



Cheerleading Event Guide

VHSL STATE CHEERLEADING SITE REQUIREMENTS

The VHSL State Competition is currently a one-day event, with all classifications competing at the same venue.

A. PERFORMANCE AREA

In order to host the VHSL State Cheer Championships, the facility must be able to provide a competition area that meets the requirements specified in the current NFHS Spirit Rules Book. The following additional requirements must also be met.

1. Competition mat
 - a. AAI (or equivalent) Foam and carpet Floor Exercise Mat
 - i. Dimensions approximately 42' x 42'
 - ii. Carpet (no wrestling mats)
 - iii. appropriate padding underneath (no spring floors)
2. Warm-up area separate from competition area
 - a. Two, full-size competition mats similar to the one in the competition area; or one full-size mat and two full-length tumbling runs.
3. Officials' Tables – must accommodate judges, tabulators, runners,

B. OTHER REQUIREMENTS

1. PA/Sound system
 - a. Adequate for projecting intelligible announcements to all areas of bleachers and to floor area
 - b. Capable of playing CD's or cassette tapes
2. Seating
 - a. Permanent or portable bleacher seating to accommodate anticipated attendance
 - b. Accessible (ADA compliant)
3. Parking (on site)
 - a. Safe/secure area for team buses and officials
 - b. Spaces to accommodate anticipated attendance
 - c. Lighted (if nighttime competition)
 - d. Accessible (ADA compliant)
4. Secure entry point
 - a. Must be able to control admission to facility
 - b. Must allow for timely access by event patrons
5. Concessions – to accommodate anticipated attendance
6. Restrooms – minimum of four (4) on-site public restrooms (2 per gender)

7. Media requirements – must be able to accommodate anticipated media coverage

8. Event security

- a. Crowd control
- b. Escort for contest officials
- c. Gate receipts
- d. Parking area

9. Emergency plan

- a. Certified Athletic Trainer on site
- b. EMT or on-call medical assistance available
- c. Emergency action plan (EAP)

10. Event personnel

- a. Event director/manager
- b. Ticket sellers/takers
- c. Pass/Team gate supervisors
- d. Team hosts
- e. Officials' host
- f. Media/press coordinator
- g. Disc Jockey
- h. Head Scorer
- i. Tabulators
- j. Timers
- k. Runners
- l. Program sellers (if programs are printed)
- m. Concession workers
- n. Hospitality workers
- o. Custodial and maintenance services
- p. Security
- q. Additional workers, as needed

11. Two meeting areas to accommodate 50 people each (coaches' and judges' meetings)

12. Hospitality areas for administrators, tournament workers, officials and coaches

13. Restaurants and hotels to accommodate out-of-town teams, spectators and officials

C. OTHER CONSIDERATIONS

1. Location and accessibility

- a. Access from major thoroughfares
- b. Support (financial and other) within the community for the event

2. Historical

- a. Has this site been used in the past, and if so has it been acceptable to participating teams

Cheerleading Event Checklist

Participating Teams

- _____ Receive Entry forms
- _____ Coaches Meeting Arrangements
- _____ Warm-up Time and Areas
- _____ Provide list of appropriate host phone numbers (Athletic Office, Tournament Director, Athletic Trainer, Hospital)
- _____ Provide hotel information for teams
- _____ Provide a local map and directions
- _____ Provide a facility map with areas designated for teams
- _____ Designate staging locations for teams
- _____ Designate training staff contact and location
- _____ Team Admittance List

Game Personnel

- _____ Ticket Sellers – One per gate area
- _____ Pass gate – One per gate area or a specific designated gate for entry
- _____ Program Sellers (if programs are printed)
- _____ Floor organizers – 3 or 4 to coordinate team rooms/schedules/times
- _____ Head Judge – 1
- _____ Scorers - 2
- _____ Computer Input
- _____ Hospitality – especially for working staff
- _____ Athletic Trainer(s) – at least 2
- _____ DJ
- _____ Officials – coordinated with League Office
- _____ Security – adequate to maintain appropriate atmosphere
- _____ Hospitality area coordinator
- _____ Coordinate with Fine Designs on event sales and procedures

Meetings

Meet workers agenda

- _____ Review policies on conduct at state event
- _____ Review issues involving event
- _____ Announcer/DJ
Recognize sponsors of the VHSL and read announcements produced by VHSL – as possible
- _____ Provide results of the event as soon as possible; obtain necessary information to accomplish

Coach's agenda

- _____ Team packets to include:
 - Schedule of Events
 - Order of team introductions
 - National anthem
 - Any special presentations
 - Facility Map
 - General VHSL rules
 - Awards procedure
 - Involvement of school administration
 - Sportsmanship expectations

Facility

- _____ Provide adequate admission areas
- _____ Provide appropriate speakers, microphones for the event
- _____ No Noisemakers
- _____ Identify and secure areas for awards, spectators, memorabilia sales, banners (VHSL, Wells Fargo, Virginia 529, etc.)
- _____ Identify areas for team staging areas
- _____ Organize the awards (involve school administration in giving out awards) and provide opportunity for pictures
- _____ Individual awards will be given first followed by Team awards

Sportsmanship

- _____ Provide schools with VHSL sportsmanship expectations
- _____ All teams should be treated equally
- _____ Unsportsmanlike acts must be reported to league staff
- _____ Designate areas for working staff that will help alleviate potential issues

Finances

- _____ Complete and submit Tournament Contract to League Office
- _____ Alert Assistant Director if contract costs exceed those agreed to in the contract
- _____ All financial information provided to the league office in a timely manner (within one week if possible)

Announcements

- _____ As possible announce VHSL sponsors

VHSL State Tournament School Administrators

Welcome to the State Competition. We hope you, your team, your student body, and your fans will enjoy their experience.

As you know, good sportsmanship is a top priority of the Virginia High School League. The manner in which your school is represented is far more important than whether or not your team wins the competition. Good sportsmanship is all about respect – respect for oneself, for teammates and coaches, for opposing athletes and coaches, for competition officials, and for the competition. Inappropriate behavior is easy to identify. One need ask only two questions:

1. Is the observed behavior respectful of the targeted audience?
2. Does the observed behavior reflect positively on your school?

If the answer to either question is no, then the behavior is inappropriate and must not be tolerated. Respect for the athletes and coaches of participating teams, competition officials and competition personnel must be a priority at all times and in all situations.

As school administrators, you bear a huge responsibility for making sure that good sportsmanship is valued in your school community. The VHSL State Competition draws state-wide media attention. Inappropriate behavior on the part of participants, coaches or fans can be an embarrassment to you, your school, your community and the VHSL.

Once again, congratulations on a fantastic season and welcome to the State Competition. If there is anything that VHSL or tournament staff can do to help you while you are here, please let us know. Good luck to you and your team!



TOURNAMENT PROCEDURES – ADMINISTRATORS

Each participating school will be expected to address inappropriate behavior if or when it occurs. Individuals who behave inappropriately will be escorted from the facility.

SECURITY AND CROWD CONTROL

- School administrators have primary responsibility for observing their student body and team followers, and for taking corrective action when their students or team followers behave inappropriately. Students will react more quickly and more positively to their own teachers and administrators than they will to an unknown security guard.
- The Events Staff is on-site to **assist** school administrators and chaperones in maintaining the proper atmosphere for the event. They are not responsible for making sure your fans behave. As school administrators, that is your responsibility. Staff is there to help you should you need it.
- Fans will not be permitted on the court at any time. No one will be permitted on the court except the participants, coaches and event officials.

EXAMPLES OF UNSPORTSMANLIKE BEHAVIOR

The following list is by no means “all inclusive,” but is provided to draw attention to behaviors often witnessed at athletic contests. Please review this list with your student body so that they will know what is not acceptable.

- Turning your back or pretending to read a newspaper during team introductions – this is disrespectful.
- Not standing attentively or shouting “oh” during the National Anthem – this is disrespectful.
- Booming anyone – this is disrespectful
- Taunting or baiting anyone – this is disrespectful
- Singling out an opponent and yelling personal remarks – this is disrespectful
- Mooing, barking, or making other inappropriate gestures or sounds toward anyone – this is disrespectful
- Chanting such things as “over-rated,” or “you, you, you” (after a foul), “warm-up the bus,” etc. – these things are disrespectful.
- Using profanity toward anyone – this is disrespectful
- Using racial, ethnic or other slurs – this is disrespectful
- Throwing things onto the court/field or toward others – this is disrespectful and dangerous

The behaviors above must be addressed by school administrators if/when they occur. Failure to do so is a violation of The League’s Sportsmanship Rule.

Remember, good sportsmanship is all about respect. Win with humility; lose with grace; do both with dignity.

PLEASE REMIND YOUR STUDENTS AND OTHER SPECTATORS OF THE FOLLOWING:

- Artificial noisemakers are not permitted at indoor events – this includes bells, whistles, thunder sticks, clappers, megaphones (except cheerleaders), horns, etc. Artificial noisemakers are prohibited by NFHS Rules. Some of our sites may have more restrictive rules regarding this policy. Local site restrictions will be enforced where required.
- Body paint **is not permitted at any indoor event**. Face painting is acceptable provided that it has been done prior to entering the facility.
- No containers/products for face painting will be permitted to be brought into the facility.
- Bare chests are not permitted **at any indoor events**.
- No one will be permitted on the court at the end of the event.
- Outside food and/or beverages may not be brought into facility unless specifically granted, in advance, by the facility and event directors.
- Individuals who are disruptive, disrespectful, or who fail to comply with facility and/or VHSL procedures will be escorted from the facility.

OTHER REMINDERS

- All school faculty members, administrators, school board members, and any other “VIPs” must either have one of the VHSL Accepted Passes (along with picture ID) or must purchase a ticket.
- Individuals with passes must enter via the pass gate. They may not enter via the team entrance.
- Only participants, coaches, and non-participating team members will be permitted on the floor.
- **NO ONE** (except those participating in the awards ceremony) will be permitted on the floor after the competition.
- Food may not be taken out of any hospitality room, unless specifically allowed, and stated by, the facility.
- Hand-held signs (in good taste) are permitted but may not be mounted on sticks, poles, etc and should not obstruct the view of others.



VHSL State Event Coaches

Congratulations to you and your team on your successful season and welcome to this year's VHSL State Competition. We hope you and your athletes will enjoy their experience, and that they will have the tournament of their lives!

Please review the attachment to this memo with all members of your team prior to your first game. Compliance with the procedures outlined in the attachments will help make your State Competition experience a positive one.

Good sportsmanship is a top priority of the Virginia High School League. In fact, the manner in which you and your team represent your school is far more important than whether or not you win the competition. Good sportsmanship is all about respect – respect for teammates and coaches, respect for opposing athletes and coaches, respect for competition officials, and respect for the competition. Please demand from your athletes and team personnel that as they compete for this year's state championship, they treat all other teams, officials and competition personnel with courtesy and respect at all times, regardless of the situation. Please encourage your fans to do the same. And, finally, please lead by your example.

Once again, congratulations on a fantastic season and welcome to the State Competition. If there is anything that VHSL or tournament staff can do to help you while you are here, please let us know. Good luck to you and your team!



COACH,

THE ATTACHED MATERIALS ARE TO BE REVIEWED WITH YOUR TEAM PRIOR TO YOUR COMPETITION. AFTER REVIEW, PLEASE SIGN THE STATEMENT BELOW AND BRING THIS SHEET TO THE SITE DIRECTOR DURING THE COACHES MEETING.

I certify by my signature below that I have reviewed the tournament procedures with my team and coaching staff, and that we will make every effort to conduct ourselves in a manner which is courteous and respectful of all other tournament participants, officials and attendees.

Printed Name of Head Coach

School

Signature of Head Coach



TOURNAMENT PROCEDURES – COACHES

ARRIVING AT THE FACILITY

- Teams should enter via the designated team entrance.
- A specific time line for warm ups and floor access will be provided one week prior to the competition.

PRE-EVENT

- Prior to competition the National Anthem will be played. It is expected that ALL athletes and team personnel will stand quietly (unless they choose to sing the Anthem) and attentively until the Anthem is fully completed. Failure to do this is extremely disrespectful to our country.

PERFORMANCES

- When your team's name is called, go DIRECTLY to the mat for performance. NO SQUAD WILL BE ALLOWED TO HUDDLE, TUMBLE, OR PERFORM AN ENTRANCE FOR COMPETITION ONCE THEIR SCHOOL HAS BEEN ANNOUNCED TO PERFORM.
- Competition routines must be a minimum of two minutes thirty seconds and a maximum of three minutes in duration. The music portion of the routine shall not exceed 90 seconds.

INTERRUPTED PERFORMANCES

- If, in the opinion of the competition officials, a team's routine is interrupted because of failure of the competition equipment, facilities, or other factors attributable to the competition rather than the team, the team affected should STOP the routine.
- The team will have the option of performing the routine again in its entirety, or resuming the routine from the point of interruption. The degree and effect of the interruption will be determined by the competition officials.
- In the event a team's routine is interrupted because of failure of the team's own action or equipment, the team must either continue the routine or end the routine, accepting the scoring accumulated prior to the interruption.
- The competition officials will determine if the team will be allowed to perform at a later time. If decided by officials, the team will have the option of performing the routine again in its entirety, or resuming the routine from the point of interruption.

INJURY

- The only persons that may stop a routine for injury are:
 - 1) Competition officials,
 - 2) The coach from the team performing,
 - 3) An injured individual or
 - 4) Athletic trainer on duty
- The competition officials will determine if the team will be allowed to perform at a later time. If the competition officials allow a routine to be performed at a later time, the spot in the schedule where the re-performance is to take place is at the sole discretion of competition officials. The team will have the option to perform the routine again in its entirety, or resume the routine from the point of interruption.
- The injured participant that wishes to perform may not return to the competition floor unless:
 - 1) The competition officials receive clearance from, first, the medical personnel (ATC, EMT, etc.) attending to that participant, the parent (if present) AND THEN the head coach of the competing team.
- Any athlete suspected of having a concussion will be removed from the competition and the appropriate concussion protocols will be followed. NOTE: The athletic trainer on duty will determine if an athlete is suspected of having a concussion.

SCORING

- Categories and maximum point values used at the VHSL State Competition are shown on the next page. A perfect score is 100 points. The routine score is calculated by dropping the high and low scores and totaling the three remaining scores (5 routine judges are employed at the state competition). The technical judges (3 are employed at the state competition) submit one score sheet with applicable deductions that will be subtracted from the team's routine score. The score sheets (Routine and Technical), available on the VHSL website, are to be used for all Conference and Region competitions. The scoring rubric, also available on the VHSL website is provided as a guide for coaches and judges.
- COMPETITION TIE-BREAKER - The procedure for breaking scoring ties is available on the VHSL website and shall be used at all Conference, Region and State Competitions.

AFTER THE EVENT

- Athletes may NOT dump or spray Gatorade, water, or any other substance, wet or dry, on anyone or anything as part of a post-competition celebration or at any other time.
- Win with humility. Lose with grace. Do both with dignity.

AWARDS CEREMONY (all teams will report to the competition floor)

- At the conclusion of the event, awards will be presented in the following order:
 - The runner-up trophy will be presented to the HEAD COACH of the runner-up team.
 - The championship trophy will be presented to the HEAD COACH of the winning team.
- All coaches and athletes from both teams are expected to remain on the floor and participate in the awards ceremony – win or lose – no exceptions.

Failure to comply with the procedures outlined in this document will be considered a violation of VHSL's Sportsmanship Rule!

Remember, good sportsmanship is all about respect!



FANS of VHSL EVENTS

On behalf of the member schools of the Virginia High School League, welcome to this VHSL Competition. We hope all of the teams compete well and that everyone enjoys the event.

Good sportsmanship is a top priority of the VHSL. The manner in which your school and community are represented is far more important than whether or not your team wins the competition. **ALL** of the teams in this year's tournament should be proud of their accomplishments, and you, as parents, students and team followers should be equally proud and supportive of them as they chase their dream.

Good sportsmanship is all about respect – respect for oneself, for teammates and coaches, for opposing players and coaches, for contest officials, and for the game. Inappropriate behavior is easy to identify. One need ask only two questions:

1. Is the observed behavior respectful of the targeted audience?
2. Does the observed behavior reflect positively on your school?

If the answer to either question is no, then the behavior is inappropriate and must not be tolerated. Respect for participants and coaches of participating teams, game officials and tournament personnel must be a priority at all times and in all situations.

Much of the behavior you see televised at college and professional games is inappropriate at ANY level, but especially at the high school level. The following list, though not inclusive, provides examples of behaviors that are disrespectful and thus unsportsmanlike, but are often witnessed at athletic events.

- Turning your back or pretending to read a newspaper during player introductions – this is disrespectful.
- Not standing attentively or shouting “oh” during the National Anthem – this is disrespectful.
- Booming anyone – this is disrespectful
- Taunting or baiting anyone – this is disrespectful
- Singling out an opponent and yelling personal remarks – this is disrespectful
- Mooing, barking, or making other inappropriate gestures or sounds toward anyone – this is disrespectful
- Chanting such things as “over-rated,” or “you, you, you” (after a foul), “warm-up the bus,” etc. – these things are disrespectful.
- Using profanity toward anyone – this is disrespectful
- Using racial, ethnic or other slurs – this is disrespectful
- Throwing things onto the court/field or toward others – this is disrespectful and dangerous

The responsibility for good sportsmanship rests with each and every one of us. One person behaving inappropriately can ruin the state tournament experience for many. Cheer for your team, but respect the other teams and the event officials. Be a fan, not a fanatic.

Remember, good sportsmanship is all about respect. Win with humility; lose with grace; do both with dignity.

The following items are NOT allowed at VHSL State Events

In an ongoing effort to ensure the safety of our guests, participants, and staff, the following security measures will be in place.

Prohibited Items:

Alcohol	Food & Beverages	Umbrellas
Backpacks	Sport Bags	Coolers, Bottles, Cans
Weapons (of any kind)	Video Cameras (most events)	Empty Containers
Laser Pointers	Artificial Noise Makers	Banners/Flags on sticks or poles

Allowable Items:

Purses/Pocketbooks	<i>All bags and allowable items subject to search</i>	
Pagers	Fanny Packs	Cell Phones
Still Cameras	Diaper Bags	Binoculars

These security measures are based upon federal, state, and local law agency recommendations and are designed to increase the safety and security of each and every guest and participant at our events.

- Artificial noisemakers are prohibited by NFHS Rules at indoor events. This includes (but is not limited to) bells, whistles, thunder sticks, clappers, megaphones (except cheerleaders), horns, etc. Again, this is not a "VHSL" rule, but a NFHS rule.
- Body paint will not be permitted. Face painting is acceptable if done prior to entering the event venue. No containers/products for face painting will be permitted in the stadium/arena.
- Bare chests will not be permitted – individuals must remain clothed!
- In the interest of safety, NO ONE will be permitted on the floor at the end of the competition. The floor is for the teams.
- Inappropriate behavior will not be tolerated. Fans that are disruptive, abusive or otherwise inappropriate will be escorted from the building. This includes individuals who choose to sit among fans from another team – if you are disruptive and/or disrespectful, you will be asked to leave.
- Hand held signs (in good taste) are permitted but may not be attached to sticks, poles, etc.
- Bands/ Pep Bands are permitted to play except during times prohibited by NFHS Sports Rules.

Miscellaneous Information

Admission Price:	\$ 10.00
State Event Contract:	Must be provided, by the host school, to the League Office with estimated expenses PRIOR to the event.
Travel Reimbursement Form:	Should be sent to the League Office as soon as possible following the completion of the tournament and should be accompanied by all necessary documentation of expenses incurred.
State Director's Financial Report:	This report confirms the actual cost of the event to the host school and is required prior to any reimbursement. A copy of this form can be emailed or faxed to the League Office but the official copy should be mailed with the accompanying check for the gross revenue from the event.

Documents for VHSL Events

Travel Reimbursement Form
<http://www.vhsl.org/forms>
Scroll to Team Travel Reimbursement

VHSL State Contract
<http://www.vhsl.org/forms>
Scroll to State Tournament Contract

VHSL State Director's Financial Report
<http://www.vhsl.org/forms>
Scroll to State Director's Financial Report