



2017 KHSAA Competitive Cheer Region Competition Instructions



COMPETITIVE CHEER REGULATIONS AND INSTRUCTIONS

TABLE OF CONTENTS

DUTIES SUMMARY STATEMENT	1
REFERENCE TO TEAM ALIGNMENT AND ONLY THOSE SQUADS.....	1
ALLOWABLE COMPETITION DATES	2
POSTSEASON DATES	2
STATE COMPETITION.....	2
INSTRUCTIONS FOR TOURNAMENT ENTRY.....	2
ROSTER REQUIREMENTS AND SUBSTITUTIONS	2
PROCEDURES FOR REVISIONS OF ENTRIES/ROSTERS.....	2
PRE TOURNAMENT MEETING AND MODEL AGENDA	2
PROCEDURES FOR FUTURE REGION SITES	2
PROCEDURES FOR REGION TOURNAMENT DRAW INCLUDING REPORTING BRACKET AND ENTRIES.....	3
FIELD/COURT SPECIFICATIONS.....	3
FORMAT OF EVENTS.....	3
ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS	3
RULES POINTS OF EMPHASIS/CLARIFICATIONS.....	3
EXHIBITION PERFORMANCES.....	3
CONTEST COMPLETION REMINDERS.....	3
BYLAW 22 REMINDER	3
MUSIC COPYRIGHT.....	3
MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS.....	3
NFHS NETWORK INFORMATION AND WEBSTREAMING	4
POST EVENT	4
EVENT MERCHANDISE.....	4
PROCEDURE FOR GETTING OFFICIALS AND FEE AMOUNTS	4
TROPHIES.....	4
SECURITY.....	5
MEDICAL PROVISIONS.....	5
INCLEMENT WEATHER	5
REPORTING SCORES/RESULTS	5
DEVELOPMENT OF INFO.....	5
FINANCES AND FINANCIAL REPORT	5
INSTRUCTIONS FOR TEAMS ADVANCING	5
ELECTRONIC DATA INSTRUCTIONS	6
PROCEDURES FOR PUBLISH RESULTS.....	6
IMPORTANT WEB LINKS.....	6

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

REFERENCE TO TEAM ALIGNMENT AND ONLY THOSE SQUADS

- Schools declare competition division by Oct. 1
- Teams are aligned in 16 Regions

ALLOWABLE 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 Friday, December 8 (Game Day) and Saturday, December 9 (Competitive Cheer) at Alltech Arena at the Kentucky Horse Park in Lexington

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

PROCEDURES FOR REVISIONS OF ENTRIES/ROSTERS

- On the day of the regional competition, rosters are closed and no additions are permitted to be made

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

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

FORMAT OF EVENTS

- Competitive Cheer is comprised of 2:30 routines in the following divisions: All-Girls Small, All-Girls Medium, All-Girls Large, All-Girls Super, Coed A and Coed B

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)

RULES POINTS OF EMPHASIS/CLARIFICATIONS

- Competition mats (9) are required along with an appropriate warm up area
- 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

CONTEST COMPLETION REMINDERS

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

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

MUSIC COPYRIGHT

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

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

- 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, regional and sectional (semi-state) competition
- At all levels of competition, including district, regional, sectional, 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 WEBSTREAMING

- 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

POST EVENT

- Regional Managers should address issues such as finances at the pre competition meeting

EVENT MERCHANDISE

- The Tournament manager, through approval of the member schools, will schedule event novelties
- Team IP, KHSAA state event provider of event merchandise, may be contacted to assist with this in the event a tournament does not have a merchandise agreement in place

PROCEDURE FOR GETTING OFFICIALS AND FEE AMOUNTS

- Varsity Spirit (UCA) will handle the assignment of judges
- Each regional manager will receive the listing from Hank Light (email hlight@varsity.com) with varsity
- Regional cheer judges are paid \$150 (this includes any mileage) each- -(8 total)
- Regional managers are responsible for securing timers (1 music, 1 routine) and pay rate for these individuals is a local decision

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 riherds.com
- Trophy boxes should be opened immediately to inspect for damage
- Any problems should be reported immediately to riherds.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 \$69.75 per winner and \$69.75 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 PROVISIONS

- 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

INCLEMENT WEATHER

- In the event of inclement weather, the regional manager shall report the revised schedule to the KHSAA accordingly

REPORTING SCORES/RESULTS

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

DEVELOPMENT OF INFO

- Regional managers should develop an information document for participants to include the schedule of events, any on site meeting information, site and direction information along with practice and locker room availability

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

INSTRUCTIONS FOR TEAMS ADVANCING

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

ELECTRONIC DATA INSTRUCTIONS

- Each regional manager must secure a data manager for scoring of the event
- The scorer will use the Varsity Spirit software as provided

PROCEDURES FOR PUBLISH RESULTS

- Results will be published on the KHSAA website and the conclusion of the competition

IMPORTANT WEB LINKS

- Competition Rules - <http://khsaa.org/handbook/competitionrules/cccompetitionrules.pdf>
- State Schedule - <khsaa.org/cheer/20172018/statetimetable.pdf>
- Order of Appearance - <http://khsaa.org/cheer/20172018/orderofappearance.pdf>
- Detailed State-by-Station Time Schedule: - <khsaa.org/cheer/timescheduledetailed.pdf>
- Competitive Cheer Music Information Sheet - <http://khsaa.org/forms/cc103.pdf>
- Routine Timer Form - <http://khsaa.org/forms/cc106.pdf>
- Audio Timer Form - <http://khsaa.org/forms/cc107.pdf>
- Order of Appearance - <http://khsaa.org/forms/cc108.pdf>
- All-Girl Scoresheet - <https://goo.gl/SCHXeH>
- Coed Scoresheet - <https://goo.gl/dS5Mw6>
- Game Day Scoresheet - <https://goo.gl/JSi4T9>
- Point Deductions and Penalties - <https://goo.gl/8MwE58>
- Pyramid Progressions - <https://goo.gl/3tiAWg>
- Scoresheet Video Breakdown - <https://goo.gl/xtmq5s>
- Stunt Progressions - <https://goo.gl/oq1UPc>