



# Sanctioning Policy and Application

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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**” includes all games, competitions or sports demonstrations operated by the ACA or by a member program authorized by the ACA, including related training at the event site and program premises.
- 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.

## 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](#)



# Sanctioning Policy and Application

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- [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](http://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.

## 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.** All ACA-operated competitions and events are considered ACA-sanctioned events.



# Sanctioning Policy and Application

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## 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 Supervisory Judge paid for by the ACA.
- 3.3. Access to ACA insurance coverage for the event.
- 3.4. ACA verification 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.

## 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 sanction is only effective once signed by the Executive Director of the ACA.
- 4.4. Sanctions are non-transferable.
- 4.5. 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.
- 4.6. 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:
  - Established a history of running well-organized events.
  - Demonstrated record of running safe events.
  - Demonstrated record of running well-attended events.
  - Events promoting inclusion of all forms/types of cheerleading.



# Sanctioning Policy and Application

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4.7. Sanctioning does not commit the ACA to schedule Judges or assist with Judging.

## 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:

- Poor prior performance of an ACA-sanctioned competition
- Failure to meet or comply with sanctioning requirements.
- Concerns that the member requesting the sanction is incapable of meeting the ACA sanctioning/safety requirements or other operations-related factors.
- Insufficient time to process the sanctioning application.
- Incomplete sanctioning application.
- Being deemed a member, not in good standing.
- Scheduling conflicts.
- 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.

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.

## 6. SANCTIONING OFFICER

6.1. The ACA reserves the right to send one or more representatives to all ACA-sanctioned competitions and events to ensure the safety of all ACA members.

6.2. The representative(s) may attend the judge's and coaches' meeting(s), participate in participant check-in, and be present during the competition.

6.3. If the representative(s) 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 if the issue or behaviour 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.

7.2. It is not the responsibility of the first aid station to provide taping and bandaging services for prior injuries; this is the athlete's responsibility.

7.3. The ACA Supervisory Judge reserves the right to postpone or cancel an event if medical advisors are absent.



# Sanctioning Policy and Application

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## 8. EVENT REQUIREMENTS

- 8.1. The Event Host must secure a **minimum of 80%** of ACA Certified Judges to apply for an ACA-sanctioned event.
- 8.2. 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 Supervisory Judge 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.
- 8.3. 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.
- 8.4. Full disclosure of warm-up facilities and procedures must be sent to the ACA's Executive Director no later than two weeks before the event date.
- 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 gymnastics mats are required in the practice area.
- 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.
- 8.11. 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. The ACA must receive each amendment to the schedule, including the final schedule.
- 8.12. Only ACA registered members (for example, athletes, coaches; coaches-in-training; staff advisors, and full member administration and management) that are essential for each competing team scheduled to enter warm-up shall be permitted into the warm-up. The Event Host must have a formal check-in procedure for each individual and adopt any check-in requirements of the ACA. Out-of-Province participants must also follow these guidelines.



# Sanctioning Policy and Application

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## 9. JUDGING INFORMATION

### 9.1. 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.
- c) IASF-certified judges in good standing.

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

- a) Judges hired for Supervisory positions MUST have completed ACA safety/score check training, ACA Panel training, ACA Supervisory training, and the Cheer Canada exams for the current season. ACA Safety certification and IASF Safety certification are recommended.
- b) Judges hired for Safety positions MUST be IASF-certified.
- c) Judges hired for Score Check positions MUST have completed ACA safety/score check training and the applicable Cheer Canada exam.
- d) All panel judges MUST have completed ACA judges training within the current season and the applicable Cheer Canada exams as directed by the ACA.

### 9.3. 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.
- 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.

It is **recommended** that those hired as tabulators have completed ACA tabulator training within the current season.

### 9.4. How does an EVENT HOST secure judges?

- a) The ACA will email a list of ACA-certified judges and ACA-trained tabulators to all EVENT HOSTs annually. The timing of releasing this information will depend on when Cheer Canada releases their judging exams, which vary each year. The ACA does not provide information related to non-Cheer Canada judges.



# Sanctioning Policy and Application

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- 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 list of ACA-certified judges is released; however, EVENT HOSTs must ensure all Alberta judges are ACA-certified judges in good standing when judging at any ACA-sanctioned event for the event 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.*

## 9.5. 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.**

### **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.
- b) 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.

**ADVISORY: The ACA contracts and pays for all costs of the supervisory judge once selected by the EVENT HOST. The Supervisory Judge works for the ACA.**

- c) Communicate with their judging team regarding scheduling, travel, accommodations, policies, and all other requirements.
- d) 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.
- e) Direct tabulators to 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.
- f) 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.
- g) Ensure that sufficient quantities of all materials/supplies are available for the event (this includes score sheets, scripting sheets, etc.) **See Appendix C.**



- h) Communicate with the judging team regarding scheduling, travel, accommodations, policies, and all requirements of the EP, ACA, Cheer Canada, etc.
- i) Prepare the event schedule and ensure that:
  - a) Judging team members have a minimum of 20 minutes for washroom breaks and 45 minutes for 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.](#)
- j) Ensure that any Bid or Specialty Award information is communicated to the Supervisory Judge at least three weeks before the event.
- k) Ensure that the Supervisory Judge knows the weighting of scores for multi-day events.
- l) 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.

**Recommendation:**

Judges and tabulators should not be asked to take on additional tasks or roles outside of judging or tabulating at the event.

**9.6. 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.](#)
  - Score sheets
  - Scripting sheets
  - Tracking sheets
  - Deduction sheets
  - 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:
- Tables
  - Chairs
  - DIRECT line of sight to the performance surface, free of any encumbrances.
  - 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.
  - A reliable printer with ample paper (estimate two sheets per team plus extras).
  - Reliable Wi-Fi/Internet for electronic judging and tabulation systems.
  - Reference Documents (Skill List by Levels & Judges Reference Sheet)
  - Paper copies of the most up-to-date event schedule.
  - 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.

**ADVISORY NOTE: Once the event starts and the judging team is on the judging stand, the Supervisory Judge oversees the judging team during the event and liaises directly with the EP as needed.**

- 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.
- h) Ensure the judging team signs in and out to enable payment from the EP if paid by the hour.

It is strongly **recommended** that EVENT HOSTs refrain 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 Supervisory judge for any questions or concerns.

## 9.7. What is the EVENT HOST's role POST EVENT?

- a) Collect all documentation related to judging, including:
  - o Score sheets
  - o Scripting sheets
  - o Tracking sheets
  - o Deduction sheets
  - o Score Appeal forms

The EVENT HOST must not view these documents, or any other person not directly assigned to the judging team (exception: tabulators will not be reviewing these documents post-event). These documents must be kept until the conclusion of the current season and then shredded by a reputable service provider.

It is **recommended** that all judging documents be kept in an organized system (per type, e.g., script sheets and per division/level) such that it is easy to locate specific papers, should they be needed. These documents may be required should the ACA 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) 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 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.

## 10. ASAA SANCTIONING

**9.8.** 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](http://www.asaa.ca/resources/sanctioning-information) to obtain current policies and procedures.

## 11. 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



# Sanctioning Policy and Application

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additional insured. Proof of insurance must be emailed to the ACA's Executive Director a minimum of one month before the competition.

- 10.2.** 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.
- 10.3.** 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.

## 12. 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 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 with the ACA, or a coach certified by a recognized cheer coach certification program for out-of-province coaches, 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.
- 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.** Event Hosts must provide a list of all teams participating in their competition a minimum of two weeks before the event and provide a list of any additional teams after that immediately upon receipt. The ACA will confirm which team participants are ACA members and ensure remaining team participants are members of their province of residence's cheer governing body.

## 13. PENALTIES AND VIOLATIONS

- 12.1.** A penalty of \$500.00 will be assessed if an Event Host decides to forego their event, at any time, after having been awarded event sanctioning by the ACA. This fee is required by the ACA within two (2) weeks of the event host submitting a written letter to the ACA expressing their desire to cancel the sanction for their event.



# Sanctioning Policy and Application

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**12.2.** Event Hosts whose competition fails to meet the requirements of this Policy or any ACA policy or regulation 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.

## 14. MUSIC COPYRIGHT POLICY

**13.1.** Only musical works for which valid licenses have been obtained for the performance of such musical works at the Event may be performed at ACA-sanctioned events and only then by such persons who are authorized under such license to perform such works, per the rights and restrictions outlined in such license. At the request of the ACA, the Event Host will provide the ACA with evidence of the valid license for any musical work performed at the Event Host’s event.

## 15. LICENSING FEES

**14.1.** Society of Composers, Authors and Music Publishers of Canada (“SOCAN”) is an organization that, under copyright laws, is authorized to collect fees for the public performance of music in Canada. SOCAN distributes the money collected to copyright owners as a royalty (“SOCAN Fees”).

**14.2.** Re:Sound is a Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and recording companies for their performance rights. The Copyright Board of Canada certifies the tariff to be paid by users of sound recordings in Canada under Re:Sound’s Live Events Tariff (“Re:Sound Fees”), which applies to the use of recorded music accompanying live events such as athletic events, cheerleading competitions, conventions, and fairs.

**14.3.** The Event Host will be responsible for remitting any SOCAN Fees, Re:Sound Fees, or any such other applicable licensing fees (collectively the “License Fees”), if applicable, and/or will ensure that any License Fees are remitted by such persons who perform any musical works, as the case may be, in connection with the performance of any musical works at the Event Host’s event.

## 16. GENERAL ITEMS

**16.1.** Alcohol is prohibited at all ACA-sanctioned competitions.



# Sanctioning Policy and Application

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- 16.2. All events having a 50/50 and/or raffle must have a license, when required, applied for through Alberta Liquor, Gaming and Cannabis; such license is the sole responsibility of the Event Host.
- 16.3. Individuals may participate on another school's team within their designated zone if any school cannot field a team. Students from more than one school within the same zone may form a single competitive team. Participation of this nature on an elementary or junior high school team may only occur with the written consent of the participating school principal and the ACA's Executive Director. Participation of this nature on a high school team may only happen with the written permission of the participating school principal, the athletic director, and the respective ASAA zone director.

## 17. RECOMMENDATIONS

It is recommended that Event Hosts:

- 16.1. Enact a refund policy and communicate the policy to registrants.
- 16.2. Advise teams attending of the type of music player available to them at the competition.
- 16.3. Monitor warm-up area, judges' room, and check-in.
- 16.4. Assign an individual to connect with the Supervisory Judge throughout the event.
- 16.5. Inform registrants of the scoring and judging methodologies used for the competition. The registrants should also be informed of any judging policies.

### 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.



# Sanctioning Policy and Application

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## 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: \_\_\_\_\_

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: \_\_\_\_\_



# Sanctioning Policy and Application

---

## 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.

Have you provided 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) \_\_\_\_\_

## 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.





# Sanctioning Policy and Application

## 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: [michelle@albertacheerleading.ca](mailto:michelle@albertacheerleading.ca).

\*FOR ACA OFFICE USE ONLY\*

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

- Sanctioned
- Not Sanctioned

The reason, if not sanctioned: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Sanctioning Policy and Application

## APPENDIX A

### Judging Panel Requirements

Judging panels consist of the following:

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

Note: The below chart indicates the minimum number of judges required. For Worlds bid panels or deep divisions in All-Star Level 2 and up, consider adding a 3<sup>rd</sup> 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 panel and 3 judges are needed for 3 panel.		
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



# Sanctioning Policy and Application

## 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 required amounts of time PER TEAM, depending on whether the event is single, double, or triple-panelled.

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

## 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
	<b>* PER Judge Per Team</b>		
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)		



# Sanctioning Policy and Application

	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.

## APPENDIX D

### Judging Stand – Sample Set Up

**A) 1 Panel:**

SAFETY (1)	BUILDING (1)	TUMBLING (1)	OVERALL/CHEER (1)
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**B) 2 Panels:**

BLDG A	BLDG B	SAF A	SAF B	TUMB A	TUMB B	OVRL A	OVRL B
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**C) 3 Panels:**

BLDG A	BLDG B	BLDG C		TUMB A	TUMB B	TUMB C
SAFETY A		SAFETY B		SAFETY C		
OVERALL A		OVERALL B		OVERALL C		



# Sanctioning Policy and Application

## APPENDIX E

POSITION TYPE	HOURLY RATE	PER DIEM RATE - FOOD	PARKING RATE	TRAVEL RATE
Panel Judge / Tabulator – New	\$20 - 25/per hour	\$10 – breakfast \$15 – lunch \$25 - dinner	Free or actual cost reimbursed	\$10 per travel hour + cost of gas
Panel Judge / Tabulator – Experienced	\$25 - 30/per hour	\$10 – breakfast \$15 – lunch \$25 - dinner	Free or actual cost reimbursed	\$10 per travel hour + cost of gas
Safety 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	\$35/per hour	\$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