

SUGGESTED GUIDELINES FOR HOSTING A TOURNAMENT

FACILITY

- Must have a competition mat (42' x 42' minimum)
- Mat strips are to be placed vertical
- Separate yet adequate seating areas for fans and teams.
- **Do Not** host a competition if you can't provide adequate seating for spectators.
- Separate seating area for judges away from the crowd
- Separate warm-up area away from the Competition
- Microphone for the MC
- Sound system that can play CD's, iPhone and iPad

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 with all pertinent information specific to your competition
5. Receipt any monies received
6. Use 7/8 minutes allotted time between teams competing.
7. Provide monitors for in-the-hole and on-deck areas
8. Hold **a coaches meeting** prior to the start of the competition. Safety judges should attend this meeting
9. Provide two hospitality areas, one for coaches and one for judges
10. If a copier is available, hand out a ranking sheet and give scores sheets to each participating team
11. If a copier is not available, mail all score sheets out in a timely fashion after having made copies of all score sheets and tabulation sheets
12. **Scan and email the Master Score Sheets to Amy Boozer at the SC High School League**
13. **You keep copies of all score sheets and any video until the end of competition season in case information is needed by the League**

B. MC

1. Role – welcome everyone to the event and announce teams and results
2. The Head Judge will signal when the judges are ready for the next team. Please do not call out teams without this signal.
3. If you have Shout-Outs, we ask that they do not exceed the allotted time you have set between teams. Shout-Outs can make the competition lag behind if they exceed this time.
4. Announcements can be made between routines.
5. Make only neutral comments when engaging with the crowd.

C. Music Operator

1. Role is to show coaches how to operate the equipment.
2. Music operator **will not** play the team's competition music.
3. Music operator is allowed to play music between routines.

D. Timers

1. Routine timer and Cheer timer can be combined.
2. Have a separate Music timer.
3. The Host should supply timer sheets and stopwatches for timers.
4. Timing begins with the first movement/sound on the mat after team is set.
5. Alert the Safety Judge of any timing infractions.
6. The Safety Judge will record the timing infraction on the Safety Sheet.
7. Record all times, collect sheets and save.

E. Tabulator

1. Seated in close proximity to judges but not at the same table.
2. Collect score sheets as soon as a team is judged.
3. Start tabulating as soon as you receive score sheets.
4. Record individual judge's scores on the master score sheet.
5. Record any safety, time or mat deductions on the master score sheet.
6. List all teams and their Final Score on a Ranking Sheet

Please Note:

- * Keep the Master Score Sheet out of Public View (this includes Coaches).
- * Do Not Allow Pictures to be taken of the Master Score Sheet.
- * The Master Score Sheet contains not only the scores per judge but other information that should not be shared from team to team.

F. Spotters

1. Must have a minimum of three spotters.
2. Spotters must wear appropriate clothing and shoes.
3. Spotters must not wear jewelry.

G. Trainer

1. Host school is responsible for supplying a trainer.
2. Trainers are definitely worth the money!

III. JUDGES

A. Judges will be assigned through Arbiter.

1. Judges will be instructed through Arbiter to arrive one hour before the start of the competition.
2. Fill out top of Score Sheets for Judges (School Name and Division).
3. Please have a reserved or designated area of **parking** for judges. Also, have an appropriate (isolated) area for judges to be before the competition begins.
4. Have access to restrooms for Judges. If possible they should be separate from coaches, cheerleaders, parents and spectators.
5. If possible **seat judges on risers** so that the spectators will not block the judge's view of the perimeter of the mat.
6. Keep the perimeter all around the judges clear of people. (Rope off the area, provide security or do what is necessary to **keep fans away from the judges**).
7. Judges should leave the facility as soon as final results are determined and it is established that no ties exist.