



CASNCC 2020

INFORMATION PACKAGE

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General Information

CAS National Cheerleading Championships

DATE

4th and 5th April 2020
Saturday and Sunday
(1st weekend of April)

VENUE

Our Tampines Hub, Community Auditorium
1 Tampines Walk
#03-A3, Singapore 528523

Cheerleading Association (Singapore) "CAS" National Cheerleading Championships 2020 "CASNCC" is organised by Cheerleading Association (Singapore) "CAS", a member of International Cheer Union "ICU" and Asian Cheer Union "ACU" and managed by Active Sports Enterprise "ASE".

CASNCC is held in conjunction with the Asia Open Cheerleading Championships "Asia Open", an event organized by ASE and supported by CAS.

Teams representing Singapore in the Asia Open must be a registered participating team in the CASNCC. *Exception: Teams competing in Asia Open divisions not offered in the CASNCC are not required to participate in CASNCC.*

The organizer shall have the right to alter the time and location of the competition in the event changes become necessary due to inclement weather, facility problems, television production requirements, or any other situation deemed by the organizer to be essential to the successful execution of the championship.

Contact Information

Official Event Website

www.aseactivesports.com

Official Email Address

casncc@cheerleading.org.sg

Contact Number

Phone / Whatsapp: +65 9228 5805

WeChat : aseactivesports

For enquiries, we highly encourage EMAIL CORRESPONDENCE. Certain information will not be shared via texting or phone calls for privacy reasons and record purposes. We recommend texting or phone calls only for emergency cases where you need immediate assistance.

Social Media

Facebook : @cheersingapore

Instagram : @cheer_singapore

Youtube Channel : <http://bit.ly/cheersgyoutube>

We would love to hear about your CASNCC journey. Hashtag your moments with #casncc2020



Schedule of Events

This is a preliminary schedule and is subject to changes.

Pre-Competition

Day 1: Friday 3rd April

Team Rehearsals

Team rehearsals at competition venue. Optional.

Competition ACIC + CASNCC

Day 2: Saturday 4th April

Competition Day 1

All Performance Cheer (Freestyle Pom, Jazz, Hip Hop) divisions

All Beginner, Novice, Intermediate, and Median (Level 0 to 3) Cheer Divisions

Cultural Exchange Party

Day 3: Sunday 5th April

Competition Day 2

All Advanced, Elite, and Premier (Level 4 to 6) Cheer Divisions

Cultural Exchange Party

Cheer Cultural Party

There will be a cheer cultural party at the end of each competition day, Teams are encouraged to bring along team/country gifts or souvenirs to trade with other teams. Some gifts/souvenirs suggestions: Pins and badges are highly recommended, mini flags, t-shirts, towels, items unique to your country or culture, etc.

CheerBuddy

Join our CheerBuddy programme where we link your team up with an international team (taking part in Asia Open) for a workshop hosted by your team. Make new lifelong friends who share your same passion for cheer and exchange skills and techniques through the exchange.

Live Webcast

The competition will be available on live feed on the Asia Open event Facebook page @asiaopencheer. More information on the live feed will be released closer to competition dates.



Entitlements, Prizes and Awards

The organiser reserves the right to substitute and alter any of the entitlements, prizes and awards.

Commemorative Pack

All registered athletes will receive a commemorative pack containing exclusive event merchandise and/or sponsors gifts.

Professional Photos

Each coach and athletes will receive professional photos of their routine. All photos will be available online where the download link will be provided for distribution amongst the athletes. This will allow your team to directly download your photos to whatever device you may choose.

Certificates

All participants and coaches (regardless of placement) will receive a Certificate of Achievement/Participation

All Certificates of Achievement/Participation will be given in digital format and will be downloadable from the registration website after the event. This is part of our green effort. With a digital version, you are free to print the certificate as and when you need it. The certificates come with a unique serial number for authenticity.

Top Three Placement Awards

Top three placing teams (except for Unlimited divisions, please see details under "Divisions – Unlimited") will receive a team trophy and individual medallion.



Divisions

Division Type	Age / Scholastic Division	Age / Grade of Athletes	Cheer Levels	Team Composition	Team Size	Routine Time
Team Cheer Scholastic	Primary	Grade 1 to 6	L1	X	<u>Large Division</u> 12 to 24 Athletes Maximum 4 Alternates	<u>Cheer Portion</u> Minimum 00:30 minute <u>Music Portion</u> Maximum 2:15 minute <u>Time between Cheer and Music Portion</u> Maximum 00:20 minute
	Secondary	Grade 7 to 12	L4	G, C		
	Varsity	17 years and above	L6	C		
Team Cheer	Open	12 years and older	L4	C	1 to 2 Coaches	
	Open	14 years and older	L5	C		
	Open	15 years and older	L6	C		

ABBREVIATIONS

Cheer Levels

L0: Beginner, L1: Novice, L2: Intermediate, L3: Median, L4 Advanced, L5: Elite, L6: Premier

Team Composition

X: Combined (Gender Neutral),
G: All Girl, C: Coed

New Divisions Request

To encourage participation, new divisions will be added (subject to approval) if there is a minimum of two teams requesting for the new division. Request for new divisions are to be made via official email.



Crossover

1. Crossovers are allowed between divisions. Each athlete may not represent more than one team within the same division and/or same cheer level of the same team composition.
Clarification: An athlete may represent a team across different divisions (e.g. representing team X in Team Cheer Open Coed Premier and Team Cheer Open Coed Elite) but may not represent more than one team in the same division (e.g. representing team X & Y in Team Cheer Open Coed Premier or same cheer level of similar cheer composition (e.g. representing team X in Team Cheer Open Coed Premier and team Y on Team Cheer Varsity Coed Premier))
2. Teams in scholastic divisions are allowed to crossover to compete in open divisions of a similar level or category with the same routine if the athletes meet the age requirements of the open division. For such crossovers, teams will only have to perform their routine once.
3. Teams may not use the same routine to crossover to another division except for crossovers between scholastic and open divisions of the same level or category.
Example: A team competing in Varsity Premier may not crossover to compete in Open Elite with the same routine but is allowed to compete in Open Premier.
4. Crossovers are at the athlete's risk. Please note that crossover athletes may miss scheduled warm-up and while we make every effort to provide time for uniform changes and/or rest between crossover routines, we cannot guarantee more than ten-minute interval between competition time. The rehearsal and championship schedule will not be changed or delayed to accommodate the crossovers.

Division Requirements

Team Cheer Divisions

Cheer Portion

Cheer can be included in the beginning or middle of routine. Use of native language is encouraged and using a more national or team pride style cheer is encouraged.

The cheer portion must be performed without music. No voice-overs or words may be recorded to make the team vocal projection louder.

Tumbling Portion

A minimum of two athletes tumbling in synchronization is required for a score in the tumbling component of the score sheet. No scores will be awarded under the tumbling component on the score sheet for individual tumbling but will go under overall effect component.



Time of Routine

Division	Time of Routine
Team Cheer	<p><u>Cheer Portion</u>: Minimum 0:30 minute, can be placed in the beginning or middle of routine.</p> <p><u>Music Portion</u>: Maximum 2:15 minute</p> <p><u>Time between Cheer and Music Portion</u>: 00:20 minute</p>

1. Timing will begin with the first choreographed movement or note of the music and end with the last choreographed movement or note of music whichever comes last.
2. If a team exceeds the time routine limit, a penalty will be assessed for each violation. One-point deduction for five to ten seconds and three-point deduction for eleven seconds and over per judge.
3. Because penalties are severe, it is recommended that all teams time their performance several times prior to competition and leave a several second cushion to allow for variations in sound equipment.

Competition Area

1. CHEER: The performance floor will be approximately 42 feet x 54 feet / 9 strips (12.8 metres x 16.5 metres). The surface will be traditional carpeted foam mat.
2. PERFORMANCE CHEER: The performance floor will be approximately 42 x 42 feet (12.8 x 12.8 meters). The surface will be professional grade material (e.g. Marley floor or a wooden parquet floor).
3. Teams may line up anywhere inside the competition area.
4. There is no penalty for stepping outside the area, however all skills must originate from the performance surface. Skills which do not originate from the performance surface will be assessed a one [1] point penalty per judge



Eligibility Policy

Any team proven to be in violation of the eligibility policy will be automatically disqualified.

Eligibility Policy Enforcement

1. In fairness to all, the organizer strictly enforces its eligibility policy and requirements for each division.
2. The organizer reserves the right to assess a penalty, disqualify, reclaim any and/or all awards and remove television appearance (if applicable) for any team found to be in violation of the eligibility policy, whether before, during or after the event.

Teams Representing Singapore in Asia Open

Teams representing Singapore in the Asia Open must be a registered participating team in the CASNCC to be eligible to take part in Asia Open.
Exception: Teams competing in Asia Open divisions not offered in the CASNCC are not required to participate in CASNCC.



Eligibility Challenges

If a team wishes to challenge the eligibility of another team on the day of an event, the following protocol shall apply:

1. The claim must be made directly to the Competition Director.
2. The team asking for the review will pay a SGD100.00 cash-only deposit for the review to take place. It is the responsibility of the source of the accusation to properly document any illegal participation to an event official.
3. The team in question will be approached by the Competition Director and must show legal or official proof for the athlete(s) in question.
4. If the team in question is deemed to be in compliance with eligibility requirements: the full SGD100.00 deposit will be forfeited.
5. If the team in question is deemed to have illegal members on the roster, the team making the claim will receive their SGD100.00 deposit back in full and the Competition Director will disqualify the offending team for the event. Additionally, any prizes awarded to said team will be forfeited.
6. If the eligibility cannot be proven or disproven within ninety minutes or before the related awards ceremony, the full deposit is returned to the claimant and further research will continue after the event. Results may be altered post event, based on findings. Every effort will be made to research in a timely manner, but the event will not delay an awards ceremony amidst a claim that is not yet fully evaluated fairly for both sides. Awards are announced on the presumption that all teams are eligible, until proven otherwise.
7. Eligibility challenge requests are limited to ONE challenge per programme per competition and must address a specific team. The organizer will not review multiple teams within a programme or "general claims". Specific concerns must be cited for reviews to be granted.
8. Decisions regarding eligibility challenges are to be evaluated on a case-by-case basis and are at the sole discretion of the Competition Director. All decisions are final.



Participation and Substitution

1. Only registered participants are permitted to participate in the competition.
2. The competitors who begin a routine must remain the same throughout the course of a routine. A performer is not permitted to be "replaced" by another performer during a routine.
3. Substitutions may be made in the event of any injury or other serious circumstance. Substitutes must be registered as one of the team members as alternates and abide by the age restrictions and eligibility requirements in all divisions. Unregistered alternates are not allowed to participate in the competition. Fielding non-registered alternates will result in an automatic team disqualification.

Participation Release/Waiver Form

1. Each participant is to submit the individual Participant Release/Waiver Form "Waiver" **via RegChamp by the dateline** to complete the registration. Participants who did not submit the Waiver will **NOT** be eligible to compete in the competition.
2. Participant aged below eighteen years of age "Minors" require a parent/guardian to complete the Waiver.
3. To view the Waiver, please login to RegChamp. Go to Events→[Select Event]→Docs, Reports & Results→Documents Related to this Event→Participant Release Waiver Form

Team Composition

1. **COMBINED** divisions: Divisions are gender neutral. Teams can be Coed, All Girl or All Boy. All teams will compete within the same division.
2. **ALL GIRL** divisions: All members in the team must be female.
3. **COED** divisions: At least one male and one female athlete must be participating on the team. For TEAM CHEER divisions, the maximum numbers of males on a Coed team may not exceed 2/3 of the total athletes on the team.

Age and Grade of Athletes

1. It is the responsibility of the coach and programme director to ensure the age and grade eligibility for all athletes (including alternates). Specifically, gym/studio owners, programme directors, officers/teachers in-charge and coaches must verify ages within their own programme. Once verified, it is further the responsibility of the above-named parties to ensure the data is entered into the registered roster accurately. Typos and errors on the part of delegated administrator, or parent dishonesty are not a valid excuse for inaccurate age data.
2. All athletes must carry some sort of photo identification.
3. The age of the athlete must be in the year of the competition.
E.g. For Junior divisions (7 to 14 years), an athlete who is 6 but turning 7 on 31st December is eligible for the division. An athlete who is 14 but turning 15 on 31st December is eligible for Junior division.



4. Participants of scholastics divisions are limited to bona-fide students of the following educational institutions:
 - a. PRIMARY: For student athletes who are currently enrolled in a Primary school or an equivalent institution (e.g. Primary School, Elementary school, etc), and are in grade one to six.
 - b. SECONDARY: For student athletes who are currently enrolled in a Secondary school or an equivalent institution (e.g. High school, Secondary School, Middle School, Lower Secondary School, Upper Secondary school, Junior Colleges, etc), and are in grade seven to twelve.
 - c. VARSITY: For student athletes who are currently enrolled in a university or an equivalent institution and are aged seventeen years and above.
5. As a guideline, for Primary and Secondary student athletes, they should be aged seven to twelve for Primary division and aged thirteen to eighteen for Secondary division. Student athletes not falling within the age range may be required to submit verification of their grade level to be eligible for the aforementioned divisions. Grade level can be adjusted in RegChamp.
6. For Varsity division, please select an appropriate grade level ("Year 11" or "Year 12") or "College" in RegChamp to be eligible for the division.
7. A bona-fide student is one who has not graduated and is eligible to participate with and/or compete for a designated school.
Clarification: By graduation, it is with reference to the official graduation date given by the school and does not apply to date of graduation ceremony or receiving graduation certificate which may or may not happen after the official date of graduation.



Team Size

Team Cheer Divisions

Twelve to twenty-four athletes. Maximum four alternates.

3. Team Cheer Small Divisions:
Eight to twelve athletes. Maximum three alternates

Alternates

1. It is optional to include alternates on the team roster.
2. Alternates are considered registered members of the team and may substitute an athlete on the team. Alternates enjoy the same entitlements as a registered athlete and is required to pay the competition fee as a registered athlete.
3. By registering alternate(s), coaches can substitute athletes on the team roster without administrative hassle. There will be no need to make changes to roster (e.g. reassign marking of alternates) or inform event staff.

Coaches

1. Each team is required to have at least ONE registered coach with CAS recognised coaching certification on the team roster to be eligible for competition.
2. Each team can have up to two registered coaches.
3. It is the responsibility of the gym / program owners to make sure the coach has the relevant coach accreditation for the level / category of the teams they coach to compete at Asia Open and is at least eighteen (assistant coach) or twenty-one (head coach) years of age.

Registration

Competition Fees

Prices are quoted in Singapore dollars per participant. Competition fees do not include insurance.

Divisions	Competition Fees	(Team) Registration Deadline: 28 February 2020
First Division	SGD 30.00	<i>Registration of additional athletes and coach to existing registered teams is allowed at any point up to the competition.</i>
Each Additional Division	SGD 15.00	
Waiver Submission Deadline:		2 March 2020
Waiver Submission Deadline (<i>Athlete Registrations after 26 Feb 2020</i>):		In 3 working days athlete is registered or before competition, whichever is earlier.

IMPORTANT NOTE

The deadline of each registration phase will be strictly adhered to and is based on the time and date (GMT +8) the following is received.

1. Registration submission via online registration system
2. Payment made; AND
3. Payment information sent to official email

The earlier discounted registration phase competition fees will not apply if one of the submission or payment is missing and will be changed to the later registration phase fees based on the date all three submission and payment is made. *Exception: Payment via Gebiz / Vendors@GOV / GIRO (for local schools only). Payment information must be sent by Registration Phase Deadline.*

Additional Division Competition Fees are applicable to participants crossing over under the SAME account.



Registration Process

The registration is complete only when:

1. ALL required information is submitted via RegChamp;
2. Full payment of competition fees is received;
3. Payment information is submitted to facilitate successful tracking of payment (not required if payment is made via credit card in the online registration system); AND
4. Individual Participant Release/Waiver Form "Waiver" is filled in, signed, and submitted via RegChamp.

How to Register

1. Registration is done online via RegChamp, an online registration and competition management system.
<http://bit.ly/CASNCCRegister>
Registration through emails or physical forms are not accepted.
2. Registration guide/tutorials and FAQs are available online at www.asiaopencheer.com/register/howtoregister
We highly encourage administrators/coaches to refer to the guides when registering for the first time or need a quick refresher.
3. If your gym/program requires assistance to register through the RegChamp, an additional small processing fee of SGD5.00 per athlete per division will be charged.
4. A registration confirmation email will be sent to the email when registration submission and payment is received. If you do not receive the email after ten working days, please assume we have not received your registration and/or payment.

To register, select Event ID: 3632

If you have an existing RegChamp account, please use the same account to register. If your team is crossing over to another CASNCC division and/or Asia Open with one routine, please refer to the "How to Create Teams" tutorial.

Changes After Registration Submission

Changes can be made to your registration after submission and payment.

Changes Done through the Competition Office

For changes done through the competition office, please request via email through official email via reply to the registration confirmation email sent to you. This is to allow us to track your account information (which will be stated in the registration confirmation email) and process your request efficiently. If you do not receive our reply within ten working days, please resend the email under the same registration confirmation email.

Refund Policy

1. For all refunds, transaction fees incurred during the payment of competition fees will not be refunded. Transaction fees incurred during the refund process will be offset against the refund.
2. If there are no changes made that can contra the refund (e.g. addition of athletes, registration of teams, etc), please contact us for refund via Competition Office.
3. In the event a participant or team is disqualified, no refunds will be given.



Changes After Registration Submission...continued

CHANGES	REGISTRATION PHASE			
	Early Bird	On-Time	Late	Last Minute (After Team Registration Closes)
Addition of Athlete, Alternate and/coaches	Can be made by administrators or coaches in the ORS any time leading up to the championships (even after closing date). Subject to competition fees of the registration phase the addition is made. Contact competition office for invoice adjustment.			
Replacement of Athlete, Alternate and/or Coaches	Can be made by administrators or coaches in the ORS before Team Registration deadline closes.		Done through the competition office. SGD20.00 processing fees per athlete per division applies.	
Change of Team Name	Can be made by administrators or coaches in the ORS before Team Registration deadline closes.		Done through the competition office. SGD20.00 processing fees per team per division applies.	
Withdrawal of Athlete and/or Alternate (after payment is made)	Can be made by administrators or coaches in the ORS before Team Registration deadline. Refund of competition fees less SGD25.00 processing fee per participant.		Done through the competition office. No refunds will be given. In the case of individual withdrawals supported by medical certificate, refunds will be given less processing fee of SGD25.00 per participant.	
Division Change	Can be made by administrators or coaches in the ORS before Team Registration deadline closes.		Done through the competition office. If approved, SGD50.00 processing fees per team per division applies.	
Change of Athlete's First/Last Name, Gender and/or Birth Date.	Done through the competition office. Processing fees of SGD5.00 per athlete applies.	Done through the competition office. Processing fees of SGD10.00 per athlete applies.	Done through the competition office. Processing fees of SGD20.00 per athlete applies.	



Payment

1. Payment are to be made by the registration deadlines to be eligible for the registration phase competition fee rates.
Exception: Payment via Gebiz / Vendors@GOV
2. For last minute registrations or changes, cash payment may be made on the day of the event. No change will be available therefore payment is to be made in exact cash amount. Receipts will be provided for cash payments.
3. Late payment after the event is subjected to a 2% per month late fee. To avoid any unnecessary hiccups, we highly advise all registrants to check with your local banks on the processing period to ensure that all payments are submitted in a timely fashion.
4. Payment are available via the following modes:
 - a. Local (Singapore) Bank or ATM Transfer / Cash Deposit
 - b. Gebiz / Vendors @ GOV / GIRO (for local teams only)
 - c. Paypal (credit card) directly through Online Registration System
5. Additional transaction fees apply for international telegraphic transfer and Paypal.
6. Payment information is to be sent to official email to facilitate successful tracking of your payment.
7. For detailed payment procedures and payment modes, please refer to the payment information link provided in the invoice generated by RegChamp.
8. As successful payment will reflect in your bank/Paypal/credit card statements, receipts are not provided unless requested.

Agreement of Compliance and Confirmation

By submission of the registration, on behalf of the team, the account administrator (coach, gym owner, person in-charge) confirms that all participants, coaches, administrators and entourage have read and understood the policies, procedures, guidelines, and rules and regulations listed in the Information Package, related official website links, and the Rule Book, and accept them as fair and integral part of the competition and agree to abide by them. The account administrator confirms that athletes and coaches have obtained insurance coverage for their participation in the championships. The account administrator confirms and declares that all submitted information is true and complete.

By submission of the registration and by accepting your coach's pass at the event, the coach acknowledges that all participants on the team(s) fulfil the eligibility policy and any changes to the roster has been made known to the competition office. The coach confirms that s/he is aware that fielding ineligible athletes will result in team disqualification. The coach acknowledges that s/he is responsible for adherence to all the policies, procedures, guidelines, and rules and regulations listed in the Information Package, related official website links, and the Rule Book and that s/he takes full responsibility for knowing the rules and limitations for each division.



Competition Policy

Procedural Questions and Feedback During Competition

1. Rules and Procedures: Any questions concerning the rules and procedures of the competition will be handled exclusively by the advisor / coach of the team and will be directed to the Competition Director. Such questions should be made prior to the team's competition performance.
2. Performance: Any questions concerning the team's performance should be made to the Competition Director immediately after the team's performance and/or following the outcome of the competition by the advisor / coach of the team.
3. Non-Authorised Team Representatives: The Competition Director will NOT handle any questions or feedback by any other person other than the advisor / coach of the team. Any other person wishing to provide feedback can do so via email or obtain a feedback form from the Registration Counter. Insistence on directing questions to the Competition Director will constitute as harassment and will risk a five point per judge deduction for the team(s) for each participating division.
4. The Competitor Director can be contacted through the Registration Counter staff.

Interpretations and/or Rulings

1. Any interpretation of any aspect of these Rules and Regulations or any decision involving any other aspect of the competition will be rendered by the Rules Committee.
2. The Rules Committee will render a judgment in an effort to ensure that the competition proceeds in a manner consistent with the general spirit and goals of the competition.
3. The Rules Committee will consist of the Competition Director, Head Judge, and a designated competition official.

Disqualification

Disqualified teams will automatically forfeit any right to any prizes or awards presented by the competition and may also forfeit the opportunity to participate the following year.



Interruption of Performance

Unforeseen Circumstances

1. If, in the opinion of the competition officials, a team's routine is interrupted because of failure of the competition equipment, facilities, or other factors attributable to the competition rather than the team, the team affected should STOP the routine.
2. The team will perform the routine again in its entirety with all skills performed full-out from the beginning of the routine but will be evaluated ONLY from the point where the interruption occurred. The degree and effect of the interruption will be determined by the competition officials. All point deduction up to that point (if any) will carry over.
3. If a team needs to re-perform a routine again in its entirety but fails to do the routine in its entirety, then this team will receive a score based on the lower level performance.

Fault of Team

1. In the event a team's routine is interrupted because of failure of the team's own equipment, the team must either continue the routine or withdraw from the competition.
2. The competition officials will determine if the team will be allowed to perform at a later time. If decided by officials, the team will perform the routine again in its entirety with all skills performed full-out from the beginning of the routine but will be evaluated ONLY from the point where the interruption occurred. All point deduction up to that point (if any) will carry over.

3. If a team needs to re-perform a routine again in its entirety but fails to do the routine in its entirety, then this team will receive a score based on the lower level performance.

Injury

1. The only persons that may stop a routine for injury are: a) competition officials, b) administrator/gym owner/coach from the team performing, c) injured individual or d) judges.
2. An injured athlete may cause a potential safety hazard because of the inability to hold, support, spot or catch. For the safety of all athletes competing, a routine may be interrupted if:
 - a. An athlete is clearly injured.
 - b. An athlete is questionably injured and does not resume their role in the routine within five seconds of questionable injury.
 - c. An athlete leaves the competition floor due to an injury.
3. In the event that a routine is interrupted due to injury, it will be at the Competition Officials' discretion whether or not that team will be allowed to perform again at a later date.
4. An Injured Participant may not return to the competition floor unless the competition officials receive clearance from all the representatives listed below:
 - a. Event Medical Personnel attending to that participant
 - b. Parent/Guardian (if present)
 - c. Head Coach/Gym owner of competing team



Interruption of Performance ...continued

Injury ...continued

5. The competition officials will determine if the team will be allowed to perform at a later time. If the competition officials allow a routine to be performed at a later time, the spot in the schedule where the performance is to take place is at the sole discretion of the competition officials. The team may perform the routine again in its entirety but will be evaluated ONLY from the point where the interruption occurred.
6. In the event of a suspected concussion/head injury, the participant cannot return to perform without clearance from a medical professional that has training related to head injuries, even with a waiver from a parent or legal guardian.
7. If a team is permitted to perform again but fails to perform the routine in its entirety (example: throwing back tucks instead of the full twist thrown in the original performance), it is at the discretion of the competition officials how that team's scores will be affected.

Choreography and Music

1. Suggestive, offensive, or vulgar choreography and/or music are inappropriate for family audiences, and therefore lack crowd appeal.
2. All facets of a performance / routine, including both choreography and music selection, should be age appropriate, entertaining and suitable for all audience members.
3. Vulgar or suggestive material is defined as any movement or choreography implying something improper or indecent, appearing offensive or sexual in content, and/or replaying lewd or profane gestures or implications. Examples of inappropriate choreography may include, but not limited to, movements such as hip thrusting and inappropriate touching, gestures, hand/arm movements and signals, slapping, positioning of body parts and positioning to one another.
4. Every effort should be made to ensure that the lyrics of the music are appropriate for all audience members. Music or words unsuitable for family listening, which includes, but is not limited to, swear words and connotations of any type of sexual act or behaviour are examples of inappropriate choreography.
5. Removing improper language or words from a song and replacing with sound effects or other words may still constitute 'inappropriate'.
6. Music or movement in which appropriateness is questionable or with which uncertainty exists should be assumed by the coach to be inappropriate and removed so as not to put the team in an unfortunate situation.
7. Inappropriate choreography and music will be assessed a penalty of three points deduction per judge and may affect the overall impression score.



Music Copyright and Licensing

Use of music that has been cleared and approved for use as you have mixed for your routine(s), specifically for the purpose of being fully compliant with the law is highly recommended. The organisers do not have any control over the content of your music, nor does it possess the authority or interest to police it. This responsibility remains solely on the programme owner and/or persons who have provided the music. Programmes by way of competing and opting to play their music at the event are also fully releasing any and all liability specific to their own music and its rights or lack thereof. If you have any questions concerning your music, we suggest consulting a music attorney.

To the fullest extent of the law, registered Programmes and all its affiliates, supporters, and competitors shall indemnify, defend and hold harmless Active Sports Enterprise, its officers, employees, agents, representatives, consultants, and contractors from and against any and all loss, costs, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities arising out of, resulting from, or in connection with the services contemplated by the policies and rules stated in the Information Package and Rule Book, including but not limited to a programme's choice of music.

Music Protocol

Music Format

1. All teams who use music must provide their music in audio format on a CDs or MP3 format on a USB drive for use on the event provided sound system. If using CDs, please ensure the CD is unscratched so there is no skip while playing.

2. CDs and USB drive must contain ONLY the music used for the team; No combining multiple teams' soundtracks on a single CD or USB drive.
3. Please bring at least two good quality copies of the music to the event.
4. All CDs and USB drives should be labelled with the team number.

Music Representative

1. One representative of the team will be responsible for running the music during the competition. This representative MUST report to the music console with the team music at the team's reporting time and remain at the music console throughout the entire routine.
2. This person will be asked to hold onto their own music until the time of performance and to take music back following the performance. In the event a routine is delayed due to operator error, timing of your routine will continue. No unnecessary team members, parents etc. are allowed at the music console.
3. The organiser will not be responsible for any timing errors or routine interruptions that result from the music person leaving his/her position or assigning another individual to control the music.
4. In the event a routine fails to start on their appointed time for any music-related reason (e.g. representative cannot find the track or brings the wrong track to the music desk), they will have the option to perform immediately to 8-count music, count out loud, or withdraw from the competition. If 8-count music is selected, it may or may not be an option to select specific BPM (Beat per minute).
5. Photography, videography, food or drinks are NOT permitted at the music console area.



Floor Entrances and Exits

1. Athletes are expected to exhibit the utmost of sportsmanship, respect, and support throughout the entire event.
2. **ENTRANCE:** In order to keep the competition on time, teams must enter the performance floor as quickly as possible. When teams are introduced, teams are expected to take the floor within a thirty second window and assume the starting position for their routine. Elaborate choreographed entrances will not be allowed.
3. **EXIT:** At the conclusion of the routine, teams are expected to exit the performance floor immediately, within a thirty second window.
4. Although teams are allowed to show spirit briefly to the crowd, any skill performed before or after the allotted routine time is not allowed and will be assessed a penalty of one-point deduction to per judge.
5. Actions that exhibit excessive boasting, a delay in competition, poor sportsmanship, unprofessional behaviour, etc, may be assessed a penalty of five-point deduction per judge or in severe cases, disqualification. These actions may include, but not limited to, things such as
 - a. Taunting another team. Taunting may be defined as the use of baiting or taunting acts of words that engender ill will between teams;
 - b. An athlete calling unnecessary attention to her/himself *E.g. High five's, chest bumps, etc.;*
 - c. Excessive pre or post competition team rituals (team bonding traditions must take place behind the stage area);
 - d. Displays of public affection;
 - e. Running the perimeter of the performance floor (like a "victory" lap);
 - f. Stepping outside of the floor bounds to approach coaching staff, crowd members and/or other members of the audience;
 - g. Excessive celebration; any prolonged, excessive, or premeditated celebration by individual athletes or a group of athletes while on the competition floor *E.g. Athletes wrapping their legs around coaches and/or each other, victory dances, etc.;*
 - h. Coaching staff, parents, fans and/or other members of the performing team taking the performance floor before, during or after a performance (unless in direct response to an obvious athlete injury). The only people allowed on the performance floor are the competitors and competition personnel; or
 - i. Athletes collapsing to the floor following a performance when an injury does not seem apparent.
6. **TINY AND MINI DIVISIONS:** Coaches may place the athletes onto the performance floor and guide them from the side of the floor if they are not in the judges' view creating distractions. This is allowed if team have athletes below 7 years old.



Appearance and Image

1. Uniform Guidelines

- a. No risqué, sexually provocative, or lingerie-looking or inspired uniform or garments allowed. All uniform pieces should adequately cover an athlete and must be secured to eliminate any possible wardrobe malfunction. Costume malfunctions resulting in team members being exposed may be grounds for disqualification.
- b. Athletes must also consider that a combination of uniform pieces may also deem a uniform appropriate or inappropriate. All garments must properly cover the athlete and the athlete's undergarments during the routine.

2. Uniform Bottoms

When a skirt is worn as part of the uniform, briefs under the skirt is required. The skirt must fully cover the hips. The skirt must completely cover the briefs and fall at least one inch below briefs (regular and boy cut briefs). When shorts are worn as part of the uniform, there must be a minimum of two-inch inseam.

3. Uniform Top

Uniform tops must be secured by straps or material over at least one shoulder or around the neck. Tube tops are not allowed

4. Cover Up Guidelines

Athletes with non-full top uniforms must wear a t-shirt or other suitable cover up over their uniform unless they are in the warm-up area, travelling as a group to or from the warm up area, or on the performance stage

5. Make-Up

- a. Make-up should be uniform and appropriate for both the performance and the age of the athletes.

- a. Face / eyelid rhinestones are not allowed.

- b. False eyelashes are allowed but may not be decorated in rhinestones or additional jewellery.

6. Bows and Hair Accessories

- a. Bows and hair accessories should not be excessive in size and should not be a distraction to the performance. Acceptable bows are generally no more than three inches in width.

- b. Bows and hair accessories should be worn in a manner to minimise risk for the participants, adequately secured and should not fall over the forehead into the participants' eyes or block the view of the participant while performing.

7. Fingernails

Fingernails are deemed as safety hazards. Nails should be cut short and plasters or adhesive tape covering the nails do not constitute as a safety measure.

8. Deduction

Judges reserve the right to assess warning and/or a deduction of five point per judge when a team's appearance does not meet the standards of appropriate described in these guidelines.

9. Other Appearance and Image Requirements

Additional appearance requirements such as additional costuming requirements, footwear, jewellery and medical items may be found in the General Safety Rules and Performance Cheer Rules.



Safety Spotters for Cheer Divisions

1. Each team should have required spotters, who are part of the team roster as a competing member, for the routine in accordance to the corresponding level rules and is trained in proper spotting techniques.
2. If coaches feel the need for extra safety spotters, a person/s may step onto the performing area during stunts, pyramids or tosses to assist in the event of an unexpected fall.
3. Definition of Safety Spotter: Individuals on the competition floor provided as a safety precaution to spot certain elements of a routine.
4. Teams are allowed up to two safety spotters for double partner and group stunt divisions and four safety spotters for team cheer divisions during the competition.
5. Administrators/Coaches can register the safety spotters during check-in at the registration counter and obtain wrist tags for the safety spotters. If spotters are spotting several routines, only one wrist tag per spotter is required.
6. Safety spotter(s) are to report to the backstage with the team at the team's reporting time. Safety spotters will not be allowed into the Athletes Area but is permitted access to Warm-Up Area.
7. Guidelines:
Safety spotters:
 - a. Should only be used during the stunt, pyramid and/or basket toss sections. Safety spotters are provided for added safety and should stand at the back of the floor when not spotting those sections.
 - b. Should not touch, assist, or save skills being performed. Safety spotters should only be used to prevent a fall to the competition floor. Any touch, assist, or saved skill, the top should be returned to the performance surface.
 - c. Should be dressed in accordance to the General Safety Rules and Appearance and Image policy, and are presentable, professional, and distinguishable from the performing athletes. Safety Spotters should not wear any lanyards, badges or pins including competition IDs and no bags are to be carried.
 - d. Should not dress or act in a manner that distracts from the athletes and their performance and conduct any form of verbal coaching during the routine.
 - e. Should be at least eighteen years old (within the year) and familiar with spotting the skills of the performing team.
8. Teams with Safety Spotters in violation of the guidelines will be assessed a five-point penalty per judge.
9. To provide the safest competitive environment, teams should not attempt skills beyond their level.



Chaperone

1. A chaperone is an adult who supervises minors (below 18 years of age) athletes. A chaperone can be registered for every 16 registered minor athletes of the gym/school/program. *Clarification: For 20 athletes below age of 18, the team is allowed two chaperones*
2. A chaperone cannot be a coach/staff on any registered team roster.
3. Chaperones must be registered to obtain a chaperone pass. Please visit www.asiaopencheer.com/register/howtoregister for information on the registration process. There is a deadline to the registration and registrations submitted after the deadline will not be processed.
4. The chaperone pass will allow access into the Athletes' Area and Warm-Up Area. The chaperone pass is only for teams who require adult supervision for minors. Request for passes for team's welfare, make-up/hair artist will not be approved.
5. Each chaperone will receive only one chaperone pass. Chaperone pass is non-transferable and requires photo identification/passport to collect the pass at the registration counter on the day of the event.

Team Media Personnel

1. Each team will receive free professional photos taken during the performance at our competition. Videos will be uploaded to the official media channel on both Facebook and YouTube for free viewing.

2. Each team (routine) can register one photographer and one videographer for Media pass. Please visit www.asiaopencheer.com/register/howtoregister for information on the registration process. There is a deadline to the registration and registrations submitted after the deadline will not be processed.
3. The media pass allows access to a DESIGNATED photography area DURING the team's performance and use of professional camera equipment to record the routine.
4. Team media personnel are not allowed access to warm-up areas and are not permitted to use professional equipment at any other time during the event except during their team(s) performance.
5. Team Media Personnel are to abide to the Photo Policy. Team administrators can collect the media pass on behalf of the media personnel at the administration counter on the day of the event.

Entourage

Entourage (definition of entourage in documents below) are required to abide by the code of conduct stated in this Information Package and the guidelines and responsibilities highlighted in the following documents by ICU Entourage Commission:

1. Entourage in the Sport of Cheer
https://cheerunion.org.ismmedia.com/ISM3/std-content/repos/Top/2013_Website/About%20Us/Documents/Entourage_ICU_webpage_info.pdf
2. Guidelines for the Conduct of Athletes' Entourage
https://cheerunion.org.ismmedia.com/ISM3/std-content/repos/Top/2013_Website/About%20Us/Documents/Guidelines_Conduct_of_the_Athlete_Entourage-eng.pdf



Sportsmanship

1. Cheerleaders have traditionally and always have been ambassadors of sportsmanship and we expect athletes and coaches to understand the importance and take it upon themselves to uphold this fine tradition which started from our predecessors. Athletes and coaches are the face of cheerleading which we present to the public and we appreciate the efforts of team stakeholders to ensure that the spirit of cheerleading lives strong and athletes demonstrates the spirit of cheerleaders on and off the mats.
2. We like to create a positive experience for everyone by encouraging great sportsmanship at our championships. As such, a code of conduct is adopted for all championships and championships-related events to ensure that a spirit of sportsmanship and integrity is maintained in the heat of the competition. All behaviours should be kept professional and respectful.
3. All athletes, coaches, and entourage agree to conduct themselves in a manner displaying good sportsmanship throughout the competition with positive presentation upon entry and exit from the performance area as well as throughout the routine.
4. The administrator(s) and coach(es) of each team is responsible for seeing that athletes and entourage conduct themselves accordingly.
5. Severe cases of unsportsmanlike conduct are grounds for disqualification and/or suspension or ban from future championships.
6. Any event staff member can report any unsportsmanlike behaviour from cheerleaders, coaches, teacher-advisors, parents and/or supporters to the organizer. Every report will be reviewed, and a decision will be rendered by the organizer and judging panel.
7. A deduction of five points per judge may be given to the team's composite score, or in extreme cases, the team may be disqualified. Multiple infractions will result in disqualification.
8. The organizer reserves the right to evict any person in violation of the code of conduct.
9. Should a question of interpretation occur, the question will be discussed between one coach representative and/or one teacher-advisor of the team and the organizer and/or judge in private and in an atmosphere of mutual respect and professionalism.
10. Decision of the judges and organizer are final, even in the event of disqualification.



Code of Conduct

1. The Code of Conduct will be enforced from arrival to departure.
2. Athletes, coaches, and entourage should not commit an unsporting act or conduct which includes, but is not limited to the, such as:
 - a. Disrespectfully addressing or contacting an official or gesturing in such a manner as to indicate antipathy.
 - b. Harassing and abusing officials and event staff physically, and/or through words and/or gestures and/or on social media (including before or after the actual event)
 - c. Using inappropriate abusive or profane language or gestures at any time.
 - d. Baiting or taunting an opposing team, its athletes, other coaches, or fans through acts or word of mouth that engender ill will between teams. Any form of taunting (including on social media before, during, and/or after the actual event) which is intended to embarrass, ridicule, demean, discriminate, and/or insult others under any circumstances is not allowed.
 - e. Any form of betting or promotion of betting activity.
 - f. Possessing and drinking of alcoholic beverages.
 - g. Not observing instructions given by event staff.
 - h. Causing disruptions, and/or delay to the event.
 - i. Acts which compromises on the safety of the athletes.
3. Coaches should:
 - a. Uphold the honour and dignity of the sport of Cheer. In all personal contact with the students, athletes, officials, judges, parents, spectators, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
 - b. Act as professionals and in a manner that elevates their stature, their sport and their position as stewards of the sport.
 - c. Not criticise athletes, officials, judges, event producer and/or related supporting / sanctioning organizations and sponsors in front of spectators, but reserve constructive criticism for later, in an appropriate setting and environment, or in the presence of team members if others might benefit.
 - d. Not use abusive or profane language at any time.
 - e. Not incite un-sportsman like conduct.
 - f. Abstain from the possession and smoking of tobacco and drinking of alcoholic beverages in the presence of spectators, officials, judges and/or team members and during times where such activity may have perceived association with an athlete, team or the sport of Cheer (Example: while wearing team tracksuits, jackets, official team wear).
 - g. Abstain from the usage, administration and taking of illegal substances, as stated in the "Olympic Movement Anti-Doping Code 1999" and Appendix A (Prohibited Classes of Substances and Prohibited Methods 1st April 2000).
 - h. Together with officials, be jointly responsible for the conduct and control of team fans and spectators.



Code of Conduct ...continued

- i. Accept decisions of the event officials and judges during and when associated with competitions as being fair and made with the best effort possible by said officials.
 - j. Never involve himself/herself in any way with conduct that could be interpreted as abusive or sexual in nature with any student, athlete, team member or minor.
 - k. Always be aware of his/her responsibility as a mentor, teacher, supervisor and guardian of his/her athletes.
4. Athletes should:
- a. Uphold the honour and dignity of the sport of Cheer. In all personal contact with other athletes, coaches, officials, judges, parents, spectators, the media, and the public, the athlete shall strive to set an example of the highest ethical and moral conduct.
 - b. Act as professionals and in a manner that elevates their stature, their sport and their position as practitioners of the sport.
 - c. Not use abusive or profane language at any time.
 - d. Abstain from the possession and smoking of tobacco and drinking of alcoholic beverages in the presence of spectators, officials, judges and/or team members and during times where such activity may have perceived association with an athlete, team or the sport of Cheer (Example: while wearing team uniform, tracksuits, jackets, warm-up gears, official team wear).
 - e. Abstain from the usage, administration and taking of illegal substances, as stated in the "Olympic Movement Anti-Doping Code 1999" and Appendix A (Prohibited Classes of Substances and Prohibited Methods 1st April 2000) and can be asked to submit to a random drug test. Failure to submit to such test is grounds for removal from or disqualification of the team.
 - f. Accept decisions of the event officials and judges during and when associated with competitions as being fair and made with the best effort possible by said officials.
 - g. Strive to promote good sportsmanship
 - h. Strive to be modest in victory and gracious in defeat.
 - i. Be ambassadors of goodwill.

Substance Abuse

1. Athletes and coaches may not be under the influence of alcohol, narcotics, performance enhancing substances or over-the-counter medications that would hinder the ability to supervise or execute a routine safely while participating in a practice or performance.
2. Should an athlete and/coach be found in guilty of substance abuse, the following actions may or will be taken:
 - a. Team disqualification from the competition
 - b. Automatic notification to the school and/or parents/guardians
 - c. Suspension from future competitions for a period to be determined by Competition Officials

In all instances deemed appropriate by the organisers, law enforcement officials may be contacted.



Rehearsals

1. Rehearsal is an opportunity for teams to do position blocking and run their routine on the competition mats prior to the competition day.
2. It is held on Friday, the eve of competition day one at the competition venue.
3. Rehearsal is not compulsory, and teams eligible for rehearsal booking are to reserve their time slot prior to the rehearsal day.
4. Each routine is allowed one session of ten minutes and availability is on first-come-first-served basis. *Clarification: If your team performs the same routine which crosses over to another division and/or competition, the team is eligible for one rehearsal slot only as only one routine is performed*
5. According to past event data, rehearsals slots are in demand in the afternoon and evening slot due to flight arrival timing. If your team can make it in the morning slot, please reserve the earlier slots. If there are no immediate teams rehearsing after your slot, you will be allowed to use it for up to a maximum of additional one slot.
6. The instructions for booking rehearsals will be sent to you via email once payment is received in full.
7. Rehearsal Timing
Rehearsal timing will be strictly enforced to prevent delays to other teams. If you miss your rehearsal timing, you will only be able to rehearse during an empty slot in the event a team fails to show up for their rehearsal.
8. Music
Music player will be provided. Please bring your music in CD or MP3 (in USB drive) format.
9. Safety Spotters
Safety spotters are not provided during rehearsals. Please bring along your safety spotters if you need them.
10. During rehearsals, DO NOT:
 - a. Take videos and photos of other teams without their permission;
 - b. Distract the team having rehearsal while waiting for your turn;
 - c. Use loudspeakers, microphones, and/or music players;Teams who are uncooperative will be asked to leave the premises until the time of their rehearsal. In extreme cases, staff reserves the right to deny the team of their rehearsal.



Photography Policy

All photos and videos of your team competing at the competition are taken by our team of professional photographers and videographers and are available complimentary to every athlete and coach. All photos be available online accessed via a secured link. The videos will be posted online on our official Facebook and YouTube channel.

We understand the importance of capturing memories and at the same time we seek to protect the privacy and safety of our athletes, spectators, teams, organizations and programmes. As such, the following photography policy will be in effect:

Photo and Video Capture

Non-commercial photos and videos taking of your own team, club, or child is allowed with the following equipment:

1. Mobile phone or tablets (no zoom lenses)
2. Amateur camera equipment (e.g. small digital or point-and-click cameras, larger digital camera with non-removable zoom lenses) and camcorders
3. Tripod stands are NOT permitted.

Filming of teams that you have no affiliation with or those that you do not have express permission from in advance and for personal and commercial gains is strictly prohibited.

Flash Photography

Strictly NO use of flash photography, continuous flash, or any other lighting during competition as this can produce glare and be distracting and dangerous for the competitors. This includes small flashes such as (but not limited to) those from a camera phone.

Use of Professional Equipment

Specialist professional photography lens equipment is forbidden at our events unless prior consent from the organizer has been given and a media pass is obtained. This is to comply with child protection and privacy policy. The organizer reserves the right to determine if equipment falls under this category based on inspection and ask users to desist from usage at any time.

Forbidden professional lens equipment includes (but is not limited to):

1. Any lens (including non-telephoto) with a fixed or zoom focal length over 105mm.
2. Any lens (including non-telephoto) with an aperture rating of 2.8 or wider (enabling lower light photography).
3. All professional telephoto lenses regardless of aperture rating.



Photography Policy ...continued

Media Pass

If you wish to use the abovementioned professional equipment at the event, a media pass must be applied in writing via the official email at least thirty days prior to the event day in the following format:

Email Subject: Media Pass Request – “Your Name”

E.g. Media Pass Request – John Doe

Information to be included in the email:

1. Name of photographer (as in official ID, no nicknames)
2. Purpose of media pass request
3. Personal related published photography links
E.g. Personal blog, Facebook, Youtube, Flickr, Resumes, etc

Photography Policy Enforcement

1. The organiser reserve the right to reserve the right to refuse anyone from taking photographs and videos at any events and competitions and at any time.
2. The organiser reserve the right to request inspection of images on any equipment for any reason and request deletion of unauthorised photos.

3. The organiser reserve the right request the equipment be put away for the remainder of the event, and we also reserve the right to remove the person from the event entirely, or to call authorities in extreme situations, such as but not limited to persons causing disturbance or refusing to comply with requests.
4. Should the person in violation of the photography policy is affiliated to a competing team(s), a penalty of three points per judge will be applied to the team(s)'s score.
5. Should any audience members witness photography in any questionable format, there is an obligation to report any potential threat to the event staff.

Solicitation

Solicitation is not tolerated at the event. Teams (coaches, gym owners, athletes, parents and friends) trying to poach athletes will be disqualified from the competition and will be removed from the premises immediately.

Please report any individuals who is trying to sell to you (e.g. choreography/coaching services, uniform, merchandise, etc) at the competition immediately, as they are not endorsed. They will be removed from our premises immediately.

Terms and Conditions

Please review the terms and conditions in the Waiver.



Important Reminders

1. All teams must be supervised during all official functions by a qualified director/coach.
2. All teams, coaches and directors must have an emergency response plan in the event of an injury and know where first aid is located at the competition venue.
3. Safety is of paramount importance. Practice of stunting and tumbling skills anywhere apart from the designated matted stunting area during your designated warm-up time is STRICTLY PROHIBITED. Bringing own safety mats to be set up and used on the venue premises is not allowed. Teams found/reported practising in unauthorised venue premises will be assessed warning, a deduction of five points per judge or in extreme cases, disqualification.
4. Please have athletes come to the championships with hair and make-up done and in at least partial uniform.
5. Athletes are to keep their bags with them at all times, except during scheduled warm-up and performance time, which the bags will be kept in the designated baggage area to be collected immediately after performance. The event staff is not responsible for lost baggage and athletes are advised to refrain from bringing any valuable items.
6. There is no re-arrangement of running order for teams who missed their warm-up or competition timing under any circumstances. Please be on time always.
7. All athletes, coaches, and entourage agree to conduct themselves in a manner displaying good sportsmanship throughout the competition with positive presentation upon entry and exit from the performance area as well as throughout the routine.
8. The administrator(s) and coach(es) of each team is responsible for seeing that athletes and entourage conduct themselves accordingly. Together with officials, be jointly responsible for the conduct and control of team fans and spectators.
9. Please remind your team supporters about the photography policy and to remain seated during performances.
10. Solicitation is not tolerated at the event and we take this seriously. Teams trying to poach athletes will be disqualified at the championships and will be removed from the premises immediately. Any individuals who is trying to sell products and services at the competition are not endorsed and is to be reported immediately to event staff.



Rules, Scoring and Legality

Safety and Technical Rules

Please refer to the Rule Book – International Cheer Union (ICU) Divisions Rules and Regulations 2017 – 2019 “Rule Book” available at the following link:

http://cheerunion.org.ismmedia.com/ISM3/std-content/repos/Top/docs/ICU_TeamCheer_Rules_2018.pdf

The rules and guidelines stated in this Information Package will override the Rule Book if there are differences.

Cheer Divisions Rule Book References

1. General Safety Rules (applicable across all Cheer divisions)
2. Novice Division Rules
3. Advanced Division Rules
4. Elite Division Rules
5. Premier Division Rules
6. Glossary of Terms (applicable across all Cheer divisions)
7. Cheerleading Diagram Reference (applicable across all Cheer divisions)



Judging Criteria

The judges will score the teams according to the judging criteria on a hundred-point system. Score sheets can be found in the Rule Book.

Cheer Divisions Score Sheets

1. Novice
2. Intermediate
3. Advanced Coed
4. Elite Coed
5. Premier Coed

Cheer Divisions Score Sheets Amendments

The following score sheets in the rule book are to be amended due to typo error:

1. Advanced Division Coed
2. Elite Division Coed
3. Premier Division Coed

The score sheet components maximum score is amended as follows (changes highlighted in green):

1. Cheer Criteria: 10 Points
2. Partner Stunts: 25 Points
3. Pyramids: 25 Points
4. Basket Tosses: 15 Points
5. Tumbling: 10 Points
6. Flow of Routine / Transitions: 5 Points
7. Overall Presentation, (Dance), Crowd Appeal: 10 Points

Infractions



Any team in violation of the rules will be assessed deductions to the composite score which include, but are not limited to, those listed in the infraction table below. The infraction table below assists in defining common violations but should not be deemed a comprehensive and exclusive list.

VIOLATIONS	Deduction Per Judge
<i>Click on the link (underlined) to view the rule(s)</i>	
<u>Division Requirements:</u>	5 Points
<u>Time of Routine for Team Cheer Divisions:</u>	
Team Cheer Division: Cheer portion less than 30 seconds	1 Point
Team Cheer Division: Interval between Cheer and Music portion more than 20 seconds	1 Point
Music Portion / Routine exceeds 5 to 10 seconds	1 Point
Music Portion / Routine exceeds 11 seconds and over	3 Points
<u>Competition Area:</u> Skill originate outside performance area	1 Point
<u>Choreography and Music</u>	3 Points
<u>Floor Entrances and Exits:</u> Skills performed before/after routine	1 Point
<u>Floor Entrances and Exits:</u> Unprofessional behaviour	3 Points
<u>Appearance and Image</u>	5 Points
<u>Safety Spotters for Cheer Divisions</u>	5 Points
<u>Sportsmanship and Code of Conduct</u>	5 Points
<u>Photography Policy</u>	3 Points
<u>Practising in unauthorised venue premises</u>	5 Points
Rules covered in the <u>Rule Book</u>	5 Points
<u>Procedural Questions and Feedback During Competition and Infraction Review:</u> Harassment	5 Points

Violations of the following rules can result in disqualification and suspension from future championships. Click on the link (underlined) to view the rule(s)

1. Eligibility Policy:
 - a. Participation and Substitution
 - b. Participant Release/Waiver Form not submitted
 - c. Team Composition
 - d. Age and Grade of Athletes
 - e. Team Size
 - f. No coach(es) registered in team roster
 - g. Coach has no Cas-recognised coaching certification.
2. Floor Entrances and Exits: Unprofessional behaviour[#]
3. Appearance and Image: Wardrobe malfunction[#]
4. Sportsmanship and Code of Conduct[#]
5. Substance Abuse
6. Solicitation
7. Practising in unauthorised venue premises[#]

[#]Depending on severity, these violations can be assessed deductions to composite scores instead.



Legality

If you have any questions concerning the legality of a move or trick, please send a video or video link of your skills to the official event email with the following email header: Legality "Account ID" - "Number".

E.g. "Legality 12345 – 1" for first email sent regarding legality, "Legality 12345 -2" for the second email, etc

The video should fulfil the following guidelines:

1. Every email should state the level or category of the skill is seeking ruling for.
2. Every email should be answerable with one word, LEGAL or ILLEGAL.
3. Coaches are to review videos prior to sending them to ensure they are clear, such as view is not being obstructed or blocked, and may be utilized for review, including ensuring they display in an upright manner.
4. Please ensure there are no extra people in the video that could impact the ruling, such as someone that is in view and could unintentionally be considered a spotter.
5. Videos should be filmed specifically for the purpose of getting a ruling.
6. Videos must be of your team in a practice environment. Videos from competitions or believed to be of other teams will not receive a reply.
7. Videos must be of a single skill or sequence. If you have questions regarding multiple skills, they should be sent in separate emails. Sending multiple angles of the same skill in a single email is allowed, but a separate email is required for each different skill.
8. Videos should include the minimal number of athletes possible.
 - i. One person for individual skills (*e.g. tumbling*)
 - ii. One group for group skills (*e.g. stunts, tumbling, pyramid*)
9. A video of a skill with a description of the difference with the skill you would like to perform, or a description of a skill will not receive any reply.
10. We can only tell you a skill is LEGAL for a specific division or a skill is ILLEGAL along with citing the rule violated. We will not assist with changing choreography.
11. We expect you to have knowledge of the rules and will not be teaching the rules in our replies.
12. We only rule on the legality of the skill in the video, not the participants.
13. Our ruling is only valid if the skill is performed the same way in the video and at the event. If called on a skill that was ruled legal, the official at the event should point out the difference.

If the video(s) sent do not fulfil the guidelines, no ruling will be given.

Please allow ten working days for review of your video and be aware response time is likely to increase leading up to competitions due to the volume of inquiries, so please be patient and plan accordingly. An acknowledgement email will be sent to confirm receipt of your email. Please do not wait until last minute to send in your legality enquiries. We will not be able to expedite the ruling on your skill video.



Infraction Review

The Infraction Review "IR" allows coach(es) to review the safety deductions of the team. IR will be implemented during the competition. The procedures of the IR is as follows:

1. After your team has performed, the music representative should wait at the music console to be notified if there is any infraction applied and when to report for IR if coach wishes to query the infraction. *Note: This process might be different on actual day as judges will be using digital scoring system where coach(es) can view their infractions in the online registration system. The updated process will be included in the competition handbook.*
2. During IR, the coach (with Coach Pass) can query the infraction which they feel is not correctly applied. The Infraction Judge will assess and review the query via a video recording of the routine. If infraction is found to be incorrect, the infraction will be retracted immediately.
3. If the Infraction Judge saw any rule infraction during video review that was previously missed out, it will be applied.
4. If the coach is being argumentative and unreasonable with their challenge, the Infraction Judge reserves the right to ignore the challenge and/or apply five-point per judge infractions for harassment.

Judging Procedures

1. The judges for the event will be appointed at the sole discretion of the organiser.
2. As the teams make their presentations, judges will score the teams using a 100-point system.
3. If panel has 5 or more judges, the highest and lowest score given for each team will be dropped and the remaining judges scored will be totalled to determine the team score. Infractions (multiplied by the number of remaining judges) will be applied on the composite scores.
4. In the event of a tie, the high and low score (and infractions, if applicable) will be added back into the total score. If a tie remains, the ranking points from each judge will be used to break the tie.

Scores and Ranking

1. Individual judges score sheets are for the exclusive use of each judge. Each judge has the responsibility and authority to review and submit his or her final scores and rankings prior to the final tally of the scores for all teams.
2. Scores and rankings will be available only to coaches or administrators after the conclusion of the competition. No scores or rankings will be given over the telephone.
3. After each round of competition, teams will receive the judges' score sheets as well as their infraction sheet (if any). In addition, teams will receive a division ranking sheet with the names and scores of the teams' final placement.



Finality of Decisions

1. By participating in this championship, each team agrees that decision by the judges will be final and will not be subject for review.
2. Each team acknowledges the necessity for the judges to make prompt and fair decisions in this competition and each team therefore expressly waives any legal, equitable, administrative or procedural review of such decisions.

Appearances, Endorsements, and Publicity

1. All teams winning titles or awards agree to have all appearances, endorsements and publicity approved through the organiser's office.
2. Each team acknowledges the necessity for the judges to make prompt and fair decisions in this competition and each team therefore expressly waives any legal, equitable, administrative or procedural review of such decisions.

See you at Nationals in April!

