



HOSTING A COMPETITION

TIMELINE (Start to Finish)

March 27th 2020- Deadline to turn in OSA Sanctioning Form.

- Fill out form completely (Moving to an online form next year) and secure event facility.

Once event is sanctioned

- Create a registration Form. Figure out costs of judges, spotters, awards, mailings, etc. and set a registration fee.
- Division Options: See page 10 for high school division breakdown. Rec Team and All-Star Team requirements are located on page 11 and 12.
- Send registration to Melia Chinn at communications@occa.net and request that it is posted on the OCCA website.
- Email registration form to coaches. If you are an OCCA member you may request a membership list from Suzi Stavas at membership@occa.net
- Start advertising your event on social media. It is your responsibility to send emails and advertise, not OCCA. OCCA will post the registration information on the website under the competition tab. The more you advertise your competition the more successful it will be. If you are hosting an event BEFORE January you will need to have a clear plan on your marketing. Many comps end up being cancelled due to lack of registrations.

Three months before event

- Secure all necessary equipment (mats, sound system, etc.)
- Secure vendors. Email OCCA Vendor Liaison, Brandie Seibel, vendorliaison@occa.net.
- Secure a qualified trainer/medical personnel to be available at your competition

Two months before event

- As registration forms come in, make sure you are emailing confirmation emails to let the coaches know it was received. If payment was not included, let the coaches know. Keep detailed notes on why it wasn't included and what the plan is. If payment is not received before the event, the team cannot check in without payment.

- As registration forms arrive, create a database of emails that you can use when you want to email everyone competition information (Always email through bcc).
- As registration forms arrive, fill out the check in form. If they don't list coaches' name or number of athletes, follow up with the coaches. Let them know that coaches that are not listed on the registration forms will not be allowed in free of charge. Also let them know that only competing teams and their alternates are allowed in free of charge. Non-competing JV teammates and/or parents will not be allowed in free of charge. (Remember that the majority of your profit comes from gate fees, so you have to be very thorough in this area).

Four weeks before event

- Secure workers for each specific job (it is always better to over schedule then to be shorthanded).
- Workers Checklist:
 - Concession Stand
 - Spectator Entrance
 - Team Entrance
 - Announcer
 - On Deck Supervisors
 - Warm-up Room Supervisors
 - Judge Runners (2 per panel)
 - Tabulation (one tabulator per judging panel and one score sheet collector/distributor)
 - Timer
 - Door Supervisors
 - Music Supervisor/DJ
 - Athletic Trainer
 - On Deck / White Board
 - National Anthem Singer
 - Judges Attendant (refilling snacks, water, lunch, sharpen pencils, etc)
- Start creating a playlist of fun and family appropriate music to be played during the competition.
- Place trophy order and be sure to communicate your timeline to the vendor. Generally trophy vendors can complete orders in a week, but they will need time to order supplies.
- Secure National Anthem singer.

Three weeks before event

- Find out how your school wants you to pay your judges and spotters. This can be done in cash the day of the competition and they sign to prove receipt of payment, checks the day of the competition or checks sent out after the competition. Please contact the OCCA judge coordinator Brianna McCain at compcoord@occa.net and let her know how many judges you need and how they will be paid. If your school needs paperwork from each judge or spotter make sure you have that paperwork available for them to fill out the morning of the event. Don't forget you will also need to pay the judges and spotters mileage.
- Send out another social media push for more teams to register.

Two weeks before event

- Create a document to send to registered teams of all important information.
 - School Address/Where the competition will be held
 - When does the gym open for warm-ups
 - Team Entrance location
 - Parking instructions for busses and spectators
 - Admission prices
 - Concession availability
 - Vendor availability
 - Music. What are the options for playing routine music.
 - Communicate when the tentative performance schedule will be sent
 - Any other important information teams and spectators need to know.
- Make copies of the score sheets.
 - Every team should have: Building, Jumps/Tumbling, Overall, Quality Control, and Tech Sheets.
 - Every label should include School Name, Varsity or JV, Division Name
- Check your judge's supplies. Do you have enough pencils, pads of paper, and calculators?
- Begin preparing team packets for score sheets. If you want to put them in manila envelopes then make sure you have manila envelopes and label them.
- Start placing teams in the performance order.
 - Start with your "non-sanctioned" teams (All-Star and Rec Teams) in session one, followed by lunch break, followed by "sanctioned" teams in session two.
 - Be sure to include breaks for the judges. Lunch break will be in between your sessions. You should never schedule lunch break or breaks in the middle of a division.
 - Two panels of judges and the panels need to alternate and reflect this way on your performance order. One judging panel is odd numbers and one is even. Be sure the panels are balanced out based on performances, each judging panel should have about the same number of performances to avoid back to backs.
- Make sure your trophy order has been made no later than Wednesday of this week, or whenever the trophy company has told you they need the final numbers. If you have stunt groups or individuals registered you will also need to order additional awards (usually medals).
- Make sure you do a walk-through of the facility, take notes on signs that need to be made. Use arrows to direct teams/coaches/spectators. Remember, it is most likely someone's first time inside your school.

Signage to include:

 - Admission Pricing
 - Concession Pricing
 - Team Entrance
 - Spectator Entrance
 - On Deck
 - Warm-up area
 - Team Area
 - Spectator Seating
 - Circus Style Event? Be sure gym sides are clearly labeled with large signs
 - Quality Control Sign

- Music
- Parking/Bus Parking
- Complete a walk-through of the competition area, and you know exactly where the judges will sit, what they will write on, and where they will be sequestered. Also make sure you know where your quality control judge, tabulators and timers will be sitting. They should have a view of the performance floor. Test your sound system. Be sure you will have access to what you need on day of.
- Send out last email/social media push for late registrations.

Week of the event

- Begin the week by sending out an updated performance order daily to coaches. It is always better to over communicate than to under communicate. Include the important information document in every email.
- Make sure your workers are set and a schedule has been sent out to everyone involved.
- Make sure all vendors and event staff are current on report times.
- Have cash boxes prepared and make sure you have enough change for the event.
- Make copies of performance order no later than Thursday evening.
- Finalize score sheets by Friday.
- Get computer set up with spreadsheets and auto populated fields for the tabulators. Will also need a printer with plenty of ink and paper. Make sure you have chargers available as well.
- Food and snacks for judges needs to be decided. If you choose to have them eat food from the concession stands, make sure you have a menu ready for each judge to fill out when they arrive, and the food can be ready during the break.
- You should have your judges and spotters assigned NO LATER than Tuesday of this week. If you have not received this you need to contact the OCCA competition coordinator Brianna McCain.

Day of Event

- Be sure to have a brief team meeting with your staff/athletes prior to teams arriving. Communicate any last minute changes or important reminders.
- Final checks on signage, sound system, and concessions. Be sure everything is set for teams to arrive. A final walk-through is a must.
- All staff should be in place 15 minutes prior to doors opening.
- As the competition director, it is your job to check on everyone throughout the day. Be sure everything is running smoothly and efficiently. Be available and visible in case of an issue or emergency.
- Communicate any team “drops” to the judges and announcer.
- Double check/spot check tabulations to be sure results are read correctly.

PERFORMANCE JUDGE INFORMATION

Contact the OCCA Competition Coordinator, Brianna McCain at compcoord@occa.net, **one week prior to your competition**. Judges are assigned by the coordinator and are assigned based on availability. For larger competitions (generally 25 or more teams), 2 panels of judges may be assigned in order to insure your competition runs as smoothly as possible. Requests for specific judges are not accepted and we appreciate you using the judges you are assigned.

Each panel of judges will consist of 1 head performance judge, 1 quality control judge and 2 performance judges.

Please note that circus style seating requires two panels of judges.

- Pay Scale/Payment

- A flat fee of \$50.00 per judge for the first three hours.
- \$13.00/hr. - \$16.00/hr. for each additional hour per judge.
- Mileage will be paid at \$.35/mile, with a \$75.00 maximum.
- Mileage will be computed based on round-trip to your school.
- At the end of the competition, provide a check for each judge. If the checks must come from the school bookkeeper, inform the judges that checks will be mailed to them and be sure to request their addresses. If your school requests a W9 form from judges please email our judges coordinator who can get that information for you.
 - Failure to pay your judges in a timely manner may result in loss of sanctioning for the following year.

- Supplies

- A large pad of paper (8 ½ x 11) per judge.
- Several sharpened pencils (4-5 per judge)
- Calculators
- A copy of the final performance order for each judge
- Score sheets should pre-labeled for each judge with the school name and division
 - Overall, Building and Tumbling/Jumps
- Please have blank copies of each score sheet available
- Tally sheets should be available for each judge
- Each performance judge panel consists of three judges. (Building, Tumbling/Jumps, Overall)

- Misc.

- A private classroom or area for judges only with a restroom nearby.
- Water and snacks provided throughout the day for all judges.
- If your competition goes over the lunch hour, please provide lunch to all judges and spotters.
- One person from your event staff assigned to the judges. This person should sit near the judging panel and be available all day. This person is responsible for keeping spectators away from judging area, sharpening pencils, providing extra score sheets, etc.
- One runner should be assigned to each panel. The runner is responsible for collecting the score sheets and delivering to the tabulation table. Runners should be responsible and understand the importance of their job.
- Judges should be seated at the top of the bleacher area. This area should be clearly roped off and secure. Please leave two rows in front of the judges, and at least 5 feet of space on either side of the judges. If your gym design has a balcony in which spectators can walk behind the judges, please block off with butcher paper. Judges need to have enough space between themselves and spectators.

SAFETY JUDGE INFORMATION

Contact the OCCA Competition Coordinator, Brianna McCain at compcoord@occa.net, **one week prior to your competition**. Judges are assigned by the coordinator and are assigned based on availability. For larger competitions (generally 25 or more teams), 2 safety judges may be assigned per panel in order to insure your competition runs as smoothly as possible. **An additional safety judge will be assigned to the QC table, this is a new requirement this year.** Requests for specific judges are not accepted and we appreciate you using the judges you are assigned. **Please note that circus style seating requires four safety judges.**

- Pay Scale/Payment
 - A flat fee of \$50.00 per judge for the first three hours
 - \$14.00/hr. for each additional hour per judge
 - Mileage will be paid at \$.35/mile, with a \$75.00 maximum.
 - Mileage will be computed based on round-trip to your school
 - At the end of the competition, provide a check for each judge. If the checks must come from the school bookkeeper, inform the judges that checks will be mailed to them and be sure to request their addresses. If your school requests a W9 form from judges please email our judges coordinator who can get that information for you.
 - Failure to pay your judges in a timely manner may result in loss of sanctioning for the following year.
- Supplies
 - A large pad of paper (8 ½ x 11) per judge.
 - Several sharpened pencils (4-5 per judge)
 - A copy of the final performance order for each judge
 - One technical sheet for each team/competitor should be pre-labeled with the school name and division.
 - Please have blank copies of each tech sheet available
 - Safety judges will be required to bring an iPad. Sitting next to a power source or having one available close to the panel would be ideal but it is not required.
- Misc.
 - Same as performance judge requirements listed above.

SPOTTER INFORMATION

Contact the OCCA Spotter Coordinator, Karin Hoggard, at spottercoord@occa.net **one week prior to your competition**. Spotters are assigned by the coordinator and are assigned based on availability. For larger competitions (generally 25 or more teams), 2-3 spotters may be assigned in order to insure your competition runs as smoothly as possible. Requests for specific spotters are not accepted and we appreciate you using the spotters you are assigned.

- Pay Scale/Payment

- A flat fee of \$50.00 per spotter for the first three hours.
- \$11.00/hr. for each additional hour per spotter
- Mileage will be paid at \$.35/mile, with a \$75.00 maximum.
- Mileage will be computed based on round-trip to your school
- At the end of the competition, provide a check for each spotter. If the checks must come from the school bookkeeper, inform the spotters that checks will be mailed to them and be sure to request their addresses. If your school requests a W9 form from spotters please email our spotter coordinator who can get that information for you.
 - Failure to pay your spotters in a timely manner may result in loss of sanctioning for the following year.

- General Information

- Chairs for spotters must be placed on the side of the mat
- Spotters are required for ALL high school and rec/youth team performances
- Spotters are trained through OCCA and are required to sign a spotter contract.
 - The contract contains information on dress code and general rules
- **Spotters are not allowed to stunt with ANY participants at any OSAA sanctioned event.**
- Spotters are not generally there to help with set-up or clean up. If you would like extra help, please email our spotter coordinator prior to the competition. This extra duty will be added to their hourly wage.
- If you would like to use your own spotters, you must notify our spotter coordinator. If you book your own spotters, the school is liable for anything that happens to participants. Please be sure your administration is aware of your decision.
- Spotters should be included in any water, snacks or lunch that is provided to the judges and have access to the judge's room.

QUALITY CONTROL JUDGE

One quality control judge and one safety judge will be assigned to your event by the OCCA Competition Coordinator.

- Pay Scale/Payment

- A flat fee of \$50.00 for the first three hours.
- \$13.00/hr. - \$16.00/hr. for each additional hour.
- Mileage will be paid at \$.35/mile, with a \$75.00 maximum.
- Mileage will be computed based on round-trip to your school
- At the end of the competition, provide a check for each judge. If the checks must come from the school bookkeeper, inform the judges that checks will be mailed to them and be sure to request their addresses. If your school requests a W9 form from judges please email our judges coordinator who can get that information for you.
 - Failure to pay your judges in a timely manner may result in loss of sanctioning for the following year.

- Supplies

- A large pad of paper (8 ½ x 11)
- Several sharpened pencils
- A copy of the final performance order
- One quality control challenge form for each team should be pre-labeled with the school name and division.
- Please have blank copies available of the challenge form

- Misc.

- Quality Control should be in a location next to the tabulation table and not next to the judging panel.
- Please be sure to have clear signage for coaches to easily locate the challenge table
- Quality control judge should be included in any water, snacks or lunch that is provided to the judges and have access to the judge's room.
- The teams will no longer hear an announcement that their QC form is ready.

TABULATION & TIMERS

Tabulation is a vital role in your event. Please assign this duty to your most responsible parents or assistant coaches. Student athletes should NOT be in charge of tabulation. You should plan to have 2-3 tabulators at your event and it is important to go over the expectations **BEFORE** your event day. You should have two student athletes to act as timers for your event. They will sit to the side of the mat next to the tabulators and make sure they are able to see performances clearly. **You will also need to make sure you have someone in the on deck area who is holding a dry erase board with a BLACK marker to count the # of athletes on the floor.**

- Timers are responsible for keeping track of each performance. Time starts at the first word, motion or music and ends when teams hit final motion or music ends.
- Timers will need a stopwatch and a 3"x5" index card labeled with each team/individual/stunt group.
- Timers will record the performance time and give to the tabulator.
- Tabulators are responsible for the calculating, confirming and tracking of all competition scores.
- Some tabulators use an Excel spreadsheet to track scores. This is not required, but it is a great tool.
- Upon receiving the final sheets from the QC judge:
 - Score sheets should be attached together (staple, paper clip, etc.) to minimize the risk of lost sheets are combining sheets with another school
 - Tabulators will receive each team's recorded time on a 3"x5" index card with team name and time written below from timers. Tabulators will check for any time violations and record any penalties on tech form. **It is up to the competition director if they want to issue a warning or deductions for any time violations.**
 - Penalty for violations are as follows:
 1. 1-3 seconds over- 3 point deduction from the final score
 2. 4-6 seconds over- 5 point deduction from the final score
 3. 6+ seconds over- 10 point deduction from the final score
 - Scores should be added and double checked
 - Tally sheets by division should be pre-labeled with all teams listed in the division and available to your tabulators.
 - **DO NOT AVERAGE SCORES.** Each team should have a building score, tumbling/jumps score and overall score. Each score sheet counts in the final score total.
 - Score sheets should be placed into a manila envelope, one per team, and kept in a secure location until the completion of the event.
 - Each team should receive a copy of their division results. Please have a copy machine available for use.
- Tabulators will provide all results to the competition director at the conclusion of the event.
- Tabulators should be kept in a secure location away from spectators as much as possible. Most schools use one end of their gym.
- Tabulators are responsible for passing out the final results to all coaches following the awards presentation.

HIGH SCHOOL TEAM DIVISIONS (OSAA SANCTIONED PORTION)

As the competition director you may decide what divisions you will offer at your event. Many factors may go in to the decision. High School Varsity Team Divisions should be based on the OSAA State Cheerleading Championships and are as follows:

- **VARSITY TEAMS**
 - 1A/2A/3A – All Girl
 - 4A – All Girl
 - 5A – All Girl
 - 6A – All Girl
 - Small Coed, all classifications and for teams with 1-2 male athletes
 - Large Coed, all classifications and for teams with 3+ male athletes
- **JUNIOR VARSITY TEAMS (to be decided by competition director)**
 - Division Options:
 - 1A/2A/3A/4A/5A/6A – All Girl
 - 1A/2A/3A/4A/5A/6A – All Girl (Small and Large)
 - 1A/2A/3A, 4A, 5A, 6A – All Girl
 - Split out coed JV Teams.
- **JUNIOR VARSITY 2/FRESHMAN TEAMS (to be decided by competition director)**
 - Division Options:
 - 1A/2A/3A/4A/5A/6A – All Girl
 - 1A/2A/3A/4A/5A/6A – All Girl (Small and Large)
 - 1A/2A/3A, 4A, 5A, 6A – All Girl
 - Split out coed JV Teams.

****Team Divisions may be combined based on the following criteria:**

- Varsity may NOT be combined with any JV, Freshman or JV 2 team
 - Coed divisions should not be combined with an all-girl division
 - If you decide to combine all-girl divisions you must email all coaches involved to let them know in advance. 1A/2A/3A should be combined with 4A, and 5A should be combined with 6A.
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- **INDIVIDUALS**
 - 1A/2A/3A/4A/5A/6A

 - **GROUP STUNT**
 - 1A/2A/3A/4A/5A/6A – All Girl
 - 1A/2A/3A/4A/5A/6A – Coed

 - **PARTNER STUNT**
 - 1A/2A/3A/4A/5A/6A

 - **GAME DAY DIVISIONS**
 - Please see “Division Breakdown” under the OCCA Game Day Championships.

REC TEAM GUIDELINES

NEW! 2019-2020 SEASON: All Rec programs are REQUIRED to complete the OCCA Rec Information form PRIOR to competing/participating in any OCCA or OSAA sanctioned event.

Competition Director is responsible for sending registration updates to OCCA Competition Coordinator, Brianna McCain (compcoord@occa.net). Once the program is cleared to compete by Brianna, directors may place the team in their official lineup. Allowing a team to compete who has NOT been cleared may result in the loss of event sanctioning for the 2020-21 season.

DIVISIONS

Rec Team Divisions are as follows:

- Jr. Rec: grade 8 and under
- Youth Rec: grade 5 and under
- Mini: grade 2 and under
- Divisions are based on the oldest member on the team

The competition director may decide to add small/medium/large or coed divisions within the above criteria. Be sure to note this on your registration form and communicate to participating teams.

SPOTTERS

Spotters are required for all high school and rec performances.

SCORE SHEETS

Rec Teams will be scored using OCCA score sheets and tech sheets. Rec Individuals will use the OCCA individual score sheet. All performance score sheets are found on the website.

GENERAL INFORMATION

Questions regarding Rec teams should be directed to OCCA Rec Liaison, Megan Day at recliaison@occa.net. Please also refer to the OCCA Rec Handbook found on our website for any additional questions.

ALL-STAR TEAM GUIDELINES

NEW! 2019-2020 SEASON: All-Star programs are REQUIRED to complete the OCCA All-Star Information form PRIOR to competing/participating in any OCCA or OSAA sanctioned event.

Competition Director is responsible for sending registration updates to OCCA Competition Coordinator, Brianna McCain (compcoord@occa.net). Once the program is cleared to compete by Brianna, directors may place the team in their official lineup. Allowing a team to compete who has NOT been cleared may result in the loss of event sanctioning for the 2020-21 season

DIVISION INFORMATION

- All-Star Tiny, Mini, Junior, Senior, and Co-ed. All-Star teams can compete according to USASF guidelines in levels 1-5.
- As the competition director, you will decide what divisions and levels are offered at each competition.
- **Do not combine ANY levels.** Small and large *within* each level may be combined.
- For your competition to comply with OSAA sanctioning requirements, All-Star teams must compete in a separate session from high school teams. After school divisions are completed and awards given, please announce the end of the sanctioned portion of the competition and that the non-sanctioned competition will begin (or vice versa if the non-sanctioned teams compete first).

SAFETY/SCORE SHEET INFORMATION

- All-Star teams/competitors must follow the safety rules/regulations of their respective governing body (USASF)
- Please note All-Star teams have a different tech sheet than the HS tech score sheet. This can be found on the website.
- If an All-Star team wishes to use a different **score sheet** that is up to you as the competition director, however it should be noted that our judges are trained using the OCCA score sheets only.
- Varsity score sheets are found at www.varsity.com/competitions. If an All-Star team requests to use the Varsity score sheet, you must obtain approval from OCCA Performance Judge Trainer, Jenny Gonrowski, occajudgecoordinator@gmail.com

SPOTTERS

ONLY All-Star coaches may request that spotters not be used during their performances. As the director, if you choose to allow this (check with your school administration), you may want to have the coaches sign a waiver. You can schedule spotters according to the All-Star needs. **Remember they are required for all high school and rec performances.**

ATTACHED AND UNATTACHED

Following is the policy regarding attached and unattached competition:

- A high school team **shall** not compete against **an unattached** team (*i.e. club team*).
- Students representing a high school shall not compete against unattached individuals.
- **Students shall not represent a high school and compete as unattached on the same day at the same venue/facility.**

If you have any questions specifically regarding an All Star team please contact the OCCA Competition Coordinator Brianna McCain at compcoord@occa.net.

IMPORTANT REMINDERS

POST EVENT REQUIREMENT

- All results must be emailed to OCCA Competition Coordinator compcoord@occa.net following the competition.
 - To include:
 - All teams who actually competed.
 - Teams who competed with a partial routine must be noted.
- Failure to send results in a timely manner may result in loss of sanctioning for the following year.

EVENT CANCELLATION

- If you must cancel your event for any reason, please email compcoord@occa.net ASAP.
- Your email must also include Kelly Foster with OSAA, kellyf@osaa.org
- If you must cancel due to inclement weather, every effort will be made to reschedule your event.
 - Event will be moved to the next available Sunday
 - It is your responsibility to reschedule and secure facilities for the new event date.
 - OCCA will make every effort to assist in advertising an event cancellation and reschedule.
 - If the weather has cancelled multiple events, please keep in mind that it may become difficult to reschedule all events.
- If your event is cancelled, please understand that this may result in the loss of sanctioning for the following year.

HOST SCHOOL – EXHIBITION PERFORMANCE

- The host school may perform an exhibition routine and receive judge feedback. As long as the full routine is performed, this may count towards your competition requirement for the OSAA State Cheerleading Championships.

