



# KYA CHEER COACHES AND TEAM PARENT HANDBOOK

Date: 11/08/2021

## MISSION STATEMENT

The goal of our cheer program is to inspire leadership on and off the field. Our program focuses on the traditional role of cheerleading. We believe cheerleaders play a very important role in football games. Cheerleaders boost team spirit, promote good sportsmanship, develop positive crowd involvement, and help participants and spectators enjoy a worthwhile experience. We will provide a wholesome, enjoyable experience for the youth in our community. We will teach the fundamentals and techniques of cheerleading, which include cheers, motions, stunting, and dancing.

## REMARKS

The KYA Cheer policies and procedures are written as a guideline to govern cheer.

## AFFILIATIONS & MEMBERSHIP

Keller Cheer is a member of, or is affiliated with the following associations/organizations:

- The Keller Football Association.

## COACHING STAFF

- A. All Coaches MUST follow the KYA CHEER Coaches Code of Conduct as later defined in this Handbook.
- B. Will be required to fulfill their respective Coach's duties as outlined by the KYA Cheerleading Commissioner, as well as abide by their coaching contract. Not fulfilling these duties will result in no longer coaching for KYA Cheer.
- C. It is mandatory that all Coaches attend all Coaches Training and the cheerleading orientation meeting.
- D. All coaches should be at practices/games/events before the cheerleaders arrive. Cheerleaders are expected to arrive 30 minutes prior to the game for proper stretching and warm-up activities, therefore coaches need to arrive before the girls to set up their meeting location.
- E. All coaches' duties end 15 minutes after practice or games end to ensure all squad members have been picked up and that they have cleaned up the field/court/practice area.

- F. All head coaches and assistant coaches must submit to a 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 KYA CHEER coach. Special circumstances may be presented to the board and reviewed.
- G. To assist in the selection of Head Coaches, in the case of more volunteers than needed for the season, the following points system may be instituted:
  - a. Head Coach in previous seasons
  - b. Assistant Coach in previous seasons
  - c. Child participation
  - d. Attending scheduled coach's meetings/clinics
- H. The Cheer Commissioner holds the final decision on all head coaching volunteers
- I. The Cheer Commissioner shall take the coaches applicants and all applications will be submitted to the Board for approval. The Board can consider parent requests for not returning to a team in the approval of coaches. The Cheer Commissioner will track all these requests. The KYA Board is the final authority in the selection and eligibility of coaches.
- J. Will teach each player the rules and fundamentals of cheerleading.
- K. Will stress the fact that Cheerleading is a team effort.
- L. Will teach and encourage good sportsmanship by cheerleaders.
- M. Will treat all cheerleaders equally.
- N. Will not physically or verbally abuse any cheerleader.
- O. Will be responsible for keeping practice locations clean and safe.
- P. Will be required to attend 85% of weekly practice sessions and games. (Assistant Coaches are required to attend at least 75% of all practices and games.)
- Q. Will be responsible for supervising the cheerleaders before each game and making sure that each cheerleader is in complete uniform.
- R. Must communicate with Cheerleaders' parents via weekly newsletters and/or emails explaining practice and/or game information.
  - a. Suggested items: location/time of the game, snack reminder, new chants/cheers for the girls to practice, picture, etc.
- S. Must check and respond to all emails sent from KYA CHEER Commissioner and/or parents on a regular basis.
- T. Must notify the commissioner of KYA Cheer if cancelling a game.
- U. Shall not use derogatory remarks directed toward his/her participants or parents.
- V. Shall not administer medication.

## HEAD COACH

- A. Will be responsible for the conduct of his/her coaching staff, his/her team mom, his/her cheerleaders, and their parents at all KYA CHEER functions. KYA CHEER functions shall include all games, practices, clinics, team parties, and announced squad and KYA events.
- B. Will ensure that all participants are eligible to join in any KYA Cheer activities. Any Head Coach or Acting Head Coach of a team knowingly with an ineligible participant will be relieved of all coaching duties until further discussion with the KYA Cheer Commissioner. Should a suspected coach be found in violation, the suspected coach shall be removed from the league for the remainder of the season. If the coach returns for the following season and another violation is incurred, the

coach will be removed from the league for the remainder of the season and will not be eligible to coach for KYA Cheer in future seasons.

- C. Will be responsible for obtaining medical care for cheerleaders injured during games or practices if parents are not present. Parents will sign forms ahead of time to allow for medical care. Coaches must have, immediately available, the release forms at all practices and games.
- D. Must report all injuries to the KYA CHEER Commissioner in writing within three days of injury or the next game day, whichever comes first. The Coach should also collect witness statements from assistant coaches.
- E. The Head Coach is responsible for attending or sending an Assistant Coach to all mandatory coaches' meetings and/or clinics sponsored by KYA CHEER.
- F. Will appoint a Team Parent.
- G. Must report to KYA CHEER Commissioner within 4 days any cheerleader who drops out of the program.
- H. Will not leave participants alone on gym, field, or practice sites, unless supervised by a KYA CHEER Assistant Coach or Team Parent that has previously submitted to and passed a background check.
- I. Will be responsible for seeing that his/her Assistant Coaches fulfill their duties and responsibilities.
- J. Can only head coach one squad unless no other approved Coach is available and with approval. He/She may assist on other teams.
- K. 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 KYA Cheer Commissioner and his/her team.

## ASSISTANT COACH

- A. The Assistant Coach is responsible for attending all mandatory coaches' meetings and/or clinics sponsored by KYA CHEER if the Head Coach is unavailable.
- B. Will be responsible for assisting the Head Coach at practices and games.
- C. Shall be responsible for attending any game or practice that the Head Coach is unable to attend.
- D. Will not leave participants alone on gym, field, or practice sites, unless supervised by a KYA CHEER Head Coach or Team Mom that has previously submitted to and passed a background check.
- E. In order to guarantee good communication, all Assistant Coaches must have a functioning phone and/or email address and must make this information available to the KYA Cheer Commissioner and his/her team.

## TEAM PARENT

- A. Shall be responsible for helping ensure after game snacks and crowd treats are provided by parents either by setting up a sign-up list or providing these items themselves. Snacks and drinks may not contain ingredients a cheerleader on the squad is allergic to.
- B. Shall be responsible for helping the Coach set up a post-season party for the squad.
- C. Shall help the Coach with other items squad may need throughout the season.

## BACKGROUND CHECKS

All board members, coaches, and team moms will be required to submit to a background check. The following convictions will disqualify an applicant:

- A. Arson
- B. Assault (including aggravated and/or sexual)
- C. Any crimes against children (Including: abandonment, abuse, endangerment, kidnapping, pornography, possession or promotion of pornography, enticement, solicitation, sale or purchase of pornography, injury to, or indecency)
- D. Criminally negligent homicide
- E. Domestic violence
- F. Delivery of marijuana
- G. Felony convictions (within the past 10 years)
- H. Manufacture of or the delivery of a controlled substance
- I. Indecent exposure
- J. Manslaughter
- K. Prohibited sexual conduct
- L. Public lewdness
- M. Rape
- N. Robbery
- O. Sexual offenses and misconduct
- P. Marijuana possession\*
- Q. DWI/DUI\*\*
- R. Theft\*\*\*

\*If a first offense and not currently on probation – applicant is eligible. Two or more violations have occurred or currently on probation – applicant is NOT eligible.

\*\*Eligibility dependent upon the severity of the offense and length of time since the offense occurred.

\*\*\*The Board of Directors reserves the right to conduct in-person interviews for any and all applicants.

## COACHES CODE OF CONDUCT

- A. I will treat each cheerleader as an individual, remembering the large range of emotional and physical development for the same age group.
- B. I will not show favoritism to specific cheerleaders on my squad, including my own child.
- C. I will stress the fact that cheerleading is a team effort and see that no single cheerleader is considered “head cheerleader”.
- D. I will teach each cheerleader the rules and fundamentals of cheerleading.
- E. I will do my best to provide a safe playing situation for my cheerleaders.
- F. I will promise to review and practice the basic first aid principles needed to treat minor injuries of my cheerleaders.
- G. I will not administer medication.

- H. I will lead by example in demonstrating fair play and sportsmanship to all my cheerleaders.
- I. I will provide a sports environment for my squad that is free of profanity, drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
  - a. If a violation of this sort is observed or overheard by parents or a League Official, that Coach will be asked to leave the KYA function and serve an immediate and mandatory one-week suspension that includes practices. If a second offense occurs, the Coach is suspended indefinitely and must appear before the Board.
- J. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to all my cheerleaders.
- K. I will do my best to organize practices that are fun and challenging for all my cheerleaders.
- L. I will use those coaching techniques appropriate for each of the skills that I teach.
- M. I will practice open communication with KYA Cheer Commissioner, coaches, team moms, and parents.
- N. I will never voice any complaints or concerns towards parents, other coaches, referees, or KYA Cheer Commissioner in front of the children during practice, games, or other sports events. Complaints or concerns can be directed to KYA Cheer Commissioner before or after the games, practices, or other sports events.
- O. I will not physically or verbally abuse any cheerleader.
- P. I will remember that I am a youth sports coach and that the game is for the children and not the adults.
- Q. I will make the Cheer Commissioner aware of any issues with parents within 48 hours of the occurrence.
- R. I am aware that there is a responsibility which must be met, not only to the cheerleaders, but also to KYA CHEER. The following actions by parents/coaches/cheerleaders are 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 KYA CHEER.
  - d. Any other conduct contrary to the rules and/or spirit of the rules of KYA CHEER.
- S. Any violation of the above may result in a warning and/or suspension from all KYA CHEER related activities for an indefinite period of time.

## TEAM PARENT CODE OF CONDUCT

- A. I will not show favoritism to specific cheerleaders on my squad, including my own child.
- B. I will not administer medication.
- C. I will lead by example in promoting fair play and sportsmanship to all my cheerleaders.

- D. I will adhere to a sports environment for my squad that is free of profanity, drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
  - a. If a violation of this sort is observed or overheard by parents or a League Official, that Team Parent will be asked to leave the KYA function and serve an immediate and mandatory one-week suspension that includes practices. If a second offense occurs, the Team Parent is suspended for the remainder of the season.
- E. I will not physically or verbally abuse any cheerleader, parent, or coach.
- F. I will make the Head Coach aware of any issues with parents within 48 hours of the occurrence.
- G. I will practice open communication with coaches and parents.
- H. I will never voice any complaints or concerns towards parents, other coaches, referees, or KYA Cheer Commissioner in front of the children during practice, games, or other sports events. Complaints or concerns can be directed to KYA Cheer Commissioner before or after the games, practices, or other sports events.
- I. I will remember that I am a youth sports team parent and that the game is for the children and not the adults.
- J. I am aware that there is a responsibility which must be met, not only to the cheerleaders, but also to KYA CHEER. The following actions by parents/coaches/team parents/cheerleaders are 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, spectators, coaches, team moms or board members.
  - c. Accepting any form of assistance from any person officially suspended from all Cheer activities or KYA CHEER.
  - d. Any other conduct contrary to the rules and/or spirit of the rules of KYA CHEER.
- K. Any violation of the above may result in a warning, and/or suspension from all KYA CHEER related activities for an indefinite period of time.