFICATIONS**

- Prepare the facility for competition, making sure that the mats, including warm-up area, are in place

- Managers are also responsible for securing functioning sound system for the event and an individual that attended the Cheer Scorer's training to perform the data entry for online scoring
- Internet Access is required for scoring of the event, along with a laptop and printer, and should be setup at the main judges table

### **PROCEDURE FOR GETTING OFFICIALS AND FEE AMOUNTS**

- All judges will be assigned by the KHSAA
- Judges must annually license and complete training as conducted by the KHSAA
- Judges should be aware of, and report to the KHSAA, any conflicts of interest with regard to assignments
- The KHSAA judge's score sheet (all-girls/coed), difficulty grid (all-girls/coed), execution grid and technical sheet are to be used at region competition
- Please refer to the Important Links Section of this manual for this information
- At the Region Competition, routine and tech judges shall be paid \$80 each
- Timers pay should be approved at the regional meeting
- Mileage, a maximum of three (3) vehicles, is to be paid .35/mile round trip
- Expenses for judges and timers are to be paid out of gate receipts from the region competition
- One of the five routine judges will be designated as the Head Judge and shall be paid \$85
- The Head Judge shall be responsible for tabulation and dealing with any issues with regard to the competition
- No Tech Judges in the warm-up area
- Regions may not choose to have Tech Judges in the warm-up area

### **TROPHIES**

- At Region Competition, trophies for the winner and runner-up will be awarded in each division
- No additional awards, ribbons, or banners are permitted
- Trophies will be shipped directly to the Host School from rihards.com
- Trophy boxes should be opened immediately to inspect for damage
- Any problems should be reported immediately to rihards.com, KHSAA trophy vendor, at 1-800-274-4373
- Each region will be shipped a team winner and runner-up trophy per division (provided there are entries as such)
- The cost, to be subtracted from gate receipts, for regional trophies will be \$67.95 per winner and \$67.95 per runner-up trophy per division
- Trophies shipped will be in accordance with school responses to the designation survey
- If a school then withdraws from competition after October 3, the region is responsible for the cost of any "unused" trophies
- You may not "ship them back" to prevent from being billed the full amount

### **SECURITY**

- It is the responsibility of the Host School and Region Competition manager to secure adequate police protection and other security precautions as necessary, as the KHSAA requires an administrator, other than the coach, at the game site
- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any issues in managing the event
- The KHSAA recognizes the added burden this places on school districts, but requests it to improve the environment at the contest for the participants and coaches

### **MEDICAL COVERAGE**

- The host school is responsible for securing medical coverage for the event, including alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site
- It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies
- Any fees associated are to be taken from gate receipts

### **ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS**

- Each manager, in cooperation with each participating school, should set up admission policies with regard to the team party (number of coaches, alternates, other)

### **MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS**

- The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships
- No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval of the KHSAA Office including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network
- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level
- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA / NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network
- The fee schedule will be published annually by the Commissioner's office
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA
- In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district and regional competition
- At all levels of competition, including district, regional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space, for the purpose of recording the contest
- Such broadcast may not be re-broadcast in any form including internet and social media
- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area
- It shall be solely the determination of the event manager as to space availability
- If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film

### **NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS**

- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network

- The fee schedule will be published annually by the Commissioner's office and is available by contacting the Communications Director

### **FINANCES AND FINANCIAL REPORT**

- Each manager is to complete and submit a financial report, including itemized expenses, no later than three weeks following the tournament to the KHSAA
- See the links section for the proper form

### **BYLAW 22 REMINDER**

- KHSAA Bylaw 22 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school
- See Bylaw 22 in the KHSAA Handbook on the KHSAA website if you have any questions

### **CONTEST COMPLETION REMINDERS**

- Announced results are not official
- All coaches will be provided a copy of their individual score sheet with scores from all five judges
- In addition, team scores will be published
- Results are considered final as printed using the KHSAA scoring software

### **POINTS OF EMPHASIS**

#### *EXHIBITION PERFORMANCES*

- All-Star squads that do not adhere to NFHS Rules are not permitted to perform in exhibition at the regional event
- Should you have questions about any outside group, please contact the KHSAA Office

#### *MUSIC COPYRIGHT*

- Each school is responsible for securing and verifying the music copyright form and providing that to the regional manager
- It is the responsibility of the school and coach to verify they have adhered to USA Cheer music copyright procedures

### **REPORTING SCORES/RESULTS**

- Copies of the results (Coaches report) for each individual school are to be given to the coaches following the competition

### **INSTRUCTIONS FOR TEAMS ADVANCING**

- The winner of each division shall advance to the State Competition

### **WEBSITE LINKS**

- KHSAA Rules & Regulations Handbook - <http://khsaa.org/handbook/competitionrules/cccompetitionrules.pdf>
- Team Roster - <http://schools.khsaa.org/>
- GE73 (Regional Tournament Financial Report) - <http://khsaa.org/forms/ge73.pdf>
- GE56 (Regional Tournament Manager Form) - <http://khsaa.org/ge56-regional-tournament-manager-form-cc/>
- Future Combined Region Listing - <http://khsaa.org/cheer/region/cheerregionrotationdates.pdf>
- Region Site Selection Plan - <http://khsaa.org/forms/ge58.pdf>
- All-Girls' Scoresheet - <http://khsaa.org/forms/cc116.pdf>
- Coed Scoresheet - <http://khsaa.org/forms/cc115.pdf>
- All-Girls' Difficulty Grid - <http://khsaa.org/cheer/allgirldifficultygrid20162017.pdf>
- Coed Difficulty Grid - <http://khsaa.org/cheer/coeddifficultygrid20162017.pdf>

- Execution Grid - <http://khsaa.org/cheer/competitivecheerexecutiongrid.pdf>
- Tech Judge Sheet - <http://khsaa.org/forms/cc111.pdf>