



# CHEER

## 2022-23 STATE CHAMPIONSHIPS PRESENTED BY UK HEALTHCARE INSTRUCTIONS





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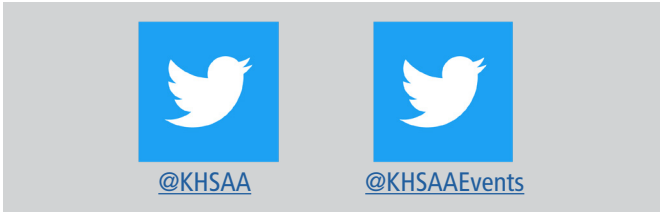
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**Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.**

2280 Executive Drive | Lexington, Ky., 40505 | [www.KHSAA.org](http://www.KHSAA.org)

**KHSAA Staff**

Commissioner ..... Julian Tackett  
Associate Commissioner ..... Butch Cope  
Assistant Commissioner ..... Darren Bilberry  
Assistant Commissioner ..... Sarah Bridenbaugh  
Assistant Commissioner ..... Joe Angolia  
General Counsel ..... Chad Collins  
Information Technology Director ..... Rob Catron  
Media Relations and Publications Director ..... Connor Link  
Event Services and Social Media Director ..... Jenny Elder  
Administrative Assistant/Office Manager ..... Kara Howard  
Administrative Support Specialist ..... Jeremy Ison  
Administrative Support Specialist ..... Jeanie Molloy  
Physical Plant Director ..... Roy Tatum





## **BRIEF WELCOME**

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2022-2023 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, Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)) is the backup contact.

Media inquiries should be directed to Media Relations and Publications Director Connor Link ([clink@khsaa.org](mailto:clink@khsaa.org)).

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

## **COVID-19 GUIDANCE**

The KHSAA's complete "Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic" document can be found at the following link: <https://bit.ly/3zwQOeD>

In addition to specific guidance, this document includes guidance for all sports, officials and media. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a postseason event.

REMINDER - Anyone attending or participating in a KHSAA regular season or postseason event should review their symptoms before arriving. Those that are ill or displaying any symptoms of COVID-19 should stay home.

Some differences in the guidance are necessitated by the differences in sports, facilities and geographic areas, which are pronounced during normal years and magnified this school year.

## **MASKS/FACE COVERINGS**

Masks/Face coverings for non-competitors and the requirements surrounding these items are a matter of local jurisdiction.

At minimum, any local or specific mask-requiring ordinance should also include a requirement for managers to post signage and make regular announcements.

## **COMPETITORS**

Due to safety concerns, competitors who are considered to be aerobically exercising should not be required to wear masks during competition.

## **WATER - COVID-19 GUIDANCE**

Coaches and athletes are reminded to bring their own water bottles as no community dispensers can be used.

## **PUBLIC HEALTH PROTOCOLS**

Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine as well as the adopted Return to Play Protocol in the event of a positive test in a participant or team staff member.

The host is responsible for adherence to COVID-19 guidelines in accordance with normal home site procedures.

## **QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS**

Qualifying is dependent upon the number of entries at each regional competition.

A link to the number of qualifying teams for 2022-23 can be found at the end of these instructions.

## **COMPETITION DATES, SCHEDULE, WEATHER, LOCATION**

### **DATES**

The 2022-23 KHSAA State Competitive Cheer Championships will be held December 9-10.



## **SCHEDULE**

A link to the complete time schedule is located at the end of this document.

## **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.

## **VENUE AND ADDRESS**

[George Rogers Clark High School](#)

[2745 Boonesboro Rd., Winchester, Ky., 40391](#)

## **TICKET AVAILABILITY AND POLICIES**

### **TICKETS**

All state competitive cheer championships ticket prices are in advance, \$11 each per session, plus electronic transaction fees that are not received by the KHSAA. Day of the event, prices per session increase to \$13 plus fees.

Children five-and-under will be admitted free, but must still “purchase” the free ticket through GoFan.

All tickets will be sold online via GoFan, the KHSAA’s official digital ticket vendor.

Only the KHSAA issued Commonwealth Card will be honored for admission for one individual plus a guest. Entrance with these cards is at the pass gate only. No coaches cards or officials cards will be honored for admission at the state event.

Competition will be divided into ticketed sessions. Game Day Small and Large will be one session on Friday. Coed, All-Girls Large and All-Girls Super will be in Session 1 on Saturday. All-Girls Medium and All-Girls Small will be in Session 2 on Saturday. This will allow for emptying of the venue.

Fans are requested to purchase their tickets before they arrive to facilitate entry.

There will be no paper tickets sold at the walk-up gate or cash sales.

Once entering the gate, there will be no readmittance without the purchase of a new ticket per session.

No screenshots shall be honored at any time.

GoFan’s training page for buying and transferring the tickets is included as a link at the end of these instructions.

## **PRE-EVENT LOGISTICS**

### **CONFERENCE CALL**

There will be a web conference for participating coaches and athletic directors at 1:30 p.m. ET on Monday, December 5.

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-CHAMPIONSHIP, ON-SITE MEETING**

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

Instead, teams should use the conference call to ask any questions.

### **PRE-EVENT MATERIALS**

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

### **PRACTICE**

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



## **LODGING**

Schools will arrange lodging for their participants if needed and are responsible for all travel expenses, including lodging, for 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.

A listing of hotels with rooms being held for the State Competitive Cheer Championships, including rates, is included as a link at the end of these instructions.

## **PARKING**

General parking will be available in the main lot in front of the GRC Arena.

Team buses will off-load at the team entrance and then proceed to the team parking area. On Friday, please do not arrive early to allow for GRC school traffic to exit.

## **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.

## **POSTSEASON ROSTERS, LIMITATIONS AND SUBSTITUTIONS**

### **POSTSEASON ROSTERS**

Schools have previously logged into the KHSAA website and designated the postseason roster, which is separate from the regular-season varsity roster.

Roster revisions had to be made before the first date of the postseason when online rosters were closed and considered final. Only cheerleaders appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round.

The online, postseason roster may be printed from the KHSAA website as the valid listing of available participants.

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

### **SUBSTITUTIONS/LIMITATIONS**

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

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.

Entry into the venue on the date of competition will be limited to the size of the division plus those who occupy the coaching box or playing music.

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**

### **PARTICIPANT ENTRY**

Teams should enter through the team pass gate.

The number of participants (dependent upon division), plus any certified coaches and alternants (shall not exceed six (6) total).

One adult assigned to play the music may also enter with the team.

The team check-in for Game Day squads will be open on Friday at 4:00 PM ET.

The team check-in for the All-Girls Small, All-Girls Large, and All-Girls Super squads will be open on Saturday at 7:45 AM ET.

Session 2 on Saturday will feature the All-Girls Medium and Coed divisions, the team check-in gate will open at 12:45 PM.

Certified coaches will be admitted with the team (as long as it doesn't exceed the coaching box limits).



Team members outside of the participating cheerleaders must purchase a ticket in advance through GoFan.  
Only the current session's participating teams will be admitted for that session.  
Team members wanting to watch a session they are not participating in must purchase a ticket.

### **TEAM PARTY ENTRY NON-PARTICIPANTS**

Coaches must be listed on the KHSAA school page and have completed all of the Bylaw 25 coaching requirements in order to receive comp admission.  
All team members and coaches need to arrive at the venue together for admission.  
The coaching box seats during each performance shall not exceed six (6) total (i.e. two (2) alternates, four (4) coaches; or three (3) alternates, three(3) coaches).  
No additional persons will be allowed in the box and there will be no filming from this area.  
Lost or stolen credentials will not be replaced.

### **FAN ENTRY**

Everyone must enter and exit through the admission gate  
Any charges for parking will be included in the ticket fee.

### **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 which you or a team member feels should be addressed to minimize risk to all involved.  
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.

### **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.

### **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, whistles and cowbells.  
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**

### **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 six (6) individuals are permitted in the coaching box area.

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

Each participating school can decide who will occupy these seats during their performance, as long as it doesn't exceed six (6) total (i.e. two (2) alternates, four (4) coaches; or two (2) alternates, a choreographer, three (3) coaches).

As a reminder, in accordance with the Universal Cheer Association's (UCA) Championship Rules, it is required that each team has a responsible adult at the music station that knows the routine and music (no alternates or team members allowed) and is not in the coaching box.

This representative is responsible for pressing "play" and shall not be one (1) of the six (6) individuals occupying the coaching box.

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

All squads will compete facing the basketball goal and the judge's area.

No cameras are allowed in the coach viewing area.

### **MUSIC**

A Sound System with CD (mp3 format), any device that uses Apple lightning connector or 5mm headphone connector ie: iPhone, iPad, iPod, iMac laptops, Windows based laptops, android phones adapter will be provided.

Note any volume settings or adjustments to provide to the technician. No internet based music will be permitted, please be prepared.

KHSAA Coaches must have completed the NFHSLearn.com "Understanding Copyrights and Compliance" Course before regional competition.

Each team is required to have a responsible adult remain at the music station that knows the routine and music to operate the music equipment.

This representative is responsible for starting the music and stopping the music in case of technical malfunction or injury.

Please make sure that all devices are fully charged, volume turned up and placed in airplane mode. If using CDs, make sure it's unscratched, so it doesn't skip.

### **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.

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.

A maximum of six (6) individuals 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 alternates are permitted in the area.

Personal sound systems/devices and other equipment will not be permitted in the warm-up room.

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 A Sound System with CD (mp3 format), any device that uses Apple lightning connector or 5mm headphone connector ie: iPhone, iPad, iPod, iMac laptops, Windows based laptops, android phones adapter will be provided on the final full warm-up mat.

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

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.

Restrooms are available in the warm-up room

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

### **COMPETITION RULES**

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

### **VIDEO REVIEW**

There will be no video review for scoring or timing questions. All scores by judges are final.

### **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.

## **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.

## **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.

## **HEALTH INFORMATION**

### **ATHLETIC TRAINERS**

The Association will use the services of the UK HealthCare 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.

Any school desiring admission of its own certified trainer shall have to receive prior approval and will be allowed floor access only during their school's performances. Please notify Mrs. Bridenbaugh ([sbridenbaugh@khsaa.org](mailto:sbridenbaugh@khsaa.org)) for approval.

### **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.

### **EMERGENCY ACTION PLAN**

KHSAA staff will, in consultation with the athletic training staff 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, official, UK HealthCare trainer or venue staff so emergency medical services can be reached.

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

## **VIDEOTAPING, MEDIA AND INTELLECTUAL PROPERTY RIGHTS**

### **KHSAA.TV**

All sessions will be webcast through the NFHS Network, available at [KHSAA.tv](http://KHSAA.tv).

Subscription plans for the NFHS Network are available for \$11.99 a month.

A monthly subscription entitles users to every broadcast by the KHSAA and the more than 45 participating state associations.

This event will only be available live and not offered on a delayed or "on demand" basis.

### **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.

Control of media access and location at all levels of postseason play is with the KHSAA.

At all levels of KHSAA sponsored postseason events, including district, regional, first round, second round, 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.

A freelance/commercial photographer is any person, including a school employee, not representing an established media outlet or a person who will capture images from the event.



## **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 for school internal publications. This person is given free admission into the event and then is allowed only in the same areas as fans.

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

The school media pass may not be used for taking pictures that will later be sold as these individuals need to apply for a freelance/commercial photographer pass and pay the requisite fee.

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. A link to the credential application is included at the end of these instructions.

The deadline to apply is Wednesday, Dec. 7 at 5 p.m. ET.

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

Complete information should be submitted for all attendees (including unique email addresses and cell phone numbers), as the KHSAA will use these methods to communicate information surrounding the event.

Media outlets may be limited during this event.

Freelance/commercial photographers, as defined herein, will not be granted access to KHSAA events unless the requisite media rights fee is paid.

KHSAA Media policies are outlined online at - <https://khsaa.org/news-stats-pubs/media-resources/media-credentials/>

## **MEDIA RIGHTS FEE**

Freelance/commercial photographers as defined in these instructions 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.

## **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.

All sessions will be webcast through the NFHS Network behind a monthly subscription payroll.

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 first round, second round, 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.

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 Media Relations and Publications 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.



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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 at the following link - [khsaa.teamip.com](https://khsaa.teamip.com).

TeamIP is the exclusive vendor of championship apparel, please look for their display in the upper concourse.

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

Results will be announced at the competition site and posted on the KHSAA website.

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

#### TROPHIES AND AWARDS

Awards distributions will be discussed during the team conference call.

Teams placing first through fourth place in each division will be awarded a team trophy.

Teams/squads will not be coming en masse to the competition floor for awards.

#### 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, including alignment and scoresheets](#)
- [Competition Rules](#)
- [Health at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition during the Pandemic](#)
- [Media and Professional Photographer Credentials](#)
- [School Media Form SI103](#)
- [NFHS Understanding Copyright and Compliance Course](#)
- [State Time Schedule](#)
- [State Order of Appearance](#)
- [Detailed Station-by-Station Time Schedule](#)
- [Hotel Information](#)
- CC103 - Competitive Cheer Music Information Form ([DOCX](#)) ([PDF](#))
- CC106 - Routine Timer Form ([DOCX](#)) ([PDF](#))
- CC107 - Audio Timer Form ([DOCX](#)) ([PDF](#))
- [KHSAA GoFan Digital Event Tickets](#)
- [GoFan Training](#)
- [Qualifiers](#)



THE KENTUCKY OFFICE OF HIGHWAY SAFETY TEAMING UP WITH THE KHSAA TO DRIVE HOME A LIFE-SAVING MESSAGE FOR ALL MOTORISTS –  
**BUCKLE UP AND PUT THE PHONE DOWN.**

THESE BASIC SAFETY PRACTICES MAKE A CONSIDERABLE DIFFERENCE IN PREVENTING CRASHES AND LESSENING THE SEVERITY OF INJURIES AND THE NUMBER OF DEATHS ON OUR ROADWAYS. EACH YEAR IN KENTUCKY, DISTRACTED DRIVING RESULTS IN MORE THAN 50,000 CRASHES, MORE THAN 15,000 INJURIES AND APPROXIMATELY 200 DEATHS. [LEARN MORE AT KYHIGHWAYSAFETY.COM.](https://www.kyhighwaysafety.com)