

CHEERLEADING REGIONAL TOURNAMENTS

1. The Board of Directors will be responsible for the selection of site, time, date, and tournament director.
2. **Director's Responsibilities:**
 - A. As the WVSSAC representative, please see that all rules and regulations are followed. Refer to WVSSAC Rules and Regulations, The Interscholastic, and the WVSSAC Cheer Manual.
 - B. Prior to competition, send time and warm-up schedule to all coaches.
 - C. Arrange a warm-up facility for teams.
 - D. Arrange for all needed support personnel and pay all local expenses.
 - 1) General supplies, postage, telephone, rental facilities and miscellaneous.
 - 2) Custodians, timers, scorer, ticket takers, sellers, security, tabulators, etc.
 - E. Advertise the event.
 - 1) Time of competition
 - 2) Cost (per event)
 - 3) Names of participating teams
 - 4) Competition format
 - 5) Videotaping procedures
 - 6) Spectator Support Information
 - 7) West Virginia Tournament Regulations
 - F. Have an athletic trainer or physician present for competition.
 - G. At end of each class competition, post order of finish and team scores in an area designated for coaches and media only.
 - H. Administer the awards ceremony and arrange to have media coverage. Three (3) regional plaques will be shipped to you. One for each class.
 - I. **Notify the WVSSAC as soon as possible of the name of the winner.**
 - J. At the conclusion of the tournament, please complete the Financial Report Form (**Form C1**) and the Team Scoring Report (**Form C2**)
 - 1) The director's fee will be deducted under personal services (\$125.00).
 - 2) State taxes are not deducted from the proceeds.

3. Admissions Information
 - A. The established admission price for regionals is:
Adults - \$6.00; Students - \$5.00
 - B. The WVSSAC Courtesy and Identification Cards and cards issued to members of the press and radio are to be honored. No other cards will be accepted.
 - C. Pass-out tickets are not allowed.
 - D. Use your own discretion about allotting tickets to the schools.
 - E. Uniformed police officers are the only people admitted without a ticket.
4. If there are changes due to weather conditions, please give adequate notice to the participating schools, media, and the WVSSAC office.
5. T-shirt Sales: Only the director may grant permission for the sale of shirts or concessions.
6. Videotaping is allowed at the Regional Tournament. It is recommended that an area for taping be designated. No flash photos are allowed during competition.
7. Public address system:
 - A. PA - Welcome, introduce judges, announce teams and coaches, announce order of performance and teams on deck.
 - B. No participation from audience during competition.
 - C. Announce time schedule and any afternoon sessions.
 - D. Person to assist with cassette tapes or CD players for competition routine. Be sure the players are located in an area where the cassette or CD will not malfunction due to jarring.
8. Time keepers:
 - A) Minimum of two adults are required.
 - B) Use overhead/scoreboard unit clock.
 - C) Use a stopwatch.
9. Score sheets:
 - A) Score sheets will be sent from the WVSSAC to each director.
 - B) Tournament Director shall designate a minimum of two (2) adults to calculate scores.
 - C) Sheets shall be tabulated using **tape** calculator and registered on the Master Score Sheet **(Form C3)**.
 - D) Prior to the awards ceremony, the Tabulator Checklist must be completed and verified by the Safety Judge **(Form C4)**.
 - E) At the end of the competition, coaches shall receive a copy of the score sheets, Safety Judge Sheets, and Master Score Sheets. The originals of all three sheets **shall be returned to the WVSSAC office.**

10. Judges:
 - A) Certified judges will be selected by the WVSSAC for regional tournament.
 - B) Regional Director shall designate area for judging.
 - C) Each regional director shall hold a judges' meeting to clarify judging procedures, rules and interpretations.
 - D) In order to expedite tabulations, provide each judge with a calculator. (Preferably a tape one)
 - E) Judges shall not watch warm-ups.
 - F) Safety Judge shall meet with teams during warm-up to review routines.
11. The order of performance will be determined by a draw at the coaches committee meeting. The order may not be changed unless injury necessitates a change; the change may only occur with the consent of affected coaches and the tournament director.
12. A coaches' meeting shall be held with the tournament director and the Safety Judge. The purpose of the meeting is to clarify the tournament procedures and answer any questions.
13. Protests related to the judgment of officials are not permitted. Safety Judges are **NOT** allowed to view video tapes for the purpose of determining violations.
14. Awards Presentation: To ensure accuracy in reporting the winning team, awards announcement sheets have been provided to the director.

FINANCIAL REPORT
REGIONAL CHEERING TOURNAMENT

Class _____ Region _____

School _____

Date _____ City _____

RECEIPTS:

Adults @ \$ 6.00 \$ _____

Students @ \$ 5.00 \$ _____

TOTAL RECEIPTS \$ _____

DISBURSEMENTS:

Judges' Expenses (according to WVSSAC notification) \$ _____

Director's Fee (\$125.00) \$ 125.00

Facility Rental \$ _____

Custodians \$ _____

Security \$ _____

Ticket Takers/Sellers \$ _____

Timers/Scorers \$ _____

PA Announcer \$ _____

Supplies \$ _____

Miscellaneous \$ _____

TOTAL DISBURSEMENTS..... \$ _____

PROFIT OR LOSS..... \$ _____

AMOUNT DISBURSED TO EACH SCHOOL..... \$ _____

Director

Return no later than December 15

CHEER MASTER SCORE SHEET

SCHOOL _____

REGION _____ CLASS _____ TABULATOR _____ DATE _____

COMPETITION ROUTINE

Judge 1: _____

Judge 2: _____

Judge 3: _____

Judge 4: _____

Judge 5: _____

***USE ASTERISK TO INDICATE HIGHEST AND LOWEST SCORE**

TOTAL OPEN SCORE _____

HIGH/LOW AVERAGE

- | | | |
|---|---|-------|
| 1. Highest Score * + Lowest Score* | = | _____ |
| 2. Divide score in #1 by 2 | + | _____ |
| 3. Remaining Three Scores | + | _____ |
| 4. | + | _____ |
| 5 | + | _____ |
| 6. Subtotal-Numbers in Steps 2, 3, 4, 5 | = | _____ |

Safety Judge Deductions _____

TOTAL SCORE _____

TABULATOR CHECKLIST

**TO BE COMPLETED FOR EACH SCHOOL AND RETURNED
WITH CARBON COPIES**

- _____ Each tabulator calculated individual score sheets on a tape calculator and attached tape to score sheets.
- _____ If judge total on any sheet was more than 2 points difference in tabulators' total, was score sheet returned to judge by SAFETY JUDGE?
- _____ Arrange five judge sheets in order from highest score to lowest score.
- _____ Record the five scores on MASTER SCORE SHEET
- _____ Asterisk the highest and lowest score
- _____ ADD the highest and lowest score - Step 1
- _____ DIVIDE the total of the highest and lowest scores by TWO - Step 2
- _____ Record the other three scores
- _____ Total the SAFETY JUDGE DEDUCTIONS and attach calculator tape
- _____ Record the SAFETY JUDGE DEDUCTIONS
- _____ ADD lines 2, 3, 4, 5
- _____ SUBTRACT Safety Judge Deductions
- _____ RECORD Total Score
- _____ SAFETY JUDGE initial Master Score Sheet
- _____ SAFETY JUDGE confer with cheer judges and initial Announcement Sheet before Awards Presentation