



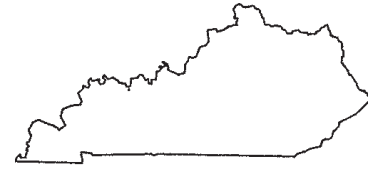
COMPETITIVE CHEER

2019 REGIONAL COMPETITION INSTRUCTIONS FOR MANAGERS AND PARTICIPATING TEAMS



Table of Contents

Duties Summary Statement... 3
KHSAA Contact List... 3
Reference to Team Alignment... 3
Allowable Competition Dates... 3
State Competition... 3
Procedures for Future Region Sites... 3
Pre-Competition Manager Responsibilities... 4
Complete Form GE56... 4
Pre-Competition Meeting... 4
Contact Participating Schools... 4
Admission of Participants/Team Party and Limitations... 4
Development Of Info Document For Participants... 4
Competition Administrator... 4
Pre-Competition Meeting And Model Agenda... 4
Rosters, Entry, order, Scoring... 5
Postseason Roster... 5
Substitutions... 5
Instructions For Competition Entry... 5
Procedure For order of appearance draw... 5
Scoring... 5
Points Of Emphasis... 5
Format Of Event... 5
Time Schedule... 6
Time Management... 6
Site Specifications... 6
Sound System... 6
Official Results... 6
Judging AND SCORING... 6
TieS... 6
Exhibition Performances... 6
Procedure For Getting Judges and Fees... 7
Bylaw 22 Reminder... 7
Requirement To Accompany Team Members... 7
Bylaw 22, Section 8... 7
Security... 7
Medical Provisions... 7
Emergency Action Plan... 7
Inclement Weather Procedures... 8
Stoppage/Postponement... 8
Media And Intellectual Property Rights... 8
Media Rights/Intellectual Property... 8
Filming... 8
NFHS Network Information/Web Streaming... 8
Music Copyright... 8
Event Merchandise... 9
Post Event... 9
Regional Results Submission... 9
State Competition Qualifiers... 9
Trophies... 9
Finances... 9
Regional Competition Financial Report... 9
Important Website Links... 10



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





DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing competitive cheer competitions, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your pre-event meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

KHSAA CONTACT LIST

The primary contact for competitive cheer is Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org). If Mrs. Bridenbaugh is for some reason not available, Assistant Commissioner Mike Barren (mbarren@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in eight (8) regions from the member schools in the 16 basketball regions as detailed in the KHSAA Competition Rules.

- Region 1 is basketball regions 1-2, Region 2 is basketball regions 3-4, etc.

The current alignment is available on the competitive cheer page of the KHSAA website and included as a link at the end of these instructions.

Only schools on the list of aligned teams are eligible to enter a regional competition.

If a team that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

Schools must declare their competition division by Sept. 20.

No changes to divisions may be made after that date.

Withdrawal after Sept. 20 will result in penalties under Bylaw 27, including a fine and restrictions on travel to other competitions.

ALLOWABLE COMPETITION DATES

- Nov. 9
 - o Region 2 (at Owensboro)
 - o Region 3 (at Taylor County)
 - o Region 6 (at Paul Laurence Dunbar)
 - o Region 8 (at East Ky. Expo Center)
- Nov. 23
 - o Region 1 (at McCracken County)
 - o Region 4 (at Valley)
 - o Region 5 (at Boone County)
 - o Region 7 (at Corbin Arena)

STATE COMPETITION

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

PROCEDURES FOR FUTURE REGION SITES

Schools/sites interested in hosting future Regional Competitive Cheer Competitions should complete KHSAA Form GE59 (Application for Hosting) listed in the important links section at the end of this document by May 1.



PRE-COMPETITION MANAGER RESPONSIBILITIES

COMPLETE FORM GE56

Complete the Regional Competition Manager's Form, included as a link at the end of these instructions, to provide general information about your event.

Keep KHSAA staff informed of any changes to the form after it has been submitted.

PRE-COMPETITION MEETING

It is recommended that a meeting of all coaches be held prior to the start of the competition to discuss rules and procedures to help ensure a smooth event.

CONTACT PARTICIPATING SCHOOLS

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

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

In the event an admission fee will be charged, a policy of team party and participant admission should be finalized at the pre-competition meeting.

DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Develop an information document for participants including the schedule of events, any on-site meeting information and directions to the venue.

COMPETITION ADMINISTRATOR

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

Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

PRE-COMPETITION MEETING AND MODEL AGENDA

- Designate someone to record minutes
- Call to order
- Provide a detailed competition schedule and report it to the KHSAA and media
- Discuss future sites and remind interested schools to submit Form GE59 (Application for Hosting)
- Team party and participant admission (if fee is being charged)
- Competition Rules review
- Draw for order of appearance and make a copy of the order for all teams
- Facility rules, coaches area and other notes
- Sound system
- Discuss competition expenses (majority vote required if distribution to schools is to be made)
- Security and emergency action plan
- Medical needs/trainer
- Inclement weather policy and plans
- Review sportsmanship expectations for competitors, coaches and fans



ROSTERS, ENTRY, ORDER, SCORING

POSTSEASON ROSTER

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which 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.

Only athletes appearing on the school's postseason roster 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 or individuals that advance to the state championships.

This roster information is used for advance preparations for state qualifying teams.

SUBSTITUTIONS

Additional competitors over the division limits may be entered on the KHSAA postseason roster in case of an injury or other circumstances.

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

Reference the Injuries During Competition section of the Competition Rules for clarifications on that substitution process.

INSTRUCTIONS FOR COMPETITION ENTRY

Schools must declare their competition division using KHSAA Form CC101 (Division Declaration Form) by Sept. 20.

Each member school Athletic Director shall only submit one form and must be signed into the KHSAA School Subdomain to do so.

This declaration is for the regional competitions, as well as state for those that advance, so please confirm what divisions your school will be entering as no adjustments will be permitted for any reason once the entries are posted.

Region Managers will be sent a list of participating schools with their declared divisions from the KHSAA as posted on the Association's website.

The divisions shall be All-Girl (Small, Medium, Large, Super), Coed and Game Day.

Game Day squads must qualify at the regional to advance to state.

Coed is comprised of squads with girls and one (1) or more boys participating.

All-Girl Small is 5-12 participants, All-Girl Medium is 13-16, All-Girl Large is 17-20 and All-Girl Super is 21-30.

Schools may enter squads in two (2) separate divisions, but they must be comprised of different participants.

Teams advancing from a region to state must compete in the same division at each level of the postseason.

PROCEDURE FOR ORDER OF APPEARANCE DRAW

At the regional meetings, a draw for order of appearance will be conducted and distributed to the coaches.

SCORING

Eight (8) UCA licensed judges will be used to score each division as outlined in the Competition Rules.

POINTS OF EMPHASIS

FORMAT OF EVENT

Regional competitions are comprised of routines lasting two (2) minutes and 30 seconds (2:30) in the following divisions:

- All-Girl Small, All-Girl Medium, All-Girl Large, All-Girl Super and Coed.

Game Day routines last three (3) minutes (3:00).



TIME SCHEDULE

It is the responsibility of the Region Manager to create a time schedule and distribute it to competing schools.

The Region Manager decides which division will go first, and once that is set, all teams within that division must perform consecutively.

- Example: If Game Day is scheduled first, all schools competing in Game Day must go consecutively.

Once an entire division is completed, you may move on to the next one scheduled.

The detailed order of appearance given to schools shall include the following times: check-in, warm-up, on-deck and performance, and shall be in five (5) minute intervals.

TIME MANAGEMENT

Coaches are asked to make sure the squad has used the restroom prior to starting the check-in process.

There will not be time for this during warm-ups and the clock will not be stopped once a team is checked in.

SITE SPECIFICATIONS

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

Region Managers are responsible for securing an individual to perform the data entry for online scoring.

The scorer must have attended the Cheer Scorer's Training given by Varsity/UCA.

A laptop and printer should be set up at the main judges table for the tabulator.

Internet access is required for the submission of final results to the KHSAA.

SOUND SYSTEM

Region Managers are responsible for securing a sound system with a CD/phone/tablet adapter.

Test the system with a technician and note any volume settings or adjustments.

Music must be played by an adult and not by an alternate, manager or student-athlete.

Another short test of the sound system should be done before teams are called out to the floor for competition.

OFFICIAL RESULTS

Results announced after a performance are not considered final until they are printed using the Varsity/UCA scoring software.

Coaches will receive a copy of their individual scoresheet from the judges and team scores will be published on the KHSAA website as well.

JUDGING AND SCORING

Competitions and scoring will be conducted in conjunction with Varsity Brands, Universal Cheer Association (UCA) provisions utilizing UCA appointed and KHSAA approved personnel.

One of the eight (8) assigned judges will serve as the supervisor of judges that will resolve questions at each regional.

While Varsity/UCA rules are used, there will be no video review for scoring or timing questions.

All scores by judges are final.

A link to scoresheets and their explanations is included at the end of these instructions.

TIES

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

- In the event of a first place tie, the team with the lessor 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 or group will remain.



EXHIBITION PERFORMANCES

All-Star type squads that do not adhere to NFHS rules are not permitted to perform an exhibition routine at regional competitions.

Should you have questions about an outside group, contact Assistant Commissioner Bridenbaugh at the KHSAA office.

PROCEDURE FOR GETTING JUDGES AND FEES

Varsity/UCA will handle the assignment of judges.

Region Managers will receive the listing from Varsity's Hank Light (hlight@varsity.com).

Regional judges are paid \$150 each, which includes mileage.

Timers (1 music, 1 routine) are to be secured by the Region Managers. Pay for these individuals is a local decision.

Any housing requests from judges must be approved by Assistant Commissioner Bridenbaugh.

BYLAW 22 REMINDER

REQUIREMENT TO ACCOMPANY TEAM MEMBERS

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.

BYLAW 22, SECTION 8

"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."

SECURITY

It is the responsibility of the Region Manager to secure adequate police protection and other security precautions as necessary. Any fees associated are to be taken from gate receipts, when available.

While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision.

The National Federation continues to remind all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public at contests.

While acknowledging the expense of security, it is noted that this should be an integral part of your planning process and is a KHSAA requirement at postseason contests.

MEDICAL PROVISIONS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service.

A physician and/or ambulance should be in place in the event of an emergency, as well as an emergency plan for the transportation of injured athletes.

It is strongly recommended that you provide a health care professional on site during the meet to help with first response situations.

The authorized medical coverage is recommended to 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.

These medical provisions should be communicated to all competing schools.

Any fees associated are to be taken from gate receipts when available.



EMERGENCY ACTION PLAN

Each Region Manager is expected to have and maintain an emergency action plan for their competition. Emergency action plans shall be practiced and referred to prior to the event.

INCLEMENT WEATHER PROCEDURES

STOPPAGE/POSTPONEMENT

It's the duty of the Region Manager, in consultation with the participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling.

In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.

While it's imperative that Region Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

MEDIA RIGHTS/INTELLECTUAL PROPERTY

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.

FILMING

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 tournament manager, and pay the requisite rights fee.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the event 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 event 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 event 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/WEB STREAMING

The KHSAA Commissioner is the manager of all rounds of 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. The fee schedule will be published annually by the Commissioner's office.

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



MUSIC COPYRIGHT

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

It is the responsibility of participating schools and coaches to verify that they have adhered to USA Cheer music copyright procedures.

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

EVENT MERCHANDISE

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about providing event merchandise to sell at the regional competitions. Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

POST EVENT

REGIONAL RESULTS SUBMISSION

Region Managers are asked to email complete results to cheerresults@khsaa.org immediately following the event to be published on the KHSAA website.

STATE COMPETITION QUALIFIERS

The winner and runner-up from each division shall advance to the KHSAA State Competitive Cheer Championships on Saturday, Dec. 14 at Alltech Arena.

TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2019-20 events.

The cost of trophies is the responsibility of the regional competition.

You will receive email notification on the shipping, please select the button within that email to confirm receipt.

Immediately open the package and inspect the trophies.

Contact Riherd's Trophy if damaged (1-800-274-4373) between the hours of 9:30 a.m. and 4:30 p.m. (CT) or email Riherds at khsaa@riherds.com.

Do not disregard any billing information that may be enclosed in the packaging.

The cost for regional trophies is \$73.54 for each winner and runner-up per division. If your region has all eight (8) divisions, the total cost will be \$882.48, not including shipping.

If a school withdraws after Sept. 20, the region is responsible for the cost of any unused trophies. They cannot be shipped back to prevent being billed the full amount.

The package, shipped directly to the host school from Riherds.com, should consist of the following:

- One (1) first place team trophy for each division, provided there are entries.
- One (1) second place team trophy for each division, provided there are entries.
 - o No additional awards, ribbons or banners are permitted.

FINANCES

REGIONAL COMPETITION FINANCIAL REPORT

Schools competing at the regional competition shall agree, in advance, to all financial provisions for the distribution of proceeds or allocation of loss.

Managers may require an advance payment from each competing school to be prepared for costs in advance of the tournament and if such is required, shall fully disclose any plan for return of excess of fees over expenses when reconciling the event.

All Region Managers must submit a financial report at the conclusion of the competition by filling out KHSAA Form GE51 (Regional Competition Financial Report) and submitting it to Mrs. Bridenbaugh (sbridenbaugh@khsaa.org).



IMPORTANT WEBSITE LINKS

- [KHSAA Competitive Cheer Website](#)
- [Competition Rules](#)
- [NFHS Understanding Copyright and Compliance Course](#)
- [Competitive Cheer Alignment](#)
- [GE51 - Regional Competition Financial Report](#)
- [GE58 - Regional Site Selection Plan](#)
- [CC106 - Routine Timer Form](#)
- [CC107 - Audio Timer Form](#)
- [CC108 - Order of Appearance Form](#)
- [All-Girl Scoresheet](#)
- [Coed Scoresheet](#)
- [Game Day Scoresheet](#)
- [Point Deductions and Penalties](#)
- [Pyramid Progressions](#)
- [Stunt Progressions](#)