



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 Vanessa Whitaker)
 - Judges will not be supplied for solos, elementary, all stars, non-member schools, unless arrangements are made with the event host. If non-members chose not to follow rules it is up to the event host to supply, rules, score sheets and judges. Stipends for additional time is between the event host and judges.
- Establish competition format
- Cheer categories are:
 - Cheer with Music
 - Game Day (make sure to have situational cues available)
- 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 (send Vanessa list to determine member/non-member Schools)

- Cheer with music
- Game Day (make sure to have situational cues available)
 - Non-member schools /must follow the NMAA rules and USA Cheer and Dance Safety Rules. **(NO EXPECTATIONS)** anyone not following the rules will be disqualified.
- 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
 - Stopwatch for technical judge assistant
 - Timing instrument for warm-up area
 - Judges' sheets and tech sheets. Tech judges are unable to judge elementary or solos.
 - NFHS rule book /USA Cheer and Dance Safety 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(must follow all rules to compete in sanction events.**
 - Judges' sheets -Middle /Junior High-tech sheet.Solos and Elementary schools must have separate score sheets and tech 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 (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 after the competition.

Notes:

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



**New Mexico Activities Association
OFFICIALS' FEES FOR THE 2023-2024 SCHOOL YEAR**



Officials are paid the following fees, plus applicable travel ring fees. **Effective July 1, 2023.**

	VARSIITY	JV & 9th GRADE	JUNIOR HIGH (7th/8th)
Baseball (All Classes)	\$75.00	\$55.00	\$45.00
Basketball (All Classes)	\$75.00	\$55.00	\$45.00
Football (All Classes)	\$75.00	\$55.00	\$45.00
Soccer (All Classes)	\$65.00	\$50.00	\$40.00
Softball (All Classes)	\$70.00	\$50.00	\$40.00
Volleyball (All Classes)	\$55.00 \$27.00/pool play match	\$45.00 \$22.00/pool play match	\$40.00 \$19.00/pool play
Wrestling (All Classes - Duals) (Tournaments)	\$60.00 \$5.00/match	\$50.00 \$4.00/match	\$40.00 \$3.00/match

Swimming & Diving (All Classes)
 \$55.00 per meet – Referee
 \$45.00 per meet – Stroke & Turn Judges

Track & Field (All Classes)

\$89.00	All day meet, preliminaries and finals, track and field events for boys and girls
\$61.00	Half day meet, finals only, both track and field events for boys and girls
\$77.00	All day meet, preliminaries and finals, both track and field for boys OR girls
\$61.00	All dual, triangular and quadrangular meets
\$61.00*	Track referee only – all day meets as described above
\$61.00*	Field referee only – all day meets as described above
	<i>*Must hire both track and field referees if this format is used.</i>
\$61.00	Additional for pre-meet seeding, heating, etc. optional if school/referee so agree)
\$101.00	Two-day meet (afternoon or evening day one, morning day two), both track and field for boys and girls
\$72.00 ea.	Track referee and field referee – same format as above

Spirit (All Classes)

\$89.00	All Day competition - technical official
\$77.00	All Day competition - performance official
\$61.00	All Day competition - single discipline performance official
\$61.00	1/2 Day competition - technical official
\$52.00	1/2 Day competition - performance official
\$42.00	1/2 Day competition - single discipline performance official

TRAVEL RING FEES AND HOTEL PER DIEM

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

- Hotel Per diem (over 150 miles one way) is \$125 per day, per official, providing the official spends the night and communicates with the host.
- Each Official working the contest will receive a set rate based on the number of miles, one-way, from the Official's home to the contest site, per the following schedule:

One-Way Miles to Contest Site	0-25	26-50	51-100	101-150	151-200	201-250	251-300	301-350	351-400	401-450	451-500	501-550
Travel Fee Per Official	\$0	\$30	\$40	\$50	\$60	\$70	\$80	\$90	\$100	\$110	\$120	\$130