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**COACHES PACKET**  
**2024 OHSAA Spirit State Championships**  
**DECEMBER 14<sup>th</sup>, 2024**

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The 2024 OHSAA SPIRIT STATE CHAMPIONSHIPS is only a week away and we are thrilled that you have decided to be a part of this year's event in Springfield! This is the final information packet you will receive before your arrival for the championship. **Please read the information carefully, and be sure to pass along to all admins, parents, spectators, bus drivers, and any other group members who will be attending the event.** This will help ensure that everyone is informed as to all aspects of the event.

All OHSAA competition information, rules & score sheets are located on the [OHSAA Spirit Website](#)

**BAND GROUP: OHSAA SPIRIT STATE CHAMPIONSHIPS '24**

- ALL COACHES MUST JOIN THE BAND GROUP as event related information will be communicated through the BAND group on-site during the event.

Enclosed in this final packet you will find information regarding:

- |                             |                             |
|-----------------------------|-----------------------------|
| • Team Travel Source        | • Team Check-in             |
| • Tickets & Admission       | • General Policies & Forms  |
| • Spectator & Bus Parking   | • Schedule, Practice, Music |
| • Team Drop Off             | • Scores & Awards           |
| • Event & Venue Information | • Maps & Extras             |
| • Vendors & Concessions     |                             |



**OHSAA SPIRIT STATE  
CHAMPIONSHIPS '24**

Used for notifications and updates  
before and during the 2023 Event  
**Scan this QR code and join!**

**HAVE QUESTIONS OR NEED HELP? PLEASE CONTACT:**

- REGISTRATION, INVOICES, PAYMENT → **Jerika Walker** at [jwalker@varsity.com](mailto:jwalker@varsity.com)
- EVENT QUESTIONS → **Jaylan Davis** at [jdavis@varsity.com](mailto:jdavis@varsity.com)
- OTHER QUESTIONS → **Jillian Queen-Smith** at [jqueen@varsity.com](mailto:jqueen@varsity.com)

We look forward to seeing you and your team in Springfield!



### CHAMPIONSHIP LOCATION

Wittenberg University  
Health, Wellness, & Athletics Facility (HWA)  
250 Bill Edwards Drive  
Springfield, Ohio 45504

### TEAM TRAVEL SOURCE (TTS)

To simplify your travel to the OHSAA Spirit State Championships we are working with Team Travel Source to provide information about available hotels and discounted rates. Click [HERE](#) to utilize this resource. More information is included at the end of this packet

This service is available to **BOTH** teams and spectators. *Booking your hotel stay through TTS is NOT A REQUIREMENT, simply a resource for your team if needed.*

Team Travel Source is excited to be partnering with OHSAA!  
Team Travel Source has secured the best hotel rooms with the lowest rates for this event!



**OHSAA SPIRIT STATE CHAMPIONSHIPS**  
**DECEMBER 14, 2024**  
WHITTENBERG UNIVERSITY  
200 W Ward Street, Springfield, OH 45504



**CLICK HERE**  
to book or  
hold rooms!



 **WHEN LIFE HAPPENS,  
WE'VE GOT YOU COVERED!** **LEARN  
MORE**

# TICKETS & ADMISSION

**DOORS OPEN TO SPECTATORS at 8:00 AM**

## **EVENT TICKET PRICES**

DIGITAL TICKET PRICES	
5 and Under:	FREE
Students (K-12):	\$10
Adult:	\$15
<b>*NO PARKING FEE*</b>	

## **TICKET SALES**

All sales are digital and available through **HomeTown Ticketing**. There will be **NO cash accepted at the gate**. Tickets can be purchased while outside the venue, but they must be purchased digitally on a smart device. Tickets will be available for purchase starting **Monday, December 2<sup>th</sup> at 9 AM EST**. The link to purchase tickets will also be posted in the BAND group.

Click [HERE](#) to purchase tickets

Upon checkout, **purchaser may be asked to designate which session they are attending**. Please reference the division breakdown chart below as well as the [Performance Order](#) to answer this question. Please make sure your fans understand which session your team is competing in AS WELL AS THE way your team will face when performing in the QUALIFYING ROUND. Each session will have wristbands and it may become necessary to clear the venue prior to the start of the afternoon Qualifying Rounds at 3:37 PM.

<b>SESSION ONE:</b>
Junior High Division I Division VI/VII
<b>SESSION TWO:</b>
Division II Division III Division IV Division V

For any general ticket information, please visit the [OHSAA State Tournaments Ticket Page](#). Please contact HomeTown Ticketing via email at [fansupport@hometownticketing.com](mailto:fansupport@hometownticketing.com) for any issues.

## **SPECTATOR WRISTBANDS**

Spectators will be given wristbands when the digital ticket is scanned. Wristband must be worn for admittance into Pam Evans Arena.

## **COMP CODES FOR ADMINISTRATION (Spectator Wristband)**

You will have access to **four comp codes** (info emailed directly to you from HomeTown ticketing). Head Cheerleading Coaches are responsible for distributing the comp code information to the appropriate individuals. Participating school Superintendents, Principals, Athletic Directors, or any additional school personnel (including bus drivers) **NOT included on the team registration** may utilize the comp codes (4 per school) or purchase a spectator ticket for admittance.

- These comp codes will be redeemed for SPECTATOR TICKETS and should be used for admin NOT traveling with the team.
- As a reminder, you also have (up to) four coaches/school personnel full access wristbands available included in your team fee and that will be distributed at TEAM check in. These should be utilized for coaches and/or school personnel traveling and checking in with the team.

# PARKING INFORMATION & TEAM DROP OFF

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## SPECTATOR PARKING

We encourage spectators to park at **Mercy Hospital off McCreight Ave**, located across West McCreight Avenue from the football field. A crosswalk is located at West McCreight and North Fountain Avenue and is a short walk from the north gate at the stadium. On campus parking is also permitted but know that availability may be limited. Campus parking spaces on Saturday are not reserved, so if you find one you can use it. **(See Parking Map Below)**

You may also use the [Interactive Campus Map](#) or the [Campus Map](#) to locate parking lots available on campus. Closest lots include the Tower Hall Lot and Synod Hall Lot. The HWA Complex lot is NOT permitted to spectators.

## TEAM DROP OFF

Busses must drop off their teams at the back of the Steemer Facility. Plug in **1025 North Lowrey, Springfield, OH, 45504** into your maps for the most accurate destination point. Busses will use the circle drive by the tennis courts to drop teams off at the rollup door of the Steemer. From there, busses will need to follow the instructions below for parking. **(See map below for visual instructions on team drop off)**

## BUS PARKING

Buses are allowed to park in the **BACK PARKING LOT** of **Mercy Hospital**. However, space is limited. We **HIGHLY** encourage buses to utilize the shopping & dining center off Bechtle Ave and 1<sup>st</sup> Street to park. **(See Parking Maps Below)**

Bus parking is **NOT** permitted on campus. Buses may park in the **BACK** parking lot of Mercy Hospital **OR** at the shopping and dining center off Bechtle Ave and 1<sup>st</sup> street.

## SPECTATOR SEATING: Side A and Side B

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To accommodate the number of teams and spectators attending the event, each division will perform facing a designated side of the arena. This means that there will be a Side A and a Side B. **(Refer to Map below)**. Again, please make sure your fans understand which way your team will face when performing in the QUALIFYING ROUND.

To know which side your team is competing on, look at the **“MAT” column** on the [Performance Order](#).

- **MAT A (Divisions: JR, III, V)** will perform facing the **NORTH** side bleachers for the Qualifying Round.
- **MAT B (Divisions: VI/VII, I, II, IV)** will perform facing the **SOUTH** side bleachers for the Qualifying Round.
- Divisions will compete facing the opposite way in the State Championship rounds.

# GENERAL INFORMATION

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## SPIRIT STATE CHAMPIONSHIP MERCHANDISE

Merchandise will be available for purchase on-site in the **1929 Gym** on the day of the Championship.

## 1929 GYM

Serves as the spectator entrance. The gym will also have merchandise, concessions, and sponsorship tables.

## WITTENBERG RULES AND REGULATIONS

No Helium filled balloons, artificial noisemakers or confetti is permitted in the facility. Fans must stay off the court after the conclusion of all sessions.

## CONCESSIONS / FOOD OPTIONS

Concessions will be available on site. Both cash and card are accepted.

Teams are allowed and encouraged to travel off-site for any needed meals. Several fast food and dining options are located off 1<sup>st</sup> street and Bechtle Ave. **\*We also HIGHLY encourage bus drivers to park and utilize this area\*** If leaving, be mindful of important timeline details such as the announcement of finalist.

Teams may bring in their own water bottles. Both touchless water fountains and water stations will also be available. Teams may bring a cooler with healthy food and drink into the Steemer (Practice room).

- **Clear liquids ONLY.** No colored liquids are permitted.
- Teams bringing in snacks will be instructed to eat at the designated area inside the Steemer.

# TEAM CHECK-IN

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## TEAM CHECK-IN

A representative from each team must check-in at the on-site Registration desk prior to your team's first performance. We recommend teams arrive within **one hour prior to their practice check in time**. Registration will be located inside the **Steemer facility as you walk in the double doors at bus drop off (refer to map)** and will begin at **8:00 AM on Saturday, December 14<sup>th</sup>**. All forms must be turned in prior to your first scheduled practice. Teams not turning these forms in will NOT be allowed to practice or compete.

## COACHES CREDENTIALS

Each team is allowed **UP TO 4 coaches/school personnel included in your registration fee**. These 4 people DO NOT need to purchase/claim tickets. All coaches/school personnel that you included on your registration must arrive with the team and will receive a **COACH'S WRISTBAND**. As a reminder, the four comp codes allotted per team will receive a **SPECTATOR WRISTBAND**.

As a reminder, it is the COACHES RESPONSIBILITY to distribute the information regarding comp codes to your appropriate school personnel.

Coaches and Athletes are the only individuals permitted in the Practice Area. Coaches will have a designated wristband and athletes will be in uniform as described in the **Dressing Room section** above. Event staff will be monitoring individuals throughout the event to ensure that only those who are credentialed are in the practice area. **Family members and spectators are NOT permitted in the practice area or on the Arena floor.**

## 1. REGISTRATION PAYMENT

- **Payment Deadline was November 6<sup>th</sup>**
- **If you have not sent, you must do so immediately and bring a copy of your check or PO to the event to show at registration.**
- Send payment to **VARSITY SPIRIT** using the address on the top of your invoice, which you can access in your MyVarsity portal.
- To check the status of your payment on MyVarsity, follow the instructions [HERE](#).
- If your payment has NOT been received, please contact Jerika Walker at [jwalker@varsity.com](mailto:jwalker@varsity.com)



Remit Payment To:  
**Varsity Spirit**  
640 Shiloh Road, Bldg. 2, Suite 200  
Plano, TX 75074  
(800) 622-2946 x1248  
<https://www.ohsaa.org/Sports-Tournaments/Spirit>

## 2. DIGITAL WAIVERS

- Everyone attending select competition events will now complete a digital waiver, as opposed to a physical waiver.
- The link to the waiver is available on your [MyVarsity account](#). You should only share the link with attendees assigned to the specific registration number since the form's information is unique to each specific team and event.
- All waivers must be completed **at least 3 days prior to the event**.
- Both the waiver template and link to the waiver are unique to your registration and are prepopulated with your team's name, registration number, and competition you are attending.
- Tracking Your Team's Digital Waivers
  - o You will be responsible for sharing your team's waiver link with parents/ guardians, athletes 18 years of age and older, and other adults attending competition.
  - o Simply copy the red text link **"Release and Waiver Form"** (located on your MyVarsity Competition Registration).
  - o Paste the link in your email or BAND message to parents.
- You will also be able to see the names of all team members who have completed their waivers on and track the total waiver count.
- **NOTE:** The **"# of waivers Expected"** may be higher than the actual number of participants/coaches attending. Just make sure that you have a waiver for EVERY INDIVIDUAL attending with the team (including your coaches).

All athletes and coaches must have a digital waiver on file prior to your first scheduled practice. Anyone registered with the team and does not have a waiver completed will NOT be allowed to practice or compete.

**NOTE:** Paper Waivers will NOT be accepted.

## 3. PROOF OF MUSIC LICENSING

- Please refer to the [OHSAA Game Day Rules & Regulations](#) for additional Music Guidelines (**Page 2-3**)
- Teams must be able to provide proof of licensing, in the form of a printed copy, during registration at the event. This may include:
  - o **Clementune** – Provide team's invoice from camp.
  - o **Authorized Provider (iTunes, Amazon, etc.)** – Provide screenshot of the receipt for the song you are using from your purchased playlist.
  - o **Music Provider** – Provide a printed copy of proof of licensing.
  - o **Recording of your school's original fight song** – A letter granting permission for the cheer or dance team to use the fight song on school letterhead is enough. It should be signed by your program's administrative supervisor.
  - o **Recorded Band Music playing a SINGLE Musical Composition** –
    - **If your school band has recorded a song for your team to utilize during competition, you will need to show a Compulsory License or Mechanical License that allows you to use the recording.**
    - **If your Band Director cannot provide this for you, please follow the instructions on the [Quick and Easy Licensing Agreement](#).**
  - o If a team does not have the required paperwork, they will be given the option to count the routine verbally or perform to an approved track of music or a track with counts.
  - o If a team does not have the required paperwork and chooses not to count the routine verbally or perform to the approved track of music or a track with counts, the team will be disqualified.

# SCHEDULE, PRACTICE & MUSIC

## PERFORMANCE ORDER

Please refer to the [OHSAA Spirit website](#) for the most up-to-date schedule link. The performance order link will be updated on the OHSAA website and in the BAND should any changes occur.

## DRESSING ROOMS AND PERSONAL BELONGINGS

Locker rooms will NOT be available, but restrooms will be. It is expected that teams arrive game day ready and in uniform. OHSAA and Varsity accepts no responsibility for lost or stolen items. We recommend that each team designate someone to keep an eye on its possessions. ***Labeling your speakers, props, and belongings with your school's name is highly encouraged.***

## PERFORMANCE AREAS

All teams will compete on a 42' deep x 54' wide carpeted floor (9 strips). Only soft-soled tennis shoes will be allowed on the performance surface.

All warmups will take place in the Steemer facility on **ARTIFICIAL TURF**. Only the 42' deep x 54' wide **PERIMETER AND CENTER POINT** will be indicated (You will NOT have mat lines). Please prepare accordingly.

## PRACTICE AREA

The practice venue is in the **Steemer**, same location as Team Check-In. If you miss your practice time, you are not guaranteed another opportunity to practice in the designated area.

A high-quality sound system will be provided for teams with music on mp3. **Coaches need to bring their own dongle connector.**

## BREAKDOWN OF PRACTICE TIMES ON THE PERFORMANCE ORDER

### Practice Check-In:

- Will be approximately **30 minutes prior** to your performance time.
- This is **not** your mat time. When you check in, you will be given instructions/reminders from staff and directed to your assigned mat so that your team is prepared to begin immediately following the next rotation.
- If you miss your practice time, you are NOT guaranteed another opportunity to practice in the designated area.

Practice Check In	8 minute Rotations Warm Up Area	Mat	Mat Time
8:28 AM	8:38 AM	A	8:46 AM
8:28 AM	8:38 AM	B	8:46 AM

### Warm Up Time: "Stretching / Warm Up"

- This is your first practice rotation. You will have 8 minutes without music.

### Mat Time:

- This is your second practice rotation. You will have 8 minutes to **utilize the "mat" (designated turf area) with sound system** to prepare for your performance time.

### Backstage/On Deck:

- After your second rotation you will proceed to backstage.
- Coaches and alternates will be directed to proceed to **music table on deck** upon arriving backstage.

## WHICH SIDE WILL YOUR TEAM FACE WHEN COMPETING IN PAM EVANS ARENA?

If you are on **MAT A (Divisions: JR, III, V)** your team will perform facing the NORTH side bleachers. If you are on **MAT B (Divisions: VI/VII, I II, IV)** you will perform facing the SOUTH side bleachers. (**Refer to Map below**)

- This will be very important information to communicate to your parents and spectators. We will have signage, but please make sure your community knows which side they should sit on.
- Divisions will face the same way in the Qualifying and State Championship rounds.



## PERFORMANCE MUSIC

All teams will either need to supply their music on an iPod / MP3 music player. **All coaches must bring their own DONGLE adaptor** to connect it to the aux chord attached to the sound systems provided in the practice room. CDs are NOT allowed.

**DIGITAL MUSIC**– You will be able to plug your device directly into the sound system to play your routine music. Be sure to follow these steps below prior to your performance:

### MP3 SET UP

1. Take your device OUT OF THE CASE
2. Plug *YOUR* Dongle into your device
3. Have your MUSIC PULLED UP
4. Make sure your device is in AIRPLANE MODE
5. Turn your VOLUME UP to 100%
6. Plug in your phone and dongle into the AUX provided
7. CHECK VOLUME AGAIN AFTER PLUGGING IN
8. Good luck 😊



## **SCORESHEETS, AWARDS, & RESULTS**

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### SCORE SHEETS / FINAL RESULTS

Once your team has completed your qualifying performance, please pick up your deduction sheet from the designated area near the judges stand.

**Score sheets** from the **QUALIFYING ROUND** will be available after your division finalists are announced and may be picked up at the designated table in Pam Evans Arena. Score sheets from the **STATE CHAMPIONSHIP** round will be distributed to the Finalist teams following completion of the awards ceremony. Comprehensive results will be posted on the OHSAA website following the event.

To view the event overview and score sheets, please click on the below links:

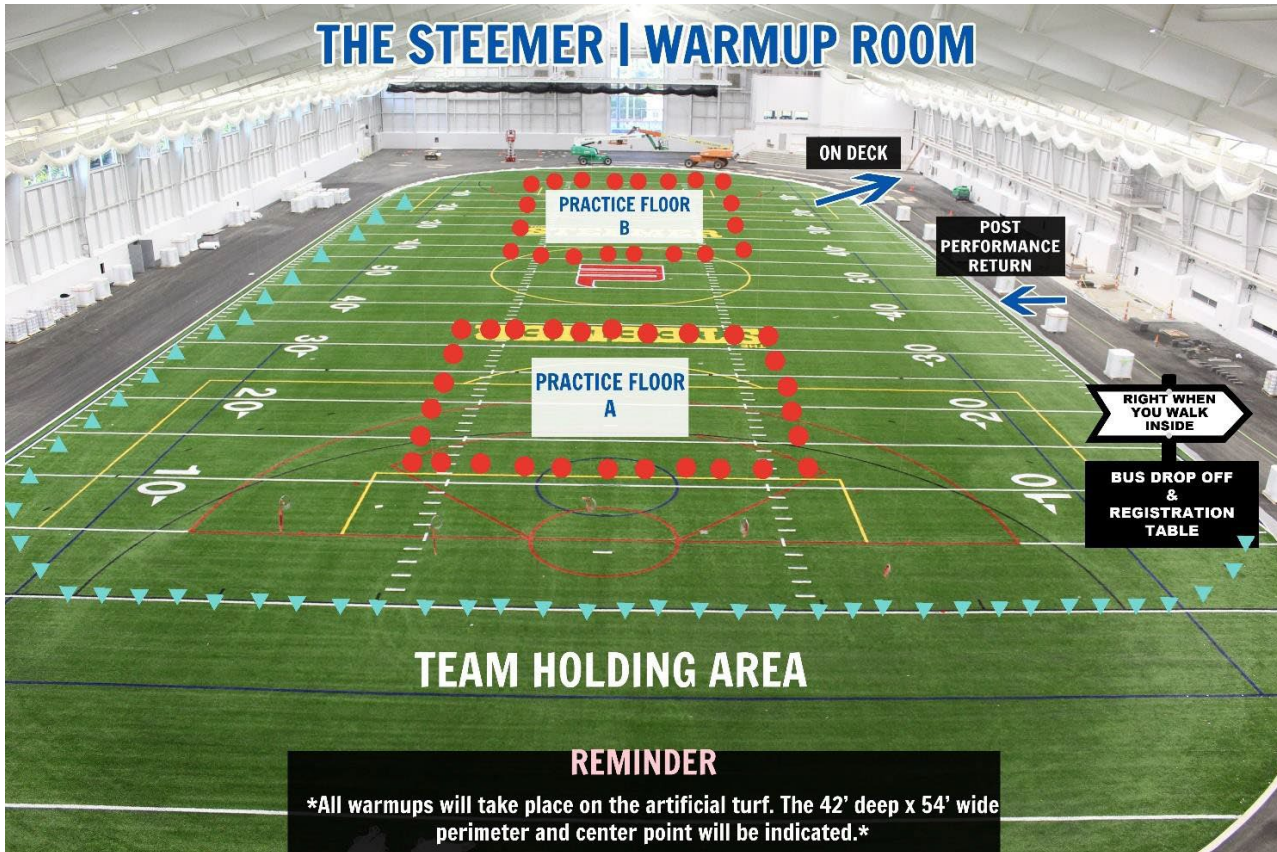
- [CHEER OVERVIEW](#)
- [QUALIFYING ROUND SCORE SHEETS](#)
- [STATE CHAMPIONSHIP ROUND SCORE SHEETS](#)

### AWARDS / RECOGNITION

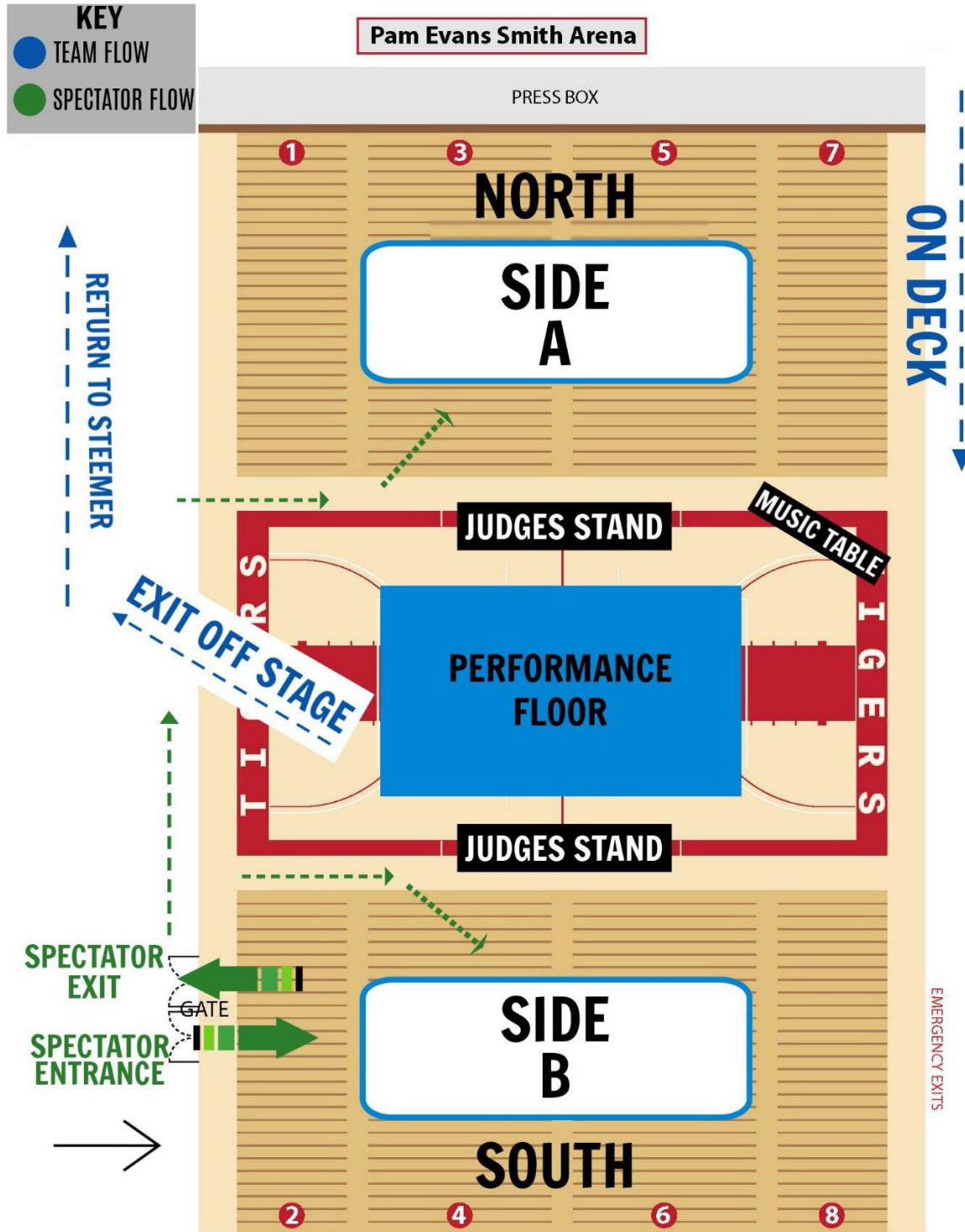
- Championship Team trophy and Runner-up Team trophy for each of the divisions
- Best of Category Recognition: The top scores in each of the qualifying round categories – Band Chant, Crowd Leading, and Fight Song – will be recognized as “Best of Category” in each division and will receive a plaque.
- All awards will be given at the awards ceremonies at the completion of each session.



# PRACTICE ROOM

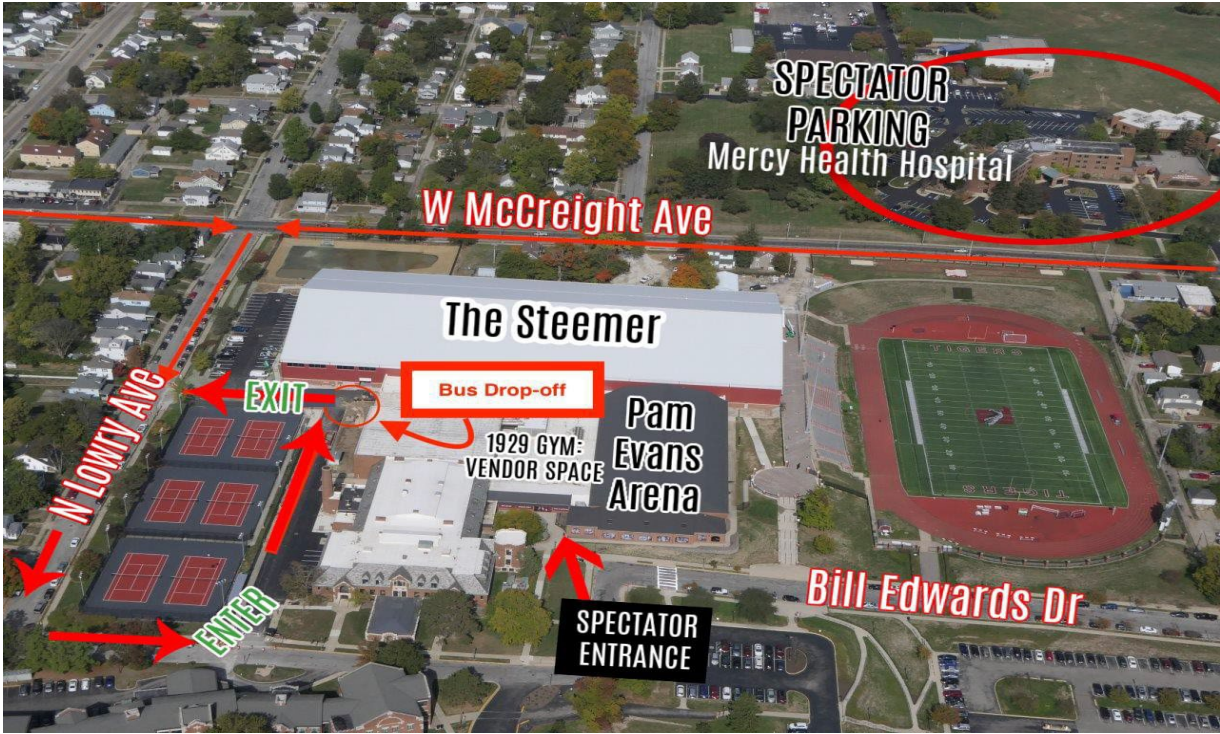


# PERFORMANCE FLOOR | PAM EVANS ARENA





# BUS DROP OFF



# BUS PARKING & NEARBY DINING





# SPECTATOR PARKING

Limited bus parking available at Mercy Hospital. We **HIGHLY** encourage bus drivers to utilize the shopping & dining area off Bechtle Ave and 1<sup>st</sup> Street.

