

WSCJA Qualifier Guidelines 2023-24

A Competition Director meeting with the WSCJA and WSCCA was held on September 5th, 2023, at which time detailed instructions regarding the following were provided. This document is a high-level summary of that information. For full details, review the presentation slides.

In accordance with the WIAA Postseason Standard Operating Procedures – Qualifying Events must be staffed entirely by school personnel and/or affiliates, have all registration/entry fees deposited into the school ASB account, not exceed the maximum per team registration/entry fee, utilize WOA/WSCJA judges, and be held during the months of November, December, or January. Visit WIAA.com to view the full regulations.

In accordance with the CO-OP Agreement:

- The WSCJA's service area includes all WIAA member middle schools, junior highs, and high schools. This includes all contests, varsity and non-varsity. Only WSCJA officials are eligible to officiate scheduled contests. School representatives do not have the authority to solicit officials directly for contests. All assignments must be made by and through the WSCJA/WOA Assigner.
- The Host School will be invoiced following the event according to the CO-OP Agreement including "contest fees" and "additional fees" with the exception of the approved Spirit Mileage Chart, time and a half for double duty, and the negotiated standby fee. (All fees can be found in the WSCJA Qualifier Guidelines presentation.)
- Schools shall pay lodging expenses... when an overnight stay is agreed to by the Assigner and athletic administrator prior to the assignment being made. (Hotels may be needed for out-of-town judges for competitions with start times, end times or length of competition that hinder reasonable day-of travel.)
- The WSCJA shall utilize ArbiterSports to communicate with schools and officials for the purpose of assigning contests. (Competition Directors should log into Arbiter two weeks prior to their competition for the email address to contact their Head Judge.)
- Schools are to provide schedules in a timely fashion. (Start time, approximate end time, number of panels and number of sessions are due to WSCJA 60 days prior. Each Competition Director is to turn in their schedule 10 days prior to their competition to the Head Judge for verification. No changes aside from scratches can be made within 24 hours of competition start time.)
- Contest management will greet the officials upon arrival at the site and be available throughout the contest. (The Head and Head Tech Judges will arrive 1 hour prior to start time to tour the judging areas with the Competition Director.)
- Provide adequate facilities for the officials. (For cheer, this includes a judge's room away from coaches, competitors, spectators, and event staff.)

All Star sessions are not staffed by the WSCJA in any capacity. Rec Only Sessions (where no WIAA member schools perform) are not staffed by the WSCJA. Any non-WIAA teams on a Qualifier schedule will be scoring according to WSCCA/WSCJA scoring.

Score Sheets:

- The WSCJA will supply the Penalty and Appeal forms and this process will not be digital.
- All score sheets will be handled digitally by WSCJA staff and will be emailed directly to coaches on a timeline agreed upon with WSCCA following awards. This process will be handled by an off-site WSCJA Scorekeeper.
- Judges will be dismissed following the verification of their score sheets by the Head Judge.

- Scores/placements/qualified teams must be verified by the Head Judge and Head Tech Judge prior to announcement of awards.

Panels - The WSCJA will staff officials for up to 3 panels per day. Each panel consists of 4 performance judges and 2 tech judges. A double panel consists of 8 performance judges and 4 tech judges. An additional Overall Head Judge will be staffed to each competition whether a single or double panel is assigned.

Information Requests - Competition Directors will be contacted by the Head Judge, the Assigner, the WSCJA President, and the Scorekeeper, particularly within the two weeks leading up to the competition. The primary contact for information needed by the Competition Director will be the Head Judge.

Payment - The WOA office invoices all host schools/districts between the completion of the event and the end of the season. Competition fees per judge are based on how many teams each judge evaluates. Head Judges get paid for each team on double panels. The Scorekeeper will be paid at the same pay scale as all judges for all teams scored. If any break between sessions or delay takes longer than one hour, the officials will be paid a \$15/hour standby fee. A screenshot of what will be billed to the school/district following the event will be provided to the Competition Director at the time it is sent to the WOA.

Judges Room - At report time, the judges need a room with tables and chairs where they can prepare for the event and the Head Judge can hold a private judges meeting. This area must remain separate from coaches, cheerleaders, and spectators.

Exhibitions - Officials need to be notified of any teams on the schedule that will not be scored, otherwise they will evaluate all teams and the host school will be charged. Teams with an asterisk (*) on the schedule will not be scored, no feedback given, and judges will not be paid for that team.

Scheduling Teams - Detailed instructions can be found in the slide presentation. Below is a summary:

- Each team receives 10 minutes of judging time. For single panels, teams can be scheduled every 10 minutes, for double panels, every 5 minutes, alternating panels. For double panels only:
 - Each panel should judge approximately the same number of teams.
 - Ensure 10 minutes per panel even when scratches or last-minute scheduling changes occur.
- Keep all divisions/categories together in one schedule block.
- It is helpful to have Non-Tumbling seen before Tumbling, and smaller divisions perform before larger divisions.
- Schedule any Stunt Groups for the end of the competition so that cheer judges can be dismissed.
- Stomp should go at the end of a session due to the mat change and must all be seen by the same panel regardless of size.
- NEW Max of 5 hours per session including appropriate bathroom breaks. Each session will be considered a separate competition for pay purposes.
- Keep all teams within one division within one session, seen by the same panel.
- Exhibitions and teams that are attempting to qualify but are not seeking placement can perform outside of the session.
- During each 4+ hour judging shift, a 10-minute break must occur.
- Please schedule one hour between sessions for session wrap up tasks, meal break, and the switching out of officials.
- Breaks must be scheduled in such a way that all judges (including Head Judges) have the appropriate break length.

Printed Judges Schedule - A final schedule must be printed out and provided to officials' day-of. This schedule need not be the same as the one given to spectators.

Judging Setup:

- Panel Setup
 - Panel judges should be elevated and quite a way back from the front of the mat. Judges should be seated centered on the mat.
 - Event staff must ensure that the view of officials is unobstructed by spectators throughout performances. Additionally, officials must be seated well away from spectators so all discussion is confidential.
- Tech Setup
 - Tech Judges need a table at a back corner of the mat with table space and seating. When placing the tech table, select the back corner with the least foot traffic for privacy and confidentiality.
 - Tech Judges need appropriate space to walk the outside edge of the mat.
 - Please provide a school printer at the tech table with appropriate cord.
- Wi-Fi
 - There must be Wi-Fi access for the judging panel and tech table, power and enough power strips to run the number of judges laptops for digital scoring. It is highly recommended that full school Wi-Fi is available for judging, not just guest access.

Regarding spectators: as the event manager, the Competition Director is expected to deal with any spectator issues the same as other sports. Judges will not get involved directly with fans but will notify you to be dealt with.

Runners - The officials need the following personnel to be assigned as judges' runners. They should report to the Head Judge for training no later than 15 minutes prior to start time:

- One performance runner to assist with any needs of the panel.
- Two tech runners with timing devices to assist with timing
- One Headcount runner - IMPORTANT SEE PRESENTATION FOR DIRECTIONS

Runners must be available for the duration of the competition (IE: team members who need to leave to perform and come back are not suitable for this position).

Coaches Meeting - It is necessary for Head Judges to attend a coaches' meeting before each Qualifier session. Please schedule any in-person coaches' meetings 45 minutes prior to the start time of each session. The WSCJA highly recommends a Thursday night virtual coaches meeting where possible.

Announcer - The announcer should not announce a team prior to their scheduled time, but they also must wait for the go-ahead from the Head Judge prior to each team taking the floor. Watch for the signs Head Judges: green means "Ready", red means "Wait". Ensure announcers are equipped with Game Day Cues and directions on how to administer cues. Announcers should be made aware that following certain WOA protocols will delay the schedule especially when dealing with the safety of participants.

This document must be signed by the Competition Director and the host school Athletic Director.

Host School Athletic Director Signature

Competition Director Signature

Host School Competition

Name and Date

Please scan signed form to: wscjapresident@gmail.com