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Elementary / Junior High

ACA PROVINCIAL CHAMPIONSHIP HOST HANDBOOK

2022 – 2023 Season



ACA Provincial Championship

Host Handbook

Annually, the Alberta Cheerleading Association (“**ACA**”) seeks a host for the ACA Elementary / Junior High Provincial Cheerleading Championships (“**ACA Provincials**”). This is an opportunity for interested member schools to involve their community in a province-wide cheerleading championship for Elementary and Junior High School athletes.

1. OBJECTIVES

ACA Provincials have the following objectives:

- ✓ To provide opportunities for athletes to participate in an age-appropriate, organized cheerleading competition.
- ✓ To encourage and stimulate positive public awareness of the sport of cheerleading in Alberta.
- ✓ To foster good sportsmanship, integrity and goodwill within and between elementary and junior high schools participating in the competition.
- ✓ To provide revenue-generating opportunities for ACA schools through hosting the competition.

2. PROVINCIAL REPRESENTATION

All individuals and teams advancing to provincials must participate in a competition leading to provincial championships where a qualifying competition is required—i.e. District and zone qualifying events.

The divisions offered at the ACA Provincials will be as follows:

- Elementary Beginner
- Elementary Novice
- Elementary Intermediate
- Junior High Novice
- Junior High Intermediate
- Junior High Median
- Junior High Pom



3. HOSTS

ACA Provincials is organized and administered by a school approved by the ACA.

Currently, the ACA collaborates with the ASAA for hosts, and it is assumed that the host selected by the ASAA for senior high provincials will also host the ACA's elementary and junior high provincials. The ACA is not involved in the hosting of ASAA Provincials.

ACA Provincials hosts must adhere to ACA's bylaws, policies, rules and regulations.

4. COMPETITION DATES

Although not a requirement, ACA Provincials is usually held on the same weekend and in the same venue as the Alberta Schools Athletics Association's ("ASAA") annual High School Cheerleading Provincial Championships ("ASAA Provincials") and begins after the ASAA Championships ends on Saturday.

5. VENUE

The host's gym should be large enough to hold all participants (athletes, coaches, special guests and volunteers) and spectators. It is suggested to account for four (4) spectators per athlete).

Hosts will need the following:

- ✓ Gymnasium for competition with spectator viewing options
- ✓ Gymnasium for warm-up – separate from the competition floor
- ✓ Cheerleading mats
- ✓ Determine whether you will be able to bring in outside food.
- ✓ Designated area, tables, and chairs for ACA Officials
- ✓ Room for officials
- ✓ Room for coaches
- ✓ Change rooms for athletes
- ✓ Secured room for athlete's storage
- ✓ Lunchroom for athletes
- ✓ Emcee
- ✓ Photographer
- ✓ Volunteers
- ✓ Food Concessions



6. SUMMARY OF RESPONSIBILITIES

ACA RESPONSIBILITIES

- Provide the host with guidance and assistance before, during and after the event.
- Attend the event - ACA Board and staff member(s).
- Add event information to ACA's website; include online team registration with directions to submit payment to the host by cheque.
- Select, hire and manage Officials.
- Assist with the order of performance.
- Order and delivery of awards.
- Distribute awards to athletes during the championship (with support from volunteers).
- Deliver and set up competition backdrop and other signage (e.g. registration flags, etc.)
- Deliver and set up ACA sponsorship banners and signage, if applicable.
- Assist with event information package (final package to be approved by the ACA).

HOST RESPONSIBILITIES

- Book venues and required spaces (coaches' room, judges' room, etc.).
- Select and hire an Emcee; prepare speeches.
- Book and manage audiovisuals, sound, lighting, etc.
- Setup and dismantle warm-up area, competition floor/hall, spectator seating, etc.
- Source, deliver and return competition floor and warm-up area mats.
- Recruit and manage volunteers.
- Hire a photographer; distribute event photos to the ACA upon conclusion of the event.
- Develop the ACA Provincial Championship Information package.
- Provide internet access to ACA staff and Officials.
- Coordinate custodial staff.
- Organize and manage the opening ceremony.
- Source and set up tables and chairs for Officials as required by the ACA.

Banquet

- Determine the details of the banquet (when, where, cost, program, etc.)
- Require all participants to attend.
- Collect and maintain payment for banquet tickets.
- Select banquet speaker – ensure a podium and microphone are available.



Spectators + Concessions

- Determine spectator ticket prices, sale location, ticket sales set up and management.
- Determine spectator concession prices, sale location, sales set up and management.
- Determine spectator parking location(s) and management.

Safety

- Check the competition and warm-up areas to ensure compliance with ACA requirements.
- Prepare an emergency action plan and include it in the information package.
- Secure at least one (1) EMT or athletic therapist who is onsite at all times during the event.
- Determine entrances/exits to be used for spectators and set up blockades.
- Observe and police competition to be sure the area is safe.
- Monitor spectator behaviour and control any disruptions if necessary.
- Remove any unruly or discourteous spectators.
- Ensure that the location of the AED is known to all volunteers and officials.
- Advocate and enforce ACA rules and regulations.
- Submit final reports to the ACA.
- Provide evidence of insurance for the event – naming the ACA as an additional insured.

7. SCHEDULE

A draft schedule of ACA Provincials is provided below for reference. Please note that this schedule is for reference only and can be amended at the Host's discretion.

Saturday

12:00 pm	Banquet Doors Open
12:15 pm	Introductory Comments
12:30 pm	Lunch
1:00 pm	Program
1:30 pm	Banquet Ends
2:30 pm	Team Registration
3:00 pm	Ticket Sales, Doors Open to Public
4:00 pm	Opening Ceremonies
4:10 pm	Warm-up Times Begin
4:30 pm	Competition Begins
6:30 pm	Awards & Closing Ceremonies

*** All times are subject to change ***



8. INFORMATION PACKAGE

The host will prepare an information package with assistance from the ACA. The package must contain the details below and be approved by the ACA before release.

- ✓ ACA website address
- ✓ ACA contact information
- ✓ Host contact information
- ✓ ACA Provincials + Host logo
- ✓ Championship location, address, start time and date
- ✓ Map with the venue(s) and accommodation facilities marked
- ✓ Parking and drop off instruction/information for buses
- ✓ Registration cut-off date
- ✓ Registration fee and process (cheques payable to the HOST)
- ✓ Accommodation information (nearby hotels, pricing, etc.)
- ✓ Spectator ticket fees and process
- ✓ Banquet location, address, start time and date (if applicable)
- ✓ Banquet fees and cut-off date (cheques payable to HOST)
- ✓ Opening Ceremonies information, including start time
- ✓ Judges' meeting room location (if separate from the coaches' room)
- ✓ Order of performance
- ✓ Special events planned (e.g. guest speaker, etc.)
- ✓ Details for arranging practice times
- ✓ House rules
- ✓ Concession and restaurant facilities

9. BANNED SUBSTANCES

ACA Provincials must be free of alcohol, tobacco (including chewing tobacco) and drug-free for all players, coaches, parents, team personnel, officials and spectators. This applies to all activities held on school property and rented community facilities, including all outdoor facilities.

10. OFFICIALS (“JUDGES”)

ACA Officials

The ACA will schedule and organize all judges and tabulators for ACA Provincials. All judge's fees and expenses will be reduced from the registration fees received.



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Instant Playback

The host will organize and be responsible for payment of instant playback for the Judges during the event.

11. ORDER OF PERFORMANCE

The host will develop the Order of Performance in collaboration with the ACA. The first draft of the Order of Performance will be released two (2) weeks before the competition.

12. FIRST AID & SAFETY

St. John's Ambulance or a registered Athletic Therapist must be on-site during the event. First aid supplies, including ice, must be available at all times.

13. DATA STORAGE AND RECORD SHARING

All documents related to hosting the ACA Provincials must be shared with the ACA during and after the completion of the event.

14. VOLUNTEERS

The host is responsible for sourcing, organizing and reimbursing all volunteers. The spreadsheet in the Google Folder will assist with defining volunteer roles and timing.

15. VENDORS

The host may choose whether or not to invite vendors to sell merchandise at the competition. The organization of vendors and setting of vendor fees is to be managed by the host.

16. COMPETITION BANQUETS

It is the host's prerogative to determine if there will be a banquet in conjunction with ACA Provincials. If the host chooses to include a meal as part of the event, all participants must pay the fee to cover the cost. Ideally, the price is no more than \$25.00 per person.

17. REGISTRATION FEES

The intent is that all provincial competitions be organized in such a manner as to be self-sufficient while keeping costs to participating teams/individuals minimal.

ACA Provincials entry fees will be determined and collected by the ACA to cover costs. It is recommended that the price is a maximum of \$275.00 per team.

For any Elementary / Junior High School teams failing to show:



- Any team that confirms attendance at ACA Provincials as a zone/regional representative and pulls out following a pre-designated date, (e.g. three weeks before the competition date) or fails to show, is required to pay the host the entry and banquet fees.
- If the late withdrawal results in significant work being required to find a replacement team by either the ACA or the host, the offending school will be penalized an additional \$250. The ACA will have the sole discretion to impose the penalty based on the rationale provided by the school for the late withdrawal.

18. SPECTATOR ADMISSION

The recommended fee structure for ACA Provincials spectator admission is below:

- General admission is a maximum of \$10.00 per person.
- Senior High event passes are **not** valid for admission.
- Children five (5) and under receive free admission.
- The host oversees spectator admission.

19. AWARD TYPES

The ACA provides all awards as detailed below.

Placing medals

The ACA will present first, second and third-place medals to the champions of each division.

Championship plaques

The champion of each division will receive a plaque for their school.

Sportsmanship plaque

A sportsmanship plaque will be awarded to a team voted by the coaches and athletes to have exhibited exemplary sportsmanship throughout the competition. The plaque will be presented during the awards ceremony.

20. AWARD PRESENTATIONS

The Host will support, organize and coordinate the award presentations. A summary of responsibilities is below.

- Establish the logistics of award presentations – where the athletes will line up, where your special guests will stand, where the awards will be, etc.
- Count, sort, display, and ensure all medals and plaques are readably accessible for presentation at least one hour before the awards presentation.



- A recommendation for the presentation of medals is to have the ribbons hanging on a dowel held by a volunteer so the presenter can easily slide the award off.
- Arrange for ACA Board members and staff to present the awards.
- Arrange for the ACA President to say some final words.
- Ensure the emcee knows the names of special guests and presenters.

21. SPORTSMANSHIP PINS

Whenever possible, the ACA will issue sportsmanship pins as per the below. The Host should confirm with the ACA if this occurred a week before the event.

The distribution process includes the following:

- The host will receive five (5) sportsmanship pins to distribute to individuals during their event. Note: Check with the ACA to see if they have a representative to distribute the pins.
- These pins should be given to individuals (e.g. athletes, coaches, parents and spectators) who exhibit outstanding displays of integrity, fair play and good sportsmanship.
- These individuals should be recognized for bringing a positive presence to the championship and demonstrating consistent exemplary sportsmanship.
- Recipients of a sportsmanship pin should display exemplary behaviour and some of the following characteristics:

Players/Coaches:

- ✓ Conduct themselves in a positive nature/manner during, before and after the event.
- ✓ Offer positive feedback to opponents during the event.
- ✓ Be courteous, polite and friendly at all times.
- ✓ Show good sportsmanship during the event.
- ✓ Show concern, respect or empathy for other athletes.
- ✓ Display a great act of sportsmanship, ethics or integrity.

Spectators/Parents:

- ✓ Consistently give positive feedback to players and others.
- ✓ Welcome opponents.
- ✓ Present positive comments before, during and after the event.
- ✓ Be helpful to others.



- The host or other representative should personally award sportsmanship pins at an appropriate break in the action after the event.
- When presenting pins to athletes, identify their name, team, and behaviour and compliment them on their outstanding and consistent good sportsmanship. If possible, give the pin using the PA system and in front of spectators.
- Please take a photo of pin recipients and provide their name, team and school to the ACA.

22. SPONSORSHIP

The host may seek sponsorships, depending on the ACA's current sponsorship obligations. The host must connect with the ACA before connecting with sponsors and before any commitments.

23. OPENING CEREMONIES

The host organizes and manages the opening ceremony. The opening ceremony will occur before the first performance. The ceremony should include (but is not limited to):

- A march of teams led by a band/music (please put some thought into the parade of athletes – where they will sit, order of march, location of speakers to athletes, etc.).
- Introduction of teams.
- Introduction of special guests.
- National Anthem.
- A short address by some or all of the following – school principal, school board trustee, ACA representative, senior sponsors, etc.
- March out to be coordinated and done to music.

The opening ceremony should be impressive, enjoyable and reasonably short (20-30 minutes). Hosts should try to have the gym full of students and other spectators.

24. BANQUET

It is recommended that ACA Provincials include a meal function (breakfast, brunch, lunch or dinner) organized by the Host. The banquet location, meal, cost and ticket prices must be approved by the ACA before the commitment of the Host.

Fees

If a banquet is held, the fee should be included with the registration fees (added to the amount but identified) as it is part of the championship.



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The fees should be set so that meal costs but not to make a profit or to subsidize other expenses. Ticket costs should be no more than \$25.00 per person. A minimal increase in the fee to cover the cost of dignitaries and host volunteers is acceptable. The ACA must approve all banquet fees before team registration.

Attendance

Although all participants are requested to attend the banquet, there are no consequences if they do not attend. It must be clear that all participants must pay the banquet fee regardless of if they attend or not.

Venue

The venue should be large enough to hold all athletes, coaches, special guests and volunteers. It is encouraged to use school facilities (gymnasium, cafeteria, etc.) to keep costs down. If using a location other than the school, it should be near the event with ample parking at no additional charge.

Dietary Restrictions + Special Needs

The Host must inquire if the participants have dietary restrictions or special needs within the appropriate time.

Menu + Meal

Select a menu that keeps the athletes in mind (healthy and light), and make sure there will be a sufficient amount of food.

It is suggested to create a designated seating plan for all teams and special guests. If having a buffet, determine in advance the order that tables will go to the buffet line. Remember that any special guests and those with special needs should go first.

Speakers

Be sure to have a master of ceremonies. If possible, arrange for a guest speaker from your local area (a former athlete or local personality). Please inform any guest speakers to keep their address to 10 to 20 minutes.

Invitations

Please invite all or some of the following people to the banquet as your guests: school board officials, MLAs, ACA Board of Directors and staff.



Please ensure that all special guests/dignitaries are acknowledged verbally and thanked for their attendance and support.

Other Suggestions

- Team introductions.
- Entertainment (magician, etc.).
- Videos or slide presentations.
- Team identification centrepieces.
- Decorations.
- The banquet should be designed with the athletes in mind and promote team interaction.

25. QUALIFYING

Teams will qualify to compete in the ACA Provincials in the following ways:

a. Zones Competition

- ACA Full Member schools or clubs may offer to host zone competitions as part of their ACA-sanctioned competition or separate zones competition. Event producers must apply to the ACA by emailing info@albertacheerleading.ca.
- Zone boundaries will be similar to high school competitions as determined by the Alberta Schools' Athletic Association (ASAA).
- Each zone can qualify three (3) teams in each division offered.
- These teams will be determined as having the highest scores at their designated zone competition that year.
- Teams must only compete in the zone competition designated for their zone.
- If there are not enough teams to have a zone competition (i.e., three (3) or fewer teams in a zone), then the teams in the zone will automatically qualify to attend the ACA Provincials.
- In the event of a tie at a zone competition in first, second or third place, all teams with scores in these places will qualify.

b. Hosting Berths

- If an elementary and/or junior high school is hosting or co-hosting the ACA Provincials, then that team will receive automatic berths to compete in each qualifying division that they have a team for that year.



- If a team from the hosting school qualifies through zone competition (i.e. places first, second or third), then they will not need this berth. In other words, there may not be additional zone-qualifying berths awarded in this case.

c. Wild Card Berths

- These berths will only be used if a division has fewer than six (6) teams that qualify through zone or hosting berths.
- If, after considering teams that have qualified through their zone and hosting berth, there are fewer than six (6) teams in a division, wild card berths can be awarded to the next highest-scoring team(s) in that division.
- The ACA Executive Director will ensure that the teams awarded wild card berths are selected per the above regulations and will notify the teams.

26. CANCELLING DIVISIONS

If a division has fewer than three (3) teams that qualify to compete, that division may be cancelled for the immediate ACA Provincials only.

If the division is cancelled, at the discretion of the ACA's Executive Director, teams may be allowed to perform and participate in other festivities during ACA Provincials but will not be adjudicated or receive awards.

27. DEADLINE FOR PULLING OUT OF PROVINCIALS

Any team that checks the "intent to attend Provincials" box in their team registration will be considered Provincials eligible.

If a Provincials-eligible team qualifies as a zone representative or a hosting berth or wild card berth, that team is expected to attend Provincials.

If for any reason, a qualified team chooses not to attend Provincials, they must notify the ACA at info@albertacheerleading.ca by midnight on the date indicated on ACA's website and on the Intent to Attend Provincials form.

A team that withdraws after midnight on the deadline may be assessed a late withdrawal penalty of \$500.00, to be payable to the ACA to cover the inconvenience of receiving late team information and potentially holding up the event program or other costs involved in finding a replacement team.

END