

2018

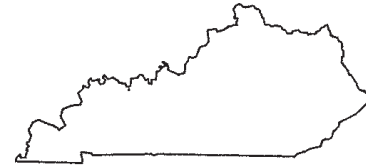


**SECTION COMPETITIVE CHEER
COMPETITION
INSTRUCTIONS
FOR PARTICIPATING
TEAMS**



Table of Contents

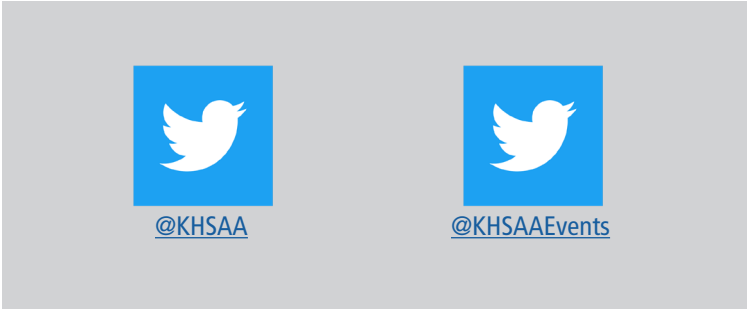
Duties Summary Statement..... 1
KHSAA Contact List..... 1
Reference to Team Alignment 1
Allowable Competition Dates 1
Instructions for Competition Entry 1
Roster Requirements and Substitutions 1
Development of Info Document for Participants 2
Pre-Competition Meeting and Model Agenda..... 2
Procedures for Future Section Sites..... 2
Procedures for Section Order of Appearance Draw 2
Format of Event..... 2
Admission of Participants/Team Party 3
Rules Points of Emphasis/Clarifications..... 3
Procedure for Getting Judges and Fee Amounts..... 3
Contest Completion Reminders..... 3
Bylaw 22 Reminder..... 3
Medical Provisions 3
Inclement Weather Procedures..... 4
Security 4
Music Copyright..... 4
Trademark, Media Rights and Use of Marks 4
Event Merchandise..... 5
Post Event 5
Important Website Links 6



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 AssistantKara Howard
Administrative Support SpecialistJeremy Ison
Administrative Support SpecialistJeanie Molloy
Administrative Support Specialist Marsha Day
Administrative Support Specialist Ginger Gilbert
Physical Plant Director Roy Tatum





DUTIES SUMMARY STATEMENT

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

KHSAA CONTACT LIST

The primary contact for competitive cheer is Associate Commissioner Butch Cope (bcope@khsaa.org). If Mr. Cope is for some reason not available, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Schools must declare their competition division by Oct. 1.

ALIGNMENT LIST

Competitive cheer teams are aligned in eight sections from 16 regions as detailed in the competition rules.

If a school desires to enter and it is not on the current list of teams, contact the KHSAA. You may only enter squads appearing on that list.

The current alignment is available on the KHSAA website by clicking on the competitive cheer page, and selecting General Information.

ALLOWABLE COMPETITION DATES

- Nov. 3 Section 1 (at Union County), Section 4 (at Carroll County), Section 5 (at Nicholas County), Section 7 (at Corbin Arena).
- Nov. 17 Section 2 (at Bowling Green), Section 3 (at Valley), Section 6 (at Mercer County), Section 8 (at TBD).

STATE COMPETITION

The KHSAA State Competitive Cheer Championships will be held Saturday, Dec. 8 at Alltech Arena at the Kentucky Horse Park in Lexington.

INSTRUCTIONS FOR COMPETITION ENTRY

The Section 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.

No one competitor may compete in two divisions. All teams entered must be comprised of unique competitors from the school roster.

ROSTER REQUIREMENTS AND SUBSTITUTIONS

Schools must log into the KHSAA website and designate their postseason roster.

Only student-athletes appearing on the postseason roster as of the day of a team's respective sectional are eligible to participate in any round of the postseason.

No additional student-athletes may be added to the roster following the first day of the first week of sections, including for the state competition.

This roster information is used for advance preparations and serves as the required eligibility listing for the team in any questions regarding eligibility.

It is not the Section Manager or designee's responsibility to verify rosters and participants.

Any questions regarding this should be directed to Associate Commissioner Cope at the KHSAA office.



SUBSTITUTIONS

Additional names over the division limits may be entered in the event a coach has to substitute due to injury or other circumstances.

This must be done by the beginning of the day of the section competition. Rosters are closed and no additions are permitted after that time.

DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Section Managers should develop an information document for participants to include the schedule of events, any on-site meeting information, site directions and practice and locker room availability.

PRE-TOURNAMENT MEETING AND MODEL AGENDA

Contact all schools in your section and inform them of your section tournament schedule, entry deadline and other pertinent information.

- Designate someone to record minutes
- Call to order
- Draw for order of appearance
- Review site selection criteria
- Review site selection plan and report any changes to the KHSAA
- Discuss competition expenses (requires majority vote for changes)
- Sound system
- Security
- Medical provisions
- Equipment, facility rules, coaches area, other notes
- Make a copy of Order of Appearance for all teams
- Get a number for a pass list
- Discuss admission price
- Remind schools to submit application to KHSAA if interested in hosting in the future

PROCEDURES FOR FUTURE SECTION SITES

Details on the selection of future sites are listed within the Competitive Cheer Competition Rules which are included as a link at the end of these instructions.

Any changes should be reported to the KHSAA accordingly.

PROCEDURES FOR SECTION ORDER OF APPEARANCE DRAW

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

FORMAT OF EVENT

Competitive cheer sectionals are comprised of routines lasting two minutes and thirty seconds (2:30) in the following divisions: All-Girls Small, All-Girls Medium, All-Girls Large, All-Girls Super, Coed and Game Day.



ADMISSION OF PARTICIPANTS/TEAM PARTY

Each Section Manager, in cooperation with the participating schools, should set up admission policies with regard to the team party (number of coaches, alternates, etc.).

RULES POINTS OF EMPHASIS/CLARIFICATIONS

EXHIBITION PERFORMANCES

All-Star type squads that do not adhere to NFHS rules are not permitted to perform an exhibition routine at the sectional event. Should you have questions about any outside group, contact Associate Commissioner Cope at the KHSAA office.

COURT SPECIFICATIONS

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

Section Managers are responsible for securing a functioning sound system and an individual to perform the data entry for online scoring. That person must have attended the Cheer Scorer's Training.

Internet access is required for the submission of final results to the KHSAA. In addition, a laptop and printer should be set up at the main judges table for the tabulator.

PROCEDURE FOR GETTING JUDGES AND FEE AMOUNTS

Varsity Spirit (UCA) will handle the assignment of judges.

Each Section Manager will receive the listing from Varsity's Hank Light (hlight@varsity.com).

Section judges (8 total) are paid \$150 each, which includes any mileage.

Section Managers are responsible for securing timers (1 music, 1 routine) and the pay for these individuals is a local decision.

CONTEST COMPLETION REMINDERS

Announced results after a performance are not official until they are printed using the Varsity (UCA) scoring software.

Coaches will receive a copy of their individual scoresheet from the judges. In addition, team scores will be published as well.

BYLAW 22 REMINDER

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 segment of that bylaw states:

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. 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."

MEDICAL PROVISIONS

ATHLETIC TRAINERS

The host school is responsible for securing medical coverage for the event, including athletic trainers and 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, page 18 of the document.
- Any fees associated are to be taken from gate receipts.



EMERGENCY ACTION PLAN

Each Section Manager is expected to have and maintain an emergency action plan for the competition.

- Emergency action plans shall be practiced and referred to prior to the event.

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the Section Manager to make decisions with regards to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and the KHSAA.

Make every effort to learn the weather forecast prior to the start of competition as the safety of the public and participants is the most important factor in any decision.

SECURITY

RESPONSIBILITY

It is the responsibility of the Section Manager to secure adequate police protection and other security precautions as necessary.

KHSAA REQUIREMENTS

The KHSAA requires a contest administrator, other than a coach, at the competition site.

- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.
- The KHSAA recognizes the added burden on school districts, but requests this to improve the environment at the competition for the participants and coaches.

MUSIC COPYRIGHT

It is the responsibility of the participating school and coach to verify that they have adhered to USA cheer music copyright procedures.

Coaches are also required to complete the NFHS course "Understanding Copyright & Compliance," which is included as a link at the end of these instructions.

TRADEMARK, 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 from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within it.

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast highlights.

Entities desiring to film the contest for delayed rebroadcast must have the permission of the Section Manager and pay the requisite rights fee to the Association.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the tournament manager. The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements. The film cannot be broadcast in any form, including internet and social media.

If space is deemed available, the tournament manager has the right to designate a specific area for filming. No filming will be



allowed outside of that area.

The determination of space availability is solely with the tournament manager.

If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

The KHSAA 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. This includes any Facebook Live or Periscope streams through social media by fans, media or teams.

- The sole exception is for schools participating in the School Broadcast Program of the NFHS Network.

The fee schedule will be published annually by the Commissioner's office.

EVENT MERCHANDISE

If desired by the Section Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the section competition.

Contact the KHSAA for more information or indicate accordingly on the Section Manager Information form.

POST EVENT

TROPHIES

At section competition, trophies for the winner and runner-up will be awarded in each division, provided there are entries as such.

- No additional awards, ribbons or banners are permitted.

Trophies will be shipped directly to the host school from Rihards.com.

Boxes should be opened immediately to inspect for damage and any problems should be reported immediately to Rihards.com, the official KHSAA trophy vendor, at 1-800-274-4373.

The cost for sectional trophies, to be subtracted from gate receipts, is \$69.75 for each winner and runner-up trophy per division.

Trophies shipped will be in accordance with school responses to the designation survey.

If a school withdraws from competition after Oct. 1, the section is responsible for the cost of any unused trophies. You may not ship them back to prevent from being billed the full amount.

REPORTING SCORES AND RESULTS

Copies of the results for each school are to be given to the coaches following the competition.

Section Managers are asked to email full results to cheerresults@khsaa.org immediately following the event.

Those results will be published on the KHSAA website.

INSTRUCTIONS FOR TEAMS ADVANCING

The winner and runner-up from each division shall advance to the KHSAA State Competitive Cheer Championships.

FINANCES AND FINANCIAL REPORT

Each Section Manager is to complete and submit a financial report using Form GE51 (Sport-Activity Financial Report Form) which is included as a link at the end of these instructions.

- Include itemized expenses and submit to the KHSAA no later than three weeks following the competition.



IMPORTANT WEBSITE LINKS

[KHSAA Competition Rules](#)

[CC108 - Order of Appearance Form \(DOCX\) \(PDF\)](#)

[GE51 - Sport-Activity Financial Report Form \(DOCX\) \(PDF\)](#)

[CC106 - Routine Timer Form \(DOCX\) \(PDF\)](#)

[Audio Timer Form \(DOCX\) \(PDF\)](#)

[All-Girl Scoresheet](#)

[Coed Scoresheet](#)

[Game Day Scoresheet](#)

[Point Deductions and Penalties](#)

[Pyramid Progressions](#)

[Stunt Progressions](#)