

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer **Bylaws, Rules and Regulations**

BYLAWS, RULES & REGULATIONS
OF
LITTLE ELM AREA YOUTH SPORTS ASSOCIATION - CHEER
(LEASYA-CHEER)

A MEMBER ASSOCIATION OF
LITTLE ELM AREA YOUTH SPORTS ASSOCIATION
(LEAYSA)

<http://www.leaysa.com>

LEAYSA - CHEER

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To: Coaches, Parents, and Cheerleaders:

Little Elm Area Youth Sports Association - Cheer (LEAYSA-Cheer) welcomes all new and returning coaches and cheerleaders for another season of recreational Cheer.

Thank you for your participation and all of your efforts.

Please keep in mind that we are here to have fun. In addition to fun, we are here to foster, advance and generally promote the essence of the game and fair play through good sportsmanship, honesty and integrity. The development of ALL cheerleaders should be your major focus. Your season will be a success if all cheerleaders are encouraged to reach their own personal potential and at the same time are allowed to be children and enjoy the game of Cheer.

LEAYSA-Cheer is a Member Association of Little Elm Area Youth Sports Association (LEAYSA) and as such, we adopt the LEAYSA By-Laws as our own.

LEAYSA-Cheer Affiliations and memberships,

LEAYSA-Cheer is a member of or affiliated with the following associations or organizations and may as a requirement or as approved by the Board of Directors may choose to abide by the rules, regulations, policies and or procedures of these Associations/organizations. Sections that follow may refer the reader to rules, regulations, or updates made available through the following sources: The Colony Youth Football Association

Membership

- A. Each member shall be entitled to one vote on each matter submitted to a vote of the members. The right to vote will be extended only to those members on record 30 days prior to any matter submitted to a vote of the general membership. Active Head Coaches, Assistant Coaches, and Board members are considered Members. A maximum of two votes will be given to each family.
- B. Membership in the Association is not transferable.
- C. All members wishing to petition the LEAYSA-CHEER Board should notify the President or Secretary at least three days before a meeting in order to be placed on the agenda.
- D. The President, for the purpose of transacting business that cannot be delayed until the next regular meeting, can call special meetings in accordance with the By-Laws. Special meetings can also be called if at least 25% of Board Members are in agreement, in accordance with the By-Laws.
- E. No business can be conducted or voted on without a Board Quorum (two-thirds) present.

Territory of the Association,

The territory under the jurisdiction of this Association is defined as being that part of Texas which includes:

Town of Little Elm, Oak Point, Lakewood Village and the Little Elm Independent School District

A map reflecting the territory under the jurisdiction of the Association shall be on file with LEAYSA.

BYLAWS OF THE LITTLE ELM AREA YOUTH SPORTS ASSOCIATION – CHEER

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Board of Directors

The business and affairs of the Association shall be managed by its Board of Directors, each of whom will be entitled to one vote. Communication and voting on issues may occur in person, over the phone or electronically. The Board

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer **Bylaws, Rules and Regulations**

of Directors shall transact all business of the Association and shall have the power to enforce the Laws of the respective divisions, and the Bylaws and Rules and Regulations of the Association.

Election of Board of Directors

The Directors, i.e., the members of the Board, are listed below and shall be appointed by the President for a term of two (2) years, and may succeed themselves in office. The President of the Association shall be appointed by the Board of Directors of the Little Elm Area Youth Sports Association. To be eligible, the members of the Board of Directors must reside within the LEAYSA jurisdiction and/or they are not bound by any other association or governing association, subject to board approval. Should any member of the Board of Directors change residence outside said jurisdiction, the position shall be grandfathered until the end of the term of such position. The President position is to be ratified by the LEAYSA Board each year. Any Director that desires to seek appointment to another office must first resign the office he/she is holding, prior to the appointment. To qualify for the positions of President and/or Vice-President, a candidate must have previously served at least one (1) year as a LEAYSA-CHEER Board member within the previous three years. In the instance that a qualified board member is not available, a registered member of the Association may be appointed.

President	(Not elected – ratified yearly - unlimited service)
Vice President	(Appointed – odd years)
Secretary/Registrar	(Appointed – odd years)
Treasurer	(Appointed – even years)
League Coordinator	(Appointed – even years)
Director of Coaches	(Appointed – odd years)
Director of Fundraising/Sponsorships	(Appointed – even years)
Director of Team Parents	(Appointed – odd years)
Director of Concessions	(Appointed – even years)
Director of Publicity	(Appointed – odd years)

The Officers of Little Elm Area Youth Sports Association – Cheer and their duties:

PRESIDENT:

The President shall appoint all Board of Directors Members and Committees. He/She can, whenever an officer needs to be replaced or in the event of an action not covered by the By-Laws, call an Executive Committee Meeting and present the case for a vote. The President should preside over all meetings and call the meetings to order. The President will co-sign, with the Vice President, all checks for payment in excess of \$250.00. He/she shall cast the deciding vote in the event of a tie or he may waive the right to do so. The President is an ex-officio member of all committees. He/she shall appoint an Executive Committee member to represent the Association at affiliated associations or organizations. He shall also appoint an Executive Committee member as liaison with the Town of Little Elm Parks and Recreation Department to handle all necessary communications and paperwork. The President shall appoint committees or positions, which may include budgets, finance, fundraising, trophies, pictures, etc. as required.

VICE PRESIDENT:

The Vice President shall succeed to the powers of the President in the event that office becomes vacant or in the absence of the President. The Vice President shall be the Chairman of the Rules Committee. He/she shall act as parliamentarian at all association meetings, or with board approval, shall appoint a parliamentarian for all association meetings.

SECRETARY / REGISTRAR:

The Secretary shall be responsible for the following things

1. Record the minutes of all Executive and General Meetings.
2. Copies of all minutes shall be maintained and made available at all meetings, including copies of the minutes of all previous meetings.

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer **Bylaws, Rules and Regulations**

3. He/She shall arrange meeting places/times and contact Executive Committee members for required meetings.
4. He/She shall be responsible for the registration and eligibility of all Cheer Squads within the jurisdiction of the Association. He/She shall keep the required registration information up to date and filed with LEAYSA.
5. Handle all league correspondence, including through the website.
6. Maintain and update By-Laws, Corporate documents and any other TCYFA documents.
7. Position requires attendance at fields on select Saturdays to aid parents and oversee concessions

TREASURER:

The treasurer shall perform all duties as set forth in the By-laws. Additional duties, which may be from time to time prescribed by the Board of Directors, such as:

1. Collection of league money
2. Provide funds collected to LEAYSA Cheer Treasurer for deposit into the association account
3. Keep accurate and complete accounts of all revenues and expenditures and prepare league balance sheet and income statement using standard accounting procedures.
4. Provide a written monthly treasurer's report
5. Sign all checks that the President is not able to sign.
6. Collection of all money from fundraisers
7. Provide books for audit each year.
8. Position requires attendance at fields on select Saturdays to aid parents and oversee concessions

LEAGUE COORDINATOR:

He/She shall be in charge of all Cheer Squad schedules, organizing Cheer Squads, rule on matters pertaining to Cheer Squads and cheerleader's assignments, and Cheer Squad disbandment or mergers. He/She shall be able to request the assistance of other registered members as may be necessary to assist in these responsibilities. Coordinator duties include:

1. Assist in the registration of cheerleaders
2. Schedule and conduct drafting of cheerleaders, as well as maintain a list of all draft order by age division for purposes of tracking which team will have the next pick.
3. Work closely with the LEAYSA Football League Coordinator regarding schedules and cancellations of games.
4. Notify the LEAYSA Cheer board members and parents of any changes in the schedules
5. Make sure copies of medical release forms are distributed to coaches as cheerleaders are drafted.
6. Maintain files of all cheerleaders
7. Shall keep the required registration information up to date and filed with LEAYSA.
8. Position requires attendance at fields on select Saturdays to aid parents and oversee concessions

DIRECTOR OF COACHES:

He/She shall be in charge of all league Coaches, Assistant Coaches and/or Cheer Squad Representatives. He/She shall work collaboratively with other Directors as may be required by the President and/or with a designated committee as appointed by the President. These duties include:

1. Collecting applications for Head Coaches and their Assistants
2. Collaborate with the Cheer Secretary to arrange interviews for all coaching applicants.
3. Work with the President to develop a coaching clinic
4. Observe coaches at practices and games and prepare evaluation forms
5. Coordinate coaches' certification
6. Conduct review of LEAYSA Cheer Rule Book with all coaches prior to the draft.
7. Set up and maintain files on all coaches, including evaluation forms.
8. Position requires attendance at fields on select Saturdays to aid parents and oversee concessions

DIRECTOR OF FUNDRAISING:

He/She shall be in charge of seeking new revenue sources for LEAYSA Cheer and submit to the Board for approval. He/she shall also coordinate and set up all fundraisers, working closely with the LEAYSA Treasurer to have all

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer **Bylaws, Rules and Regulations**

money deposited and recorded correctly. Position requires attendance at fields on select Saturdays to aid parents and oversee sales' tables.

DIRECTOR OF TEAM PARENTS:

He/she shall work directly with the LEAYSA Football Director of Team Parents, as well as the LEAYSA Cheer Director of Concessions. These duties include, but are not limited to the following:

1. Make arrangements for team pictures and issue picture packets to all team parents, after working with the LEAYSA Football Director of Team Parents
2. Coordinate volunteers for concession stand with the Director of Concessions
3. Collect money and fundraisers from teams and return to the LEAYSA Director of Fundraising
4. Conduct Team Parent meetings to relay information pertinent to the season
5. Develop a communication plan for Team Parents
6. Position requires attendance at fields on select Saturdays to aid parents and oversee concessions

DIRECTOR OF PUBLICITY:

He/she shall work with the LEAYSA Director of Publicity, the LEAYSA-Football Director of Publicity and the LEAYSA-Cheer President. Job duties include, but are not limited to:

1. Coordinate all special events and annual events
2. Ensure media coverage of all LEAYSA-Cheer special events
3. Handle league advertising
4. Obtain sign permit from the city of Little Elm for registration street signs
5. Maintain content on the LEAYSA-Cheer website, assisting the LEAYSA Cheer President and Secretary

RULES AND REGULATIONS OF THE LITTLE ELM AREA YOUTH SPORTS ASSOCIATION – CHEER

The Little Elm Area Youth Sports Association (LEAYSA) Cheerleading Program is part of a volunteer, non-profit organization that provides young girls with the coaching and training necessary to develop young talents into extraordinary athletes. We focus on strengthening natural abilities with positive coaching and healthy competition. We are proud of our organization and believe we have the skills to prepare your child for a strong future in the sport of cheerleading.

Our goal is to promote a safe and exciting cheerleading experience while building self-esteem, teamwork, sportsmanship, and pride. Being a LEAYSA cheerleader is a time-consuming commitment, but the experience will last a lifetime. In order for our program to be successful, it takes 100% participation from cheerleaders, parents, and coaches. Your membership with LEAYSA, as in any other activity, requires you to place priority on being active in our organization.

This Code of Conduct is to be in effect at all LEAYSA-CHEER functions. Functions may include practices, team meetings, Board meetings, committee meetings, team parties and any other function where cheerleaders, parents, prospective cheerleaders, Board members or others are gathered for any LEAYSA-CHEERLEADING purpose to discuss the subject of cheerleading or football, to view films of such, to exercise or to study cheerleading or other cheerleading-related activities.

- A. All parents/guardians must sign a Code of Conduct.
- B. Any confrontation with a game Official will not be tolerated. Any act of violence against a game Official will result in criminal charges against said person. These charges will be initiated by LEAYSA-FOOTBALL on behalf of the Official(s).
- C. All misconduct/disciplinary matters will be handled in accordance with the A&D Procedures outlined in the A&D Procedures section of the Cheerleading Rule Book.
- D. Any person engaging in any violation of the Code of Conduct may result in Unsportsmanlike Conduct penalties. Said penalties must be reported to the Director of Fields and Officials or an

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer **Bylaws, Rules and Regulations**

Executive Board member. Acknowledgement and signature on the registration form constitutes the first warning.

- E. Only football team members, cheer squad members or others in an official capacity are permitted on the field where a game or practice is in progress. Spectators must be confined to the spectator area. Those in violation of this rule must leave the premises. If that person refuses to leave, the appropriate law enforcement authorities may be called.
 - 1. The above rule can be waived for approved special events such as a homecoming or parents' day.
 - 2. The above rule also permits the formation of the "team tunnel", comprised of parents and spectators either prior to kick off or at the end of the final quarter.
- F. An ejected individual shall not participate in any league sanctioned activity, game, practice or tournament. He must depart the site within 5 minutes. A hearing will be scheduled for the matter so points can be assessed.

Suspension of Participants:

Participants guilty of persistent incorrigible conduct may be suspended or discharged from participation by the Board or game Officials. The participant is entitled to a hearing before the A&D Committee as outlined in the A&D Manual. Notification of such action will be furnished to the Head Coach of the participant's team and the Parent/Guardian's of the child. In all cases of participant suspension, all fees paid for participation are forfeited.

- 1) CHEER YEAR: 2010
- 2) RECOMMENDED PLAYING SEASONS: Football, fall 2010
- 3) AGE REQUIREMENTS: **as of September 1, 2010.**

Flag: Ages 5-6	9-10 Year Olds
7 & 8 Year Olds	11-12 Year Olds

Based on cheer ability and at the discretion of the team directors/coaches, members may be permitted to advance to the next age group. Efforts may be made to group cheerleaders with family members playing in football. Please keep in mind that our squads will compete, and strict age guidelines apply.

4) REGISTRATION REQUIREMENTS:

a) **ELIGIBILITY & REGISTRATION**

- i) A participant must register with LEAYSA and participants must be registered to play with LEAYSA prior to the draft. Late registrations will be placed on a waiting list by submission date. Late registrations will be accepted at the discretion of the Board and cheerleader placement will be subject to availability.
- ii) The participant for flag age cheerleading must be at least five years old on or before September 1st of the registration year. The participant for tackle age cheerleading shall be age seven through twelve on or before September 1st of the registration year. Registrants must provide a copy of their birth certificates.
- iii) All registration forms must be received prior to the cheerleading draft. **NO EXCEPTIONS.**
- iv) Any cheerleader wishing to "play up" must make the request to the Board in writing. Applications will be reviewed by the Board and current Head Coach. Due to stunting regulations, "playing up" will require previous experience in that age division and/or a skills evaluation conducted by the head coach of the division and overseen by a LEAYSA Cheer Board member. Cheerleaders "playing up" must continue to "play up" through post season play, including tournaments.
- v) Any Head Coach or Acting Head Coach of a team knowingly with an ineligible participant will be relieved of all coaching duties until an A&D hearing is held. Should suspected coach be found in violation, suspect coach shall be removed from the league for the remainder of the year.
- vi) All balances due LEAYSA-Cheer from current and/or prior seasons must be paid in full to be eligible for current season registration. Registrants will not receive uniforms until all balances are satisfied.

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer **Bylaws, Rules and Regulations**

- vii) It shall be the policy of LEAYSA-Cheer not to turn away a participant because of financial restraint, so a scholarship program is available based on financial need. The Board will deal with all individuals on a case-by-case basis and the decision is also determined by available funds.
 - (1) Individuals receiving a scholarship from the league will be required to serve 8 hours in the Lobos Spirit stand for each child on scholarship and participate in fundraising activities. Failure to do so will disqualify the family from a scholarship the following year.

- 5) RELEASES:
 - a) **IF REMOVAL IS NECESSARY, NO FEES OR UNIFORM PAYMENTS WILL BE RETURNED.** Both the cheerleader and a parent/guardian will be asked to sign an acknowledgement form for each demerit issued. If the cheerleader or parent/guardian refuses to sign the demerit acknowledgement form, the demerit will still be considered valid. This procedure provides open communication between the director, the cheerleader, and the parent/guardian to ensure there are no surprises. Other forms of positive reinforcement will also be used.

- 6) RECRUITING:
 - a) No recruiting of cheerleaders may be done after registration has started.

- 7) DISBANDMENTS:
 - a) If there is no coach for a specific squad, the cheerleaders on that squad will be dispersed to other squads.

- 8) CHEER SQUAD FORMATION:
 - a) **Each team will have a maximum and/or minimum numbers of girls as designated by the Board of Directors each year. This figure is based on number of registrants in each age group.**
 - i) All participants will be assigned to teams according to their age and draft procedures.
 - ii) All decisions made by the Board regarding team size and memberships are final.

- 9) UNIFORMS:
 - a) LEAYSA will provide uniforms for all Cheer Squads. Uniforms will be supplied for the Cheer year.
 - b) The Board of Directors shall decide on full dress uniforms. There will be NO changing of the uniform or additions made to the uniform. Uniforms must be neat and clean at all times. **Any cheerleader not in complete uniform will not be allowed to participate in games.**
 - c) No earrings, watches, bracelets, anklets, rings, etc. may be worn while cheering. Cheerleaders wearing jewelry at practices or games will be benched until it is removed. In the event of recently pierced ears, stud earrings need to be covered with two band-aids.
 - d) Any balances due for uniforms must be paid before ordering the uniform, unless prior arrangements have been made with the Cheer Board.
 - e) Hair must be pulled back to prevent injuries.

- 10) LEAGUE STRUCTURE:
 - a) The President and/or Coaches Director or a designated committee will determine competitive strength and skill level of all Cheer Squads within a league. The Board or Committee members may solicit assistance for this responsibility, but the final decision is that of the President.

- 11) GAME PROCEDURES:
 - a) All cheerleaders shall attend all assigned games – both home and away.
 - b) All cheerleaders shall arrive at least 30 minutes before each game – both home and away for stretching & warm-up procedures. Failure to do so will result in the cheerleader sitting out five (5) minutes of the game.
 - c) Cheerleaders will know their position in line very well by the first game! Cheerleaders should stay in that formation until either a time-out or half time. This includes: no going over to Mom & Dad for a drink or candy and no going over to talk to other cheerleaders while the game is going on. We are there to cheer for our team, not talk amongst each other.
 - d) All cheerleaders shall pay attention to the game!!!

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer

Bylaws, Rules and Regulations

- i) Is our team on offense or defense?? Are we winning or losing?? Who has the ball?? The game will affect how we cheer and what we say!
 - e) Cheerleaders are expected to stand with hands on their hips when not doing a chant on the side lines.
 - f) All cheerleaders are to cheer the entire game. Cheerleaders are to remain along the sidelines performing cheers and chants during football games. They will have a water break with their squad after the half-time performance & as needed throughout the game. They are not to go into the stands or get snacks from concessions until after the game.
 - g) Get back into formation after half time
 - i) You are expected to be back in your spot on the side lines with two minutes left in half-time!!
 - h) All cheerleaders must assist in the clean-up effort after home games. This includes getting water bottles, snacks and other trash from the sidelines.
 - i) Cheerleading coaches and director will be in command at all games.
 - j) All cheerleaders should be checked into and out of games by the parent/guardian.
 - k) Written permission shall be provided to the director and/or coach prior to the game if a cheerleader is to leave with anyone other than their parent/guardian.
 - l) Each cheerleader must come to each game fully dressed and ready to perform.
 - m) **If there is a football player injured while on the field, cheerleaders will take a knee. It is a matter of good sportsmanship to do so.**
 - n) Cheers will not contain movements that are of a suggestive nature.
 - o) Music for half time performances may not include language of a foul, violent or sexually suggestive nature.
 - i) At half-time cheerleaders will be introduced to the spectators. The visiting squad will be introduced and perform at center field first, then the home team will be introduced and perform at center field. Performances may be choreographed dance routines or cheers.
 - ii) Half time performances are three (3) minutes per squad. **ALL** on-field activities must be completed in this time.
 - p) During the third quarter of the game, the home team squad will go to the visitor sideline and introduce themselves and perform a cheer, to welcome the visiting squad. The cheer should be of a welcoming nature, or altered to fit the visiting teams' name, not stating your team is "number one" or going to "win the game".
 - i) Once done the home team will walk with the visitor team and bring them to the home side. The visiting team should reciprocate the welcome received from the home team.
- 12) TRAINING
- a) Practices will be held July to October at Marion Field from 6:00-7:30pm. Calendar is subject to change; please check our website frequently for updates. All squads will practice Tuesdays and Thursdays before school starts. After school starts, practices for the 5/6 age division will only be from 6-7 pm. This is the **ONLY** squad to dismiss early without prior approval from the cheer board.
 - b) Our goal is for all cheerleaders to learn the following throughout the course of the 2010 season:
 - i) Cheers: 3 minimum
 - ii) Sideline chants: 20 minimum
 - iii) Halftime routines: 1 minimum
 - iv) Extravaganza routine: 1 minimum
 - c) **Stunts:**
 - i) All stunts/pyramids are only allowed to be performed if squad is taught proper mounting, dismounting and spotting procedures. The Head Coach is responsible for learning proper techniques prior to instruction of the squad. Any stunt/pyramid that is observed being performed without proper mounting, dismounting, or spotting in place will be called down immediately, whether during a practice or game, and may not be performed again until approved by the Director of Cheerleading.
 - ii) 5/6 age group cheerleading division may perform stunts/pyramids/preps that are limited to "two flyer" and at a maximum of thigh height (thigh stands, pyramids, & preps). Tosses are prohibited. Pop downs and basic straight cradles are the only dismounts permitted. Twisting/turning during dismounts is prohibited.
 - iii) 7/8 age group cheerleading division may perform stunts/pyramids that are limited to "two flyers" and a maximum of Prep height (thigh stands, pyramids, & preps). Tosses are prohibited. Pop downs and basic straight cradles are the only dismounts permitted. Twisting/turning during dismounts is prohibited.

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer

Bylaws, Rules and Regulations

- iv) 9/10 age group cheerleading division may perform stunts/pyramids that have no “flyer” limit and a maximum of Extension height (thigh stands, pyramids, preps, extensions, shoulder-sits). Tosses are allowed. The only skill permitted is a Straight Ride. Pop downs and basic straight cradles are the only dismounts permitted. Twisting/turning during dismounts is prohibited.
 - v) 11/12 age group cheerleading division may perform stunts/pyramids that have no “flyer” limit and a maximum of Extension height. Tosses are allowed from Sponge position. The only skills permitted are Straight Ride or Toe Touch. Pop downs and basic straight cradles are the only dismounts permitted. Twisting/turning during dismounts is prohibited.
 - d) **Tumbling:**
 - i) Tumbling is allowed in all age divisions if it has been properly taught and needs NO spotting in order to complete.
 - 5-8 age groups: forward/backward roll, cartwheel, round-off, walkover
 - 9-12 age groups: all the above including: handspring, tuck
- 13) **RESCHEDULING GAMES:**
- a) Rescheduling games because of adverse field or weather conditions will be the sole responsibility of the Association. The decision to delete or reschedule games due to adverse field or weather conditions will be the responsibility of the President, League Scheduler and Referee Assignor or a designated committee. The Football League Scheduler may notify Cheer Squads of schedule changes.
- 14) **VIOLATIONS**
- All violations of league rules or the Code of Conduct will be handled in the manner outlined in the LEAYSA A&D Procedure Manual. Said Manual will be deemed a part of this Rule Book by addendum.
- LEAYSA-CHEER has developed the following timeline for all complaint matters. All complaints must be filed in writing within 48 hours of the said incident using the A & D form found on the cheer website. The 48-hour rule can only be extended in circumstances when a child has not come forth with the allegation until a later time. Upon hearing this allegation a parent, coach or other adult has 48 hours to file a complaint. Upon receipt of the complaint, a hearing with the LEAYSA A & D committee must be held within 5 days, and all parties must receive notification, and have a minimum of 48 hours to prepare for the hearing, unless all parties agree to a shorter time frame. In the event there is no LEAYSA A & D committee at the said time of the event, the hearing committee will consist of the LEAYSA Executive committee and the LEAYSA Cheer Board. Following the hearing the parties must be notified in writing of the outcome within 5 days. All appeals to the A&D Committee must be submitted in writing and received within two (2) days of receipt of the appealed decision. The appropriate fee in the form of cash, cashier’s check, certified check, or money order shall accompany all appeals. Personal checks are not accepted. Cost of a first level appeal is set at \$ 50.00. If another appeal is requested, the cost is set at \$ 150.00.
- The LEAYSA-CHEER Board will have the right to suspend accused parties pending a hearing. Further, LEAYSA-CHEER rules require that parties who already have been assessed 5 or more points **MUST** be suspended pending a hearing.
- A. Any person witnessing misconduct from any LEAYSA-CHEER member or parent during a LEAYSA-CHEER function should report directly to a Board Member. The Board Member should advise the complainant to file a written grievance with the Appeals and Disciplinary Committee. A&D will not address anonymous accusations and complaints, nor will verbal complaints suffice.
 - B. Any person found guilty of misconduct in any way, including – but not limited to fighting, intoxication, using abusive language, etc., at game sites or other LEAYSA-CHEER functions, is subject to action of the A&D Committee under the direction of the LEAYSA-CHEER Board.
 - C. Any Coach or Board Member failing to fulfill his/her duties will be subject to a hearing before the A&D Committee.
 - D. If any Coach or spectator is penalized with an ejection, the individual being ejected shall vacate the premises for the duration of the day and from all LEAYSA-CHEER functions (including practice) until an A&D hearing is held.

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer **Bylaws, Rules and Regulations**

15) APPEALS:

- a) Refer to LEAYSA Bylaws Article IX, Rules, Regulations, Procedures for Appeal

16) FUNDRAISING

- a) All fundraisers for the league or teams must be submitted to and approved by the Board of Directors.
- b) LEAYSA-Cheerleading will not be held accountable or liable for insurance purposes, in the case of unauthorized fundraisers.

17) CHEERLEADERS CODE OF ETHICS:

- a) I will be positive about my youth sports experience and accept responsibility for my participation by following this Cheerleaders' Code of Ethics Pledge.
- b) I will encourage good sportsmanship from fellow cheerleaders, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- c) I will attend every practice and game that I can, and will notify my coach if I cannot.
- d) I will do my very best to listen and learn from my coaches.
- e) I will treat my coaches, other cheerleaders, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- f) I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- g) I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- h) I will encourage my parents to be involved with my team in some capacity because it's important to me.
- i) I will do my very best in school.
- j) I will remember that sports are an opportunity to learn and have fun.

18) PARENT/GUARDIAN CODE OF CONDUCT:

- a) I will help LEAYSA-Cheer promote a drug, tobacco and alcohol free environment by refraining from their use at organization activities I will promote good sportsmanship through leading by example and being supportive of all participants, coaches, league and game officials at all games and practices.
- b) I will not personally address game officials.
- c) I will refrain from making negative statements or using profanity at LEAYSA-Cheer activities.
- d) I will address any concerns privately with my child's coach or league officials, not in an open forum involving the children.
- e) I will ask my child to treat all participants, coaches, spectators, and league and game officials in a good sportsmanlike and respectful manner.
- f) I will help my child, his/her team and coaches and LEAYSA by volunteering where I can. This includes, but is not limited to:
 - i) Volunteering my time working at the Lobo Spirit Table/gate during home games
 - ii) Participating in the LEAYSA CHEER fundraisers
- g) I am aware that there is a responsibility which must be met, not only to their cheerleaders, but also to LEAYSA-CHEER. The following actions by parents is strictly forbidden in all related Cheer activities and/or practices:
 - (1) Foul or abusive language
 - (2) Harassment or acts of aggression toward cheerleaders, league officials, referees, spectators coaches or board members
 - (3) Accepting any form of assistance from any person officially suspended from all Cheer activities or LEAYSA-CHEER
 - (4) Any other conduct contrary to the rules and/or spirit of the rules of LEAYSA-CHEER
 - (5) This is your first warning. Any violation of the above will result in a warning, and/or suspension from all LEAYSA-CHEER related activities for an indefinite period of time.

19) COACHES CODE OF CONDUCT:

1. I will treat each cheerleader as an individual, remembering the large range of emotional and physical development for the same age group.
2. I will do my best to provide a safe playing situation for my cheerleaders.

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer **Bylaws, Rules and Regulations**

3. I will promise to review and practice the basic first aid principles needed to treat injuries of my cheerleaders.
 4. I will do my best to organize practices that are fun and challenging for all my cheerleaders.
 5. I will lead by example in demonstrating fair play and sportsmanship to all my cheerleaders.
 6. I will provide a sports environment for my squad that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
 7. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to all my cheerleaders.
 8. I will use those coaching techniques appropriate for each of the skills that I teach.
 9. I will remember that I am a youth sports coach, and that the game is for the children and not the adults.
 10. I will acquire my coaching certification as required by the LEAYSA Cheer Board.
 11. I will be sure that all shifts for the Lobo Spirit Table and/or gates will be covered by a parent/guardian, or I will be required to work the shift.
 12. I am aware that there is a responsibility which must be met, not only to their cheerleaders, but also to LEAYSA-CHEER. The following actions by parents is strictly forbidden in all related Cheer activities and/or practices:
 - a) Foul or abusive language
 - b) Harassment or acts of aggression toward cheerleaders, league officials, referees or spectators
 - c) Accepting any form of assistance from any person officially suspended from all Cheer activities or LEAYSA-CHEER
 - d) Any other conduct contrary to the rules and/or spirit of the rules of LEAYSA-CHEER
 - e) Any violation of the above may result in a warning, and/or suspension from all LEAYSA-CHEER related activities for an indefinite period of time.
- 20) **PAID COACHING:**
- a) Recreational Cheer Squads registered in LEAYSA-CHEER shall be allowed no more than five private practices conducted by a paid coach within any single Cheer Season. This shall not apply to individual cheerleaders who seek the private tutoring of a Cheer coach or to participation in organized Cheer clinics.
 - b) Paid coaches shall not have a role in coaching a recreational Cheer Squad while that Cheer Squad is playing a game sanctioned by LEAYSA.
- 21) **COMPETITION AND/OR EXHIBITION PARTICIPATION POLICIES**
- a) It is mandatory that all LEAYSA cheerleading squads participate in our annual Cheer Extravaganza competition/exhibition, unless excused by the LEAYSA Board.
- 22) **COMPETITIVE (SELECT) CHEER SQUADS:**
- a) Competitive Cheer Squads must have the Executive Committee's approval of their operating rules, prior to being considered operational within LEAYSA-CHEER.
 - b) Cheer Squads registering with LEAYSA-CHEER and wishing to play outside LEAYSA-CHEER shall be required to pay any applicable fees before they will be given a Cheer Squad Release.
 - c) Protests relating to the club requirements will be heard only when they apply to violations of the LEAYSA-CHEER By-Laws, or League Rules.

COACHING STAFF

- A. All Coaches **MUST** follow the LEAYSA-CHEER Code of Conduct as defined earlier in this Rule Book.
- B. All Coaches are required to file an application with the Association. All coaches' applications, both Head and Assistant Coaches, must be received by the Board by June 30th. No application will be accepted after that date.
- C. Each team shall have a Head Coach. Each team may also have up to 4 Assistant Coaches. All teams' Coaches and Assistants are required to file an application with LEAYSA and are required to participate in a criminal background check. If, for any reason, a particular Coach does not pass the criminal background check, he/she will not be eligible to participate as a LEAYSA-Cheer Coach. Special circumstances may be presented to the Board and reviewed.

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer

Bylaws, Rules and Regulations

- D. ALL sideline personnel over the age of 18 (i.e. Coaches, Assistant Coaches, Team Moms) are required to participate in a criminal background check. If, for any reason, a particular Coach does not pass the criminal background check, they will not be eligible to participate as a LEAYSA Coach.
- E. All Coaches will be required to fulfill their respective Coach's duties and responsibilities, as well as abide by their coaching contract. Coaches **MUST** be certified through the board-approved agency prior to the start of the season, attend practices, games and participate in the annual Cheer Extravaganza. Not fulfilling these duties will result in no longer coaching for LEAYSA cheer.
- F. All Coaches are welcome to attend the Board and Team Parent meetings.
- G. To assist in the selection of all Head Coaches, in the case of more applicants than Head Coach openings within an age group, the following points system will be instituted along with an interview process.
 - a. 1/2 point for previous year spent as an Assistant Coach;
 - b. 1 point for previous year spent as a Head Coach;
 - c. 1 point for serving a full term as a Board member;
 - d. 1 point for child participation (max of 1point);
 - e. 1 point for attending each scheduled open board meeting; and
 - f. 1 point for attending each scheduled coaches' meeting/clinics.
- H. Points will be considered part of the league record and will be audited prior to team assignments for awarding head coaching slots. Points are calculated annually August 1st to July 31st each year.
- I. All coaches' applications and all applications will be collected by the LEAYSA CHEER Director of Coaches and submitted to the LEAYSA CHEER Board for approval, pending the interview process. The Board can consider parent requests for returning, or refusal to return, to a specific coach in the process of approving coaches. Any coach having 2 or more cheerleaders from previous year's team not wanting to be on that team shall come under Board review for approval of coach's application. The League Coordinator and Director of Coaches will track all these requests. The Board of Directors of LEAYSA-Cheerleading is the final authority in the selection and eligibility of coaches. All coaches' prospects will be interviewed by the LEAYSA Cheer Board and points will be taken into consideration during the decision-making process.
- J. All Coaches shall be required to attend such meetings, clinics, and/or seminars as determined by the Board of Directors. It is mandatory that all Coaches attend the Cheer Extravaganza meeting and the cheerleading orientation meeting. (**NO CHILDREN AT THESE MEETINGS PLEASE.**)
- K. All coaches should be at practices/games/events **before** the cheerleaders arrive.
- L. The Board will give coaches, pending application approval, the opportunity to address any issues with, or accusations against, them prior to a final determination. LEAYSA Cheer Board's decision will be final.

The Head Coach:

- a. A Head Coach may only coach for 2 consecutive years in a division unless approved by the Board.
- b. A Head Coach can only head coach one squad, unless no other approved Coach is available and with Board approval. He/She may assist on other teams.
- c. All Head Coaches will be responsible for seeing that their Assistant Coaches, cheerleaders and cheerleader's parents conduct themselves in a manner as to attain the purpose of this organization. LEAYSA-CHEER functions shall include all games, practices, team parties and announced team and league events.
- d. The Head Coach is responsible for attending, or sending an Assistant Coach to all open Board meetings
- e. The Head Coach is responsible for attending mandatory coaches' meetings and/or clinics sponsored by the Association.
- f. All cheer coaches must be certified by the LEAYSA CHEER board's chosen organization in order to coach with LEAYSA-CHEER. Certification must be attained prior to the organization's chosen date at the start of the season.
- g. The head coach is required to attend 75% of the practices and games.
- h. Shall be responsible for fully supporting LEAYSA-CHEER Association fundraisers and encouraging every member of his/her team to support and participate in the fundraising activities of LEAYSA-CHEER.
- i. Will be responsible for obtaining medical care for cheerleaders injured during games or practices, if parents are not present. Parents must sign medical consent forms ahead of time to allow for medical treatment in their absence. Coaches must keep forms on hand at all practices and games.

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer

Bylaws, Rules and Regulations

- j. Must report all injuries to the President of Cheerleading, Vice-President and Secretary within 7 days or before the next game, whichever is first. The Coach should also collect witness statements from assistant coaches.
- k. The Director of Cheerleading must be notified if any team loses a cheerleader for any reason within 14 days.
- l. MUST not leave participants alone at practice fields or games unless supervised by a responsible party who is at least 18 years of age.
- m. Must inform Director of Cheerleading 24 hours prior to kickoff, in writing, if any cheerleader will not be allowed to participate in a game. Specific reasons must be given; the team attendance roster and medical information must be available.
- n. Must keep a record of practices and attendance by each cheerleader at said practices.
- o. Will select a first Assistant who will be in charge in his absence. All assistants with cheerleader options will be required to attend 60% of weekly practices and games. This coach must be at least 16 years of age.
- p. Will be responsible for seeing that their Assistant Coaches fulfill their duties and responsibilities, as listed under "All Coaches".
- q. Must coordinate with football Coach and/or Team Mom on all events. Weekly newsletters should be sent home with game information for the parents (location/time & snack reminder). Please send an email copy to the director, as well.
- r. If a Coach resigns, for any reason, they must notify the Director of Cheerleading immediately.
- s. Coaches are required to enforce all rules set forth by LEAYSA. Rule violations will be reprimanded.
- t. Will select an Assistant Coach who will be in charge of team instruction in her absence. All Assistant Coaches will be required to attend 60% of practices and games.
- u. In order to guarantee good communication all Head Coaches must have a functioning phone and/or email address and must make this information available to the League and his/her team.
- v. Will meet at LEAYSA's designated site for practice.
- w. Will appoint a Team Parent and give the name to the Director of Team Parents.
- x. Will not administer medication.
- y. Must attain assistance from parents for:
 - 1. Help work at the Lobo Spirit Table as required; and
 - 2. Announcing half-time routines.

All Coaches:

- A. Will teach each cheerleader the rules and fundamentals of cheerleading, including good sportsmanship.
- B. Will stress the fact that cheerleading is a team effort and see that no one cheerleader is considered head cheerleader.
- C. Will treat all cheerleaders equally.
- D. Will not physically or verbally abuse any cheerleader.
- E. Will be responsible for keeping the practice field clean and safe.
- F. Will be required to attend at least 75% practices sessions and games. (Assistant Coaches are required to attend at least 60% of all practices and games.)
- G. Coaches will be responsible for supervising the cheerleaders before each game and making sure that each cheerleader is in complete uniform.
- H. Coaches who fail to make payment to LEAYSA for registration and/or uniforms, or fail to fulfill team or league financial obligations unless waived by the Board of Directors, shall not be eligible to coach the following year.
- I. Should not administer medication.
- J. No profanity shall be permitted at any LEAYSA function. If a Coach uses profanity and is overheard by a League Official, that Coach will be asked to leave the LEAYSA function and serve an immediate and mandatory one-week suspension that includes practices and appear before the A&D Committee. If a second offense occurs, the Coach is suspended indefinitely and must appear before the Board.
- K. Every Coach must follow the Coaches' Code of Conduct.
- L. No Coach shall use derogatory remarks directed toward his/her participants or the participants on an opposing team.

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer **Bylaws, Rules and Regulations**

LEAYSA - CHEER

Little Elm Area Youth Sports Association - Cheer **Bylaws, Rules and Regulations**

- M. No Coach shall badger, ridicule or harass any official, nor shall he/she allow a team member or spectator to do so during a game. The Head Coach may at any time ask for a clarification or information relative to some infraction.
- N. No Coach shall teach any participant to use, or personally use, unethical practices while under his/her care.
- O. No Coach may reward or offer incentives in any way for an act that is intentionally injurious to another participant.
- P. No Coach may touch a cheerleader in a derogatory manner or have violent contact with a cheerleader.
- Q. A Coach's eligibility cannot be restored if he/she has been found guilty by the A&D Committee.
- R. After a 2 year waiting period, the Board can hear an appeal for a probationary return to the league as an Assistant Coach.
- S. Coaches are required to fulfill their scheduled assignments to the Association during the year, in addition to the regular coaching responsibilities. This includes field maintenance.
- T. Prior to the game, all participants will create a run through, Spirit Tunnel, or banner for the football team to boost their spirit.
- U. After the game ends, all participants will create a Spirit Tunnel for the football team, in order to demonstrate good sportsmanship.
- V. Throughout the season, coaches will be evaluated by Cheer Board members and parent surveys. These evaluations will be used in the eligibility to return as a coach the following year and/or as disciplinary actions in the current season.

ALLOCATION OF CHEERLEADERS

- A. All participants will be allocated by age group. The number of squads will correspond to the number of football teams in that age group.
- B. Returning cheerleaders concurrently registered with LEAYSA have the option to return to the same Coach as long as she remains with LEAYSA. This option pertains to Head Coaches only.
- C. All cheerleaders not returning to their previous coach or that are new to the organization will go into a lottery, with cheerleaders' names on slips of paper and divided accordingly to the number of squads needed.
- D. Coaches may not recruit cheerleaders to LEAYSA-CHEER with the implied intent that the child will cheer for his/her team, nor may they make any commitment to any cheerleader or parent/guardian about whom they intend to request, as there are no guarantees in a lottery situation. In addition, Coaches may not, in any way, manipulate a cheerleader or parent/guardian into refusing to cheer for another team.
- E. All questions by cheerleaders, parents/guardians or other members of the Association with regard to the lottery, its procedures or outcome must be referred to the Cheer Board.
- F. All squad formations are final, pending the outcome of the lottery, unless approved by the LEAYSA CHEER Board vote.

Approved by LEAYSA-Cheer Board of Directors on this, the 12th day of May, 2010.
Executed this the 12th day of May, 2010 by Cynthia Waleri.
Board member: Cynthia Waleri
Witness: Annie Johnson

Approved by LEAYSA Board of Directors on this the _____ day of _____, 20____.
Executed this the _____ day of _____, 20____ by _____.
Board member: _____
Witness: _____