

Hosting a Spirit Competition

Planning Checklist

- Secure/hire competition coordinator _____
- Inspect facility for safety/format compliance
 - Warm-up area
 - Performance area
 - Spectator seating
 - Participant seating
 - Trainer's table
 - Sound system
 - Mats
- Choose competition date _____
- Request sanctioning from the NMAA
- Secure judges (contact Leo Jaramillo)
 - Judge Bios will be sent for you to select from
- Establish competition format
- Cheer categories are:
 - Cheer with music
 - Game Day
- Dance categories are:
 - Military
 - Pom
 - Hip Hop
 - Jazz
- Schedule
 - Team check in time
 - # of sessions _____
 - Session starting time(s)
 - Each team will have _____ min for stretching _____ min for warm-up
- Competition flowchart
- Begin competition registration
 - Team entry fees \$ _____ per team/participant
- Event publicity
 - School website
 - Flyer/mailing
 - Other
- Secure competition staff
 - School/facility required personnel
 - Ushers
 - Ticket takers
 - Comp door monitor

- Tech judge assistant
- Performance judge assistant
- Score keeper
- Announcer/DJ
- Trainer
- If resources allow*
 - Team escorts
 - Score runner
- Purchase/obtain competition supplies
 - Clipboards for judges need #
 - Writing utensils for judges/score keeper need #
 - Calculators for judges/score keeper need #
 - Stop watch for technical judge assistant
 - Timing instrument for warm-up area
 - Judges' sheets (duplicate)
 - Spirit rule book
 - General office supply
- Awards
 - Choose number of awards
 - Choose type of award
 - Purchase awards
- Coaches' packet
 - Registration form
 - Competition guidelines
 - Judges' sheets
 - Performance area size
 - Warm-up area size/amenities/time limits
 - Bus parking
 - Participant seating
 - Complimentary admittance policy
 - Map to venue
 - Entry fees
 - Admission fees
 - Schedule
 - Order of performances
 - Flowchart
 - Competition unique information
 - Facility unique information
 - Other _____

Notes:

Don't forget to use the NMAA as a resource. Spirit Officials'/Judges' Fee information on following page.

Spirit Officials'/Judges' Fees

As in other athletic contests, fees are paid by the host school.

Regular Season Officials' Fees

Officials are paid the follow fees, plus applicable mileage, meal and rider fees. Schools will pay officials' fees, applicable mileage, rider and meal fees only.

Spirit Officials:

\$84	All Day Competition – Technical Judge
\$72	All Day Competition – Performance Judge
\$56	All Day Competition – Single Discipline Performance Judge
\$56	½ Day Competition – Technical Judge
\$47	½ Day Competition – Performance Judge
\$37	½ Day Competition – Single Discipline Performance Judge

MILEAGE, MEAL AND RIDER FEE PAYMENTS FOR ALL CONTESTS

Officials' expenses for regular season and play-off games/matches in all sports:

- (1) Reimbursement of an official's expenses (meal or per diem) is based on one-way mileage intended to reach the site of a game/match/event is as follows:
 - 51 miles to 150 miles=one meal @ \$10
 - Over 150 miles=two meals = \$15
- (2) Per diem (where applicable) is \$75 per day providing the official spends the night.
- (3) Mileage is paid at the rate of **\$.405** per mile round trip from the official's **hometown** (*new, effective July 1, 2009*).
 - a) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their home town. For example, if an official lives in Alamogordo but chooses to officiate with the Las Cruces association rather than the Alamogordo association, he/she would NOT be paid mileage from Alamogordo to Las Cruces for the game because he/she has made the choice to officiate outside of his/her home town, where a local group exists.
 - b) Only ONE driver will be paid for each contest. This will be paid to the official on the crew who travels the furthest. Issues with multiple drivers must be solved between the officials and the assignor prior to the game. For example, if a game in Carlsbad is being officiated by an official from Loving and an official from Artesia, the mileage may be split between the two officials. It is the responsibility of the "crew chief" to notify the school of the split mileage or the officials can work out splitting the mileage on their own, which has been a practice for officials for quite some time.
- (4) A rider fee of \$10 is paid to officials who are riding (non-drivers only) on trips of 51miles or more one-way.