

The Oak Hills Little Highlanders Cheerleading Inc.

2011 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 **Sunday, February 20, 2010** to be considered for a Head Coach, Assistant Coach, or Team Mom position. Interviews, if necessary, will be scheduled for **February 27, 2011**. Applications may be handwritten, or you may also use the fields in the form to type in your answers (you must print the file after filling it in as you will not be able to save your answers).

Completed applications may be emailed to:

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.
2011 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

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.

KNOWLEDGE

Please rate your knowledge of each areas listed below.

	STRONG	AVERAGE	WEAK
Cheer Fundamentals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tumbling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stunting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing Sportsmanship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizing Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Effectively with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Football Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL CONFLICTS

Do you have any commitments that might interfere with your ability to coach a squad (job, family, younger children, other coaching commitments, other volunteer work)? If so, please explain how this will not impact your OHLHC Coaching responsibilities.

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 2011 OHLHC Bylaws and realize that failure to follow these would be reason for dismissal from my coaching position, if appointed.

Signature

Date

X _____

OHLHC COACHING RESPONSIBILITIES

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!!!!

1. 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, monthly meetings and any other OHLHC organized event.
 - (i) Must attend at least 50% to maintain your position, subject to board discretion.
 - (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 (may be delegated).
 - (c) Coaches have an obligation to make certain that practices are structured and organized.
 - (d) 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.
 - (e) Coaches always need to have the safety of the cheerleaders in mind.
 - (f) 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.
 - (g) 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.
 - (h) 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 (may be delegated).
 - (b) Ensure all cheerleaders congratulate the winning team/cheerleaders after the game.
 - (c) 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 (may be delegated).
 - (b) Work with Cheerleading Coordinator to schedule Squad Competition Camp (may be delegated).
 - (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 (may be delegated).
 - (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 (may be delegated).
 - (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 (tracking attendance may be delegated)

- 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 (may be delegated).
- (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 (may be delegated). As roster changes occur, send updates to Secretary.
- (e) Keep track of all money collected from Parents and turn records in to Treasurer (may be delegated).
- (f) Coaches are responsible for disbursing all equipment to the cheerleaders (may be delegated). 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 (may be delegated).
2. 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 coach's clinic (if organization is attending), orientation meeting, registration, fittings, parent meeting, monthly meetings and any other OHLHC organized event.
 - (a) Must attend at least 50% of monthly meetings to maintain their position subject to board discretion.
 - (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.
3. TEAM MOM
- a) Each squad may have no more than one (1) Team Mom.
4. RESPONSIBILITIES
- (1) Attend coach's clinic (if organization is attending), orientation meeting, registration, fittings, parent meeting, monthly meetings and any other OHLHC organized event.
 - (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.
5. JUNIOR COACH
- a) Each squad may have no more than two (2) Junior Coaches.
- b) Junior Coaches are to be under the age of (18) eighteen.
- 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.
 - (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. 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.