



High School Provincial

# CHEERLEADING

## Championships

**April 8 & 9th, 2016**



Victoria School of the Arts  
10210 108 Ave  
Edmonton, AB  
T5H 1A8  
780-426-3010

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## **Competition Information**

### **Alberta School's Athletic Association**

[www.asaa.ca](http://www.asaa.ca)

### **Provincial Cheerleading Championship Website**

<http://www.asaa.ca/championships/site/asaa-cheerleading-championships>

### **Contact Information**

Chair Nancy Adamson  
780-426-3010 (School); 780-239-5979 (c)  
[nancy.adamson@epsb.ca](mailto:nancy.adamson@epsb.ca)

### **Competition Location**

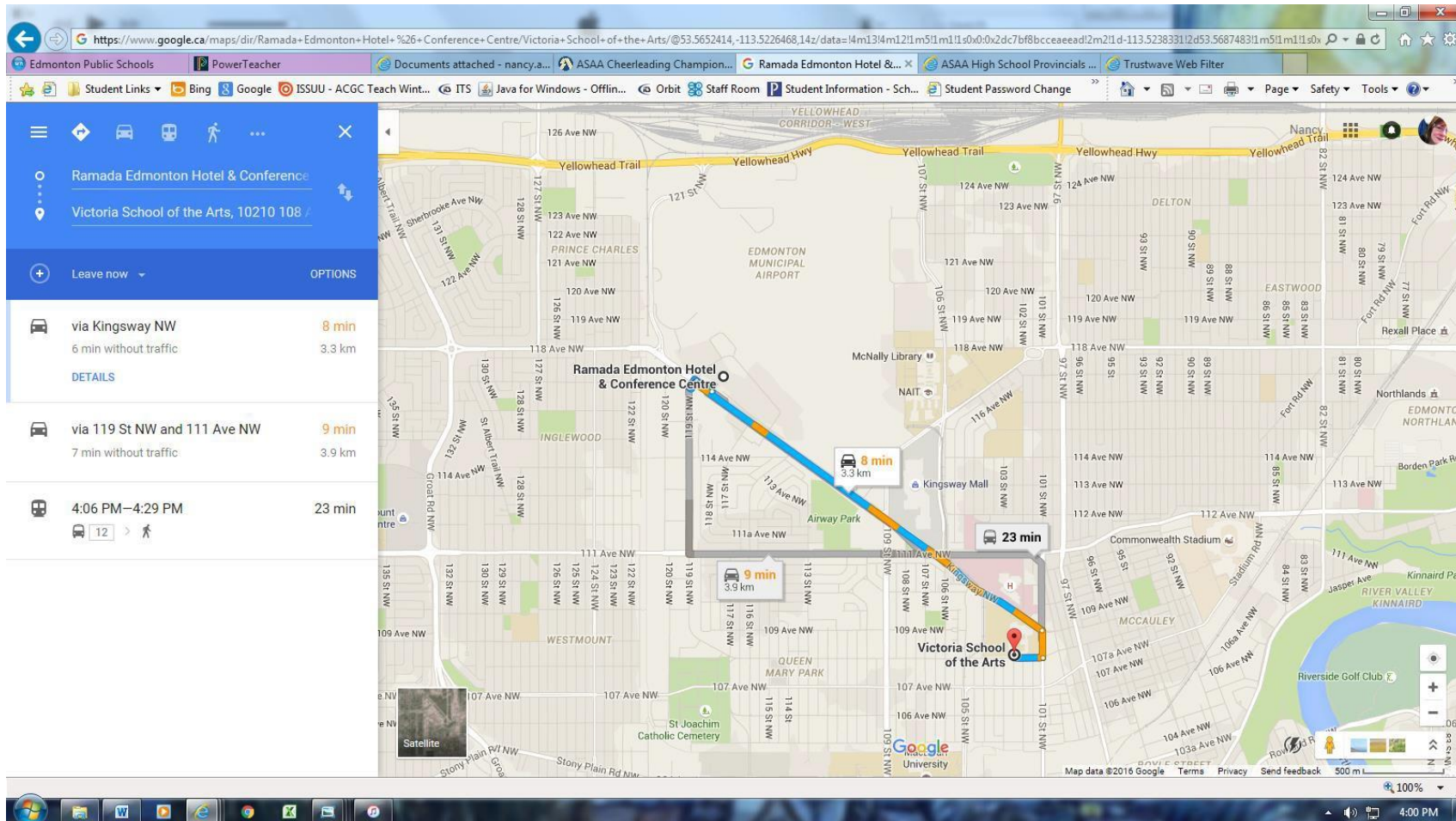
Victoria School of the Arts  
10210 108 Ave  
Edmonton, AB  
T5H 1A8

### **Banquet Location**

Ramada Edmonton Hotel & Conference Centre  
11834 Kingsway,  
119th Street and Kingsway, Edmonton, AB T5G 3J5

# Map

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## Accommodations



RAMADA EDMONTON HOTEL & CONFERENCE CENTRE  
11834 Kingsway, 119th Street and Kingsway, Edmonton, AB T5G 3J5  
(This hotel is the host hotel for our Friday Night Cheer Banquet)

For individual and team bookings please contact our  
Reservations Specialist at  
780-453-7347

**Rates are offered based on availability**  
**Please request the Alberta Provincial Cheer room block to receive these rates**

\$119 standard two queen room, based on double occupancy & includes hot buffet breakfast  
\$129 business class two queen room, based on double occupancy & includes hot buffet  
breakfast  
\$10 for each additional guest up to a maximum of 4 guests/room

**THIS RATE IS ONLY AVAILABLE UNTIL Friday March 18<sup>th</sup>**  
**(reservations made after this date are based on availability)**

All rates are net, non-commissionable, subject to 5 % GST, 4% Tourism Levy and 3%  
DMF and are subject to change without notice.

The hotel will extend the above client rates three days before & three days after the  
contracted date, subject to guest room availability.

Check in is available at 3pm and check out is by 12pm.

### **Amenities & Services:**

Free Wi-Fi High Speed Internet access  
Free Surface, self-parking  
Bus parking behind hotel access from 119 Ave  
Free local calls  
24 hour fitness Centre  
On-site restaurant  
Free Lobby newspaper

# Competition Schedule of Events

Victoria School of the Arts

10210 108 Ave

Edmonton, AB

T5H 1A8

## Day 1 - Thursday, April 7th

7:00 – 9:00pm

Practice times - 30 minutes

15 min – Stretch & warm-up

15 min – Competition floor

- This will be the athletes' only time to use the competition floor.
- Out of town teams will be given priority.
- Teams may request a time however all bookings will be made back to back.
- Teams must book in advance and have until **Tuesday, April 5th** to do so.
- Booking requests are to be sent to Nancy Adamson:  
[Nancy.adamson@epsb.ca](mailto:Nancy.adamson@epsb.ca)

\*Please note that Thursday's events are not mandatory.

## Day 2 - Friday, April 8th

- |        |   |
|--------|---|
| 1:30pm | Team registration<br><b>*Please do NOT show up prior to this time as school is in session and you will not be permitted entry.</b>                          |
| 2pm    | Ticket Sales Begin<br><b>*Please inform your spectators NOT to show up prior to this time as school is in session and they will not be permitted entry.</b> |
| 2:30pm | Coaches meeting – Staff Room  |
| 2:30pm | Doors to the gym open for spectators  |

2:50pm	Athletes line-up for Parade of Athletes
3pm	Opening Ceremonies Begin <ul style="list-style-type: none"> <li>Parade of Athletes</li> <li>O Canada</li> <li>Welcome from ASAA, ACA</li> <li>Greetings from the Asst. Superintendent</li> <li>Greetings from the Board – Ray Martin, Trustee</li> <li>Message from the Minister of Education</li> </ul>
3:10pm	Warm-Up Begins (5 mins at each of the following stations: Stretch, Stunt & Tumble Mats, Seven Mat Floor, On Deck)
3:30pm	Competition Begins
5:30pm	Competition Ends (We ask that all teams stay to the end of the event.)
6:30pm	Doors to the Banquet Open  (Athletes, Coaches & Advisors only)
7pm	Dinner Served
7:45pm	Program Begins
8:30pm	Dance Begins
10:30pm	Dance Ends

### Day 3 - Saturday, April 9<sup>th</sup>

9:45 am      Team Registration & Team Photos

**\*Please do NOT show up prior to this time as the building doors will be locked and you will not be permitted entry.**

10:15 am      Doors to the gym open for spectators

11:15 am      Warm-Up Begins  
(4 mins at each of the following stations: Stretch, Stunt & Tumble Mats, Seven Mat Floor, On Deck)

11:20 am      Competition intro (instructions, etc.)

11:30          Competition Begins

1:00          Awards Ceremony

1:30          Event Ends

**\*\* All times are subject to change without notice\*\***



## Banquet Information

6:30 pm	Doors Open
7:00 pm	Dinner Served (Buffet Style)
7:45 pm	Program Begins
8:30 pm	Dance Begins
10:30pm	Dance Ends

- Banquet tickets are \$30 each, mandatory attendance
- Semi-formal attire is required. No t-shirts or jeans.
- Athlete seating is first come, first served. (Table rounds of eight)
- Attendance at the banquet is mandatory for all team members, coaches and advisors however teams have the discretion to leave the event after the formal program has ended at 8:30pm.

## Registration Information

**\*\*All registration forms must be completed by noon, April 4th, 2016\*\***

Download the registration form off the site, fill it in and then send it off to Josh Boyd, ASAA and Nancy Adamson, Victoria, along with:

1. Team photo
2. School logo
3. Collection of your team photos for the banquet slide show

Click on the registration link on the navigation panel of the Provincial Cheerleading website:

<http://www.asaa.ca/championships/site/asaa-cheerleading-championships>

If you have any questions about the registration process, please contact ASAA at 780-643-1888.

## Fees

### **Entry Fee**

Team entrance will be \$274/team.

### **Banquet Fee**

Banquet fees are \$30/ticket.

### **Loonie Fee**

\$1/athlete included in Entry Fee

According to ASAA Policy (page 64):

“Pay it Forward Loonie Fee”: Each provincial championship will charge an additional \$1 for each participating student and remit those funds to the ASAA office after the championship. 100% of funds will be directed into an ASAA scholarship fund to recognize student athletes who give back to their communities by either coaching or officiating in school or community sport.

**\*\*Please send a combined cheque for all fees and optional purchases (DVD's, CD's, wristbands etc.) made out to Victoria School of the Arts and received by April 4<sup>th</sup>, 2016**

## Technical Requirements for Music

- An auxiliary cord will be supplied for music to be played off of personal devices.
- It is important that the device you are using is on airplane mode so phone calls or texts do not interrupt the playing of the music.
- The volume on the device should be turned up all of the way.
- A designated person must be present to play and pause your team's music as you see fit. The DJ will **NOT** do this for you.
- A Portable stereo will be available in the warm up area for coaches to use. Only an auxiliary cord will be present.

## Coaches Meeting

The coaches meeting will take place on **Friday, April 8th at 2:30pm** in the Staff Room (shown on the map).

As per the ASAA Official Handbook:

“Any team that attends provincials as the zone/regional representative and fails to attend or send a team representative to the mandatory coaches meeting will be fined a fee of \$250 for failing to send a representative to the coaches meeting. This fee will be collected by the ASAA office and split between the host of the championship and the ASAA; the latter of which will be earmarked for the ASAA subsidy account to help offset costs to ASAA provincial hosts. The Executive will have the sole discretion to waive the penalty based on the rationale provided by the school for failure to attend the coaches meeting.”

## **General Information**

### **Admission**

Each athlete is entitled to pre-purchase a maximum of two weekend passes. No day passes will be pre-sold.

Spectators are to enter the building through the main entrance only (south side of the school). The doors of the school will not open until 2pm on Friday & 10:15 am on Saturday. If spectators arrive prior to this time, they will not have access to the school.

There will be a limited number of wristbands sold for each days' event as we must respect the maximum capacity of the gym. Spectators are encouraged to purchase wristbands on Friday to ensure availability. Seating is first come, first served.

Victoria will not be responsible for broken, lost or stolen wristbands. These wristbands will not be replaced. A new wristband will have to be purchased assuming there is still availability.

All coaches will receive lanyards. These lanyards will allow coaches to gain entrance into the warm up area and competition area. Those without a lanyard will not be permitted in these areas.

## **Team Hosts**

Each team will also have assigned team host(s) to escort them to mat times, photos etc. Hosts will be able to answer general questions about the competition and assist you if anything arises during the event.

## **Team Spaces**

Teams will NOT have a classroom. All teams will have an assigned section of the cafeteria or the Green Room to store their belongings on Friday & Saturday. Please do not bring valuables as VSA is not responsible for lost or stolen items. These rooms will be NOT locked during the event.

Please note that teams are sharing rooms. We ask that all athletes and coaches respect the classrooms and the belongings found in the room. It is expected that

the room will be left the way it was found. We appreciate your cooperation in this matter.

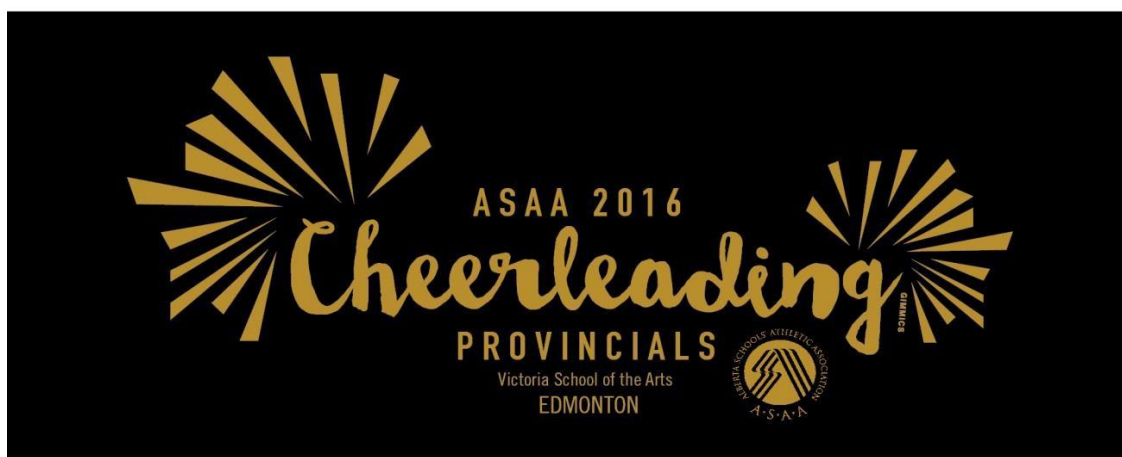
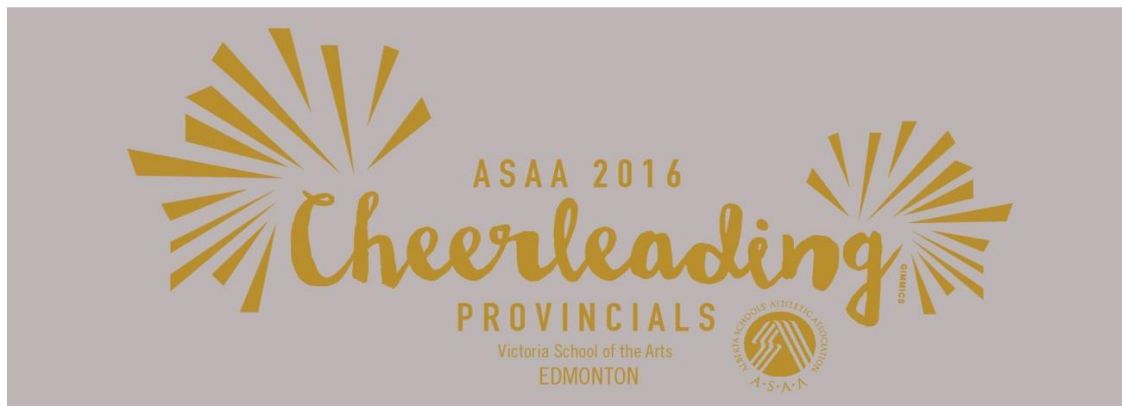
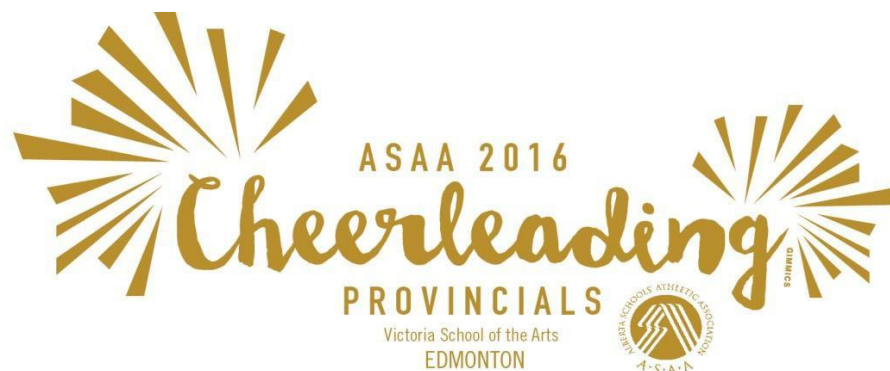
## Programs

Team photos will be included in this year's program. We will be using the photograph that you send with your online registration. Any team that does not submit a suitable photograph by the **March 22** deadline will have a "camera shy spot" in the program.

Programs will be on sale at the door for \$5.00 each. Cash only. Each team will receive one complimentary program.

## Vendors

A variety of vendors will be selling goods at the event: 1:30-6pm on Friday and 10:00am-2pm on Saturday. Gimmicks Souvenir Clothing Specialists will be selling the official ASAA Cheer Provincials gear. They have lots of clothing styles, colours and sizes. All items for sale will include this year's logo as shown below and athletes will have the option to personalize their clothing items.



## **Team Photos & Pictures**

Eye Captured Images will be taking team photos Saturday first thing in the library. Action photos will be taken of each team both days of the competition. Purchase information will be updated.

## **Results**

Score sheets will be available for coaches to pick up at the registration table Saturday morning for Friday's performance and immediately after awards on Saturday for Saturday's performance.



## Opening Ceremonies

The opening ceremonies will be held on Friday, April 8 at 3pm. Please ensure that you are in your assigned team location by 2:45pm. Do not come to the gym or warm-up area. Team hosts will collect teams and assist them in lining up. The opening ceremonies will last for approximately 30 minutes. The first four teams in the order of performance will be escorted from the opening ceremonies in four minute intervals to start their mat times.

## Order of Performance

The order of performance for Friday & Saturday will be posted on the ASAA website. The order of performance will be reversed for Saturday's competition.

## Mat Times

Teams may register for a mat time on Thursday. Teams will have assigned mat times on Friday and Saturday. Mat times will be posted on the competition website by **April 6th**.

## First Aid

First Aid will be on site during the warm up and performance times.

## Appeal Committee

Appeals can be heard on process only. The decision of the judges is final. The committee will be comprised of three members who are not in a conflict of interest position. Appeals must be made through the ASAA.

## ASAA Code of Ethics & Cheerleading Policy

Please refer to the 2015-2016 ASAA Policy Handbook & Code of Ethics (pages 26-34) all coaches, athletes, officials, volunteers and spectators are expected to abide by these policies. This handbook can be found at: [www.asaa.ca](http://www.asaa.ca)

## **Rules & Judging**

The ASAA follows the 2015-2016 High School Rules as stated by the Alberta Cheerleading Association. Teams will also need to ensure they follow the rules for their specified division: Division 1, Division 2 or Co-Ed.

It is the coaches' responsibility to ensure their routine meets the requirements outlined. All rule clarifications must be done in advance according to the clarification policy which can be found at: [www.albertacheerleading.ca](http://www.albertacheerleading.ca)

No additional safety judges will be present at the competition during mat times.

## Provincial Awards

The top three places in each category – Division 1, division 2, and Co-Ed will receive medals and keeper plaque. The first place winner will also receive a trophy to keep in their school for one year. As well, the first place teams will receive Championship T-shirts from ASAA.

### Novice Award

At the Provincial Competition, a plaque will be given to the best novice team at the competition.

The criteria for this award is:

- The team is competing in their first or second Provincial Cheerleading Competition within the last decade.
- The team has the highest mark of eligible teams in any category (in the event of a tie, all teams tied will receive plaques).

### Sportsmanship Awards

Sportsmanship is a truly important aspect of the sport of cheerleading and the ASAA championship. It is defined in Merriam-Webster's dictionary as:

“fair play, respect for opponents, and polite behavior by someone who is competing in a sport or other competition; conduct (as fairness, respect for one's opponent, and graciousness in winning and losing) becoming to one participating in a sport”

**We respectfully ask that teams do not make, bring or exchange gifts or other items that could be misconstrued as bribery (ie: handing out candy, passing out spirit sticks etc.). This undermines the essence and integrity of sportsmanship, the sportsmanship award and sportsmanship pins.**

One sportsmanship banner will be given to one team at the ASAA Provincial Cheerleading Championship. The team receiving this award will represent the true spirit of sportsmanship, integrity, ethics and fair play.

Each team present at Provincials will be asked to select a team that best exemplifies the qualities of sportsmanship throughout the competition. Coaches will be provided with a ballot that they will complete based on their team's decision. The rationale in having the teams select the award winner is that they interact with one another throughout the two day event and will have the best insight into which teams are truly sportsmanlike.

Teams will vote for one team and assign a score out of five based on a rubric. Ties will be broken, if necessary, based on the numerical scores received from each voting team. The ASAA Commissioner will collect teams' votes on Saturday before the end of the competition.

Pins will be given to individuals who exhibit outstanding displays of integrity, fair play and good sportsmanship. These pins may be given to players, coaches, parents and spectators. These individuals should be recognized for bringing positive presence to the championship and demonstrating consistent exemplary sportsmanlike behavior. Recipients of a sportsmanship pin should show exemplary behavior.

# **Emergency Action Plan**

## **Emergency Protocol**

1. DIAL 911
2. GIVE ADDRESS- **Victoria School of the Arts, 10210 108 Ave, Edmonton**
3. EXPLAIN TO DISPATCH THE NATURE OF INJURY OR INCIDENT
4. REPORT BACK TO TEACHER / COACH/ COMMITTEEMEMBERS
5. MEET AMBULANCE

## **When an Injury Occurs**

1. When coming in contact with the injured student/athlete, take control and assess the situation. Exercise universal precautions related to blood and body fluids.
2. Do NOT move the injured person.
3. Send someone to get the onsite First Aid help. They will take charge. In the unlikely event of first aid being unavailable, continue as per 4 – 10.
4. Assess the injury – evaluate the severity of the injury and decide if further assistance is required.
5. If an ambulance is not needed, decide what action is to be taken to remove the injured party from the playing surface.
6. If an ambulance is required – request that another person call 911. Have them report back to you with estimated time of arrival and send them to the entrance to wait.
7. Observe the injured party carefully for any change in condition.
8. When the ambulance arrives, describe the incident and what has been done.
9. An adult should be designated to accompany injured party to the hospital.
10. Contact the parent/guardian of the injured athlete/student.

## **Fire Alarm and Evacuation Procedures**

All alarms are to be treated as emergencies. As soon as the alarm sounds, a complete evacuation of the building will commence unless the principal or designate cancels the evacuation using the public address system.

- a) All guests within the school will leave in an orderly fashion. Please move to a location well away from the building, to the main street sidewalk area. It is vitally important to keep clear of the doorways and to leave clear access to the building for firemen, police or other emergency personnel. In the event of extreme weather, proceed to the Royal Alex hospital.
- b) The last person in a room will check to see that everyone has left the room and that the doors have been closed. Do not lock doors and do not switch off the lights.
- c) When it can be determined that the building is safe to be re-entered, an announcement will indicate the "all clear" (3 short bells) for all people to return to their rooms.

### **Lock Down Procedures**

A lock down may be activated as a result of:

- a) a bomb threat
  - b) threatening persons
  - c) emergency situations
- 
- a) All guests who may safely leave the school will do so in an orderly fashion and proceed to the Royal Alexandra Hospital.
  - b) Persons who are unable to leave the building will attempt to find a safe place (ie: washroom, storage room, classroom) in which they may remain silent and out of sight.
  - c) Lights should be turned off in the designated area and blinds should be closed.
  - d) Individuals within the school should refrain from using the classroom phone and their personal cell phones.
  - e) When it can be determined that the building is safe, an announcement will indicate the "all clear" (said three times by a designated individual).
  - f) If the fire alarm is triggered during a lock down, do not leave your safe place.

## **Reminders & Checklist**

**March 18th** – Deadline to book hotel rooms at the Hilton DoubleTree

**March 23** – Online registration deadline

**April 4th** – Order of performance and mat times posted on the ASAA host website

**April 4<sup>th</sup>** – Receipt of payment deadline & request Thursday mat times on competition floor

**April 8 & 9, 2016** – ASAA Cheerleading Provincial Championships

- Tickets are \$8/day or \$15/weekend pass. Cash only.
- Ensure teams and spectators are not arriving prior to the designated times as the doors will be locked and they will not be permitted entrance.
- Encourage athletes and families to bring spending money for souvenir

