



**NOVEMBER 25, 2023**

**COMPLEXE SPORTIF CLAUDE  
ROBILLARD**  
1000, avenue Émile-Journault  
Montréal (Québec) H2M 2E7

### **COACHES VIP ROOM**

Located *ON THE THIRD FLOOR*, there will be complimentary snacks and beverages for coaches, there is also a viewing window to the competition venue. **Only those wearing a coach's bracelet will be granted access**

### **PUBLIC HEALTH REGULATIONS**

We will be following all Public Health Regulations in place at the time of the event.

### **EQUIPMENT**

There will be a fully sprung competition sized (54x42) cheerleading floor with 9 strips. The practice area will also have a one fully sprung competition (54x42) sized floor with 9 strips and a sprung tumbling strip (12x60).

## **COACHES INFORMATION**

### **TEAM REGISTRATION & PRACTICE ROOM ROTATION**

The team registration desk will open 1 hour prior to competition start time.

We ask that Coaches or Club Owners present themselves to the Team Registration Desk, to review and complete your Team's Registration. You will also receive a thank you gift and up-to-date schedule. Please ensure you do so **at least 30 minutes prior to your practice room rotation check in time.**

### **ATHLETE & COACH WRISTBANDS**

Athlete and Coaches wristbands will be mailed out to your clubs the week of November 13, if all team paperwork is completed and received.

Each team is entitled to TWO coaches / chaperones to accompany the team, but they must be pre-registered with their team. Additional Coaches bracelets can be purchased ahead of time at a cost of \$45. Spectators cannot purchase a coach bracelet. Clubs entering specialty divisions should ensure that their coaches are covered in their clubs' team registrations. Athletes and coaches will need to have their admittance bracelets on before entering the competition venue as well as the athlete only section and warm-up areas.

*Please note that it is up to clubs to arrange distribution of bracelets to their athletes.*

### **SPECTATOR TICKETS**

Spectator tickets will be sold ONLINE ONLY. Tickets will be scanned at the venue and exchanged for an access bracelet, please refer to website for details

<https://www.sapphireproductions.ca/en/adrenaline>

Doors open for spectators at 1 hour prior to competition start time.

### **COMPETITION SCHEDULE**

The preliminary schedule will be sent via email to clubs on November 7<sup>th</sup>. The deadline to submit any corrections, changes is November 13<sup>th</sup>. The final schedule will be emailed and posted on the website on <https://www.sapphireproductions.ca/en/adrenaline> on November 16<sup>th</sup>.

## SPOTTERS

Spotters are not provided at the event. If a team wishes to provide their own spotters they must ensure that they are wearing a plain white or black t-shirt to differentiate them from the performing team, and they must have an admittance bracelet. All rules for spotters are as per the FCQ technical rules.

## FIRST AID

There will be a team of qualified first-aid responders on site in both the practice room and competition area. Taping is provided for a fee.

## WATER

There will be NO water stations available. Athletes must bring their own water bottles.

## ACCESSIBILITY

The Complexe Sportif Claude Robillard is accessible by metro, bus and car.

**Métro** : Cremazie (orange line) + Bus #146

## PARKING

Parking is available around the complexe and on the street.

## COACHES INFORMATION Cont'd

### MUSIC – PROCEDURE TO SUBMIT MUSIC IN ADVANCE

Please email your music files to [info@sapphireproductions.ca](mailto:info@sapphireproductions.ca) by November 17th. Prior to sending, please RENAME your music file with your team number (located in the left column on the schedule), your program name and team name.

#### Example: 15 ABC Cheer Gym Teamname.mp3

These music files will be arranged in a playlist to ensure the correct music plays for your team on the competition floor. We will test the file to ensure its' compatibility with our system prior to the event to help prevent any music mishaps onsite. If you send in your music, you will not be required to have a coach present at the music station during the performance.

Once called onto the floor the music will play once your team appears to be set. If you have any special instructions, please include them in the email with your music file. Your music will not be shared, and all music will be deleted from our files once the event is over.

Coaches who do not provide their music in advance are responsible for bringing their music to the DJ booth before their team's performance and bring any adaptors that may be required (Ipod connection, Iphone connection, USB-C connection, etc.). We recommend that teams have at least 2 copies of their music. Sapphire Productions will not be held responsible for any technical problems (i.e. malfunction of cell phone, CD, cords/wires/adaptors, USB key, sending of incorrect music).

### PROFESSIONAL PHOTOGRAPHY & VIDEO

SAPPHIRE staff will be on site taking photos of teams. The event will be filmed by HFT Communications.

You will be able to access these photos and videos, FREE OF CHARGE courtesy of SAPPHIRE Productions on <https://sapphireproductions.smugmug.com>, a few days after the event.

*Note: HFT and Sapphire Productions have exclusive rights over the videotaping and photography of the event. It is prohibited to videotape or take photos of performances for resale or distribution.*

## FOOD & VENDORS

There will be many vendors set up on site to sell athletic apparel and other items. It's always wise to have CASH on hand since most only accept this method of payment.

There are no ATMs on site.

There is a Subway Restaurant on-site and vending machines.

## FOLLOW US ON SOCIAL MEDIA



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## COACHES INFORMATION Cont'd

### JUDGING / SCORE SHEETS

#### **Methodology**

Judges will evaluate according to the IASF technical rules and scoring system of system of Cheer Canada. A computerized scoring system will be used.

#### **Routine Review**

Legality and Deduction sheets **will be emailed to clubs for review** as soon as they are available. Please send us the **email address by November 17<sup>th</sup>** as to where you would like these sent. Coaches will have 10 minutes to review and challenge legalities or deductions if necessary.

Only the legality and deduction sheet may be examined. Coaches cannot request a review without completing / submitting the Request for Review form.

You can also view the video of your team's performance at the score check area. Note that Zero Deduction pins will also be available for teams at the score check area.

#### **Reasons to Challenge**

1. Deductions
2. Legalities

If the coach wants to challenge deductions or legalities, here are the steps to follow:

- Approach the scorecheck desk to request a review (Please note that if you have requested a verification of penalties, your entire routine could be reviewed, and this could result in new deductions).
- Coaches, a maximum two per team, will be called by the reviewing judge to discuss the review request and will have a maximum of four minutes to do so.

**Reminder:** coaches and judges must **remain calm and respectful at all times**. The official may grant a deduction for unsportsmanlike conduct to the team in question or the team may be disqualified.

At the end of four minutes, the reviewing judge will make the final decision on the review. If the revision results in a change in score, the new score sheets will given to the coaches.

Coaches CANNOT request a review of a competing team or a team that is not theirs.

The IASF rules and Cheer Canada scoring system will be available at the Review table for you to consult, and a TV with a video review. Coaches cannot monopolize this video system.

#### **Results**

Completed/Full score sheets will be sent to clubs by email following the awards and the results will be posted on the website.