



## 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 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

- Scorekeeper
- Announcer/DJ
- Trainer
- Middle/Junior High
  - Cheer with music
  - Game Day
- If resources allow
  - Team escorts
  - Score runner
- Purchase/obtain competition supplies
  - Clipboards for judges
  - Writing utensils for judges/score keeper
  - Calculators for judges/score keeper
  - Stop watch for technical judge assistant
  - Timing instrument for warm-up area
  - Judges' sheets (duplicate)
  - Spirit rule book /AACCA Rules-Middle/Junior High
  - General office supply
- Awards
  - Choose number of awards
  - Choose type of award
  - Purchase awards
- Coaches' packet
  - Registration form
  - Competition guidelines Middle/ Junior High Members/Non-Members
  - Judges' sheets -Middle /Junior High-tech sheet
  - 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 (Middle/Junior High member schools first than non-member Schools)
  - Flowchart
  - Competition unique information
  - Facility unique information
  - Other \_\_\_\_\_

Results, scores, judges' assignment numbers and spreadsheets must be emailed to [vanessawhitaker6@gmail.com](mailto:vanessawhitaker6@gmail.com) after competition.

Notes:

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Spirit Officials'/Judges' Fee information on following page.



**New Mexico Activities Association  
OFFICIALS' FEES FOR THE 2019-2020 SCHOOL YEAR**



**REGULAR SEASON OFFICIALS' FEES**

Officials are paid the following fees, plus applicable mileage, meal and rider fees. **Effective July 1, 2019.**

	<b>VARSITY</b>	<b>JV &amp; 9th GRADE</b>	<b>JUNIOR HIGH (7<sup>th</sup>/8<sup>th</sup>)</b>
Baseball (All Classes)	\$60.00	\$45.00	\$35.00
Basketball (All Classes)	\$70.00	\$50.00	\$40.00
Football (All Classes)	\$70.00	\$50.00	\$40.00
Soccer (All Classes)	\$60.00	\$45.00	\$35.00
Softball (All Classes)	\$55.00	\$45.00	\$35.00
Volleyball (All Classes)	\$50.00	\$40.00	\$35.00
	<i>\$25.00 per pool play match at the varsity level</i>		
	<i>\$20.00 per pool play match at the high school sub-varsity/9<sup>th</sup> grade level</i>		
	<i>\$17.00 per pool play match at the middle school level (7<sup>th</sup> &amp; 8<sup>th</sup>)</i>		
Wrestling (All classes - Duals)	\$55.00	\$45.00	\$35.00
	\$4.00 per match for varsity regular season tournaments		
	\$3.00 per match for JV/C/9th regular season tournaments		
	\$2.50 per match for Junior High (7 <sup>th</sup> /8 <sup>th</sup> ) regular season tournaments		

**Volleyball Line Judges (ONLY if NMOA-registered officials are utilized by schools):**

Regular Season Varsity Rate: \$17.00 per match  
 Regular Season Sub-Varsity Rate: \$12.00 per match

**Swimming & Diving (All Classes)**

\$50.00 per meet . Referee  
 \$40.00 per meet . Stroke & Turn Judges

**Track & Field (All Classes)**

\$84.00 All day meet, preliminaries and finals, track and field events for boys and girls  
 \$56.00 Half day meet, finals only, both track and field events for boys and girls  
 \$72.00 All day meet, preliminaries and finals, both track and field for boys OR girls  
 \$56.00 All dual, triangular and quadrangular meets  
 \$56.00\* Track referee only . all day meets as described above  
 \$56.00\* Field referee only . all day meets as described above  
*\*Must hire both track and field referees if this format is used.*  
 \$56.00 Additional for pre-meet seeding, heating, etc. optional if school/referee so agree)  
 \$96.00 Two-day meet (afternoon or evening day one, morning day two), both track and field for boys and girls  
 \$67.00 ea. Track referee and field referee . same format as above

**Spirit (All Classes)**

\$84.00 All Day competition - technical official  
 \$72.00 All Day competition - performance official  
 \$56.00 All Day competition - single discipline performance official  
 \$56.00 1/2 Day competition - technical official  
 \$47.00 1/2 Day competition - performance official  
 \$37.00 1/2 Day competition - single discipline performance official

## POST-SEASON OFFICIALS' FEES

	<u>BASEBALL</u>	<u>SOFTBALL</u>	<u>BASKET-BALL</u>	<u>FOOTBALL</u>
District Tournament	N/A	N/A	\$75.00	N/A
State Round of 12	N/A	N/A	N/A	\$73.00
State Quarterfinal	N/A	N/A	N/A	\$75.00
State Semifinal	N/A	N/A	N/A	\$77.00
State Final	N/A	N/A	N/A	\$79.00
State (incl. 1 <sup>st</sup> Round)	\$71.00	\$65.00	\$79.00	N/A
	<u>SOCCER</u>	<u>VOLLEYBALL</u>	<u>VB LINE JUDGE</u>	<u>WRESTLING</u>
District Tournament	N/A	\$63.00	\$28.00	\$4.50/match
State (incl. 1 <sup>st</sup> Round)	\$71.00	\$65.00	\$33.00	\$5.00/match

## 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 51 miles or more one-way.