



# **So you are hosting a competition....**

GHSA policies and procedures

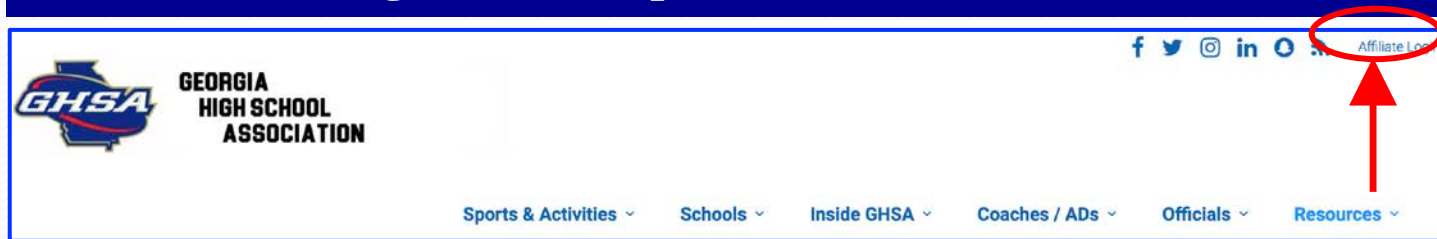
# 1<sup>st</sup> things first- application

- Go to the GHSA website.
- Go to affiliate login.
- Contact your athletic director if you don't have a username and password.
- Click on Sanctioned Event Application.
- Complete the form.
- Ask your principal to “sign” the application.
- Wait for GHSA approval.
- Click on Contest Contracts, add your contract. GHSA will approve.
- Remember to check SAT Saturdays and plan accordingly.

# Applying for sanctioning

## 2019 GHSA Cheerleading Use of GHSA MIS site

The GHSA Cheerleading MIS site is accessed through the “Affiliate Login” at the top of the GHSA website.



The GHSA MIS site (<http://app.ghsa.net/>) **MUST** be used for:

### Electronic submission of Region Rosters

- Each coach will submit the team roster by Oct. 1.
- Region Secretaries must not only submit results on the MIS site but ALSO must enter the Head Coaches name, email address and cell phone number.
- **Electronic submission Sanctioned Events and Contracts requests**
  - All hosting schools must complete and submit a request. The principal must “sign” the request.
  - All hosting schools must complete and submit a contract. The GHSA office will approve the contract as soon as the Sanctioned event is approved.

# Marking your competition as made/not made

- Go to MIS site and pull up your contract. At the bottom of the page you will find a place that says Competition status. There you will be able to add made or not made.

The coaches should now be able to go back to their own contracts and update the competition status:

**View/Print Contract - Allatoona - 10/12/2019**

[Return to Contract List](#)

Competition Info

Host School: Allatoona, City: Acworth, Class: AAAAAA

Competition Date: 10/12/2019, Start Time: 11:00am, Entry Fee: \$5160.00

Tournament Directory: Arnette Gratzler

Email: coachgratzler@gmail.com, Phone: 770-957-6503

Competition Status

Competition Status

Competing Team Info

Competing School

Competition Team Placement

The options are Competition Made or Competition Did Not Make.

Let me know if you need anything else.

Jim Bullington  
GHSA

On 7/15/2019 11:09 AM, Penny Pitts Mitchell wrote:

Do you know when that will be an online? I am sending information to the booking agents and GHSA for their email blast.

# Important dates

- **May 5**: Deadline to request a sanctioned event.
- **Aug. 4**: Deadline to register for season competitions.
- **Aug. 11**: Determine whether or not the competition makes ( preferably 12 teams or more), go back to the contract and cancel if necessary.
- **Aug 19**: Hosts go to MIS site and click on Contest Schedules and input the schools attending the competition.
- **Oct. 1**: Submit rosters and declare All-Girl or Coed.

# Prior to the competition

- The GHSA will assign your officials association. The booking agent will contact you for details and send a contract to be signed.
- Check to make sure your contract is online at [ghsa.net](http://ghsa.net).
- Speak to and book police officers, trainers, custodians, DJ/announcer, runners and scorers. Determine how much they will be paid and have that ready for the day of the competition.

# Prior to the competition

- Find the game fee chart in the GHSA Constitution and By-Lays. (Appendix F) to know how much to pay your officials.

Constitution19-20Complete (1).pdf - Adobe Acrobat Reader DC

Home Tools Constitution19-20... 125 / 184 126% Sign In Share

**Game Fee Chart** **GEORGIA HIGH SCHOOL ASSOCIATION** 2019-20

<u>Sport/Contest</u>	<u>Varsity</u>	<u>Sub-Varsity</u>	<u>Tournaments</u>	<u>State Playoffs</u>
Baseball	Crew of two: \$63.00 Crew of three: \$55.00	\$54.00	\$55.00	\$115.00
Basketball	Crew of two: \$67.00 Crew of three: \$56.00	\$46.00	\$71.00 Region	\$150.00
Cheerleading	\$10.00 Per Team (1-12 teams) (Pay for a minimum 12 Teams) \$8.00 Per Team for more than 12	Same as Varsity	\$60.00 Per Region / \$185.00 Per Sectional Judged	\$160.00 Per Session Judged
Football (Crew of six)	\$100.00 Per Official Clock/Chain - 1/2 Game Fee	\$62.00		\$150.00
Gymnastics	\$60.00			\$70.00
Lacrosse	\$72.00	\$64.00	\$65.00	\$80.00
Soccer	Crew of two: \$66.00 Crew of three: \$52.00 Sideline judge - 1/2 Game Fee	Crew of two - \$51.00		\$440.00 Per Crew
Softball	(FP) \$62.00 - Single Game \$53.00 - V/JV-V/V Doubleheader (SP) \$44.00 - Per Game	\$47.00- Single Game \$43.00 - JV/JV Doubleheader	(FP) \$56.00 Per Game Invitational & Region	(FP) \$95.00 Per Game (SP) \$60.00 Per Game
Swimming	\$49.00 - 22 Events or Less Add \$2.00 Per Heat or Diver		Negotiable	\$175.00/day
			Best of 3 - \$38.00	\$65.00 - 1st 3 rounds

# Preparing your school- Warmups

*Please make an effort to set up like the state competition*

- There should be 3 mat areas provided for warm-ups.
- Area 1: Stretching and jumps only
- Area 2: Tumbling- both standing and running
- Area 3: Stunts and pyramids. Tumbling can be permitted only if time allows. (full set of mats)
- Please only allow 2 coaches to go through warm ups and competition floor.
- Limit the number of extra personnel (alternates) going through warm ups.



# Role of the host-

## The host

- Should understand the competition guide, review it with the scorekeepers, music person, and timers prior to the event.
- Should be a member of the school personnel.
- Should be familiar with all tournament procedures, cheerleading guide, and GHSA policies.
- Should make sure all warm up areas are secure and safe.
- Should communicate with visiting team coaches. (Do not give team parents information without the coach's approval).

# Role of the host- score sheets

- Make sure you have copied enough of each sheet (master, score sheet, safety infraction sheet and timer).
- Judge's packets should be organized prior to your competition. You will need a Panel A, B, & C and 1 safety infraction sheet per team. Number/label each of the judge's folder.
- If you have 2 panels, label and "A" side and a "B" side.
- Fill in the team names and classification at the top of each score sheet.
- Safety-infraction sheet- fill in the team name, classification and competition

# Role of the host-score sheets

- Master score sheet: Fill in the classification, # of teams in that division, as well as the school name and the number (order) of each competing team.
- If a team cancels, be sure to pull their sheets from the stack.
- Timer sheet- Make sure to print out a timer sheet to be used at the judge's table. Also, provide a stop watch for their use.

# Role of the host-communication

- Communicate with your registered coaches. Make sure they have the information to have a positive experience at your competition.
- Create a welcome letter explaining the important items they will need to know. Address alternates and what you expect as to their rotating with the team, where to sit during the routine, etc.
- Create a map of your school, a t-shirt order form exact physical address of where they should come.
- Send out a warm up/competition rotation so that coaches know when to arrive and comfortably be ready for warm ups.

# Role of the host--setting up the main floor

- Mats
  - Should measure 42 x 42
  - Should be a minimum of 1 and 3/8 inches thick.
  - Cannot be spring floors
  - Must be blue.
  - Must be cleaned thoroughly after injuries or accidents.
  - For step by step instruction, please reference the GHSA Competition Cheerleading guide found at [ghsa.net/cheerleading](http://ghsa.net/cheerleading).

# Role of the host- during the competition

- Be on the floor at all times and be available for the judges, music person, and/or coaches. If you are coaching that day, assign someone else to be the host.
- Be in charge of where alternates may be and do not waiver throughout the day.
- Address any issues that may occur during the day.
- Host a separate competition for the Middle school teams.
- Be the contact if anything happens to change the line up during the day. (injuries, no shows, etc.) Inform the judges of any changes as soon as possible.

# Role of the host

- Provide up to date score sheets and safety sheets. They can be found at [GHSA.net/cheerleading](http://GHSA.net/cheerleading).
- Obtain the electronic scoring system from Penny at GHSA. [pennypitts@ghsa.net](mailto:pennypitts@ghsa.net)
- Provide trophies for each division.
- After each division is completed, have the head judge to sign the score sheets before making copies.
  - Make copies for:
    - Your records
    - Head judge
    - Each competing school.

# Tournament staff

- Scorekeepers (please use electronic scoring)
- Timers
- DJ/Announcer
- Gate and ticket personnel
- Security
- Clean up
- Concessions
- Runners (a person to take each team through warm ups and to the floor)



# Signage

- Please make signs that state
  - No flash photography
  - Seating for spectators that denotes which way teams will face while performing.
  - Concessions
  - Hospitality
  - Team housing (room assignments or general area to leave their

# Things to remember

- Order of appearance is determined by host school.
- Make sure all coaches have this information and general information 2 weeks prior to the competition date.
- All teams must compete within their division- during the time that their division competes.
- Teams who arrive after their division will not be allowed to compete.
- Outcome of music issues will be determined by the head judge.

# Things to remember

- Only certified school coaches and GHSA certified community coaches are eligible to assist teams in any part of the competitive area. This includes warmups.
- All community coaches' names will be listed on the school directory at [ghsa.net](http://ghsa.net).
- All decisions of the judges are **final**.
- Make sure all first aid and medical supplies are available.
- Make sure your announcer follows all procedures when directing teams to take the floor. He/she must be in contact with the Head Judge continuously throughout the meet.

# After the meet

- All hosts should follow through with the school's bookkeeper to follow all protocol required by GHSA.
- Make notes on things to improve on for next year.
- Ask for feedback from coaches to help improve each year.
- Don't hesitate to contact the GHSA office with any questions you may have or to report issues from teams or coaches.

Have a great competition!

