

# The Oak Hills Little Highlanders Cheerleading Inc.

## 2012 COACHING APPLICATION PACKET

The OHLHC Executive Board follows a process for the review and selection of our Head Coach, Assistant Coach, and Team Mom positions. Prior to any individual being appointed, they must submit a completed application, agree to a background check/investigation, and interview with the OHLHC Executive Board.

You must submit your application no later than February 10, 2012 to be considered for a Head Coach, Assistant Coach, Team Mom, or Junior Coach position. Interviews, if necessary, will be scheduled for February 12, 2012 @ 12:00 PM. Applications may be handwritten, or you may use the fields in the form to type in your answers.

Completed applications may be emailed to:

**[fdekors@bridgetowncheerleading.com](mailto:fdekors@bridgetowncheerleading.com)**

OR

Mailed to:

**The Oak Hills Little Highlanders Cheerleading Inc.**

**ATTN: Vice President**

**P.O. Box 58344**

**Cincinnati, OH 45258**

Should you have any questions please feel free to contact OHLHC Vice-President, Faith DeKors at 276-9694.



The Oak Hills Little Highlanders Cheerleading, Inc.  
2012 Coaching Application

**PERSONAL INFORMATION**

Name (First, Middle, Last):

Home Address (Street, City, Zip):

Home Phone:

Work Phone:

Cell Phone:

Email:

**POSITION OF INTEREST**

Head Coach

Assistant Coach

Team Mom

Junior Coach

**GRADE OF INTEREST**

Grade K/1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Any

**COACHING PHILOSOPHY**

Why do you want to coach cheerleading for OHLHC? What is your main objective as a Cheerleading Coach?

**COACHING EXPERIENCE**

Please list all coaching experience or any activities in which you have been involved that are related to working with children. Please include type of sport, age, dates and organization name.

OHLHC seeks individuals with general knowledge in the areas of cheerleading, dance, tumbling, stunting, conditioning, and football. In addition, candidates would preferably have experience in developing sportsmanship, organizing practices, and working effectively with others. Although all positions are volunteer, there is a significant time commitment involved. While OHLHC understands other commitments may at times interfere with your ability to perform your duties, every effort should be made to keep these to a minimum.

The positions of Head Coach, Assistant Coach, and Team Mom are appointed positions upon the approval of the OHLHC Executive Board and any person approved and designated as such will hold that position for no definite period of time and may be terminated at any time.

I have read the attached responsibilities. I agree to these responsibilities, and commit to fulfilling them to the best of my ability. I have also read the Code of Conduct and the 2012 OHLHC Bylaws and realize that failure to follow these would be reason for dismissal from my coaching position, if appointed.

Signature

Date

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\_\_\_\_\_

**THE OAK HILLS LITTLE HIGHLANDERS CHEERLEADING, INC.**  
**2012 Organization Bylaws**

**ARTICLE I**        **PURPOSE**

To provide area youth an opportunity to participate and learn organized cheerleading skills in such a way as to: develop the fundamentals of cheerleading; introduce the team concept to participating children, coaches and parents; promote team spirit to our Football Organization; and act as a feeder system for experienced cheerleaders to the local middle schools and high school.

**ARTICLE II**        **NAME**

The organization name shall be THE OAK HILLS LITTLE HIGHLANDERS CHEERLEADING, INC., stated hereinafter as OHLHC.

**ARTICLE III**        **MEMBERSHIP**

The membership of this organization shall be:

- active coaches and their respective team moms listed on the official roster
- elected members of the Executive Board, Trustees and Committee positions

In order to become a member in good standing and qualify to vote for Executive Board Members, Trustees, and Committee Positions for the following season, members must:

- have been recognized at a scheduled monthly meeting
- attend at least 75% of the monthly meetings, registration, fittings, and parent meeting from the date they became a member. Must attend meeting for entire scheduled time.
- attend the December elections meeting in person. No absentee ballots will be allowed.

An annual nation-wide criminal background check will be performed on all members. This check will be submitted to the Vice-President for review. Any issues will be discussed with the President, if necessary and the Board will make any necessary decision. All background checks will be kept on file. All information will be kept confidential. The association shall incur the initial cost associated with the criminal background check. All members and head coaches must be at least (18) years of age or older.

**ARTICLE IV**        **GENERAL MEMBERSHIP MEETINGS**

1. The power and authority of this organization shall be exercised through a vote by eligible members.
2. Any non-member must contact the President or, if unavailable, any Board Member before attending a meeting.
3. The following is the order of business for all meetings:
  - Opening of the meeting
  - New Members
  - Approval of the minutes
  - Financial Report
  - Position/Committee Reports
  - Old Business
  - New Business
  - Elections (if any)
  - Closing of the meeting
4. Any matters brought to the general membership shall be decided by a majority vote, pending final approval of the Executive Board.

**ARTICLE V**        **BYLAWS**

1. The Executive Board shall adopt bylaws only once per year. Bylaws may be amended at the first official monthly meeting of the calendar year by a majority vote of those present and eligible to vote.
2. Robert's Rules of Order will govern any item not specifically covered in the bylaws.
3. Incorporation papers must be updated every five (5) years by the Vice-President and Treasurer with advisement from the present attorney, starting in the year 2010. This process is subject to audit and may occur more often.

**ARTICLE VI            ORGANIZATION TERMINATION**

In the event of termination of this organization, The Oak Hills Little Highlanders Cheerleading, Inc., all assets will be liquidated. All funds will be donated to The Oak Hills Athletic Boosters Association.

**ARTICLE VII            EXECUTIVE BOARD MEMBERSHIP**

1. The Executive Board shall be part of the general membership of OHLHC.
2. The general membership nominates and elects all Board Positions, Committee Positions and the two (2) Trustee Positions.
3. The Secretary, or any appointed member, will secure nominations in November and elections shall be held at the December meeting.
4. No one person can run for more than one Executive Board position. If nominated for more than one Executive Board position, the nominee must choose which position they will run for and advise the nominating committee prior to voting.
5. The following positions shall make up the Executive Board: President, Vice President, Secretary, Treasurer, Cheerleading Coordinator, Equipment Manager and Fundraising Coordinator. The two (2) Trustee positions and five (5) Committee positions are not considered part of the Executive Board and are not required to attend Executive Board meetings.
6. The duties of the Executive Board shall include:
  - a) Attend all monthly organization meetings, registration, fittings, and parent meeting.
  - b) Setting and approving the annual budget for the organization.
  - c) Approves of any expenditures not included in the approved budget and/or commitments made in the name of OHLHC.
  - d) Approves the removal of any Head Coach, Assistant Coach, Team Mom, Board Member, or any other member of the organization.
  - e) Approves any disciplinary action (kids, parents, etc.) in accordance with the Code of Conduct.
  - f) In the event an officer resigns, or requests to vacate office, the Executive Board will nominate and elect a replacement for the remaining term.
7. Five (5) Executive Board Members must be present to vote on any issue concerning OHLHC, and majority rules.
8. The President and Treasurer are not permitted to be within the same immediate family and/or household.
9. There should not be more than 3 elected executive board positions from one squad. In the case that there is a possibility of more than 3 positions being held by people of the same squad the current executive board, with the exception of those squad members, will make the final decision.
10. Executive Board Members must work together to ensure the most efficient use of the organizations resources, and do so within a timely manner.

**ARTICLE VIII        ELECTED EXECUTIVE BOARD POSITIONS**

1. President
  - a) Represents the organization to the general public.
  - b) Presides over all membership meetings.
  - c) Approves all Committee appointments and ensures that all Committee recommendations are approved by the general membership and are carried out.
  - d) Has the authority to sign checks, drafts, notes, bonds and orders for payment subject to approval of the Executive Board.
  - e) Together, with the Treasurer, has the power and authority to manage, close or open financial relationships as necessary in the best interest of OHLHC.
  - f) Together with the Treasurer, manages the budget for the organization.
  - g) Together with the Vice President, acts as the liaison between the football organization (OHYFA) and cheerleading, ensuring the relationship remains healthy in the interest of both the cheerleaders and the football players and their parents.
  - h) Advises Head Coaches in between the OHLHC meetings, if necessary, of any information that can affect their squad during the season.

- i) Responsible for the general correspondence of the organization, ensuring coaches are provided with enough lead-time to ensure adequate opportunity to notify cheerleaders and parents.
  - j) Together with the Vice-President, acts as a liaison between Parents and Head Coaches when issues arise that require intervention.
  - k) Oversees all organization positions (executive board, elected committee members and trustees, coaches)
  - l) Carries out all disciplinary action (kids, parents, etc.) in accordance with the Code of Conduct.
  - m) Submits all appropriate invoices to the Treasurer for payment.
2. Vice President
- a) In the President's absence or in the event of his/her inability to act, the Vice President shall perform the duties of the President.
  - b) Assists the President whenever necessary.
  - c) Together with the President, acts as a liaison between Parents and Head Coaches when issues arise that require intervention.
  - d) Ensures all squads are appropriately staffed with a qualified Head Coach.
  - e) Accepts all coach's applications, submits to Executive Board and schedules appointments for interviews where necessary.
  - f) Maintains an accurate roster for each squad provided by the Secretary.
  - g) Manages the background checks annually for all Executive Board Members, Committee Members, Trustees, Head Coaches, Assistant Coaches and Team Moms.
  - h) Provides all Head Coaches with the game schedules and directions to away games.
  - i) Ensures the organization has the appropriate insurance required.
  - j) Together with the Treasurer, responsible for the filing of all tax forms, as well as the filing of the organization's incorporation papers that are updated every five (5) years.
  - k) Submits all appropriate invoices to the Treasurer for payment.
  - l) Together with the President, acts as the liaison between the football organization (OHYFA) and cheerleading, ensuring the relationship remains healthy in the interest of both the cheerleaders and the football players and their parents.
  - m) Provide coaches options to obtain CPR certification. Ensure all members of coaching staff are CPR certified.
  - n) Communicate appropriately to the President.
3. Secretary
- a) In the absence of the President and Vice President, the Secretary shall preside over the meetings.
  - b) Organizes all monthly organizational meetings, including sending notices to all members.
  - c) Organizes the annual Parent Meeting and Sign-Up date(s).
  - d) Records the proceedings of all meeting and distributes to all members via email or paper copy.
  - e) Keeps copies of the Bylaws and other permanent records of the organization as necessary.
  - f) Under the direction of the President, records all committee appointments.
  - g) Under the direction of the Vice President, records all coach appointments and provides this information to the Board Members as necessary.
  - h) Maintains current rosters for each squad and provides this information to the Board Members as necessary.
  - i) Submits all appropriate invoices to the Treasurer for payment.
  - j) Communicate appropriately to the President.
4. Treasurer
- a) In the absence of the President, Vice President and Secretary, the Treasurer shall preside over the meetings.
  - b) Collects all money and cares for the funds of the organization.
  - c) Maintains accurate records of all receipts and disbursements.
  - d) Under the direction of the President, pays all invoices.
  - e) Prepares and submits a monthly financial report at each regular meeting.
  - f) Prepares and submits an annual financial report at the December meeting.
  - g) Has the authority to sign checks, drafts, notes, bonds and orders for payment.
  - h) Together with the President, has the power and authority to manage, close or open financial relationships as necessary in the best interest of OHLHC.
  - i) Together with the President, manages the budget for the organization.

- j) Together with the Vice President, responsible for the filing of all tax forms, as well as the filing of the organization's incorporation papers that are updated every five (5) years.
  - k) Communicate appropriately to the President.
5. Cheerleading Coordinator
- a) Coordinates all competitions for each squad, including but not limited to completing appropriate paperwork, collecting fees as necessary and attending any meetings required by the competition.
  - b) Coordinates all squad and coaches camp attendance, including but not limited to completing appropriate paperwork and collecting fees as necessary.
  - c) Submits all appropriate invoices to the Treasurer for payment.
  - d) Communicate appropriately to the President.
6. Equipment Manager
- a) Responsible for the procurement of all equipment for the organization, including but not limited to skirts, vests, unifits, t-shirts, briefs, socks, shoes, hairbows, poms, warm-ups, pom bags and any other equipment either deemed necessary or desirable by the Head Coaches (excluding Competition specific items). Includes not only equipment owned by the organization, but also equipment being purchased and retained by the parents.
  - b) Coordinates any fittings with dates, times and locations required for any purchases made, including all necessary paperwork.
  - c) Coordinates the return of any equipment owned by the organization. Ensures all equipment is returned by using accurate rosters for each squad.
  - d) Provides an inventory list of all equipment to the Secretary for inclusion in the organization permanent files.
  - e) Responsible for the procurement of Coaches shirts.
  - f) Together with the Spiritwear Coordinator, coordinates procurement of approved spiritwear.
  - g) Under the direction of the President and Treasurer, has the authority to use the organization's debit card for purchases of equipment.
  - h) Submits all appropriate invoices to the Treasurer for payment.
  - i) Communicate appropriately to the President.
7. Fundraising Coordinator
- a) Coordinates any organization fundraisers and individual squad fundraisers.
  - b) Approves any individual squad fundraisers and maintains a list of those efforts, ensuring they do not conflict with any organizational fundraising.
  - c) Coordinates the The Oak Hills Little Highlanders Cheerleading, Inc.'s *at home* Competition, including *but not limited to* completing appropriate paperwork, collecting fees as necessary, holding any meetings necessary, booking an appropriate gym a year in advance, scheduling times for each team/squad, organizing concessions/retail areas, ordering trophies and awards, organizing obtaining a mat, obtaining qualified judges, organizing parent volunteers to work concessions and to collect money at the doors, organizing security of some sort and making sure all sub-committee members are following through with their jobs in a timely matter.
  - d) Coordinates the scheduling of parent workers for any necessary fundraising efforts.
  - e) Appoints committee members for all fundraising efforts and submits recommendations to the President for approval.
  - f) Submits all appropriate invoices to the Treasurer for payment.
  - g) Communicate appropriately to the President.

**ARTICLE IX        ELECTED TRUSTEE POSITIONS**

- 1. Two (2) Trustees are appointed annually.
- 2. Reviews the Treasurer's books at a minimum of two (2) times per year (April & November)
- 3. Prepares and submits a brief summary of findings during each audit and submits to the Secretary.
- 4. Communicate appropriately to the President.

**ARTICLE X        ELECTED COMMITTEE POSITIONS**

- 1. Webmaster
  - a) Ensures the organization websites are maintained appropriately.

- b) Submits all appropriate invoices to the Treasurer for payment.
  - c) Submits all appropriate passwords for websites to the Secretary.
  - d) Communicate appropriately to the President.
2. Tumbling Coordinator
    - a) Communicates all squad tumbling options, including but not limited to completing all appropriate paperwork and collecting fees as necessary.
    - b) Submits all appropriate invoices to the Treasurer for payment.
    - c) Communicate appropriately to the President.
  3. Practice Facility Coordinator
    - a) Schedules all gym time for practices. Works with each Head Coach to ensure each squad has an appropriate place and the appropriate time to practice per their individual requirements.
    - b) Submits all appropriate invoices to the Treasurer for payment.
    - c) Communicate appropriately to the President.
  4. Social Coordinator
    - a) Coordinates the annual Cheerleading Banquet.
    - b) Responsible for the procurement of end-of-year trophies for all cheerleaders.
    - c) Coordinates the annual picture date and location for all squads.
    - d) Coordinates the annual Pep Rally, which is hosted by Cheerleading before the first round playoffs each year, in agreement with available dates/times with football.
    - e) Coordinates the Parent Appreciation game.
    - f) Coordinates any Coach Appreciation events.
    - g) Work with the Head Coach to purchase small gifts for each football player to promote spirit between the players and cheerleaders.
    - h) Coordinates any other activity deemed necessary or desirable to promote the spirit within the organization or between the football and cheerleading organizations.
    - i) Appoints committee members for events as appropriate and submits recommendations to the President for approval.
    - j) Submits all appropriate invoices to the Treasurer for payment.
    - k) Communicate appropriately to the President.
  5. Spiritwear Coordinator
    - a) Coordinates ideas for spiritwear and submits ideas to Executive Board for approval.
    - b) Together with the Equipment Manager, coordinates procurement of approved spiritwear.
    - c) Coordinates all sales of spiritwear including, but not limited to t-shirts, shorts, sweatshirts and decals.
    - d) Submits all appropriate invoices to the Treasurer for payment.
    - e) Communicate appropriately to the President.

**ARTICLE XI      SQUAD STRUCTURE**

1. Cheerleaders will cheer for the grade they are entering, regardless of age.
2. All squads MAY have one mascot (at the discretion of the Head Coach). Ideally, mascots should be entering kindergarten, but can also be younger but the decision is based on approval of the Executive Board. Mascot will pay ONLY for insurance costs. All other fees are optional.
3. First priority is given to returning cheerleaders. Second priority is given to children who reside in the Oak Hills School District. If space allows, children from other districts may be accepted.
4. All squads will cheer at all games, whether at home or away, and will split appropriately and travel to cover all bowl games, playoff and Super Bowl games, including those that are home or away.
5. A football squad must consist of at least 5 cheerleaders. In the case where a squad had fewer than 5 cheerleaders, the OHLHC Board will decide how to cover that grade's football games.
6. A competition squad must consist of at least 15 cheerleaders. In the case where a squad has fewer than 15 cheerleaders, the OHLHC Board will decide whether to combine for competition and will also appoint a Head Coach to have overall responsibility for the combined competition squad.
7. All competition squads will compete in the mounting division. All coaches must learn proper techniques for mounting and all cheerleaders will learn proper techniques at competition camp. All competition routines will

be professionally choreographed. Coaches should assist stunt groups in the event of a cheerleader's absence during practice.

8. Only the 6<sup>th</sup> grade Competition Squad (which may consist of 5<sup>th</sup> grade cheerleaders if numbers require combining) may attend additional competitions, 2 maximum. Only 1 competition may require long distance travel (hotel stay). Exceptions for other squads must be approved by the Executive Board.
9. All cheerleaders/mascots must sign and abide by the Code of Conduct. Failure to abide by the Code of Conduct is reason for dismissal from the squad.
10. If any child is subject for dismissal from a Cheerleading squad, it must be put into writing to be reviewed by The Executive Board. Children who were dismissed the previous year may be allowed to return at the discretion of the OHLHC Board.

## **ARTICLE XII     SQUAD WITHDRAWALS**

1. NO REFUNDS for football only cheerleaders will be issued after fittings.
2. NO REFUNDS for competition cheerleaders will be issued after first practice. Any exception must be approved by the OHLHC board.

## **ARTICLE XIII    COACHES AND TEAM MOMS**

1. Method of Coach Selection
  - a) Each squad must have one (1) Head Coach and one (1) Assistant Coach. In addition, each Head Coach may choose to have one (1) Team Mom and/or up to two (2) Junior Coach. The total number for each team may not exceed Five (5) total.
  - b) All Head Coaches, Assistant Coaches, Team Moms and Junior Coaches must fill out the Coaching Application and submit to the Vice-President or to the President if there is a conflict of interest.
  - c) The Vice-President or President (if there is a conflict of interest) receives each application and schedules interviews.
  - d) Any Board Members who are also applying for a coaching/team mom position will be excluded from any interviews for that same position of the same team.
  - e) The Board and Head Coach must agree on all staff decisions for that particular squad the same day as the interviews.
  - f) The Vice-President will inform each applicant of the final decisions unless there is a conflict of interest; in this case the President will inform the applicant.

### 2. Philosophy of Coaching

The Coach is the leader of the squad. Coaches should demonstrate leadership in appearance, professional pride, enthusiasm, enjoyment of cheerleading, and attitude. Remember that a Coach leads by example. Coaches should provide the guidance for squad unity and instruction for all cheerleaders. Coaches should also approach this experience as a positive and enjoyable one for their cheerleaders and themselves. Coaches must make certain they communicate effectively with the cheerleaders, parents, and the OHLHC Board. And most importantly, HAVE FUN!!!!

### 3. HEAD COACH

- a) Each squad will not have more than one (1) Head Coach. To maintain position as Head Coach, she/he must attend monthly meetings, registration, fittings, and parent meeting. In the event they are unable to attend, they must appoint a representative from their squad and this must be approved prior to the date by the Vice-President or President in a reasonable amount of time.
- b) Head Coaches must have the ability to teach every basic cheerleading position or ensure each child is being taught all basic positions properly. All Head Coaches need to be at all games and practices ON TIME. Even though some responsibilities may be delegated, the Head Coach has the overall responsibility for ensuring that all responsibilities are being met.
- c) Responsibilities
  - (1) OVERALL
    - (a) Attend coaches' clinic (if organization is attending), orientation meeting, registration, fittings, parent meeting and monthly meetings.
      - (i) Must attend at least 50% to maintain your position, subject to board discretion. Must attend at least 3 general membership meetings between July-October.

- (ii) If Head Coach cannot attend a general membership meeting, they must ensure that a member of their coaching staff attends.
  - (b) Determine practice nights and times for Squad and update the OHLHC web calendar of the nights, times and location. Work with Practice Facility Coordinator to obtain practice facilities. Coaches have an obligation to make certain that practices are structured and organized.
  - (c) Ensure the entire coaching staff is involved in coaching the cheerleaders. Assistant Coaches and Junior Coaches should **not** be sitting to the side during practice.
  - (d) Coaches always need to have the safety of the cheerleaders in mind.
  - (e) The Head Coach is required to evaluate squad member's injuries and act immediately with regard to the child's safety and notify the parent or legal guardian as soon as possible. The Head Coach is required to evaluate the ability to perform due to some incapacity.
  - (f) All coaching staff members need to be CPR certified. If certification is obtained outside of the available training through OHLHC, proof must be provided to the Vice President prior to first practice.
  - (g) Ensure all coaching staff wears the provided OHLHC attire and be appropriately dressed to represent the OHLHC organization.
- (2) FOOTBALL
- (a) Ensure a banner is available for every game for the football players to run through. Ensure all cheerleaders congratulate the winning team/cheerleaders after the game.
  - (b) Ensure announcer has a roster to announce the cheerleaders at half time.
- (3) COMPETITION
- (a) Determine any additional Squad fundraisers to raise money for squad expenses and get approval from the Fundraising Coordinator.
  - (b) Work with Cheerleading Coordinator to schedule Squad Competition Camp.
  - (c) Responsible for competition routine. Must be choreographed professionally; however the Head Coach is responsible for the final product. Ensures entire coaching staff learns the routine during camp, at the same time as the cheerleaders.
  - (d) Ensure that all positions within a mount group are adequately covered in case of a cheerleader's absence from practice.
- (4) COMMUNICATION
- (a) Inform the Assistant Coaches/Team Moms of all necessary OHLHC information in a timely manner.
  - (b) Inform Parents of all necessary OHLHC information in a timely manner.
  - (c) Stay in contact with the President with any problems concerning your squad. The President is the point of escalation for all parents, so communicating issues before a parent makes contact is very helpful.
  - (d) Work together with your Assistant Coach/Team Mom to make appropriate decisions for your team. Maintain an open line of communication with entire Coaching Staff. All members of the Coaching Staff should be able to answer questions asked by the Board and/or Parents. Junior Coaches are not expected to be consulted during decision making and are not responsible to answer questions by the Board and/or Parents.
  - (e) Develop rapport with the other coach and parents in a manner that is productive to the team.
  - (f) Maintain an open line of communication with the Football organization and foster a good relationship between the players, coaches and cheerleaders.
  - (g) Coach cheerleaders in a way that is conducive to feeding them into the Middle Schools.
- (5) CONDUCT
- (a) Follow OHLHC Code of Conduct.
  - (b) Ensure all cheerleaders are picked up from practice/games BEFORE leaving yourself.
  - (c) Lead by example by following the same rules/regulations that the cheerleaders have.
  - (d) Maintain effective individual and squad discipline by being fair, understanding, tolerant, empathetic, and patient with cheerleaders. Enforce OHLHC discipline policy.
  - (e) All head coaches are responsible for the behavior of assistant coach/team mom to the extent possible. A head coach must address inappropriate behavior with assistant coach/team mom immediately when the behavior occurs.

(6) ADMINISTRATION

- (a) Keep a binder of important information with you at all times. The binder should include at least the following information:
- Medical Information/Emergency Contact Information for each Cheerleader
  - Copy of all registration papers
  - Copy of uniform agreement
  - Attendance records
  - Updated roster – make several copies so they can be given to the announcer at all games to have the Cheerleaders introduced during halftime
  - List of cheers/chants
  - Information for upcoming events e.g. fundraisers, competitions, etc.
  - List of any team rules and policies
  - Any records of disciplinary action taken
- (b) Keep a master calendar where you can jot down important dates.
- (c) Work with all appointed Board Positions in a timely manner to assist with gathering/disseminating information that pertains to your squad. For example, reviewing rosters, gathering vacation dates, turning in birth certificates, etc.
- (d) Provide accurate roster to Secretary. As roster changes occur, send updates to Secretary.
- (e) Keep track of all money collected from Parents and turn records in to Treasurer.
- (f) Coaches are responsible for disbursing all equipment to the cheerleaders. All equipment issues must be worked directly with the Equipment Manager. Equipment may not be issued until all outstanding fees are paid in full. Any requests for payment arrangements should be forwarded to the President.
- (g) Head coaches are required to oversee the collection and turn in of all organization equipment at the end of the season.

**4. ASSISTANT COACH**

- a) Each squad will not have no more than one (1) Assistant Coach.
- b) Assistant Coaches must have the ability to teach every basic cheerleading position or ensure each child is being taught all basic positions properly. All coaches need to be at games and practices.
- c) RESPONSIBILITIES
- (1) Attend any coach's clinics, orientation meeting, registration, fittings, parent meeting and monthly meetings.
  - (2) Assist Head Coach with teaching cheers and competition routine to Squad.
  - (3) Handle any duties that have been delegated to you by the Board or Head Coach.
  - (4) Maintain an open line of communication with Head Coach.
  - (5) Be appropriately dressed in the provided OHLHC attire and be appropriately dressed to represent the OHLHC organization.
  - (6) Be CPR certified. If certification is obtained outside of the available training through OHLHC, proof must be provided to the Vice President prior to first practice.
  - (7) Follow OHLHC Code of Conduct.
  - (8) Assist with bathroom breaks, etc. during practice (in Team Moms absence).
  - (9) Enforce OHLHC discipline policy.
  - (10) Communicate appropriately to the President.

**5. TEAM MOM**

- a) Each squad may have no more than one (1) Team Mom.
- b) RESPONSIBILITIES
- (1) Attend any coach's clinics, orientation meeting, registration, fittings, parent meeting and monthly meetings.
    - (a) Must attend at least 50% of monthly meetings to maintain their position subject to board discretion.
  - (2) Handle any duties that have been delegated to you by the Board or Head Coach.
  - (3) Maintain an open line of communication with Head Coach.

- (4) Be appropriately dressed in the provided OHLHC attire and be appropriately dressed to represent the OHLHC organization.
  - (5) Be CPR certified. If certification is obtained outside of the available training through OHLHC, proof must be provided to the Vice President prior to first practice.
  - (6) Follow OHLHC Code of Conduct.
  - (7) Assist with bathroom breaks, passing out papers, etc. during practice.
6. JUNIOR COACH
- a) Each squad may have no more than two (2) Junior Coaches.
  - b) Junior Coaches are to be in grades 7-12.
  - c) Junior Coaches must have the ability to teach every basic cheerleading position or ensure each child is being taught all basic positions properly.
  - d) RESPONSIBILITIES
    - (1) Assist Head Coach with teaching cheers and competition routine to Squad.
    - (2) Maintain an open line of communication with Head Coach.
    - (3) Follow OHLHC Code of Conduct.
    - (4) Be appropriately dressed in the provided OHLHC attire and be appropriately dressed to represent the OHLHC organization.
7. All head coaches, assistant coaches, team moms and junior coaches are required to follow the OHLHC coaching regulations here above. Inability to follow such regulations may result in dismissal from the OHLHC organization subject to Executive Board decision.

**ARTICLE XIV EQUIPMENT**

1. Cheerleading Uniforms: OHLHC will supply a vest, skirt, and unifit to each cheerleader at a cost to be determined per the current fee structure.
2. Cheerleading parents/legal guardians are responsible for purchasing and maintaining equipment through OHLHC.

**ARTICLE XV PARENTS/GUARDIANS**

1. All Parents/Guardians must follow and sign the Code of Conduct. Failure to abide by the Code of Conduct may result in dismissal of parent/guardian and/or child. No refunds will be given to dismissed children.
2. Must provide a copy of the cheerleader's birth certificate as proof of age for all competition participants as part of eligibility. All competition cheerleaders must provide a recent photo.
3. Ensure that cheerleader attends all practices and games on time, in proper dress.
4. Must act appropriately toward OHLHC coaches, team moms, the squad members, the opposing team's coaches and squad members, the officials, and all OHLHC Board members.

**ARTICLE XVI DISMISSAL OF ANY OHLHC MEMBER**

1. Dismissal can occur at anytime during the season or at season's end. This can only occur when a majority of the Board votes for a coach to be dismissed. The recommendation for dismissal will be brought to the Board by any Board member.
2. The member will have the right to due process (that person will be able to speak on his/her behalf) with the OHLHC board. The member must request this at the time they are informed of their dismissal.
3. Based on the severity of the offense, the OHLHC Board reserves the right to impose warnings and/or suspensions as issues are brought forward.
4. Reasons for Dismissal
  - a) Any form of illegal drug use will not be tolerated by OHLHC. Any use of alcohol or tobacco while in coaching capacity will also not be tolerated. Being under the influence of any form of illegal drug is also a reason for dismissal.
  - b) Any use of foul language or physical abuse of a child in any way, including your own child.
  - c) Inability to work constructively with children, parents, other coaches, or board members.
  - d) Inability to perform the duties related to their position.
  - e) Failure to comply with or adhere to any of the rules or policies as determined by the Board.
  - f) For coaches, failure to teach or utilize all cheerleaders. Every squad member deserves the same type of instruction and the right to participate at some level in each game/competition.

- g) Falsifying any OHLHC documents.
- h) Misappropriation of OHLHC funds.
- i) Failure to follow the Code of Conduct or Bylaws.
- j) A verbal resignation will be accepted the 1<sup>st</sup> time it is given to President/Vice-President.
- k) If any OHLHC member is dismissed from the organization it must be put into writing to be reviewed by the President/Vice-President. Members who were dismissed may be allowed to return in following years at the discretion of the OHLHC Executive Board.

REVISED AND APPROVED 1/26/12

# The Oak Hills Little Highlanders Cheerleading, Inc. 2012 Code of Conduct

The goal of The Oak Hills Little Highlanders Cheerleading, Inc. (OHLHC) is to provide area youth an opportunity to participate and learn organized cheerleading skills in such a way as to: develop the fundamentals of cheerleading; introduce the team concept to participating children, coaches and parents; promote team spirit to our Football Organization; and act as a feeder system for experienced cheerleaders to the local middle schools and high school.

## As a coach, parent, or cheerleader representing OHLHC, I promise I will:

- remember that cheerleading is supposed to be FUN for everyone!
- be responsible for my conduct at all times. I will always be a positive representative of OHLHC.
- demonstrate good sportsmanship at all times.
- recognize the importance of the coaches, the parents, and the cheerleaders. They are ALL essential to the development of the squad.
- treat all cheerleaders, coaches, OHLHC board members, parents, and spectators with dignity and respect in language, attitude, behavior and mannerisms. This includes, but not limited to, texting and social networking sites.
- actively participate in OHLHC fundraising.
- never yell at or humiliate any cheerleader for making a mistake.
- never swear, use profanity or make obscene gestures, or engage in any inappropriate behavior or conduct, at any time. This includes, but not limited to, texting and social networking sites.
- never verbally or physically threaten or assault any cheerleader, parent, coach or OHLHC Board Member. I understand that doing this will cause me to be removed from OHLHC. I understand that OHLHC has a ZERO TOLERANCE POLICY on this issue.

## In addition, as a Head Coach/Assistant Coach/Team Mom/Junior Coach for OHLHC, I promise I will:

- set goals for my squad in order to develop new skills and learn how to be a part of a team.
- lead by example by being a positive role model.
- be at every game and practice on time.
- do my best to make all practices safe.
- motivate all cheerleaders in a positive way.
- treat each cheerleader as an individual with the same respect and rules as the other cheerleaders.
- refrain from using alcohol or tobacco products while in coaching capacity. I will never use drugs.
- ensure all Assistant Coaches and Team Moms for my squad also adhere to this Code of Conduct.

## In addition, as a parent of a OHLHC cheerleader, I promise I will:

- set goals for my child in order to develop new skills and learn how to be a part of a team
- wait 24 hours as a "cooling off" period before approaching, emailing or calling a coach regarding an issue at practice, games or other OHLHC functions.
- refrain from coaching the cheerleaders. It is unfair to put the cheerleaders in a position of having to decide who to listen to-- their parents or their coach.
- make every attempt to have my child attend every game and practice on time. As team members, we must be fully committed to the team. If my child misses practice, they are jeopardizing the experience of all the squad members. I understand that practice times, days, and location may change depending on facility availability.
- pick up my cheerleader promptly at the end of each practice, game, any other OHLHC function, being respectful of the coaches' time and family commitments.
- ensure that my daughter attends all competitions (if a member of the competition squad), otherwise she forfeits her position on the competition squad the following year.
- refrain from using alcohol or tobacco products in the presence of cheerleaders at an OHLHC event. I will never use drugs.
- ensure all members of my family adhere to this Code of Conduct when at OHLHC activities.

## In addition, as a Cheerleader for OHLHC, I promise I will:

- be on time for practices and games and will notify my coach if I will be late or cannot attend. I understand that if I have more than 2 unexcused absences I will not be allowed to compete. In order for my absence to be considered excused, in the event of illness or family emergency, I must notify my coach prior to the event. I also understand that if I am more than 15 minutes late to practice it will be considered an unexcused absence.
- come to all OHLHC events dressed according to the dress code for our squad.
- always say no to alcohol, drugs and tobacco products.

***The adherence to this code of conduct is a requirement of all coaches, parents, and cheerleaders who choose to participate in OHLHC. Disciplinary action, up to dismissal from the organization, may be taken against any individual who fails to comply with this code. Any individual dismissed from the organization will not be reimbursed for any fees paid.***

\_\_\_\_\_  
Cheerleader Name (printed)

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Head Coach Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date