



Sanctioning Policy and Application

This **Sanctioning Policy** (the “**Policy**”) is in place to ensure the quality and safety of competitive cheerleading competitions and events in the Province of Alberta. ACA sanctioning will stand for one (1) competitive season (September 1 to April 30).

All Event Hosts must comply with the terms and conditions set forth hereunder and must complete the Sanctioning Application of the Alberta Cheerleading Association (the “**ACA**”) for their competition(s) and event(s) to be considered for sanctioning by the ACA.

1. DEFINITIONS

In and for the purpose of this Policy, unless the context otherwise requires:

- 1.1. “**Event**” includes all games, competitions or sports demonstrations operated by the ACA or by a member program, including related training at the event site and program premises.
- 1.2. “**Sanctioned Event**” shall mean all competitions, sports demonstrations including practice and training, social and fundraising activities authorized by Alberta Cheerleading Association and run by members.
- 1.3. “**Event Host**” or “**Event Hosts**” mean clubs, schools, or organizations organizing an event.
- 1.4. “**Good Standing**” means an ACA member or out-of-province team who has met all membership requirements per their association’s bylaws and policies.
- 1.5. “**Laws**” means any applicable laws, including all statutes, codes, ordinances, decrees, rules, regulations, municipal bylaws, judicial or arbitral or administrative or ministerial or departmental or regulatory judgments, orders, decisions, rulings or awards, policies, guidelines, and general principles of common and civil law and equity, binding on or affecting the person referred to in the context in which the word is used.
- 1.6. “**Non-Member Team**” is a team or program that resides in Alberta but does not hold a current ACA membership.
- 1.7. “**Out-of-Province**” means a team or program that resides outside of the province of Alberta.



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2. SANCTIONING INFORMATION

WHY IS SANCTIONING IMPORTANT?

2.1. All event hosts must meet and adhere to this policy's requirements for their competitions and events to be sanctioned and to enable ACA members to participate.

2.2. The sanctioning of an activity carries with it the obligation that it is carried out per the policies, regulations, and procedures of the ACA. This includes, but is not limited to:

- [ACA Bylaws](#)
- [Alternate Dispute Resolution Policy](#)
- [Appeal Policy](#)
- [Code of Conduct](#)
- [Conflict of Interest](#)
- [Discipline and Complaints Policy](#)
- [Privacy Policy](#)
- [Social Media Policy](#)
- [Score Appeal Policy & Form](#)
- [Unsportsmanlike Conduct Policy](#)
- Cheer Canada Policies – visit Cheer Canada’s website or contact Cheer Canada.
 - Please note that the ACA follows Cheer Canada’s Image Policy; however, the ACA requires that fingernails, including artificial nails, be kept at an appropriate length (short, near the end of the fingers) to minimize risk for the participants. For further clarity, the nail shall not be visible when the athlete holds their hands from the palm side.

To view ACA’s current policies, please visit www.albertacheerleading.ca/governance.

2.3. ACA members participating in competitions or activities that have not been ACA-sanctioned will not be covered under ACA insurance; this includes out-of-province competitions and events.

2.4. All ACA members in good standing at the event are covered under ACA’s general liability and sport accident insurance and ACA policies and procedures, such as the Code of Conduct and the discipline and complaints process.



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WHAT EVENTS REQUIRE SANCTIONING?

- 2.5. All cheerleading competitions and performances in Alberta.
- 2.6. Demonstrations and related training (e.g., practices, clinics, etc.) that are away from the Full Member's premises wherein ACA members will participate.
- 2.7. Social activities and fundraising activities at the Full Member's premises or off-site that requires coverage under ACA's insurance by the Full Member or a third party.

WHAT SANCTIONING IS INCLUDED WITH ACA MEMBERSHIP?

- 2.8. All ACA and Full Member demonstrations and related training (e.g., practices, clinics, etc.) at the Full Member's premises are considered ACA-sanctioned if they abide by all ACA policies, regulations, and procedures. This does not include competitions.
- 2.9. Upon purchase of the ACA membership, the applying party is required to fill out the appropriate sections to indicate the need for approval of demonstrations and related training (e.g., practices, clinics, showcases, fundraisers, etc.) that are not on the premises and require sanctioning approval from the ACA to be covered by insurance.
- 2.10. All ACA-operated competitions and events are considered ACA-sanctioned events.

3. BENEFITS OF SANCTIONING (for competitions only)

- 3.1. Website listing with event information and logo on the ACA website.
- 3.2. Onsite support through an ACA representative, hereby known as the Sanctioning Officer, paid for by the ACA.
- 3.3. Access to ACA insurance coverage for the event.
- 3.4. ACA assistance with concerns about program or athlete status to ensure that all participants are ACA members in good standing.
- 3.5. Enables ACA members to participate in the event as per ACA Bylaw 3.3:

3.3 Sanctioning

In order to participate in the Association's sanctioned activities and/or events, as defined within the Policies, all Organizations in Alberta must hold current Association membership in good standing as set forth in these Bylaws and the Policies and maintain adequate insurance as defined by the Policies.

In order to host or produce a competition, activity or event in Alberta wherein Athletes of Full Members participate, all Full Members and Industry Members must sanction the competition, activity and/or event and maintain adequate insurance as defined by the Policies.

- 3.6. Participants' confidence that health and safety measures are adhered to.



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4. APPLYING FOR SANCTIONING

- 4.1. Only Full Members and Industry Members in good standing may apply for sanctioning, and such ACA membership in good standing must be maintained during the competition.
- 4.2. A sanctioning application must be produced for each competition or event requesting sanction.
- 4.3. A sanctioning fee of \$250 is required for each event and application form which is submitted. This is to be submitted by cheque or EFT to the ACA.
- 4.4. A sanction is only effective once signed by the Executive Director of the ACA & payment of the sanctioning fee has been received.
- 4.5. Sanctions are non-transferable.
- 4.6. The Event Host must notify the ACA of any significant changes to the event to ensure the event will still meet the sanctioning requirements. This includes, but is not limited to, a change in venue and/or event hosts.
- 4.7. When considering which events to award sanctioning, preference will be given to events promoting cheerleading across the Province of Alberta. Other criteria for consideration in awarding sanctions include:
 - o Established a history of running well-organized events.
 - o Demonstrated record of running safe events.
 - o Demonstrated record of running well-attended events.
 - o Events promoting inclusion of all forms/types of cheerleading.
- 4.8. Sanctioning does not commit the ACA to schedule Judges or assist with Judging.
- 4.9. ACA will host a meeting with Event Producers in May to discuss future event dates. All Sanctioning applications will be due June 1 and reviewed afterwards.
(Effective May 1, 2024)
 - o Any applications received after the deadline will be considered at the discretion of the Executive Director and the Board. A late fee of \$100 will also be required upon the submission of the Sanctioning Application.

5. SANCTIONING REFUSALS & CANCELLATION

- 5.1. The ACA may refuse to award or revoke a granted sanction for the following reason(s), including but not limited to:
 - o Poor prior performance of an ACA-sanctioned competition.
 - o Failure to meet or comply with sanctioning requirements.
 - o Concerns that the member requesting the sanction is incapable of meeting the ACA sanctioning/safety requirements or other operations-related factors.



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- o Insufficient time to process the sanctioning application.
- o Incomplete sanctioning application.
- o Being deemed a member, not in good standing.
- o Scheduling conflicts.
- o Any other issue that the ACA deems a concern which may compromise the safety of the event, the ACA's reputation, or the Event Host's ability to obtain insurance as required by the ACA.

Refusal of sanctioning will be communicated to the applying party by written notice.

- 5.2.** Any Event Host that organizes an event that does not reflect the application for which the sanction was awarded is subject to revoking the sanction. The event host will be notified by written communication of revoking of ACA sanctioning.

It is the responsibility of the event producer to acquire alternate insurance and overtly state that the event is no longer an ACA sanctioned event.

6. SANCTIONING OFFICER

- 6.1.** When an event host is granted sanctioning, they agree that ACA reserves the right to send a Sanctioning Officer, or other ACA representative, to all ACA-sanctioned competitions and events to ensure the safety of all ACA members.
- 6.2.** The Sanctioning Officer will complete a full audit of the event space and details to ensure compliance with the ACA sanctioning policy. In order to complete this fully, the Sanctioning Officer may attend the judge's and coaches' meeting(s), participate in participant check-in, and be present during the competition.
- 6.3.** If the Sanctioning Officer finds any aspect of the competition unsafe or in contravention of this Sanctioning Policy or any other ACA policy, they have the right to rescind the sanction and/or shut down the event, if the issue or behavior is not corrected.

7. MEDICAL REQUIREMENTS

- 7.1.** The Event Host is required to provide at least two first aid responders. At all times, one responder must be located in the warmup area, and one must be located in the competition area, near the performance floor(s).
- 7.2.** The ACA Sanctioning Officer reserves the right to postpone or cancel an event if medical advisors are absent.

8. EVENT REQUIREMENTS

- 8.1.** The Event Host must comprise their judging team with a **minimum of 60%** Cheer Canada certified judges who have completed the ACA judges training; **with the exception of IASF certified judges.** Event Hosts must, upon request, provide valid credentials or certification of hired judges.



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- 8.2.** Judges with certifications outside of Cheer Canada, IASF or ACA, must be approved a minimum of 2 weeks prior to the event by the ACA Judging Coordinator. In order to receive approval, the Event Host is required to submit any active certifications of the individual to the judging coordinator.
- 8.3.** A documented plan that outlines how to handle emergencies and the health and safety requirements of the Government of Alberta and the ACA must be developed and available on-site by request. The Sanctioning Officer reserves the right to revoke sanctioning of an event if an emergency plan is not in place. This plan must provide the method(s) for cleaning bodily fluids in warm-up and performance areas.
- 8.4.** Event Hosts must adhere to the current health and safety requirements of the Government of Alberta and the ACA that may be in effect from time to time.
- 8.5.** An approved competition floor will consist of carpeted gymnastics mats and be at least 42 feet x 42 feet x 1 3/8 inches in dimension for scholastic competitions only and 42 feet x 54 feet x 1 3/8 inches in size for all-star (or all-star and scholastic) competitions. Raised stages require 4' of additional clearance. The mats must be set vertically from front to back and securely taped together (and to the floor if necessary).
- 8.6.** If the performance floor is on a built stage, the stage must have a minimum of 4 feet of additional supporting surface beyond the performance floor. A 2-foot border around the mat is recommended but not required.
- 8.7.** A minimum unobstructed ceiling height of 20 feet over the performance floor is required.
- 8.8.** A minimum of 42 feet x 42 feet x 1 3/8-inch carpeted g
- 8.9.** Each team will receive a minimum warm-up time of eight minutes in aggregate of all warm-up areas.
- 8.10.** The backstage time between when a team finishes warm-up and takes the competition floor should be at least eight minutes and at most thirty (30) minutes. A team is eligible to undergo a full warm up again if this time is surpassed,
- 8.11.** It is recommended that an event schedule, with general start times, must be given to all participating teams and the ACA a minimum of two weeks before the event. A final schedule must be available upon request.
- 8.12.** Only ACA members in good standing (ex. athletes, coaches; coaches-in-training; staff advisors, and full member administration/management) that are registered for each competing team are permitted to enter the warm-up area. The Event Host is responsible for establishing a formal check-in procedure for each individual. Out-of-Province participants must also follow these guidelines.



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9. ASAA SANCTIONING

- 9.1. Any event hosting senior high school teams must apply for sanctioning through the ASAA. Please review the ASAA website at www.asaa.ca/resources/sanctioning-information to obtain current policies and procedures.

10. INSURANCE – HOST AND TEAMS

- 10.1. The Event Host must hold a minimum of \$2,000,000.00 (aggregate) in general liability insurance coverage for the ACA-sanctioned event and name the ACA as an additional insured. Proof of insurance must be emailed to the ACA's Executive Director a minimum of one month before the competition. Failure to do so may result in one or more of the following items outlined in 12.2.
- 10.2. Teams without ACA insurance coverage must send a copy of a certificate of insurance for Commercial General Liability naming the ACA as an additional insured to the ACA's Executive Director a minimum of two weeks before the competition. Teams without evidence of insurance will not be permitted to participate in ACA-sanctioned competitions. Failure to do so may result in one or more of the following items outlined in 12.2.
- 10.3. At the time of approval of Sanctioning, the ACA will provide the Event Host with their insurance certificate, if required.
- 10.4. If there is a significant or unusual injury to any person during an ACA-sanctioned activity, or if there is any other form of an incident that may have liability consequences, a notice of incident must be filed with the ACA within one month of the event date.

11. TEAM REQUIREMENTS

- 11.1. All teams competing or performing at ACA-sanctioned competitions must be ACA members in good standing unless deemed an out-of-province team.
- 11.2. Out-of-province teams may compete or perform at any ACA-sanctioned event as long as they are members in good standing of their province of residence's cheer governing body and adhere to ACA policies, regulations, and procedures.
- 11.3. Non-member teams that are not ACA members or are not members in good standing of their province of residence's cheer governing body are not permitted to participate in ACA-sanctioned events.
- 11.4. All teams must have an ACA Certified Coach, registered as a member in good standing with the ACA, or a coach certified and in good standing by a recognized cheer coach certification program for out-of-province coaches. Coaches must be certified to the level the team will be competing at and must, upon request, confirm and/or provide coaching credentials or certification as required by the ACA.



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11.5. All coaches must have valid credentials to enter the athlete or warm-up areas. Coaches-In-Training will be permitted into warm-up areas but may not be left alone with the team for warm-up and practice times.

11.6. The ACA will cross reference the list of team participants to ensure they are ACA members and ensure remaining team participants are members of their province of residence's cheer governing body. In order to complete this, Event Hosts must provide:

- Event Hosts using paper: a list of all teams participating in their competition a minimum of three weeks before the event. The ACA will have a report sent to the Event Host approx. two weeks before the event.
- Event Hosts using Cheer Genie: the ACA will have a report sent to the Event Host approx. two weeks before the event.

It is the Event Hosts responsibility to notify the ACA of any team participant changes immediately in order to receive accurate membership confirmation.

12. PENALTIES AND VIOLATIONS

12.1. If an Event Host decides to forego their event, at any time, after having been awarded event sanctioning by the ACA, the Sanctioning Fee will not be refunded. The Event Host must submit a written letter to the ACA expressing their desire to cancel the sanction for their event. Failure to do so may result in one or more of the following items outlined in 12.2.

12.2. Event Hosts whose competition fails to meet the requirements of the ACA Sanctioning Policy or other ACA policies and/or regulations may have any one or more of the following occur at the discretion of the ACA Board of Directors:

- The Event may go on probation for one year with the understanding that disciplinary action will follow if sanctioning criteria are not met the following year in which the Event is to be held;
- The Event Host may be subject to a financial penalty, which is required to be paid before any ACA members can participate in the event again, and
- The Event may be added to a "blacklist" of Events for a certain period, during which no ACA members can participate.

The ACA has the right to pursue additional consequences based on the severity of the violation of the sanctioning policy.

END OF POLICY



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To be completed by the Event Host:

IN CONSIDERATION of the ACA evaluating the sanctioning of a proposed cheerleading competition (the “Event”) as described herein, the undersigned (the “Event Host”) submits this sanctioning application (the “Application”), effective on the date sanctioning is approved by the ACA and hereby agrees to the terms and conditions as set forth hereunder.

In addition to the foregoing, it is the intention that by submitting the Application, the Event Host will further the following goals of the ACA (please check each box):

- Maintain the quality and safety of cheerleading competitions and events in Alberta.
- Read, understand and commit to compliance with ACA policies, regulations and procedures, particularly the ACA’s current Sanctioning Policy.
- Ensure that all Alberta participants are ACA members in good standing.
- Ensure that all ACA members are protected under insurance. ‘
- Submit Sanctioning Fee by credit card, cheque or Interac e-transfer to the ACA.
 - a. Cheques payable to:
 - Alberta Cheerleading Association
 - Percy Page Centre
 - 11759 Groat Road
 - Edmonton, AB T5M 3K6
 - b. Send Interac E-transfers to: info@albertacheerleading.ca
 - c. Online Payments Accepted at albertacheerleading.ca/sanctioning

A. EVENT HOST INFORMATION

Event Host Name (as registered with the ACA): _____

Event Host Address: _____

Event Host Website: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____

B. EVENT

Name of the Event: _____

Type of Event: _____

Requested date(s) for the Event: Option 1: _____ Option 2: _____

Estimated number of teams competing: _____

Estimated number of teams performing: _____

Start and end time of competition each day: _____

Event website link: _____

Contact Information for ACA website: _____



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Please attach the event's logo and the Event Host's logo if not already provided.

C. COMPETITION VENUE

Venue Name: _____

Venue Address: _____

D. MEDICAL

Who will provide medical services during the Event?:

- St. John Ambulance
- Athletic Therapist
- Other: _____

Will there be two (2) medical advisors on-site during the event?:

- Yes
- No
- Other: _____

E. INSURANCE

The Event Host must hold a minimum of \$2,000,000 (aggregate) in general liability insurance coverage for the Event **naming the ACA as an additional insured**. The insurance certificate must be emailed to the ACA's Executive Director a minimum of two weeks before the competition.

We agree to provide the ACA with your insurance certificate naming the ACA as an additional insured?

- Yes
- No
- I will once I receive it from my insurer
- Other: _____

F. DIVISIONS

Please select all divisions that will be offered:

- All-Star
- All-Star Prep
- Individual / Duos
- Group Stunt
- Quads
- Cheer Abilities
- Elementary
- Junior High
- High School
- Collegiate / Post-Secondary
- Performance Cheer
- Other (describe) _____



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G. INDEMNIFICATION OF THE ACA

The Event Host represents and warrants that they are knowledgeable about the copyright, moral rights, intellectual property and trademark laws and rights as applicable to the performance of musical works at the Event Host's competition.

The Event Host covenants that there shall be no performance of any musical works at the Event Host's competition without full compliance with such laws and rights.

The Event Host covenants and agrees to indemnify and hold harmless the ACA, its employees, directors, officers, members, and agents from and against all liability, loss, damages, claims, and expenses (including attorney's fees) arising out of any actual or alleged breach of such laws or rights in connection with the Event.

H. CONFIRMATION

The Event Host hereby requests that the Event described herein receive sanction from the ACA per the terms set herein. By signing below, the Event Host certifies that (i) the information contained in this Application is true and correct; (ii) that it agrees to the terms and conditions set forth herein; (iii) it has received and reviewed the ACA's Sanctioning Policy, ACA policies, bylaws, rules and procedures (collectively the "Regulations"); and (iv) the Event shall satisfy any requirements outlined in the Regulations as may apply to the Event.

The Event Host acknowledges and agrees that if the ACA finds any non-compliance with the Regulations or misrepresentation made herein or otherwise concerning the Event, the Event Host may be subject to penalties as determined by the ACA Board of Directors, including but not limited to the removal of the ACA's sanctioning of the Event.

The undersigned has executed this Application effective as of the date first signed below.

Signature: _____
Event Host's authorized representative

Printed Name: _____
Event Host's authorized representative

Date: _____
Event Host's authorized representative

Please return the completed application to: executivedirector@albertacheerleading.ca



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FOR ACA OFFICE USE ONLY

On behalf of the ACA, I recommend that this competition be:

- Sanctioned
- Not Sanctioned

The reason, if not sanctioned: _____

Sanctioning Fee

- Received on _____
- Not Received

Late Fee

- Received on _____
- Not Received

Signature: _____

Name: _____

Title: _____

Date: _____



FAQ

JUDGING INFORMATION

Who is permitted to judge at Alberta events?

- a) ACA and Cheer Canada certified judges in good standing.
- b) Out-of-province Cheer Canada certified judges in good standing with their local PTSO.
- c) IASF-certified judges in good standing.

What are the required training and requirements of judges at ACA-sanctioned events?

- a) It is recommended that judges hired for Supervisory positions fulfill the following requirements:
 - Minimum of three years of judging experience.
 - 21+ years of age.
 - Alberta resident.
 - Judged a minimum of fifteen competitions.
 - Cheer Canada certified in all panel judge positions including Building, Tumbling, Overall and Cheer.
 - Successful completion of Alberta Cheerleading Association's (ACA) annual training.

It's also recommended that judges hired for Supervisory positions have:

- Cheer Canada certification in Deductions
 - Cheer Canada certification in Performance Cheer
 - ACA training in Score Check
 - ACA training in Game Day
 - IASF Legality Officials certification
 - Participate in Supervisory Judge shadowing opportunity
- b) Judges hired for Legalities positions **MUST** be IASF-certified.
 - c) It is **required** that judges hired for Score Check positions have completed ACA safety/score check training and the applicable Cheer Canada exam.
 - d) It is recommended that panel judges have completed ACA judges training within the current season and the applicable Cheer Canada exams as directed by the ACA.

Can an EVENT HOST hire a tabulator who is not currently an ACA-trained tabulator?

If a tabulator is hired who has NOT completed training within the current season, it is the responsibility of the EP to ensure the tabulator is:

- a) Trained in the specific scoring system being used at the event including electronic or paper scoring system, day to day weightings, specialty divisions, etc.



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- b) Aware of current practices/processes regarding the release of score-related information as found in ACA policies and at the direction of the Supervisory Judge.
- c) Aware that they must follow the direction/instructions of the Supervisory Judge during the event.

How does an EVENT HOST secure judges?

- a) The ACA will email a list of ACA-trained judges and ACA-trained tabulators to all Event Hosts annually. The ACA does not provide information related to non-Cheer Canada judges.
- b) Event Hosts review the list of judges and tabulators and send their event sign-up information to all judging team members regarding hiring for their event.
- c) Please note that Event Hosts may tentatively schedule judges before the Cheer Canada Judging Exams/IASF Legality Certification Exams are released; however, Event Hosts must ensure they satisfy all requirements outlined by the Sanctioning Document to remain sanctioned by the ACA.

Note: All ACA-certified judges are ACA members in good standing and hold general liability, sports accident and E&O insurance through the ACA.

What is the EVENT HOST's judging role PRE-EVENT?

- a) Hire and negotiate pay rates and per diems (if applicable) for food, gas, parking, lodging, etc., with their judging team (excluding the Supervisory Judge). [See Appendix E.](#)
- b) Recommendations:
 - When meals are provided, Event Hosts should request any dietary restriction information from judges before the event so that appropriate food options are available, if necessary.
 - When meals are not provided, it is recommended that Event Hosts give information on food purchase options near the competition venue.
- ~~c) Select an ACA certified Supervisory Judge within one month of the competition date and notify the ACA of your Supervisory Judge as soon as it is known.~~
- d) Communicate with their judging team regarding scheduling, travel, accommodations, policies, and all other requirements.
- e) Book and pay for all travel and accommodations for the judging team, ensuring that judges have a separate bed if sharing a room with another judge.
- f) It is recommended that tabulators arrive at the venue 2 hours before their start time to ensure all necessary equipment and materials are set up before the event start time.

- g) Direct the judging team to arrive at the venue at least 1-hour before their start time to prepare all necessary paperwork and to be present at the judge's meeting led by the Supervisory Judge 1-hour before the event starts.
- h) It is imperative that sufficient quantities of all materials/supplies are available for the event (this includes score sheets, scripting sheets, etc.) [See Appendix C.](#)
- i) Communicate with the judging team regarding scheduling, travel, accommodations, policies, and all requirements of the EP, ACA, Cheer Canada, etc.
- j) It is recommended that the event schedule is designed to ensure that:
 - a) Judging team members have adequate time for washroom breaks and meal breaks.
 - b) Sufficient time blocks per team are assigned within the schedule to allow judges to complete their duties and assist in keeping the event schedule on time.
[See Appendix B.](#)
 - c) The correct number of judges/tabulators have been hired for the number of panels needed for their event. [See Appendix A.](#)
- k) It is recommended that any Bid or Specialty Award information is communicated to the Supervisory Judge at least two weeks before the event.
- l) It is recommended the weighting of scores for multi-day events, specialty divisions, or other scoring specifications are communicated to the Supervisory Judge at least two weeks before the event.
- m) Arrange, manage, and pay for a scoring system. Ensure that judges/tabulators hired for their event are provided with the necessary information/training to use the respective scoring system. This includes, but is not limited to:
 - a) judging equipment (laptops, printers, etc.),
 - b) video recording/playback system, and
 - c) a video playback system for safety and score check.
- n) It is recommended that judges and tabulators should not be asked to take on additional tasks or roles outside of judging or tabulating at the event.

What is the EVENT HOST's role DURING THE EVENT?

- a) Ensure a room is available specifically for the judging team, including tables, chairs, scrap paper, pens/pencils, appropriate food, and drink. The room must be locked when judges are on the stand to keep their belongings safe.
- b) Event Hosts must provide all meals, snacks, and beverages for all judges up to the end of the competition each day. If no meal is provided, the judges must be notified at the time of the contract.

- c) Ensure sufficient quantities of the following documentation are available in the judging room for the judging team. **See Appendix C.**
 - o Score sheets
 - o Scripting sheets
 - o Tracking sheets
 - o Deduction sheets
 - o Score Appeal forms

- d) Provide a judging stand area (ideally elevated in relation to the performing surface) for judges/tabulators to complete their duties. The judging stand must include the following:
 - o Tables
 - o Chairs
 - o DIRECT line of sight to the performance surface, free of any encumbrances.
 - o Laptop computers are as follows:
 - If an electronic event: all panel judges, safety judges, supervisory judges, score check judges, and tabulators.
 - If a paper event: safety judge, supervisory judge, score check judge, tabulators.
 - o A reliable printer with ample paper (estimate two sheets per team plus extras).
 - o Reliable Wi-Fi/Internet for electronic judging and tabulation systems.
 - o Reference Documents (Skill List by Levels & Judges Reference Sheet)
 - o Paper copies of the most up-to-date event schedule.
 - o The score check must be close to the judge's stand and include the following:
 - Reception table with chair, copy of ACA Unsportsmanlike Conduct policy, ACA Score Appeal policy, multiple copies of blank Score Appeal forms, pens, file folder or envelope to collect completed score appeal forms, file folder/envelope to collect deductions after viewed by coaches.
 - Private area with table, two chairs, and laptop for coach/score check judge consultation.
 - 1 Volunteer available at all times.
 - Note: Score Check Judges are not responsible for distributing athlete gifts such as 'hit zero' pins etc. An additional volunteer must be made available should this service be provided at the Score Check area.

- e) Ensure that the Master of Ceremonies (MC) follows the schedule precisely unless notified otherwise by the Supervisory Judge.

- f) For Game Day divisions, the MC is vital in providing cues to the team. EVENT HOSTs are responsible for supplying the MCs with the ACA's Game Day information sheet in the EVENT HOST folder.

- g) Attend the judges meeting to share pertinent information with the team. Should this not be possible, the EVENT HOST must communicate with the Supervisory Judge to advise of any information that should be shared with judges.



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- h) Ensure the judging team signs in and out to enable payment from the EP if paid by the hour.
- i) It is strongly **recommended** that Event Host refrains from entering the judging stand area so that judges and tabulators can do their work unencumbered and minimize any real or perceived conflicts of interest. The Event Host can contact the Sanctioning Officer or Supervisory Judge for any questions or concerns.

What is the EVENT HOST's role POST EVENT?

- a) The Event Host should collaborate with the Supervisory Judge to determine how all documentation related to judging at your event is stored/can be accessed, including:
 - o Score sheets
 - o Scripting sheets
 - o Tracking sheets
 - o Deduction sheets
 - o Score Appeal forms

It is **recommended** that all judging documents be kept in an organized system such that it is easy to locate specific papers, should they be needed. These documents may be required should the event host receive questions or concerns about judging post-event.

- b) Coordinate how coaches' scores/comments will be released, ensure that information is communicated to coaches, and ensure all scoring/ranking information has been cross-checked before publication.
- c) Post scoring and ranking information to their event website within 72 hours of the event's conclusion.
- d) It is recommended to provide payment for judging services and reimbursements for food, gas, parking, etc., as applicable to all judging team personnel within two weeks of the event's conclusion.
- e) Provide feedback, in writing, to the ACA regarding judging so that we can identify any issues that need to be addressed, identify gaps in training, and give more support/training to the judge's group and/or individual judges.



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APPENDIX A

Judging Panel Requirements

Judging panels consist of the following:

- o Building judge
- o Tumbling judge
- o Overall/Cheer judge
- o Safety judge
- o Score Check judge
- o Supervisory judge
- o Tabulator(s)

Note: The below chart indicates the recommended number of judges required. For Worlds bid panels or deep divisions in All-Star Level 2 and up, consider adding a 3rd Building judge.

Division	Total Judges Needed - 1 Panel	Total Judges Needed - 2 Panels	Total Judges Needed - 3 Panels
All Star Novice	1 x Building Execution 1 x Tumbling Execution 1 x Overall	2 x Building Execution 2 x Tumbling Execution 2 x Overall	3 x Building Execution 3 x Tumbling Execution 3 x Overall
U6/U8 Prep & All Star U6	1 x Building 1 x Tumbling 1 x Overall	2 x Building 2 x Tumbling 2 x Overall	3 x Building 3 x Tumbling 3 x Overall
All-Star Prep & All-Star & Global	2 x Building 2 x Tumbling 1 x Overall	4 x Building 4 x Tumbling 2 x Overall	6 x Building 6 x Tumbling 3 x Overall
Scholastic (including Collegiate)	2 x Building 1 x Tumbling 1 x Overall 1 x Cheer	4 x Building 2 x Tumbling 2 x Overall 2 x Cheer	6 x Building 3 x Tumbling 3 x Overall 3 x Cheer
Scholastic Game Day	2 x Crowd Leading 2 x Fight Song / Band Chant		
Collegiate Game Day	1 x Sideline 1 x Fight Song 1 x Timeout		
Performance Cheer	2 x Group Execution 2 x Technical Execution 1 x Choreography		
Partner/Group Stunt	1 – note: if there are performances back-to-back, 2 judges are needed for 2 panels and 3 judges are needed for 3 panels.		
Indy / Duo / Trio	2 – note: if there are performances back-to-back, 4 judges are needed for 2 panels and 6 judges are needed for 3 panels.		
Safety Judges	1	2	3
Supervisory Judges	1		
Score Check Judges	1		
Tabulators	2	2	3



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APPENDIX B

Judging Time Requirements

With the Comparative System now in place for virtually all divisions, judges require more time per team to adjudicate each performance adequately. Below are the recommended amounts of time PER TEAM, depending on whether the event is single, double, or triple-paneled.

Events with SINGLE PANEL	Events with DOUBLE PANEL	Events with TRIPLE PANEL
10 Minutes Per Team	5 Minutes per Team	3 Minutes Per Team
Performance Cheer 8 Minutes Per Team	Performance Cheer 4 Minutes Per Team	Performance Cheer 3 Minutes Per Team
Partner/Group Stunt 5 Minutes Per Team	Partner/Group Stunt 3 Minutes Per Team	Partner/Group Stunt 2 Minutes Per Team
Indy's / Duos / Trio 5 Minutes Per Team	Indy's / Duos / Trio 3 Minutes Per Team	Indy's / Duos / Trio 2 Minutes Per Team



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APPENDIX C

Judging Materials

EVENT HOSTs are required to provide the below documentation for the judging team. It is recommended to have the necessary amount PLUS extras, and paper copies of these documents should the electronic system fail.

Division	Paper Events	Electronic Events	Virtual Events
	* PER Judge Per Team		
All Star Novice	1 x Checklist sheet	Have sufficient supplies on hand to meet the requirements of a Paper event should the electronic system encounter problems or a failure	Judges would need to be provided with electronic versions of this documentation
U6/U8 Prep & All Star U6	1 x Checklist sheet *If there are 2 Building Judges, then 2 Building Score Sheets are needed		
All Star Prep & All Star & Global	1 x Score sheet 1 x Scripting sheet 1 x Tracking sheet (PER Division & Level) Note: For Global, the Cheer score is averaged across the panel (1xB+1xT+1xO) therefore each judge requires a Cheer score sheet in addition to their designated panel score sheet.		
Scholastic (including Collegiate)	1 x Score sheet 1 x Scripting sheet 1 x Tracking sheet (PER Division & Level)		
Scholastic Game Day	1 x score sheet		
Collegiate Game Day	1 x score sheet		
Performance Cheer	1 x score sheet 1 x Tracking sheet		
Partner/Group Stunt	1 x score sheet		
Indy / Duo / Trio	1 x score sheet		
Panel Judges - General	Copies of the Skill List by Level for 1) All Star 2) Scholastic and the Judges Reference Sheet for Building, Tumbling, Overall for 1) All Star/Prep 2) Scholastic should be available to judges in hard copy on the judging stand		
Safety Judges	Require a Safety Sheet PER TEAM, including Novice, Prep U6 & U8, and All Star U6		
Score Check Judges	Require Score Appeal Forms PER TEAM		
Tabulators	Require a Ranking / Award sheet PER Division and Level		

All Score Sheets, Scripting Sheets, Tracking Sheets, Score Appeal Forms, and Skill List/Reference Sheets are available on the Cheer Canada and/or ACA websites and are included within the EP folder for easy reference.



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APPENDIX D

Judging Stand – Sample Set Up

A) 1 Panel:

BLDG Ex	BLDG Diff	Safety	TMBL Diff	TMBL Ex	Overall
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+ SUPERVISORY and TABULATION STATION (4 seats)

B) 2 Panels:

BLDG A Ex	BLDG A Diff	Safety A	Safety B	BLDG B Diff	BLDG B Ex
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TMBL A Ex	TMBL A Diff	Overall A	Overall B	TMBL B Diff	TMBL B Ex
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+ SUPERVISORY and TABULATION STATION (4 seats)

C) 3 Panels:

TMBL A Ex	TMBL A Diff	TMBL B Ex	TMBL B Diff	TMBL C Ex	TMBL C Diff
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BLDG A Ex	BLDG A Diff	BLDG B Ex	BLDG B Diff	BLDG C Ex	BLDG C Diff
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Overall A	Overall B	Safety A	Safety B	Safety C	Overall C
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+ SUPERVISORY and TABULATION STATION (4 seats)



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APPENDIX E

POSITION TYPE	HOURLY RATE	PER DIEM RATE -FOOD	PARKING RATE	TRAVEL RATE
Panel Judge / Deduction Judge / Tabulator	\$20 - 30/per hour <i>based upon experience and level of certification</i>	\$10 – breakfast \$15 – lunch \$25 - dinner	Free or actual cost reimbursed	\$10 per travel hour + cost of gas
Legality Judge	\$35/per hour	\$10 – breakfast \$15 – lunch \$25 - dinner	Free or actual cost reimbursed	\$10 per travel hour + cost of gas
Score Check Judge	\$20-\$30 <i>based upon experience</i> \$35/per hour <i>if they hold active IASF Legality Certification</i>	\$10 – breakfast \$15 – lunch \$25 - dinner	Free or actual cost reimbursed	\$10 per travel hour + cost of gas
Supervisory Judge	\$35+/per hour	\$10 – breakfast \$15 – lunch \$25 - dinner	Free or actual cost reimbursed	\$10 per travel hour + cost of gas