**2021 Cheerleading Guide for MYCCA Site Directors**

This will be a season like no other before (or after, hopefully)! Thank you for agreeing to “host” a competition this season to Maine athletes to continue to compete in the sport they love.

The following is the step-by-step procedure for collecting team videos, sharing the videos with the officials and distributing the score sheets to the coaches.

1. Two weeks prior to the competition air date, remind coaches of the date video submissions for your competition will open and the method you’ve developed to receive them. (see chart below)
2. You are responsible for determining the key word you will be using for your competition AND providing to the coaches to use (see attached template AND information in the guidelines).  **Do NOT share this word until the 1st day of video submissions for your event.** We suggest notifying the coaches by Noon on the 1st day of video submissions. (see chart below)
3. Collect all videos by date listed on the chart below.
4. The officials for your competition will need **“editor”** access to the Google drive. Please share your Google drive with:
	1. Susan Hartnett (lead) – sehartnett@comcast.net
	2. Melissa Harvey (panel) – mharvey1324@gmail.com
5. Provide the lead official with the list of teams in the correct order they are competing.
6. When judging is completed, the lead official will send you a separate email for each team that competed and will attach a PDF of their score sheet. **You will forward this email and attachment to each head coach and cc Susan Hartnett (****sehartnett@comcast.net****).**
7. **The lead official will email you a** tally sheet listing the scores for all teams that competed. Use this information during the air date of your competition to announce the top two teams along with their scores (at the end of the competition). **This sheet is NOT to be shared with anyone until AFTER you have aired the full competition video.**
8. In the video that is shared on the air date, you will note the top two teams in each category and their final score (as detailed on the tally sheet).
9. **AFTER** the competition airs, email the final tally sheet to each coach and cc Susan Hartnett.
10. The lead official will provide you with the fee sheet for payment.

