



HOSTING A MIDDLE SCHOOL CHEER COMPETITION

While IESA Cheer does not require schools to host competitions several schools have expressed interest in doing so but are unsure where to begin with planning. This document is a guideline of recommendations to consider when planning an interscholastic cheer competition.

IESA thanks the New Mexico Activities Association and Casey Hansen, Alton Middle School cheer coach, for their guidance and assistance in creating this resource.

PLANNING FOR THE COMPETITION

- Choose competition date and establish competition format (different divisions, minimum/maximum squad sizes allowed, maximum performance time, etc.)
- Competition area size and location/cost for renting mats (performance mats and warmup mats) - Performance mats - two full sets of mats and tumbling strips, borrow some from other schools if they have them available
- Competition facility needs - concessions, warmup area (2nd gym, commons, café), competition area
- Vendors - apparel, bows, equipment, etc.
- Secure/hire competition coordinator
- Secure judges - 1-2 sets of panel judges based on the number of performances, one set of tech judges, IHSA-licensed cheer officials can be found by logging into the IESA Member Center
- Identify staff needed - which positions can be staffed by parent/staff volunteers instead of being paid? For example, can a parent run your school's sound system instead of hiring a DJ?
 - concessions
 - DJ and/or event emcee
 - school check-in, ticket gate and team escorts
 - spotters
 - warmup area
 - officials/judges, scorekeeper
 - supervision
 - parking attendant
 - custodial staff
 - medical staff
- Create schedule - team check-in, # of sessions, starting times for sessions, length of time for warmups... based on the numbers of teams coming, begin at 9:00am with warm-ups available earlier, build in lunch break if needed
- Create a registration form for distribution - paper copy or electronic
- Competition flowchart - who is responsible for doing what?
- Determine team entry fee and deadline to register - will you charge per team or per participant? How many divisions can a school enter?
- Determine admission fee for spectators - will anyone be allowed in for free who is not a coach or participant?
- Publicizing event - school website, IESA website, ICCA, produce flyers/ mailing, social media
- Rules that will be followed - IHSA, IESA, NFHS or combination of all?
- Spectator and participant seating needs - ADA compliant?
- Determine awards
 - trophy or plaque
 - ribbons or medallions
 - total number distributed
 - purchase location and total cost

PRIOR TO THE COMPETITION

- Inspect facility for safety/format compliance - warmup area, performance area, spectator seating, participant seating, trainer location, sound system and performance mats
- Materials for officials - clipboards, calculator, scoresheets, stopwatch to monitor performance time
- Timing instruments for warmup area (stopwatches, clocks to monitor time)
- General office supplies needed
- Create coach/school check-in packet - lunch coupons, map of facility, rules and reminders, schedule, video recording procedures, contact info for competition coordinator
- Bus parking location
- Map and directions to venue provided to coaches/schools
- Create order of performance and distribute to coaches/schools
- Create a program with squads, team names, etc.
- What format will be used for scoring? Paper or electronic?

DURING THE COMPETITION

- Maintain list of what needs improvement/change for future competitions
- Check in with officials and scorekeepers about additional needs
- Monitor and address issues

AFTER THE COMPETITION

- Thank you to volunteers, staff and officials
- Pay all fees, vendors and staff
- Finalize expenditures and income generated - consider entry fee/admission changes for next year
- Process for distributing and pasting results

OFFICIALS' FEES - RECOMMENDATIONS

- Fees are paid by the host school, but the total cost should be taken into consideration when identifying entry fees for teams and admission cost for spectators
- Consider if host school will pay mileage, meals and/or hotel cost
- IESA pays the panel and tech judges \$200 for the entire day (IESA does not provide mileage, but does provide breakfast and lunch the day of the competition and a hotel for the night before if needed)
- Some officials are used to being paid \$350 for an entire day whereas other schools determine the rate of pay based on the number of hours worked - flat fee for X hours and an additional flat fee for anything over that set amount of hours
- The following are the NMAA's officials' fees:
 - \$84 All Day Competition – Technical Judge
 - \$72 All Day Competition – Performance Judge
 - \$56 All Day Competition – Single Discipline Performance Judge

 - \$56 ½ Day Competition – Technical Judge
 - \$47 ½ Day Competition – Performance Judge
 - \$37 ½ Day Competition – Single Discipline Performance Judge