

# SUGGESTED GUIDELINES FOR HOSTING A TOURNAMENT

---

## I. FACILITY

- Must have mat (38' x 38' minimum)
- Mat strips are vertical
- Separate seating areas for fans vs. teams
- Separate seating for judges away from the crowd
- Provide monitors for in-the-hole and on-deck areas
- Don't host a competition if you can't provide adequate seating
- Microphone for MC
- Sound system that can play CD's and tapes
- If possible, provide a separate warm-up area

## II. PERSONNEL (All working personnel should be high school graduates)

### A. Tournament Director

1. Sanction the competition through the High School League
2. Secure your facility
3. Send out registration/info forms
4. Send confirmation to teams upon receiving their registration
5. Receipt any monies received
6. Hold a coaches meeting prior to the competition
7. If you have a safety judge, s/he should attend this meeting. The head panel judge should attend in the event no safety judge is used.
8. Cover all pertinent information specific to your competition
9. If a copier is available, hand out final standings listing scores of all participating teams
10. Mail all score sheets out in a timely fashion after having made copies of all score sheets and tabulation sheets
11. Keep all judge scratch sheets
12. If possible, provide two 'light' hospitality areas, one for coaches and one for judges
13. **Mail a complete packet of results to Dru to include names of judges (panel, script and safety)**

### B. MC

1. Role – welcome to the event and announce teams and results. Can make announcements between routines
2. Are we paying too much, are they self-serving?
3. Neutral comments

### C. Music Operator

1. Role is to show coaches how to operate the equipment
2. Music operator is not to play your music
3. Music operator is allowed to play music between routines

### D. Timers

1. Separate routine timer
2. Separate music timer
3. Host should supply timer sheets and stopwatches for timers
4. Record all times, collect sheets and save

#### E. Tabulators

1. Need one person
2. Sit with judges
3. Collect score sheets as soon as a team is judged
4. Start tabulating as soon as you receive score sheets
5. All safety violations must be recorded and deducted on each judge's sheet
6. Record individual judge's scores on the master time sheet
7. Record any time or mat deductions on the master score sheet
8. List all teams and scores on a Final Results Sheet

\* Do not give score sheets back to judges once you put the total score on the master score sheet

\* Recalculate all math before releasing final standings

#### F. Spotters

1. Must have a minimum of two spotters
2. If a squad does not want to use spotters, the spotters are to remain behind the mat paying attention to the routine

#### G. Trainer

1. Host school is not responsible for supplying a trainer or training supplies
2. Trainers are definitely worth the money!

### III. JUDGES

#### A. Securing Judges

1. Must provide three panel judges from the High School League approved list. Email [drunix@schsl.org](mailto:drunix@schsl.org) to get the list after August 14
2. Pay scale is in the cheer manual. **Pay judges in a timely fashion.**
3. It is recommended that at least one additional safety judge and scribe be used

#### B. Seating

1. Must seat judges away from fans (Rope off the area, provide security or do what is necessary to keep fans away from judges)
2. Judges are to submit their individual score sheets to the tabulator as soon as they complete scoring for each team
3. Safety judges should hand their deduction sheets to the tabulator once each division has completed their competition
4. Once the score sheet has been submitted to the tabulator, the judge will not see the score sheet again. (If the score sheet is incomplete, the tabulator may return the sheet for completion)
5. Judges are not to have any contact with the tabulator once the competition ends
6. Judges should not interact with teams, coaches or fans at any time with the exception of the coaches meeting
7. Judges should leave the facility as soon as final results are announced, if not before