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To: 2024-2025 Invitational Coordinator
From: ICCA Board of Directors
Re: Invitational Coordinator Information

The Illinois Cheerleading Coaches Association is pleased to approve your school as host for an ICCA invitational! In this packet, you will find pertinent information for running your event. All invitationals must use IHSA officials, TourneyWire, National Federation rules and ICCA rules.

Your first order of business is to submit your contract by **November 15** to secure your date (Page 2). Keep the following contact information handy, as the people listed below are here to help you succeed! Remember, failure to fulfill any ICCA policies or rules may result in not hosting an ICCA-sanctioned invitational in the future.

Thank you so much for hosting an ICCA event, and we wish you luck and success!

Cindy Rueter	(618) 570-9994	cindyicca@gmail.com	ICCA President
Betty Moore	(217) 820-4231	iccabetty@gmail.com	ICCA Vice-President/Officials
Angie Fears	(618) 792-4311	angie.icca@gmail.com	ICCA Finance Director
Ben Stewart	(630) 310-2428	benpstewart@gmail.com	TourneyWire Administrator
Silkworm (Jason Gonzalez)		Silkwormink.com	Official ICCA Vendor

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Invitational Host Contract

The undersigned host school, by and through its undersigned duly authorized and acting representative, agrees to serve as host for an invitational competition for the Illinois Cheerleading Coaches Association (ICCA) and agrees and represents as follows:

1. The host school is a member in good standing of the Illinois Cheerleading Coaches Association.
2. The host school agrees to serve as host at the host school location for an invitational of the Illinois Cheerleading Coaches Association on a date established by mutual agreement of the parties. The invitational shall be conducted in accordance with ICCA rules and regulations.
3. In consideration of the selection by ICCA of the host school to serve as an invitational host, the host school agrees to pay the association a percentage of profits from the invitational as calculated and determined on the Invitational Financial Statement, a copy of which is attached. Profits from the invitational are divided between the host school and ICCA according to the following scale:

29 or fewer teams	85% to Host School	15% to ICCA
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30 teams or more	80% to Host School	20% to ICCA
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4. The host school agrees to accurately complete the Invitational Financial Statement google form (which will be emailed to you) and send payment due to ICCA, on or before the due date of six weeks after the invitational date. Take pictures of all receipts for expenses and submit them in the google form.
5. In the event the host school fails to provide the completed Invitational Financial Statement form and/or fails to forward payment to ICCA by the due date, then ICCA shall be entitled to recover the amount due plus its costs of collection, including all attorney fees, incurred in enforcing its rights under the terms of this agreement.
6. The person executing this agreement on behalf of the host school represents and warrants that the representative is duly authorized to execute the agreement on behalf of the host school and acknowledges that the terms and conditions herein are binding on the host school.

Executed this _____ day of _____, 20____		
Host School _____,		Address _____,
City/State/Zip _____	Phone _____	PRINT Name of Host School Representative (Coach) _____
PRINT Name of Host School AD or Principal _____		SIGNATURE of Host School AD or Principal _____

Mail the contract by Nov. 15 to Angie Fears. Email is acceptable - angie.icca@gmail.com

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Dear Invitational Host:

The ICCA Board of Directors continues to partner with Silkworm as the official and exclusive ICCA vendor for all competitions for the 2024-2025 cheer season. ICCA has signed a contract with Silkworm. This means no other vendors or school organizations are allowed to sell such merchandise at an ICCA Invitational or Championships. The only items your school or booster club can sell include balloons, flowers and concessions. Please remember, ICCA receives a large percentage for our scholarship fund from merchandise sold by our official vendor. We are very proud to continue to offer these scholarships to our graduating seniors and appreciate your cooperation as the invitational host to help keep this program successful.

To help make this a success:

- A representative from Silkworm will contact you prior to your competition date.
- Upon their arrival, welcome them and give them a high-traffic location to set up and sell, preferably near the entrance to the competition facility.
- Please allow them entry into the competition area.
- Please make announcements during the competition about their location at your school and that they have merchandise for sale with proceeds going to the scholarship fund.

If you have other ideas to advertise the merchandise at your invitational, please feel free to contact me, and I'll be glad to work with you. Thank you in advance for your cooperation and for hosting an ICCA Invitational. We look forward to working with you to help make your invitational a huge success.

Sincerely,

Angie Fears, ICCA Finance Director

15 Rialto

Highland, IL 62249

(618)792-4311

angie.icca@gmail.com

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Invitational Coordinator Host Packet (PRIOR TO INVITATIONAL)

- Mail the contract by Nov. 15 to Angie Fears. Email is acceptable - angie.icca@gmail.com
- Contact Ben Stewart (see page 1), one month before your competition to set up TourneyWire. Your school needs to have secure wireless internet capabilities in the competition area and tabulation room. Sign up for TourneyWire online at <https://www.tourneywire.com/cheer-index.php>.
 - Your school also needs to provide computers for officials to use during the competition. one set of officials = 5 computers/two sets of officials = 10 computers. And an additional 1-2 computers for backup.**
- Use the link sent by Cindy Rueter to view the list of teams registered for your invitational. View this often to build and revise a competition schedule.
- Both ICCA member schools and non-member schools may compete. Carefully watch as registrations come in: Member schools: Routine \$175; Game Day \$100; Routine and Game Day \$250. Non-Member schools: Routine \$225; Game Day \$125; Routine and Game Day \$325. Registration forms are late if not submitted by midnight the Monday before the invitational.
 - The form is time-stamped so you will know the date and time of each registration. Teams that register after the Monday midnight deadline pay an additional \$50 and bring registration fees with them to the invitational.
 - Remind teams they need to email the Invitational contract to you or bring it with them to the invitational.
 - You will need to contact teams who have registered but have not sent in their registration fee. The coach knows by the registration form that they must bring the fee with them on the day of the competition.
 - No team will compete if you have not received the fee.** Membership is kept up to date on the ICCA website. If you have questions regarding team membership, any general questions and/or help running the invitational, please contact your Region Representative (listed below). ICCA Region Representatives:

Region 1	Melody Brown	melody.icca@gmail.com
Region 2	Jorie Stevens	jories.icca@gmail.com
Region 3	Valerie Mallon	valeriem.icca@gmail.com
Region 4	Cathi Sprecher	cathi.icca@gmail.com
Region 5	Cassidy DeBose	cassidy.icca@gmail.com

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- Schedule:
 - Set the schedule according to the number of official panels you will use.
 - If using TWO sets of officials, alternate divisions and have 7 minutes between each performance.
 - If you use ONE set of officials, allow 10 minutes between each performance. ICCA wants the best all-around conditions for each invitational, therefore, scheduled competition shall not run more than 8 hours. This allows for evenly balanced numbers at each invitational site. ICCA recommends 30 min. for lunch but understands that you may need more time during lunch for different reasons. Please remember, the longer the day goes, the more officials/workers need to be paid.
 - Teams should not be placed on the schedule until payment is received. **Late teams should be placed near the beginning of the competition rather than at the end.**
 - A schedule should be sent to teams 1 week before competition. Teams should not be put on the schedule until you have received their payment.
 - Divisions for competition: Varsity (Small, Medium, Large, Co-ED); Junior Varsity (Small, Medium, Large); Junior High (Small, Medium, Large); Game Day (Small Junior High, Large Junior High, Junior Varsity, Small Team Varsity, Large Team Varsity)
 - Prepare a list of appropriate songs to play during the competition between teams.
- Registration will close on Monday before the competition. If you accept teams up to the date of your invitational, update the performance order schedule and send it to coaches. This performance order should also be sent to Betty Moore (ICCA Vice-President/Officials) and your region representative.
- Since we are not having a coaches meeting, you will be sent Invitational information to be handed out when teams register. Betty Moore will send you the information and the name of a Region Representative who will be there to help facilitate the invitational.
- Betty Moore will also email you the list of officials for your invitational.
- 2 weeks prior to the invitational work on paperwork through your school so officials are paid on the day of the invitational.**
- Order awards for the competition. Plan on at least a 1st place award for each division. It is your discretion whether you award plaques or trophies. The type of award (plaque/trophy) is at your discretion.
- ICCA recommends an admission fee of \$10 adults, \$5 students and Free under 2yrs of age.
- Select a good location for Silkworm to set up. Contact them @ www.silkwormink.com if you have questions.
- Suggested Invitational Staff:** Traffic Control, Ticket Sales, Trainer, Security, Announcer, DJ, Warm-up Room Supervisor, Escorts for Each Team, Door Monitors to Competition Area, Concession Staff, 2 Tabulators, 4 Timers (all staff should be adults)

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2024/2025 ICCA Invitational Dates

Date	North	Central	South
December 1			Alton/Region 5
December 7		Pontiac/Region 4	Highland/Region 5
December 8	Rockford Guilford/Region 3		Pinckneyville/Region 5
December 14		Farmington/Region 4	Mt. Vernon/Region 5
December 15	Marian Catholic/Region 1		Edwardsville/Region 5
December 21		Peoria/Region 4	
December 22	Wilmington/Region 2		
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January 5			Greenville/Region 5 (not a qualifying invitational)
January 11- 12		Championships	
January 25		Knoxville/Region 4 (not a qualifying invitational)	Coolidge/Region 5 (Jr High only; not a qualifying invitational; held at Granite City HS)
January 26			Mater Dei/Region 5 (not a qualifying invitational)
February 1	IHSA SECTIONALS (LOCATIONS SITES TO BE ANNOUNCED)		
February 7-8	IHSA STATE FINALS		
February 12	IESA STATE FINALS		

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- Day of the Invitational:
 - Arrive early and check all equipment.
 - Competition must take place on a 54" by 42" gymnastic mat (9 strips as per IHSA). At Invitational and Championship competitions, the mat will lie vertically. An 'X' will be placed in the middle of the mat for centering purposes. Matting is also necessary for the practice area.
 - Provide reserved parking for the officials.**
 - Each host school decides whether or not to allow videotaping by other individuals. IHSA officials are not responsible for policing videotaping. Fans should videotape their own team only.
 - Due to the increased concern over concussions, have an athletic trainer or medical doctor on school grounds (with easy access) during the entire invitational.
 - No good luck message/well wishes during the invitational as it delays the schedule.
 - Follow ICCA official sales/vendor information carefully.
 - Prepare the capabilities for music on CD and other digital devices (iPad, iPhone, MP3 player, etc.)
 - Set aside a room for officials to meet.
 - Make sure to talk with the head official or region rep BEFORE placement is announced and Championship qualifiers are announced. Percentages to qualify at Championships: Routine divisions: Varsity teams at least 80%; JV and Junior High teams at least 75%; Game Day divisions: Varsity teams at least 75%; JV and Junior High teams at least 70%
 - Make sure individual team scoring packets are available for pick up immediately AFTER the announcement of final standings.
 - Set aside a separate room for tabulators – AWAY from the officials meeting room with access to print off scores/final standings.
 - Set up seating for panel officials so that they are not sitting in the bleachers and are AWAY from spectators. (see map on page 10) A separate table should be set up for the technical officials. Please provide the competition order for the officials.
 - Set up tables in a very visible area for the official ICCA vendor - Silkworm. Check the information on the ICCA Official Vendor/Sales page.
 - Prepare Coaches Information sheet to be given out at registration. This is in place of a coaches meeting. Betty Moore will send this information sheet to you prior to your competition day. You may add any specific information to it as it applies to your competition.
 - The ICCA policy regarding a blood spill during competition:
If a blood spill occurs during competition, the routine is immediately stopped. Tech officials oversee the clean up by Host school personnel for safety purposes. The host school should have clean-up kits available (blood, vomit, etc.) and readily accessible in the competition area.

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The host school must also have an athletic trainer or medical doctor present to treat injuries from the time teams are to arrive until the final team has performed.

- Place trash cans at all 4 corners of the mat. If an athlete needs to throw up during the performance, he/she can leave the floor and then come back and finish the routine with no deduction.
- Payment to IHSA Officials:
Officials are to be paid the day of the competition, based on the number of hours they must be present at the competition site. We suggest officials arrive 30 min. before the competition begins and remain 15 min. after awards or until a head official dismisses them.
- Please prepare payment for the officials according to this rate: Base pay: Up to 4 hours = \$250; For additional hours, pay increases by at least \$50 per hour.
- The head official gets paid an additional \$25, so starting pay is \$275. See chart below.

Number of hours at competition (include 30 min before competition and 15 min. afterwards in the total time)	Official Payment	Head Official Payment
Up to 4 hours	\$250	\$275
Over 4 hours - 5 hours	\$300	\$325
Over 5 hours - 6 hours	\$350	\$375
Over 6 hours - 7 hours	\$400	\$425
Over 7 hours - 8 hours	\$450	\$475
Over 8 hours - 9 hours	\$500	\$525

Continue to follow this pattern for additional hours worked.

- ICCA Region Representatives assisting at the event are paid by the host school. This person may or may not be the Region Rep. for your region. It may be one of the other Delegates or another board member. If the Invitational has up to 30 teams competing, the region rep. should be paid \$100. If over 30 teams, the region rep. should be paid \$200. This amount can then be deducted from the amount due to ICCA.

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- Prepare the paperwork throughout the day
 - A copy of the final standings in each division should be printed for each team packet after the division is done and the head official approves.
 - Show the Finals Standings for each division to the HEAD OFFICIAL ONLY for approval before awards are announced.
 - Prepare the awards presentation sheet. Give awards presentation sheet to the announcer for the awards ceremony, after approval by the head official. Teams should be announced first according to placement starting with lowest place given going up to 1st place. Teams should then be announced who have qualified for Championships.
 - Hand out team packets to COACHES ONLY. This packet should include: Individual score sheets from each cheer official, technical score sheet, transparent scoring sheets (not including the comment page), final standings.
 - Send Cindy Rueter (cindyicca@gmail.com) and Betty Moore (iccabetty@gmail.com) the Tourneywire Codes when you receive them from Ben Stewart so they can access the final standings and prepare the correspondence for the qualifying teams.
 - Materials needed: FOUR stopwatches (Two additional back-up stop watches) and performance time schedule
 - Timer's routine for the day:
 - Report to invitational at least 15 minutes before it starts.
 - Be sure to understand how to use the stopwatch.
 - Talk with the head official for information about how the timing is to be done and recorded.
 - Two stopwatches are used to time the complete routine. Two stopwatches are used to time the music sections of the routine.
 - HOLD the time on the clock and stopwatches until the technical officials have obtained the times. Timers are not permitted to tell teams their times.
- Tabulators
 - Two adults (preferably not athletes' parents) to help print score sheets, stuff folders, etc.
 - Materials needed:
 - 9 by 12 envelopes - one for each team, labeled with division and team name
 - Access to copy machines and access code if one is required
 - Paper for copies
 - Awards presentation sheet - provide an announcement sheet for use during awards/qualifying announcements (announce lowest placing up to first)

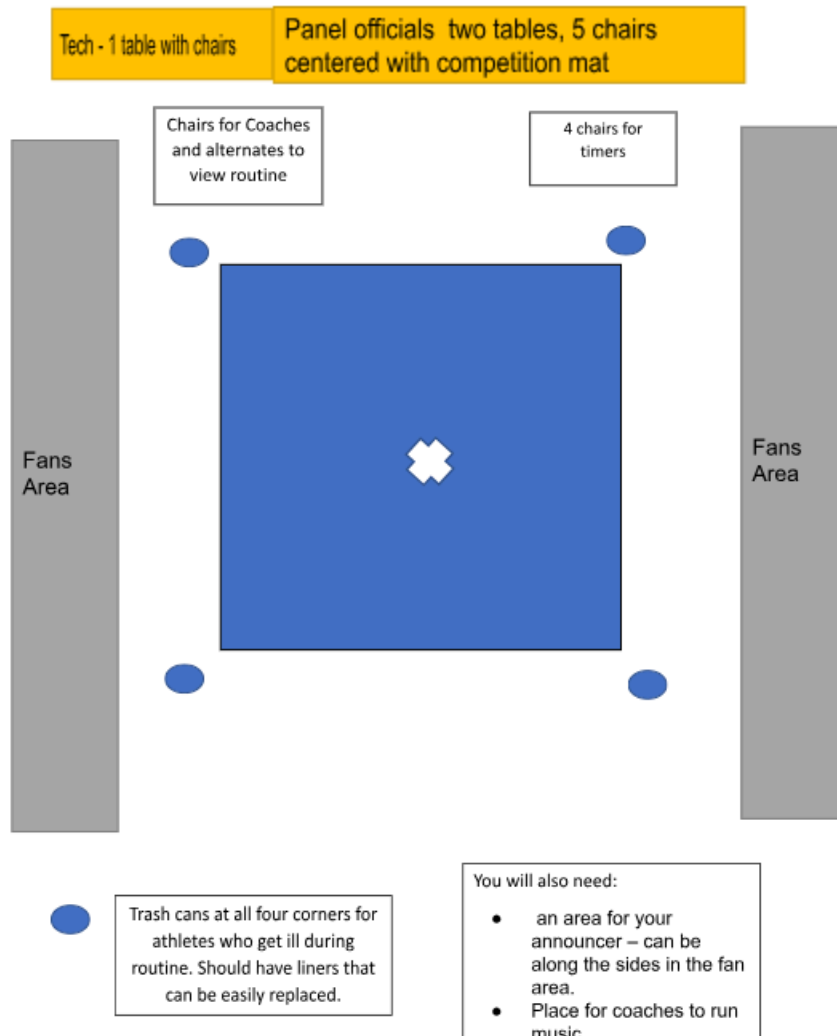
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- Vendor Sales
 - ICCA has contracted with Silkworm as “Official ICCA Vendor” for our competitions. Only ICCA official merchandise will be sold at invitationals. Host schools are asked to provide booth space (tables, outlet access, etc.) in a highly visible area for these sales. Profits from these sales go to the ICCA scholarship fund.
 - Host schools and other school groups may sell merchandise at the ICCA invitational competitions. Items that are allowed cannot be similar to any ICCA merchandise. **These allowed items include flowers, concessions and balloons. Please contact Cindy Rueter to verify the acceptability of all sale items.**
 - Do not make arrangements with outside vendors yourself.
- Suggested map of gym for Invitational:

There should be no traffic in front, behind or near the officials' tables.



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Announcer’s Script:

(BEGINNING OF EACH SESSION)

As we start today’s event, on behalf of (school)_____ and the Illinois Cheerleading Coaches Association - Welcome! ICCA has been providing educational opportunities for our member schools and athletes since 1982. Besides providing competitions like this one, ICCA provides scholarships to senior athletes, awards to the High School All-State team and recognizes scholar athletes in 8th grade and senior year of high school and much more. Visit our website: www.cheericca.org for more information about programs and awards. Deadline for these submissions is November 30, 2024. (Do not include this if the deadline is past.)

In an effort to secure our athletes’ safety, please refrain from using flash photography during routines. Thank you for attending and supporting our athletes.

Please rise and take a moment to celebrate our nation as we play the National Anthem. (If someone is singing, announce their names.)

Read prior to each team taking the floor

On deck is (school)_____
Now taking the floor we have _____(school) in the _____ division.
Their colors are _____and_____. They
are coached by _____.
_____you may take the floor!

There should be school appropriate music playing in between teams while the officials are scoring.
(Read intermittently throughout the day to alleviate down time.)

- The Illinois Cheerleading Coaches Association is a non-profit organization committed to the continuous development of Illinois’ cheerleading coaches, and therefore each and every cheerleader. We hope to bring out the best in Illinois cheerleading by helping coaches develop the leadership and knowledge to bring their respective squads a successful season.
- To commemorate your athlete’s achievements today, stop by our vendor booth for event apparel items provided by SILKWORM Ink. Visit their website at www.silkwormink.com.

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- Qualifiers from today's competition will advance to the Annual ICCA Championships in Springfield, IL on January 11th and 12th, 2025 at the Bank of Springfield Convention Center. All Varsity teams compete on Saturday, January 11th and all Junior High and Junior Varsity teams compete on Sunday, January 12th. Join us in recognizing Illinois' amazing cheerleaders!
- The ICCA offers many opportunities for our member schools, coaches, and Senior Athletes. Educational opportunities are available to member schools and coaches with a Spring coaches' Conference. Scholarships and All-state team recognition opportunities are available to qualifying high school athletes, and 8th grade and Senior Scholar Athletes are also recognized at the Championships. Schools or individual athletes must be members of ICCA to qualify for these awards. More information can be found on our website at www.cheericca.org.

(Read when announcing winners)

- 1st announce winners in the division. If you are giving 3 places, announce 3rd place, 2nd place, and then 1st place. Then announce the Championship qualifiers in that division. Then move to the next division.

(Read at the end of the session)

- Qualifiers from today's competition will advance to the 40th Annual ICCA Championships in Springfield, IL on January 11th and 12th, 2025 at the Bank of Springfield Convention Center. All Varsity teams compete on Saturday, January 11th and all Junior High and Junior Varsity teams compete on Sunday, January 12th. Join us in recognizing Illinois' amazing cheerleaders!
- We would like to take a moment to recognize all of the athletes and coaches competing today. They have worked extremely hard to get to this point. Let's all give a round of applause in appreciation for all of today's coaches and athletes!
- Please be safe on your journey home and thank you for joining us today.

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INVITATIONAL FINANCIAL STATEMENT (AFTER INVITATIONAL)

Host Contact Name _____	
Email _____	Phone _____
Host School _____	Date of Event _____
Number of Competing Teams _____	Estimated # of Paid Attendance _____
GATE ADMISSION FEE CHARGED:	
Adults _____	Students _____ Under 2yrs of age _____

MONEY COLLECTED (SECTION 1)

List each team and amount paid in a separate Spreadsheet. Submit the total number of fees collected even if teams did not compete.

Member Teams / Non Member Teams	# Teams / Admissions	Amount	Total
Routine and Game Day Cheer (Members)		x \$250.00	=
Game Day Cheer Only (Members)		x \$100.00	=
Routine Only (Members)		X \$175.00	=
Non-Member Routine and Game Cheer		x \$325.00	=
Non- Member Game Day Cheer Only		x \$125.00	=
Non - Member Routine Only		X \$225.00	=
Member Late Fees		X \$50.00	=
Non-Member Late Fees		X \$50.00	=
Gate Entry (All Paid Admissions)		x	=

MONEY SPENT (PROVIDE RECEIPTS)(SECTION 2)

Facility Rental/Maintenance Fees	=	Announcer/Sound Technician	=
TourneyWire	=	Officials (Number)	=
Trainer/Nurse	=		=
Trophies & Awards	=	Security/Ushers/Other paid workers	=
Other (submit lists & RECEIPTS)	=		=

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FINANCIAL SUMMATION (Use this outline on the last 2 pages to help prepare your financial report. This report will be sent to you as a google form prior to your competition.)

TOTAL MONEY EARNED LINE A	(SECTION 1)	=
TOTAL MONEY SPENT LINE B	(SECTION 2)	=
PROFIT LINE C	SUBTRACT LINE A - LINE B	=
PERCENTAGE DUE ICCA LINE D	29 or fewer teams competing 15% 30 or more teams competing 20% (Line C x % listed)	=
REGION REP PAYMENT Line E	SUBTRACT	=
AMOUNT DUE TO ICCA	SUBTRACT D - E	=

REMITTANCE DUE TO ICCA WITHIN 6 WEEKS ATTACH ALL RECEIPTS TO THIS FORM

Make checks payable to: Illinois Cheerleading Coaches Association

Mail Financial Statement/Payment to: **Angie Fears 15 Rialto Highland, IL 62249**