

# Maine Youth Cheerleading Coaches Association Policies and Procedures

## Team Rosters

All teams shall be required to provide MYCCA a complete roster no later than January 31st of the invitational year. Teams may not compete in MYCCA invitationals until a roster is submitted. If a team roster changes throughout the year you must notify the MYCCA board and a new team roster shall be submitted. At no time shall an athlete compete on more than one team registered within the MYCCA organization.

Rosters shall contain the following information:

- Team Name and/or Organization
- Head Coach's Name
- Athlete's Name
- Athlete's Date of Birth
- Athlete's Grade

## Individual Organizations' Responsibilities

Each organization must have a Cheerleaders' and a Parents' Code of Conduct which each cheerleader/parent must sign. Coaches must have the signed documents in their possession at all times and must strictly enforce the Code.

Each organization must have with them a "First Aid Kit" at all invitationals which should include, but is not limited to: tape, pre-wrap, bandaids, ice packs, etc.

## Enrollment Guidelines for Neighboring Communities

Organizations must refrain from actively soliciting cheerleaders from communities which offer a program. However, if a cheerleader who lives in a community which offers a program independently pursues a program in another community, that community does not have to turn that cheerleader away.

## Division Registration Policy

Once the season begins, a team can not move down a division, but can move up. For example, if a team registers in Division I for the first competition, they can not register in Division II for the next competition.

## Return Check Policy - Adopted on January 1/21/2009, Revised 05/2010

All returned check notices will be returned to the person who wrote the check. A letter will accompany the check notice that states that MYCCA must receive, within 10 days from the date of the letter, a check, money order or cash in the amount of the check plus \$15.00 to cover our returned check fee. If a second check from the same account is returned we will no longer accept checks from that person, individual or establishment.

All returned checks for registrations will result in cancellation of your MYCCA registration if we do not receive monies to cover both check and fee. If any bank fees are left outstanding the organization will not be allowed to register with MYCCA until balance is brought current.

All returned checks for anything other than registrations will take regular course of action as governed by the state for writing a bad check after we have not received payment for the check and fees from the issuing party.

1. All monies will be deposited in a timely manner upon receipt.
2. A treasurer's report shall be given at each MYCCA meeting and such information made available to any and all parties who request to view the information in detail. A meeting will be set up for such viewing at the earliest convenience to the parties of interest.

### **Maine Cheer Classic**

The Maine Cheer Classic (MCC) coordinator is responsible for the following:

1. Securing a venue and submitting any paperwork for the venue to the venue and making copies for the MCC binder. Submit venue bills or lease agreements to the treasurer.
2. Utilizing computer programs, design registration paperwork to include a medical release team form and a team roster sheet. Also include date and entry price along with venue name. Submit registration information to the MYCCA webmaster for it to be posted on the web site and do a mass email mailing to everyone listed as MYCCA members or in attendance the year previous with the information.
3. Contact the MYCCA judge liaison and submit the date of the event. Give the treasurer the bill for the judge-assigning fee.
4. Secure a DJ and an athletic trainer for the day of the event. Submit contracts with price outlined to treasurer.
5. Design the t-shirt and submit to a screenprint company for production. Screenprint should include Maine Cheer Classic and the year. Follow previous years' sales as a guide for quantity.
6. Secure two sets of (7) mats for the competition. One set for the competing floor and one set for the warm up floor. Be sure to secure transportation if needed to transport from one facility to another. Submit transportation bill, if any, to the treasurer.
7. Receive and divide all registrations into appropriate divisions. Submit all fees to treasurer for deposit and keep all other paperwork in MCC binder. Make sure all fees submitted have team name somewhere on the check for treasurer.
8. Order Spirit Grams/Flowers for event and submit invoice to treasurer.
9. Two weeks prior to event tally total participants and order participation trophies, participation medals, 1<sup>st</sup>-3<sup>rd</sup> place trophies and 1<sup>st</sup>-3<sup>rd</sup> place medals. Submit invoices to treasurer.

10. Submit to each organization attending MCC that they need to provide two volunteers during one session and two volunteers after the competition for clean up. Receive and document names and what they have been assigned to doing on the volunteer roster in the MCC binder.
11. Make up folders for registrations; include warm up time, performance time, and timeline for day. All divisions should have a different color folder to make it easier for those doing registrations.
12. Secure home HS cheering team to be buddies with teams during event.
13. One week prior to event send out timeline and divisions to all organizations with teams attending.
14. One week prior to event send team names and divisions to judge liaison.
15. Make up program or event schedule to be handed out at admissions the day of the competition.
16. Have signs displaying admission prices, t-shirt pricing, spirit grams, etc.

The Treasurer shall be responsible for the following:

1. Give last years budget report to MCC Coordinator for viewing.
2. Secure invoices from MCC Coordinator and pay all down payments, retainer fees and outstanding bills for competition within a timely manner.
3. Either give access to MCC Coordinator or call in credit card information on award orders and for any other office supplies needed for the day.
4. Receive, document and deposit all registration fees.
5. Send out letters to those who registered after the two week deadline who must pay a late fee and haven't.
6. Have start up cash available for the day of the competition along with change.
7. Count and deposit all proceeds from event within a timely manner.
8. Send out budget analysis from the event to MCC Coordinator and officers of the MYCCA board.
9. Keep all invoices, receipts and documents in treasurer binder.
10. Pay judges fees the day of competition, by check.
11. Secure the needed cash boxes and moneybags for competition day.

## **Competitions**

1. The Head Official shall be responsible for coordinating, training, and hiring of all invitational judging staff.
2. Up to two competitions may be held on the same day as long as the host venues are at least 60 miles apart from each other. No other competition may be held the same day as the Maine Cheer Classic.
3. Host teams must submit to the MYCCA board within ten days following the competition the final judges' tally sheet from their competition.
4. Safety checks must be conducted at all competitions where MYCCA judges are being utilized.
5. Fees for competition will be \$35 for MYCCA members and \$60 for Non-MYCCA members.

## **Exemptions**

1. The Board of Directors shall review only exemptions with extremely unusual circumstances.
2. All exemptions must be filed with the Board of Directors by no later than January 31st of each competitive year.
3. Medical situations and participation decisions shall remain with the team coach and remain in effect for the entire season unless a team including their grade is made during the season then they must compete on their grade appropriate squad.

### **Process for filing and receiving an exemption**

1. Fill out the exemption application and submit either by email, mail or fax to the MYCCA president at least two weeks prior to the first competition. If you submit by email please send as an attachment.
2. The President shall call a meeting of the Board of Directors to discuss and determine whether or not the exemption is valid.
3. The Board of Directors shall provide a written copy by mail and or email, of the outcome of the exemption for the requesting team's records.
4. The Board of Directors shall provide a written copy by mail and or email to each organization hosting a competition and to the Head Official.

### **Exemption Application**

Team Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Current Grade: \_\_\_\_\_

Competing Division Request: \_\_\_\_\_

Coaches Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Explain the details surrounding your request.

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Exemption has been:       Approved       Denied

Reason for Denial:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_