

**Damascus Cougar Cheer/Pom Rec Program**  
**Policies and Procedures**  
**Revised: January 2018**

**Purpose:** Identify various activities that are to occur to support Program Management of the DSA Cheer and Pom Rec Program annually. This provides a chronological order of events and activities as well as policy & procedures to be followed by those participating in the DSA Cheer and Pom program.

These Policies and Procedures should be reviewed annually for necessary revisions and should be appropriately updated to align with new DSA Program Policy and Procedures and or new CCYFL Cheer Program Policy and Procedures, where required.

**JANUARY**

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Review Cheer and Pom Policy and Procedures for any necessary changes.
- Request Permit for Spring Clinic.
- Update the DSA Cheer and Pom Web site with any new information.

**FEBRUARY**

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Contact the DSA on-line registration system coordinator and have the current Cheer and Pom on-line registration link sent for review and provide proposed changes.
- Update the DSA Cheer and Pom Web site with any new information.

**MARCH**

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Advertise on website and send mass e-mail to announce Cheer and Pom coach applications are due
- Advertise Cheer / Pom Clinic.
- Select volunteers for the following positions (Fundraising Coordinator, Concession Coordinator and Social Media Coordinator).
- Contact fundraising coordinator to begin planning fundraising activities.
- Update the DSA Cheer and Pom Web site with any new information.

**APRIL**

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Submit annual budget to DSA board for approval.
- Send second mass email announcing Cheer and Pom coach applications, if necessary, are due by May.
- Distribute DSA Cheer and Pom registration flyers through Damascus cluster schools.
- Contact Cheer and Pom merchandise vendor(s).

- Update the DSA Cheer and Pom Web site with any new information.

### MAY

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Review Coaches applications.
- Finalize Coaches
- Hold DSA Cheer and Pom Clinic.
- Open online registration on May 1st. Cheer and Pom Registration cost DSA 4-5 & 5-6 year olds registration is \$130.00. Age 7 and up registration cost is \$155.00. The registration fee does not include: the annual DSA fee of \$40.00, the cost for Cheer and Pom merchandise, nor cost for uniform deposit. The registration fee does cover: field permits, competition fees, awards, assistance for end of year banquet and other DSA administrative fees to support operations of the Cheer and Pom program.
- Update the DSA Cheer and Pom Web site with any new information.

### JUNE

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Squads are as follows:

**Cheer:**

Available Cheer Squads (Cheerleader's age as of August 31, 2018)

4-5 years old - Mini

6 & under - Pep

8 & under

10 & under

12 & under

14 & under

**Poms:**

10 & Under

12 & Under

14 & Under

(Ages groups are subject to change depended on number of registrants)

- Your daughter's cheer squad placement is based on her age as of August 31, 2018. For example an 8 year old will be placed on the 8U squad. Modifications will be considered on a case by case basis and will be approved by the Cheer and Pom Commissioner. Age groups may also change based on the number of registrants.
- Upon registration, any participant who attends a school outside of the DSA cluster will be notified by Cheer and Pom Commissioner for further information. Participation in the program will follow the boundary policy set and approved by the DSA board.
- Pep through 14U are required to participate in any outside and CCYFL competitions. 4-5 Mini will not compete in any competitions.
- No cheerleader shall be a member of more than one squad {including All-star teams} during the DSA Cheer and Pom Season.
- Contact the DHS Cheer and Pom Program to identify DHS High School Coaches to assist the DSA Cheer and Pom Coaching Teams. High School coaches can earn SSL hours with approval from Cheer and Pom Commissioner.

- Concussion certificates must be provided to Cheer Commissioner for each participating Coach.
- Update the DSA Cheer and Pom Web site with any new information.
- Finalize and submit Cheer & Pom Coaches or board approval.

### JULY

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Late Registration begins July 1 – 7th. A late registration fee of \$30.00 starting July 1. Late registration closes July 7<sup>th</sup>, however additional registration requests can be entertained on a case by case basis, based on availability of space on the squads.
- Discuss and get board approval for scholarships. Candidates must submit an email request for assistance. Scholarships are awarded based on the amount of funding approved and the number of families requesting assistance.
- Request for indoor permits for the Cheer and Pom season to the DSA Field and Permit Coordinator. Indoor practice permits are needed from the end of September through mid-November.
- Update the DSA Cheer and Pom Web site with any new information.

### AUGUST

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Update the DSA Cheer and Pom Web site with any new information.
- Conduct uniform distribution during the first two weeks of summer practice. A uniform deposit check of \$150.00 postdated for 1/1/2019 is required. Parents are expected to have all required Cheer and Pom accessories by the second week of summer practice. Cheer and Pom hair bows are ordered separately and will be coordinated and ordered by the commissioner. Bows can be purchased at the same time as registration.
- Hold a Parent meeting for each squad during the first two week of summer practice.
- Summer Practice Schedule – Cheer and Pom summer practice starts in mid-August. Coaches and all registered cheerleaders and poms are expected to attend the entire summer practice, which will be held Monday - Thursday from 6 - 8pm at Baker MS.
- Coaches are not permitted to cancel practices. If a practice must be cancelled the coach must request approval from Cheer Commissioner.
- All participants are expected to attend practices unless there is an excused absence (illness, family emergency, religious activities or school function). Parents are asked not to attend or stay during summer practices. If a participant is unable to attend summer practice schedule, the parent must contact the Cheer Commissioner in writing and provide a reason for the participant being absent. If a cheer or pom participant misses too many practices due to an unexcused absence, she may be asked to “sit out” a game or maybe excused from the program.
- DSA Cheer and Pom Program is part of CCYFL and therefore we are required to have a MVA ID card for each of our participants. The coaches are to begin the collection of MVA ID cards during summer practice. We are required to have an MVA ID card during all games and competition. The ID card will be used as proof of age for any outside competition and used for roster certification for CCYFL. DSA Cheer and Pom coaches will collect and hold all cards until the end of the season. MVA ID cards are to be given to the coaches by the end of the second week of summer practice, this is non-negotiable. If a participant does not have an MVA card on

file before the first game of the season the participant will not be able to participate at games or in competitions. MVA ID cards will be returned to the parents at the end of the season.

- A parent may choose to withdraw their daughter from participating in the DSA Cheer and Pom Program at anytime. However, the request to withdrawal must be in writing to the DSA Cheer and Pom commissioner at [dsacheerpom@outlook.com](mailto:dsacheerpom@outlook.com). In the withdrawal request they must list the daughter's name, squad, and the reason for withdrawing their daughter, if appropriate. If the request for withdrawal is received prior to the 1st day of the summer practice, then the parent can expect a registration fee refund. The refund will be minus the Refund Administration Fee of \$15.00. The DSA annual fee of \$40 is non-refundable. If the request for withdrawal is received after the 1st day of summer practice, then the parent should not expect a refund.
- Prepare concessions volunteer schedule. The Commissioner and the Cheer and Pom Concession Coordinator will work with the football Concessions Stand Coordinator to prepare concession schedule for all Cheer and Pom participants. All parent(s) of each participant in the Cheer and Pom program are required to volunteer their time in the Concession Stand located at Damascus High School. If a volunteer is unable to fulfill a scheduled assignment, he or she must find a replacement to handle the position. Volunteers must abide by DSA Volunteer Policy. Please see complete volunteer policy below.
- Update the DSA Cheer and Pom Web site with any new information.

### **SEPTEMBER**

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Regular season practice begins once the school year begins. Regular Season practices are 2 days a week for 2 hours outside at Baker Middle School from August to the mid-September. Cheer and Pom will then moves indoors mid-September. Practices are held in a Damascus cluster school. During regular season, practices are not to be more than 2 days a week and no more than 2 hours a practice season. Coaches are to receive a copy of their indoor permit. Their permit will identify dates, time and location of their regular and competition practices. Coaches are to abide by the schedule and directions identified on the permit and the coach's code of conduct. The permits issued to DSA by ICB only "cover's" those participating in the program cheerleaders, poms, and coaching staff. Parents are not permitted to stay at indoor practice.
- All participants are expected to attended practices unless there is an excused absence (illness, family emergency, religious activities or student required school functions). Parents are to inform the coaches in advance if their daughter will be missing practice. If a cheer or pom participant misses practices due to an unexcused absence, then she may be asked to "sit out" of a game, competition or maybe excused from the program. If this situation occurs, the coach(s) will work with the DSA Commissioner to determine next steps.
- All squad members and coaches are expected to participate at scheduled games. Commissioners will review the football schedule and determine which squad will cover which games and communicate to the coaches. Based on the size or number of Cheer and Pom squads, the program will not be able to cover ALL football games. If Cheer and Pom program is not able to cover a scheduled game, the Cheer Commissioner will inform the Football Commissioner.
- Coaches are not permitted to switch game times or cancel performing at any scheduled game. If a cancelled performance is necessary, it must be approved from Cheer and Pom Commissioner. A game may be cancelled due to inclement weather or other determinations which will be made by the Cheer and Pom Commissioner.
- Coaches and squad participants are to arrive 30 to 45 minutes prior to their schedule "performance" time. Coaches are to arrive on time and are not to leave high school assistant coaches "in charge" of a squad. In addition, all Damascus home games DSA cheer squads are to prepare a home game banner. Cheerleaders must remain along the sidelines performing cheers and chants throughout the entire football game. Parents are not permitted on the Damascus High

School Track at any time. Poms will perform at all home games and in addition, were suitable; they will support away games as well. There shall be no food or gum during pre-game warm-ups or games, except during halftime.

- Confirm receipt of Indoor Permits from the DSA Field Permit Coordinator
- Prepare and plan for competitions. DSA Cheer and Pom participants will compete in 2 competitions.
- Prepare the DSA Cheer and Pom roster's for certification.
- Update the DSA Cheer and Pom Web site with any new information.

### **OCTOBER**

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Hold a Coaches meeting to discuss competition practice, coordination, and review competition expectations.
- Competition practice schedule begins 2 weeks prior to competition. During the competition practice schedule coaches can hold unlimited practices, however the DSA program will limit to practice 5 days a week for no more than 3 hours a practice session. Coaches will need to consult with the Cheer and Pom Commissioner about their competition practice schedule prior to beginning competition practices.
- Competition Practices are considered absolutely mandatory. All participants are expected to attend practices unless there is an excused absence (illness, family emergency, religious activities or school functions). Parents are to inform the coaches in advance if their daughter will be missing practice. If a cheer or pom participant misses competition practices due to an unexcused absence, then she will be asked to "sit out" of competition(s). If a participant misses multiple (more than 2) practices due to an excused absence then the participant will have to be assessed by the coach and Commissioner for participation in Competition.
- Complete CCYFL Roster Certification. Each Cheer and Pom squads that will be participating in competition must complete a CCYFL Rosters Certification form of participants to be certified by the CCYFL board. The rosters will be certified at a special CCYFL meeting.
- Prepare for Expo. Contact DHS Cheer and Pom Coach for available date. Expo is scheduled for mid-November. Expo is held in the Damascus High School Gym.
- Request banquet permits from the DSA Field and Permit Coordinator.
- 8<sup>th</sup> Grade Cheer and Pom participants will be acknowledge during their performance at last home game of the season. They are to be announced during game time or prior to their performance.
- Update the DSA Cheer and Pom Web site with any new information.

### **NOVEMBER**

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Send out mass email and update DSA Cheer and Pom web site with EXPO information and competition results.
- Participate in CCFL Competition.
- Schedule uniform returns with coaches.
- Begin the process of ordering team trophies.
- Update the DSA Cheer and Pom Web site with any new information.

### **DECEMBER**

- Attend DSA Board meetings.
- Attend CCYFL league meeting.
- Squad banquets are to be held in early December once competition and Expo are completed and awards are ready for distribution.
- Conduct Uniform return. The Commissioner, with Coaches support will collect and review uniforms (cleanliness, stained or damaged). If the uniform is returned satisfactorily then the MVA ID Card will be returned and the participants deposit check will be returned or destroyed. If a uniform is not returned by the designated dates, not washed or is significantly damaged then DSA will deposit the uniform deposit check of \$150.00 to cover the cost of cleaning or replacing the uniform. The Commissioner will contact the parent via email or phone before depositing the check.
- Update the DSA Cheer and Pom Web site with any new information.
- Publish and advertise Cheer & Pom Surveys.
- Archive registration data and coaches surveys to DSA.

Additional Cheer and Pom Policy Information:

- **Volunteer Policy** - DSA is a volunteer organization dedicated to providing an enjoyable, rewarding sport experience to children and their parents. We receive NO public funding and our success is the RESULT of the WORK DONE BY OUR VOLUNTEERS. Parent(s) of each participant are to volunteer in the Concession Stand located at Damascus High School. All parents/guardians are required to volunteer the number of hours requested to assist with their child's current sport's program. If a volunteer is unable to fulfill a position, a replacement must be found. If an assigned position is left open and unaccounted for, that volunteer's membership will be assessed a fee of \$100 (must be paid within 5 business days). Additionally, that family's membership will be placed on hold after the 5 business days and no one registered through this membership will be permitted to participate in any sport until such fee is paid in full.