



2017 KHSAA State Competitive Cheer Championship Instructions



CONTENTS

BRIEF WELCOME	2
KHSAA STAFF CONTACTS.....	2
QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP	2
PRE-EVENT LOGISTICS.....	2
CONFERENCE CALL	2
PRE-EVENT MATERIALS.....	2
AMENITIES AND OTHER FORMS.....	2
GPS COORDINATES	2
DIRECTIONS.....	2
PARKING	3
HOUSING/EXPENSES	3
BYLAW 22 REMINDER	4
COMPETITION DATES AND SCHEDULE.....	4
DATES.....	4
TIMES	4
PRACTICE ROUNDS	4
PRE-COMPETITION ON-SITE MEETINGS	4
ADMISSION INTO VENUE	4
TEAM ENTRY	4
TICKETS	4
FLOOR LEVEL ADMINISTRATORS.....	4
VENUE LOGISTICS.....	4
DRESSING ROOMS/LOCKER ROOM	4
TEAM SEATING.....	4
SIGNAGE/BALLOONS/NOISEMAKERS	5
CONDUCT OF EVENTS	5
ORDER OF APPEARANCE.....	5
INCLEMENT WEATHER	5
RULES POINTS OF EMPHASIS/CLARIFICATIONS.....	5
ROSTER AND SUBSTITUTIONS	5
COMPETITION FLOOR/COURT SPECIFICATIONS	5
ARENA SPECIFICATIONS	5
WARM-UP AREA	5
TIE BREAKER	6
STATE EVENT OFFICIALS.....	6
HEALTH INFORMATION.....	6
ATHLETIC TRAINER.....	6
VENUE SAFETY	6
EMERGENCY ACTION PLAN	6
SPORTSMANSHIP.....	6
MEDIA	7
SCHOOL MEDIA.....	7
TRADITIONAL MEDIA	7
MEDIA RIGHTS FEE.....	7
TEAM BROADCASTS.....	7
BROADCAST/TELECAST/WEBCAST RIGHTS.....	7
VIDEOTAPING.....	7
EVENT MERCHANDISE.....	7

POST EVENT	8
RESULTS	8
TROPHIES	8
MIDWAY AWARD	8
NFHS COACH OF THE YEAR.....	8
CHAMPIONSHIP PHOTOS	8
FINANCES AND EXPENSES	8
IMPORTANT WEB LINKS.....	8

BRIEF WELCOME

- On behalf of the KHSAA Board of Control and Staff congratulations on advancing to the 2017 State Competitive Cheer Competition
 - This manual is provided to assist you with participation in the event
- KHSAA STAFF CONTACTS*
- Administrators and Coaches should contact Associate Commissioner Butch Cope (bcope@khsaa.org), Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org) or Administrative Assistant Larrecia Williams (lwilliams@khsaa.org) at the KHSAA offices should you have any questions
 - Media inquiries should be directed to Communications Director Joe Angolia (jangolia@khsaa.org)
 - Inquiries 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

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP

- The regional champion in All-Girl Small, All-Girl Medium, All-Girl Large, All-Girl Super, Coed A and Coed B divisions advances to the State Competition
- Game Day squads automatically advance to the State Competition
- There are no video or at-large bids

PRE-EVENT LOGISTICS

CONFERENCE CALL

- There will be a brief mandatory Coach/Athletic Director conference call prior to the event
- Instructions will be emailed to participating teams once the field is set

PRE-EVENT MATERIALS

- Schools should have the KHSAA Music Form on hand in the event it is requested

AMENITIES AND OTHER FORMS

- Upon check-in, the head coach will be provided the appropriate number of commemorative bag tags for the participants

GPS COORDINATES

- Please note that GPS and phone mapping functions may not accurately direct you to the Kentucky Horse Park
- Please use "4089 Iron Works Pike" (not "Parkway") as the street address when utilizing GPS and mapping software
- The Kentucky Horse Park is located at 4089 Iron Works Parkway, Lexington, KY 40511, one-half mile east of I-75 off Iron Works Pike (1973) at Exit 120
- The Kentucky Horse Park Campground is .9 miles east of I-75 at Exit 120

DIRECTIONS

- From Downtown Lexington
 - Take Newtown Pike (922) northbound approximately 9 miles to Iron Works Pike (1973)
 - At the four-way stop, turn left and travel westbound
 - The campground entrance will be on the right in 1.6 miles, and the park's main entrance will be on the right in 2 miles, just past the campground entrance

- From Louisville
 - Travel eastbound on Interstate 64 for approximately 70 miles to Interstate 75
 - Take Exit 75 northbound towards Cincinnati (merging traffic will join I-75 traffic in the left-hand lane and will have approximately .5 miles to move to the right-hand lane to get off at Exit 120)
 - At the top of the exit ramp, turn right and travel eastbound on Iron Works Pike (1973)
 - The park's main entrance will be on the left in .5 miles and the park's campground entrance will be on the left in .9 miles
- From Northern Kentucky
 - Travel southbound on Interstate 75 towards Lexington to exit 120
 - At the top of the exit ramp, turn left and travel eastbound on Iron Works Pike (1973)
 - The park's main entrance will be on the left in .7 miles and the park's campground entrance will be on the left in 1.1 miles
- From South Central Kentucky
 - Travel northbound on Interstate 75 towards Lexington to exit 120
 - At the top of the exit ramp, turn right and travel eastbound on Iron Works Pike (1973)
 - The park's main entrance will be on the left in .5 miles and the park's campground entrance will be on the left in .9 miles
- From Eastern Kentucky
 - Travel westbound on Interstate 64 towards Lexington to Interstate 75
 - Interstate 64 will merge with Interstate 75 on the east side of Lexington, so take the merged I-64W/I-75N towards Cincinnati/Louisville to Exit 120 at Iron Works Pike (1973)
 - At the top of the exit ramp, turn right and travel eastbound
 - The park's main entrance will be on the left in .5 miles and the park's campground entrance will be on the left in .9 miles
- From Western Kentucky
 - Travel the Martha Layne Collins Bluegrass Parkway, drive east
 - Turn left on Man o' War Blvd. and travel northbound for .3 miles
 - Turn right on US-60/Versailles Road and travel eastbound for 1.5 miles
 - Take the ramp on to KY-4 N/New Circle Road and travel 4.1 miles north/eastbound
 - Take exit 8 for US-25/Georgetown Road and turn left onto Georgetown Road and travel northbound towards Georgetown for 5.5 miles
 - At the stop light, turn right onto Iron Works Pike (1973)
 - The park's main entrance will be on the left in 1.2 miles and the park's campground entrance will be on the left in 1.6 miles

PARKING

- There is ample general parking on-site
- Kentucky Horse Park will charge a \$5 parking fee
- Teams arriving in a school bus or marked vehicle will be admitted at no charge to park
- Buses dropping off participants will unload them on the south side of Alltech Arena (Alltech Way)
- Spaces will be blocked off to allow a bus to drop off participants
- After buses unload, they will proceed to the main parking lot in front of the arena and park in the lower section of this lot
- The bus driver can then be readmitted through the pass gate at the participant entrance (Alltech Way)

HOUSING/EXPENSES

- The following properties are offering the following rates for participating schools
 - Fairfield Inn North - 2100 Hackney Place, Lexington 40511; Contact Lames Thomas at (859)977-5870, \$92/night
 - Four Points Sheraton - 1938 Stanton Way, Lexington 40511; Contact Kate Bain at (859)259-1311
 - Clarion North - 1950 Newtown Pike, Lexington, 40511; Contact Jamie Thomas at (859)233-0512

- Schools are responsible for all expenses (travel, lodging, meals) with regard to participation in the event
- The KHSAA underwrites the costs of judges, workers, facility, security, training and awards
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 if you have any questions

COMPETITION DATES AND SCHEDULE

DATES

- The 2017 KHSAA Competitive Cheer State Championships will be held Friday and Saturday, Dec. 8-9

TIMES

- Session 1 - Game Day will compete on Friday, Dec. 8 beginning at 9 a.m. (ET)
- Session 2 - All-Girls Small, All-Girls Medium and All-Girls Large squads will compete on Saturday, Dec. 9 beginning at 9 a.m. (ET)
- Session 3 - All-Girls Super, Coed A and Coed B squads will compete on Saturday, Dec. 9 beginning at 2:30 p.m. (ET)
- Awards will be presented following each session

PRACTICE ROUNDS

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

PRE-COMPETITION ON-SITE MEETINGS

- There is no pre-competition on-site meeting
- The conference call is scheduled to address your questions prior to the competition

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 up to four (4) coach's armbands good for admission
- A reminder that coaches that are issued armbands are certifying that they have met all Bylaw 25 requirements
- Anyone seeking an armband or issued an armband that has not completed requirements will cause the school to be penalized per Bylaw 27
- The squad size limit will be admitted as a group in uniform
- In addition, four alternate passes will be issued for potential substitutes on the participating squad
- Alternates must be eligible participants (No boy alternates for an all-girls' division)
- Any additional coaches/choreographers, squad members will be directed to a ticket gate for admission
- No children (below 10) will be allowed in the warm-up area

TICKETS

- General Admission tickets will be priced per session at \$10 each
- Children 10-and-under will be admitted free of charge

FLOOR LEVEL ADMINISTRATORS

- There will be warmup area and competition area floor marshals to assist you

VENUE LOGISTICS

DRESSING ROOMS/LOCKER ROOM

- Squads should arrive at the venue dressed and ready to compete
- Locker room access is not provided on-site

TEAM SEATING

- When not competing, teams are asked to sit on either side of the arena
- The end zone should be used for fans

SIGNAGE/BALLOONS/NOISEMAKERS

- Signs/banners are permitted inside Alltech Arena, but must be of good taste and sportsmanship
- The covering of any corporate signage is not permitted
- Signs must be hand-held or taped using masking tape
- Balloons are not permitted in the facility

CONDUCT OF EVENTS

ORDER OF APPEARANCE

- A full detailed station-by-station schedule of appearance order is listed in the special links section of this manual
- Order of appearance was conducted using a blind draw

INCLEMENT WEATHER

- In the event of inclement weather, updates on the schedule of events will be posted on the KHSAA website and released via Twitter

RULES POINTS OF EMPHASIS/CLARIFICATIONS

- Each school is responsible for securing and verifying the music copyright form
- This should have been provided to the regional manager and forwarded on to KHSAA
- There will be a supervisor of all judges that will resolve questions

ROSTER AND SUBSTITUTIONS

- The team roster as entered on the KHSAA website prior to the beginning of the postseason shall serve as the eligibility roster for the event
- The same competitors that participated in a specific division at region shall participate in that division at the state competition
- Please reference the Injuries During Competition section for clarifications within the competition rules published within this manual

COMPETITION FLOOR/COURT SPECIFICATIONS

- Please refer to the floor diagram posted on the KHSAA website with regard to the flow of events on the competition floor
- Coaches and alternates must remain within the coach viewing area during the performance
- A maximum of eight (8) - Head Coach, three (3) Assistants, four (4) Alternates - are permitted in the area
- No other participants from other squads or individuals will be permitted on the floor area
- A short sound test will be done before being called to the floor for competition

ARENA SPECIFICATIONS - WARM-UP AREA

- Squads will proceed through the warm-up area based upon the published time schedule and order of appearance
- Only the four 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 kids other than the participation squad and four alternates are permitted in the area
- Squads should be dressed prior to entering the Warm-up area
- Bags, personal sound systems/devices, and other equipment will not be permitted in the warm-up room
- A certified trainer will be on staff in the Warm-up room and on the competition floor
- The certified trainer is not there to tape ankles, etc., this should be taken care of by school representatives prior to entering the warm-up area
- A sound system with CD/iPod adapter and sound system will be provided
- Note any volume setting and adjustments as noted by the technician

- Coaches, please make sure your squad has used the restroom prior to beginning the warm-up process as there will not be time during warm-up and the clock will not be stopped once you enter the area
- Please check the KHSAA website Tuesday, Dec. 5 at 5 p.m. for any last minute adjustments to the time schedule due to changes in participation
- There will be no Point Deduction Judges in the warm-up area
TIE BREAKER
- Any ties in first through fourth place will not be broken
- Duplicate trophies will be ordered and shipped directly to the school(s)

STATE EVENT OFFICIALS

- Judges (routine and tech) are trained/licensed and assigned by Varsity Spirit (UCA)
- Varsity Officials will also be used as timers for the competition
- There will be a contact person that will distribute score sheets following the announcement of awards

HEALTH INFORMATION

ATHLETIC TRAINER

- Athletic Training services will be provided for participating teams during this event by the University of Kentucky Sports Medicine
- Athletic Training Staff will be available beginning one hour prior to each session and remain available throughout the day
- Athletic Training Staff will be located in the warm-up room and on the competition floor
- Schools are reminded that they are responsible for ensuring that the parental permission to seek medical treatment is authorized from each participant
- The Principal, Athletic Director and/or the Head Coach can use a copy of KHSAA Form GE04 (the physical exam form) for this purpose, as this form contains appropriate language, and should bring that form for each athlete to the finals

VENUE SAFETY

- Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events
- Attendance at events is a vital family and community based activity which is encouraged
- Please advise KHSAA or venue personnel of any situation you encounter which you or a squad member feels should be addressed to minimize risk to all involved

EMERGENCY ACTION PLAN

- Safety Tech EMT services will be on-site for this event.
- 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
- KHSAA Staff will, in consultation with Safety Tech EMT and the Athletic Training Staff and Venue personnel, develop an Emergency Action Plan for this event
- This plan will be available upon arrival on-site from the Athletic Training Staff

SPORTSMANSHIP

- The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules
- High School Athletics emphasize positive values
- 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
- Let this competition reflect mutual respect among all participants and officials

MEDIA

SCHOOL MEDIA

- Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a full-time staff member or a student 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

TRADITIONAL MEDIA

- 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 media rights fee for each event is available through the online credentialing system

TEAM BROADCASTS

- By paying the requisite fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each game its affiliated school participates in
- An official representative of the participating school shall designate to the KHSAA which station/website will be permitted to broadcast its game using the online system
- The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system
- Originating stations/websites will be subject to a media rights fee, which will be outlined through the online credentialing system

BROADCAST/TELECAST/WEBCAST RIGHTS

- The KHSAA will stream the Competitive Cheer Championships and is the exclusive home for live webcasts of state championship events, which will also be a part of the NFHS Network
- The video links can be found at www.khsaa.org by clicking on KHSAA.tv (streaming)
- No other entity will be permitted to produce live video from the 2017 KHSAA Competitive Cheer Championship
- No entity may stream live video content from the championship event including the use of social media products such as Facebook® Live and Periscope (via Twitter®)
- Any non-school entity desiring to produce an audio-only internet broadcast (including over the air transmission) of the sessions at the championship must apply through the credentialing system at credentials.khsaa.org and will be subject to the one per school radio station limitation, designated by the school
- Questions about any of these procedures should be directed to Communications Director Joe Angolia at the KHSAA, jangolia@khsaa.org

VIDEOTAPING

- Spectators may videotape from the spectator area
- The use of house electricity is strictly prohibited

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 its display at the championship event to purchase memorabilia
- No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility

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 (and medallions) will be presented to place one to four in each division
- Each team, along with coaches, receiving a trophy is required to come forward for a group photo on stage
- Coaches score sheets will be available following the awards presentations

TROPHIES

- The winning team in each division will receive a championship team trophy and medals (SM-14; MD-18; LG-22; SU-26; Coed-A-26; Coed B-26)
- The runner-up team in each division will receive a runner-up team trophy and medals (SM-14; MD-18; LG-22; SU-26; Coed-A-26; Coed B-26)
- The third-place team in each division will each receive a semifinalist trophy and medals (SM-14; MD-18; LG-22; SU-26; Coed-A-26; Coed B-26)
- The fourth-place team in each division will each receive a semifinalist trophy and medals (SM-14; MD-18; LG-22; SU-26; Coed-A-26; Coed B-26)
- The winning team in each division of Game Day will receive a championship team trophy and medals (SM-18; LG-27)

MIDWAY AWARD

- Coaches have previously nominated candidates for this sport/sport-activity for the Midway University/KHSAA Female Student-Athlete of the Year award
- KHSAA staff will make every effort to contact the coach and/or parents of the winner to have them present for this award

NFHS COACH OF THE YEAR

- The National Federation of High Schools' Coaches Association recognizes the Coach of the Year in each Sport/Sport-Activity sanctioned by the KHSAA
- The winner will be recognized during a session at the event

CHAMPIONSHIP PHOTOS

- Championship photos of KHSAA state events will be available 72 hours following the event at khsaa.photos.org

FINANCES AND EXPENSES

- Competing schools are responsible for all expenses
- The Association underwrites the expenses of facility rental, security and first aid, judges and event workers

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/d55Mw6>
- 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/xmq5s>
- Stunt Progressions - <https://goo.gl/oq1UPc>
- School Media Request Form - <https://khsaa.org/si103-school-media-request-form>