



***COMPETITIVE CHEER***

**2019 STATE  
CHAMPIONSHIPS INSTRUCTIONS  
FOR PARTICIPATING TEAMS**



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2280 Executive Drive | Lexington, Ky., 40505 | www.KHSAA.org

KHSAA Staff

- Commissioner ... Julian Tackett
Associate Commissioner ... Butch Cope
Assistant Commissioner ... Mike Barren
Assistant Commissioner ... Darren Bilberry
Assistant Commissioner ... Sarah Bridenbaugh
General Counsel ... Chad Collins
Communications Director ... Joe Angolia
Information Technology Director ... Rob Catron
Event Management Specialist ... Dan White
Administrative Assistant/Office Manager ... Marilyn Mitchell
Administrative Assistant ... Kara Howard
Administrative Support Specialist ... Jeremy Ison
Administrative Support Specialist ... Jeanie Molloy
Administrative Support Specialist ... Marsha Day
Administrative Support Specialist ... Ginger Gilbert
Physical Plant Director ... Roy Tatum



@KHSAA



@KHSAAEvents





## BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2019 KHSAA State Competitive Cheer Championships.

Refer to this manual and the important website links included at the end of the document to guide you through preparation for your participation.

## KHSAA CONTACTS

The primary contact for competitive cheer is Assistant Commissioner Sarah Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)).

If Mrs. Bridenbaugh is for some reason not available, Assistant Commissioner Mike Barren ([mbarren@khsaa.org](mailto:mbarren@khsaa.org)) is the backup contact.

Media inquiries should be directed to Communications Director Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)).

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff can refer you to the correct party.

## QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

The region champion and runner-up in All-Girl Small, All-Girl Medium, All-Girl Large, All-Girl Super, Coed and Game Day Divisions advances to the State Championships.

There are no video reviewed or at-large bids.

## COMPETITION DATES, LOCATION AND SCHEDULE

The 2019 KHSAA State Competitive Cheer Championships will be held on Saturday, Dec. 14 at Alltech Arena inside the Kentucky Horse Park in Lexington, Ky.

There will be two sessions of competition starting at 9 a.m. ET with an awards ceremony following each one.

### SESSION 1

- 9 a.m. - All-Girls Small, All-Girls Medium and Game Day.

### SESSION 2

- 2 p.m. - All-Girls Large, All-Girls Super and Coed.

## VENUE AND ADDRESS

[Alltech Arena](#)

[Kentucky Horse Park](#)

[4089 Iron Works Pkwy, Lexington, Ky., 40511 | 859-233-4303](#)

## TICKETS AND FAN ADMISSION

### TICKETS

General Admission tickets will be \$15.

Children 10 and under are admitted free.

The KHSAA State Competitive Cheer Championships is a NO RE-ENTRY event. Once entering the arena, there will be no readmittance without the purchase of a new ticket.

### FAN ADMISSION

Everyone must enter and exit through the admission gate which will open one (1) hour prior to the start of the first session at 8 a.m. ET.



## PRE-EVENT LOGISTICS

### CONFERENCE CALL

There will be a brief web conference for participating coaches and athletic directors on Monday, Dec. 9 at 3 p.m. ET.

Additional instructions regarding the call will be sent via email once the field is set.

Participants can set up from any location to join the conference and are encouraged to join by computer to view pertinent information, maps, etc.

### PRE-TOURNAMENT, ON-SITE MEETING

There will be no mandatory, pre-competition meeting at the venue.

Instead, use the conference call to ask any questions.

### PRACTICE

There is no on-site practice time other than the published schedule on the day of competition.

### TEAM PACKETS

Upon arrival at the arena, head coaches will receive their packet at the team check-in gate.

Each packet will contain event participation bag tags for participants and coaches.

The tags are labeled either participant or team party and will serve as admission throughout the competition.

### PRE-EVENT MATERIALS

Schools should have music copyright information on hand in the event it is requested.

### LODGING

The KHSAA has contracted a group rate for participating schools with the following properties:

Fairfield Inn North - 2100 Hackney Place, Lexington, Ky., 40511

- The price is \$99 per night. Interested schools should contact Lames Thomas at (859) 977-5870.

Clarion North - 1950 Newtown Pike, Lexington, Ky., 40511

- The price is \$89 per night. Interested schools should contact Jamie Thomas at (859) 825-5002.

Schools are responsible for all expenses (travel, lodging, meals) with regard to participation in the event.

Have your school's or Board of Education's Sales Tax Exempt Number with you at check-in to avoid sales tax from being added to the hotel bill.

### PARKING

Ample general parking will be available in the main lot in front of Alltech Arena.

Kentucky Horse Park will charge a \$5 parking fee.

Teams arriving in a school bus or marked vehicle will be admitted at no charge.

Buses dropping off participants will unload them on the south side of Alltech Arena (Alltech Way).

Spaces will be blocked off to allow buses to drop off participants.

After buses unload, they will proceed to the main parking lot in front of the arena and park in its lower section.

The bus driver can then enter through the pass gate at the participant entrance (North Exhibit Hall) free of charge.

### BYLAW 22 - REQUIREMENT TO ACCOMPANY

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school. A pertinent section of the bylaw is included below:

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests and his or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."



## POSTSEASON ROSTERS, LIMITATIONS AND SUBSTITUTIONS

### POSTSEASON ROSTERS

Team rosters are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season roster.

Only athletes marked as a postseason participant in the online system from the freshmen, junior varsity or varsity rosters as of the first date of the postseason are eligible to participate in any round.

No additional athletes may be added to the roster following that deadline, including those teams that advance to the state competition.

### LIMITATIONS AND SUBSTITUTIONS

The same competitors that participated in a specific division at the regional competition shall participate in that division at the state competition.

A competitor is not permitted to compete on two squads.

In the event of an injury, substitutions can be made in compliance with the Injuries During Competition section of the Competition Rules, included for reference as a link at the end of these instructions.

## ADMISSION INTO VENUE

### TEAM ENTRY

Teams should enter Alltech Arena through the upper level North Exhibit Hall (will be marked accordingly).

Each squad will be issued a maximum of four (4) coaches' hang tags good for admission.

- A reminder that all coaches/choreographers must meet all Bylaw 25 requirements to be issued a hang tag.
- Each coach must also have completed the "Understanding Copyright and Compliance Course."
- Anyone seeking or issued a hang tag that has not completed requirements will cause the school to be penalized per Bylaw 27.

The squad will be admitted as a group, up to the roster limit, in uniform with a bag tag credential.

In addition, four (4) alternate passes will be issued for potential substitutes on the squad.

- Alternates must be eligible participants (No boy alternates for an all-girls' division).

Any additional coaches, choreographers or squad members will be directed to a ticket gate for admission.

No children will be allowed in the warm-up area which is reserved for credentialed participants and coaches.

### FLOOR LEVEL ADMINISTRATORS

There will be floor marshals in the warm-up and competition areas to assist you.

## VENUE LOGISTICS

### DRESSING/LOCKER ROOMS

Locker room access is not provided on-site.

Squads should arrive at the venue dressed and ready to compete.

### TEAM SEATING

Teams are asked to sit on either side of the arena when not competing.

End zone seating should only be used by fans.



## **WATER**

Coaches and athletes are reminded to bring their own water bottles.

## **SIGNAGE, BALLOONS AND NOISEMAKERS**

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure.

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers of any kind are not permitted inside the facility per NFHS rules.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music is permissible, but only during pre-competition, natural and planned breaks and the team provided performance music.

## **CONDUCTING THE EVENT**

### **STATE COMPETITION JUDGES**

Judges are trained/licensed and assigned by Varsity Spirit (UCA).

Varsity officials will also be used as timers for the competition.

Scoresheets will be posted on the KHSAA School Subdomain immediately following the competition.

### **ORDER OF APPEARANCE**

A full, detailed, station-by-station appearance order schedule is included as a link at the end of these instructions.

Order of appearance was decided using a blind draw.

### **MUSIC COPYRIGHT**

Each school is responsible for securing and verifying the music copyright form.

There will be a supervisor of all judges that will resolve questions.

### **COMPETITION FLOOR SPECIFICATIONS**

Refer to the floor diagram posted on the Competitive Cheer section of the KHSAA website to see the flow of events on the competition floor.

Coaches and alternates must remain within the coach viewing area during their team's performance.

- A maximum of eight (8) - Head Coach, three (3) assistants and four (4) alternates - are permitted in the area.

No other participants from other squads or individuals will be permitted on the floor.

A short sound test will be conducted before being called to the floor for competition.

No cameras are allowed in the coach viewing area.



## **WARM-UP AREA SPECIFICATIONS**

Squads will check-in upon arrival to receive team credentials and team packets and then check-in again to begin the warm-up process.

Teams will check-in at the allotted time and will be assigned to either Mat A or Mat B (both full mats) for an 8 minute period. A link to the published time schedule and order of appearance is available on the KHSAA website as well as at the end of these instructions.

Participants should be dressed prior to entering the warm-up area and ready to compete. Any stretching or pre-performance warm-ups shall be done prior to the check-in for the full mat.

Only the four (4) legal coaches (Head, Assistant/Choreographer) that checked in with the team are permitted in the warm-up area.

Due to liability issues, no students or children other than the participation squad and four (4) alternates are permitted in the area.

Bags, personal sound systems/devices and other equipment will not be permitted in the warm-up room as squads should be dressed for competition prior to entering.

A certified trainer will be on hand in the warm-up room and on the competition floor, however preliminary treatment such as ankle taping, etc. should be taken care of by school representatives prior to warming up.

A sound system with CD/iPod adapter will be provided for each mat.

Any volume settings or adjustments should be noted to the technician in charge of sound.

Coaches should remind their squad to use the restroom prior to the warm-up process as there will not be time during warm-up to do so and the clock will not be stopped once you enter the area.

Check the KHSAA website on Tuesday, Dec. 10 at 5 p.m. ET for any adjustments to the time schedule due to changes in participation.

There will be no Point Deduction Judges in the warm-up area

## **RULES POINTS OF EMPHASIS/CLARIFICATIONS**

### **COMPETITION RULES**

National Federation (NFHS) competition rules will be utilized without exception.

### **TIEBREAKER**

Ties will be broken by the judging panel in accordance with UCA adopted provisions.

In the event of a first-place tie, the team with the lesser deductions will be awarded first place.

In the event of a first-place tie, if the deductions remain equal, the tie will not be broken and both teams will be awarded first place.

All other ties in each division will remain.

## **HEALTH INFORMATION**

### **ATHLETIC TRAINERS**

The Association will use the services of the University of Kentucky Sports Medicine Department to provide trainers for the State Competitive Cheer Championships.

Athletic Training Staff will be available beginning one (1) hour prior to each session and remain available throughout the day.

Trainers will be located in the warm-up room and on the competition floor.





## PHYSICAL EXAM FORM

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

- The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.
- The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

## VENUE SAFETY

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise KHSAA or venue personnel of any situation you encounter in which you or a team member feels should be addressed to minimize risk to all involved.

SafetyTec EMT services will be on-site for this event.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

Attendance at events is a vital family and community based activity which is encouraged.

## EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff, SafetyTec EMT and venue personnel, develop an Emergency Action Plan (EAP) for this event and the plan will be available upon arrival from the athletic training staff.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, UK Healthcare trainer or venue staff so emergency medical services can be reached.

An AED will be located at the team check-in area.

In the event of injury or illness to any competitor, the injured person(s) will be transported to Georgetown Community Hospital, Good Samaritan Hospital or the A. B. Chandler Hospital at the University of Kentucky.

## INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the host facility, to make decisions in regard to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates as well as an emergency text notification system.

KHSAA officials will make every effort to learn the weather forecast prior to the start of competition as the safety of the public and participants will be the most important factor in any decision.

## SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective.

We remind you that officials expect good behavior and will quickly penalize misconduct.

We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

## MEDIA AND INTELLECTUAL PROPERTY RIGHTS

### SCHOOL MEDIA CREDENTIALS

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.

Outside entities such as professional photographers, videographers or parents may not utilize the school media pass.

This pass must be requested in advance of the start of the event through the online system using Form SI103 which is included as a link at the end of these instructions.





### **TRADITIONAL MEDIA CREDENTIALS**

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system.

Applications should be submitted by the editor or director at each organization.

Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid.

### **MEDIA RIGHTS FEE**

Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system.

### **GENERAL MEDIA RIGHTS**

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA, including titling agreements and sponsorships.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the KHSAA and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and cannot be broadcast in any form, including internet and social media.

If space is deemed available, the KHSAA has the right to designate a specific area for video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the KHSAA and shall be equitable for all teams.

### **TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS**

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

### **MUSIC COPYRIGHT**

KHSAA schools are reminded to adhere to all music copyright laws.



## **FILMING**

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.

Violators are subject to removal.

## **EVENT MERCHANDISE**

KHSAA State Championship apparel will be available for sale at the event and online post event.

TeamIP is the exclusive vendor of championship apparel, please look for their display at the competition to purchase memorabilia.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed at the championship venue.

## **POST EVENT**

### **RESULTS**

Approximately 15 minutes following the last performance of the session, all teams will be asked to return to the competition floor for awards presentations.

Awards will be presented to places one (1) through four (4) in each division.

Each team receiving a trophy is required to come forward for a group photo, including coaches, on stage.

Coaches' scoresheets will be available following the awards presentations.

### **TROPHIES AND AWARDS**

The winning team in each division will receive a championship trophy.

The runner-up team in each division will receive a runner-up trophy.

The third-place team in each division will each receive a 3rd-place trophy.

The fourth-place team in each division will each receive a 4th-place trophy.

### **OFFICIAL KHSAA CHAMPIONSHIP PHOTOS**

Hedgespeth Photography will serve as the official KHSAA event photographer, capturing images during awards ceremonies, pre and postgame events, as well as action shots during the competition.

Viewing stations will be available on-site to provide fans the ability to order and print photos.

These photographs will also be online for sale through the KHSAA photos site within 72 hours of the completion of the event, using the link at the end of these instructions.

## **FINANCES AND EXPENSES**

There is no school reimbursement for this event.

Member schools are responsible for all expenses incurred for participation.

The KHSAA underwrites the expenses of facility rental, security, first aid, judges and event workers.



### IMPORTANT WEBSITE LINKS

- [KHSAA Competitive Cheer Website](#)
- [Competition Rules](#)
- [State Schedule](#)
- [Directions to Kentucky Horse Park](#)
- [Order of Appearance](#)
- [Detailed Station-by-Station Time Schedule](#)
- [CC103 - Competitive Cheer Music Information Form \(DOCX\) \(PDF\)](#)
- [CC106 - Routine Timer Form \(DOCX\) \(PDF\)](#)
- [CC107 - Audio Timer Form \(DOCX\) \(PDF\)](#)
- [All-Girl Scoresheet](#)
- [Coed Scoresheet](#)
- [Game Day Scoresheet](#)
- [Point Deductions and Penalties](#)
- [Pyramid Progressions](#)
- [Scoresheet Video Breakdown](#)
- [Stunt Progressions](#)
- [Media Credential Request Form](#)
- [S1103 - School Media Credential Request Form](#)
- [GE04 - Physical Exam Form](#)
- [Official KHSAA Championship Photos](#)