



WHS Cheerleading Handbook

2024-2025

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I. Purpose Statement

A. To promote and enact the values and commitments outlined in this handbook, especially the following:

1. School spirit, pride, loyalty and interest in school activities at Woodbury High School
2. Sportsmanship and respect for all
3. Physical fitness
4. Community among students and residents of Woodbury and other area schools
5. Service to our community
6. Personal development of each athlete in the program
7. Teamwork and pride in performance quality, maintained through high standards
8. Development of responsibility, self-respect and work ethic that bolster's each athlete's character

B. To commit to the following roles:

1. As Woodbury High School (WHS) cheerleading athletes...
 - a) Represent Woodbury High School to the highest standards
 - b) Set an example of respectful behavior and sportsmanship at all times
 - c) Provide leadership
 - d) Promote student unity during school events
 - e) Balance academic requirements and demands with extra-curricular and personal activities
 - f) Maintain an attitude of enthusiasm and cooperation with squad members and coaches
 - g) Work together with enthusiasm for the good of the whole squad, even if at times it requires personal sacrifice
2. As WHS cheerleading captains...
 - a) Adhere to all the expectations for the role of cheerleader
 - b) Provide additional support to the team as needed throughout the season
 - c) Maintain strong communication between coaches and athletes
 - d) Promote positive relationships and team spirit among athletes
3. As WHS cheerleading coaches...
 - a) Represent Woodbury High School to the highest standards
 - b) Treat each athlete in their charge with fairness and without prejudice
 - c) Encourage Royal pride
 - d) Promote physical fitness during practices and beyond
 - e) Plan events encouraging community involvement
 - f) Work to develop each athlete's skills
 - g) Work towards the advancement of the full squad, on the sideline and in

competition alike

- h) Put an honest effort toward all practices, games and events
- i) Ensure the safety of each athlete during all team sanctioned activities throughout the season
- 4. As the WHS cheerleading booster club...
 - a) Support the cheerleading program as a whole by supporting coaches and athletes in a positive, productive manner
 - b) Abide by all WHS Booster Club guidelines as maintained by the WHS Activities Office
- 5. As a WHS Cheer Manager...
 - a) Managers will be selected by the Head Coach
 - b) Adhere to all roles of a WHS Cheerleader
 - c) Help and support coach at all cheer events as requested
 - d) Help with planning, organization and implementation of Cheer events

II. Student-Athlete Eligibility

A. In order to participate in team activities, athletes must maintain the following:

1. Good Standing - *The student is eligible under all the conditions and eligibility requirements of the WHS Student Code of Responsibilities, as well as those of the Minnesota State High School League, henceforth referred to as MSHSL or the League.*
 - a) A student who is dismissed from school or who violates WHS the Student Code of Responsibilities is not in good standing and is therefore ineligible for a period of time that shall be determined by the school principal, acting under the authority of the local board of education. The Student Code of Responsibilities is as follows:
 - (1) *[Students] will respect the rights and beliefs of others and will treat others with courtesy and consideration.*
 - (2) *[Students] will be fully responsible for my own actions and the consequences of those actions.*
 - (3) *[Students] will respect the rights and property of others.*
 - (4) *[Students] will show respect to those who are responsible for enforcing the rules of my program and school and the laws of my community, state and country.*
 - b) The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.
2. Minnesota State High School League
 - a) Requirements for the MSHSL will be adhered to by all athletes.
 - b) A full explanation of eligibility can be found at www.mshsl.org.
3. Additional Requirements

- a) All athletes are required to submit a fully completed team participation application, including a parental consent form.
- b) Athletes must be entering grades 7-12 within the WHS school boundaries for the 2024-2025 school year.
 - (1) Only students entering grades 8-12 will be considered for the varsity competitive squad due to competition rules and regulations.
 - (2) Students entering grades 7-12 can be considered for junior varsity squad placement, or varsity squad placement for sideline only in the case there is no junior varsity squad.
- c) Athletes must be in good academic standing at the time of tryout.
- d) Athletes must maintain good academic standing for the duration of the season in order to participate in all team sanctioned activities. This means:
 - (1) Athletes must submit to a weekly grade check by sending screenshots of all current grades to coaches on Mondays.
 - (2) Athletes that fail to submit their weekly grade check on time will not be allowed to participate until their grades have been submitted and all resulting absences will be considered unexcused and subject to attendance policy consequences.
 - (3) Athletes must maintain a 2.0 minimum GPA at all times.
 - (4) Athletes must maintain at least a C- or 70% in all courses.
 - (5) Athletes with a grade of D+ or lower in any courses will not be permitted to attend **games or events** (they may still be expected to attend practices) until their grades meet the eligibility expectations.
 - (6) Athletes with a grade of F in any course will be placed on probation and not be permitted to attend **any team sanctioned activity** until all their grades meet the eligibility requirements. They are expected to commit additional time to their studies in order to return to eligible academic standing in a timely manner.
 - (7) Athletes that spend more than 14 days on team academic probation will be immediately dismissed, with no exceptions.
 - (8) Athletes that have been placed on academic probation two times will face immediate dismissal in the case of a third probationary term, regardless of total days on probation.

III. Tryout Procedures

A. Preparation

- 1. Informational meetings will be held in anticipation of tryouts to inform potential athletes and their families about expectations for the season. Prospective athletes and at least one parent/guardian will be required to attend an informational meeting before participating in the tryout process. Informational meeting dates and times will be listed on the team activities page.
- 2. Open gym and clinic sessions may be held in anticipation of tryouts and are highly recommended for prospective athletes. Open gym dates and times will be listed on the team activities page and sent to the interest form list via email.

3. Tryouts will be held in a three-session series.
 - a) The first two days of tryouts will be a clinic introducing tryout material, practicing skills and explaining the evaluation process.
 - b) The third day of tryouts will be a formal evaluation of the material learned in the first tryout session, including cheers, dances, stunts, tumbling, and other key performance elements.

B. Tryout Rules

1. Check-in will open approximately 15 minutes before each tryout session. All candidates wishing to try out are expected to be prepared for tryout activities to begin promptly at the times provided by coaching staff. The coach(es) will reserve the right to turn away candidates who arrive late or are not fully checked in and dressed at the designated start time.
2. All candidates wishing to try out must attend the full duration of all tryout sessions unless previous arrangements have been made with the coaches based on scheduling conflicts.
3. At registration/check-in, all athlete candidates wishing to try out must submit ALL the paperwork required in the tryout packet, which can be found online on the team's activities website, **prior to being allowed to participate in any tryout proceedings.**
4. No jewelry may be worn for the duration of the tryout sessions.
5. Nails must be trimmed and not visible over the fingertips.
6. Hair must be pulled back away from the face for the duration of the tryout sessions. Hair beads may be worn as long as hair is styled in a bun to avoid accidental injuries in flipping and twisting skills.
7. Clothing must be school appropriate, reflect the values of the WHS cheerleading program, and should be athletic-style attire to accommodate tryout activities. Woodbury colors are encouraged.
8. Candidates will be expected to abide by the tryout rules and all program policies as described in this handbook for the duration of tryouts. Those who fail to meet these standards may be dismissed from tryout sessions and removed from team placement consideration.

C. Team Formation

1. Team placement will ultimately be determined by the coaches.
 - a) Trying out does not guarantee placement on a squad, and all placement decisions are at the discretion of the tryout judges and coaches.
 - b) The coaches will consider all athlete candidates holistically during the tryout process.
 - c) Athletes will be placed on a squad based on skills, behavior and other important considerations as demonstrated throughout the tryout process.
 - d) Maturity, coachability, and attitude will be observed and taken into account for each athlete candidate.
 - e) The number of athletes on the Varsity and JV squads will vary depending on skill level and number of candidates at the tryout.
2. Tryout judges and/or the coaches will take notes and use evaluation forms to assist in

their decision-making process.

3. Team size and final rosters will be determined by the coaches based on MSHSL guidelines, team manageability, athletes' collective skill level, and other restrictions to meet competitive standards.
4. Varsity alternates may be named if the coaches see fit.
5. All team placement decisions are final, and there is a 24-hour no contact rule in place between the coaches and candidates/families following roster announcements.

IV. Team Captains

A. Selection Process

1. Applications will be required of any athlete interested in the captain position(s), and must be turned in to the coach(es) by the designated date for consideration.
2. Applications will be made available by the coach(es) shortly after the beginning of the season.
3. Selection of captain(s) will be based on candidate applications, including community service history, personal recommendations, coaching evaluations, and squad member input.
4. Failure to meet the expectations of all cheerleading athletes outlined in this handbook may result in removal from captain consideration.

B. Responsibilities and Expectations

1. The captain(s) will assist the coaches with team sanctioned activities such as practices, events, games and competitions through managing communications, warm up, certain aspects of planning, and general leadership.
2. The captain(s) will take on an involved role in the Booster Club.
3. The captain(s) will be expected to be an example of the WHS cheerleading program's purpose and values at all times.
4. The captain(s) will be required to abide by all rules and requirements of the WHS cheerleading program, Woodbury High School, District 833 and the MSHSL at all times.
5. Failure to maintain compliance with these expectations and those of all cheerleading athletes outlined in this handbook may result in dismissal from the captain position.
 - a) A captain who receives more than one written warning may be dismissed from the captain position.
 - b) A captain who is deemed by the coach(es) as not fulfilling their duties may be suspended or dismissed from the captain position.
6. Additional requirements may be found on the captain applications as they're released.

V. Safety

- A. Statement:** *To maximize safety, regardless of the level of participation, the coach(es) and squad members will hold a realistic understanding of their individual and team skill level, make reasonable judgments about appropriate levels of participation and will proceed accordingly. Every effort is made for proper safety and precaution. Cheerleading has inherent risks of injury by the nature of the sport. Please be forewarned that every effort is made to prevent injuries, but the coach(es) cannot guarantee that athletes will not get hurt. Injuries such as broken bones, sprains, strains, paralysis, and even death are within the realm of possible injuries. **Parents are responsible for all medical costs and assume all liability for accidents. Athletes are***

*selected for specific positions based on several factors including physical attributes, experience, focus, ability, cooperation, dependability, work ethic, and comfort level. **Safety is the number one consideration when selecting stunt groups.***

B. Coach safety expectations:

1. The coaches will have completed the National Federation of State High School Associations (NFHS) or USA Cheer (formerly the American Association of Cheerleading Coaches and Administrators, or AACCA) certification courses.
2. The Head Coach(es) will have additionally completed the MSHSL Coaching Certification.
3. The coaches will continually determine individually if each athlete has the capability to perform any skill(s) required throughout the season.
4. The coaches will follow cheerleading skill progressions.
5. The coaches will teach and demonstrate proper spotting and skill performance techniques prior to athlete participation.
6. The coaches will inform parents if their athlete is experiencing any challenges during team sanctioned activity (physical, social, emotional) that impact their ability to participate.
7. The coaches will treat athletes fairly with the good of both the team and the individual athlete in mind. Fair treatment may not always mean equal treatment.

C. Athlete safety expectations:

1. Athletes will understand and appreciate the inherent risks faced in cheerleading and will exhibit a positive attitude toward safety considerations.
2. Athletes will communicate to the coaches any challenges to their safe participation, including, but not limited to, overall health, injury, general fitness level, mental focus, inappropriate use of equipment, unsafe condition of equipment or overall environment, and inadequate technique compromising safety, in a timely manner.
3. Athletes will follow and adhere to all safety rules and guidelines put forth by the coaches, WHS, MSHSL, and USA Cheer.
4. All injuries or accidents that happen during team sanctioned activity must be reported to the coaches or supervisor immediately.
5. Failure to follow safety procedures will result in a written warning.
6. Athletes who consistently violate safety standards may not be allowed to participate in stunting and tumbling activities, and in extreme cases may be dismissed from the squad.

D. Emergency considerations:

1. In case of a medical emergency during team sanctioned activity, the following plan is in place:
 - a) The coaches will remain with the sick/injured athlete(s).
 - b) A captain or pre-designated team member will be responsible for calling 911.
 - c) A captain or pre-designated team member will be responsible for going to the entrance to guide emergency personnel to the scene.

VI. Participation Expectations and Attendance Policy

A. Expectations for participating in team sanctioned activities

1. Athletes will show respect to all persons and equipment at all times.
2. Athletes will be on-time and be prepared to participate.
3. No athlete shall leave a team sanctioned activity without being dismissed by the coaches.
4. If it is necessary to cancel or prematurely end a team sanctioned activity for any reason, parents are responsible for providing timely transportation for their athlete. The coaches cannot be responsible for these situations.
5. Choreography and mat team placement for the varsity competition squad is at the discretion of the coaches. Athletes may be added or removed from the routine(s) at any point in the season if the coaches deem it necessary.
6. Activities such as jumping, tumbling, and stunting will only take place if a coach or trained supervisor is present.
7. Any stunting will be done only with the approval of the coaches.
8. Warm-ups and stretching are required before and after all practices, events, and games. Warm-ups and stretching may be permitted without a coach present at the discretion and with the permission of the coaches ahead of the activity.
9. Appearance expectations:
 - a) Fingernails should be kept trimmed to no longer than the tip of the finger.
 - b) Fake nails are prohibited during all team sanctioned activities.
 - c) Only approved team apparel can be worn at team sanctioned activities, and must be worn in a manner deemed acceptable by the coaches.
 - d) Athletes are expected to wear the designated practice apparel and/or uniforms to all team sanctioned events. Apparel decisions are made at the discretion of the coaches and will be promptly communicated with the team.
 - e) Hair should be held off the face and shoulders with soft hair bands. Hair beads may be worn as long as hair is styled in a bun to avoid accidental injuries in flipping and twisting skills. Naturally occurring hair colors only.
 - f) All jewelry is prohibited during all team sanctioned activities unless otherwise noted by the coaches.
 - g) No visible tattoos.
 - h) Makeup should be natural and tasteful. The coaches will elaborate on makeup look expectations and/or required makeup as the season progresses.
10. No cell phones will be used during team sanctioned activities except at the direction of the coaches or in emergency situations, including during water breaks.
11. Practices are closed with the exception of a parent, guardian, or guest previously approved by the coaches.
12. Compliance with all MSHSL and District rules and guidelines is expected and required at all times.
13. Athletes present but sitting out during a team sanctioned activity are expected to sit at the front of the practice/performance area and/or stay with coaches at all times unless

otherwise instructed by coaches. They are also expected to keep all phones and other personal technology put away for the duration of team activity unless otherwise instructed by coaches.

14. Athletes that choose to prematurely leave the team before the conclusion of the season are expected to return all borrowed equipment within one week of notice given to the coaches.

B. Practice schedule

1. All practices and lift sessions are mandatory and will be held approximately 3 times per week and up to 4 times if needed for a special event.
 - a) Spring (May 1-June 7)
 - (1) Practices - twice a week after school; time TBD
 - b) Summer (June 7-September 2)
 - (1) Practices - twice a week (6-8:30pm)
 - (2) Tumbling - once a week (Time TBD, evening)
 - c) Fall/Winter:
 - (1) Practices - twice a week (Time TBD, evening)
 - (2) Lift - once a week (Wednesday; time TBD)
 - (3) Football Games - Fridays (Time TBD, evening)
2. Leniency will be given for family vacations and at the coaches' discretion during the summer break. Please see the attendance policy for further guidance.
3. From mid-August until school starts, attendance at practices will be required in order to prepare for the fall season. Families are asked to avoid planning trips during this time if possible.
4. The coaches will work to consider scheduling accommodations for multiple activity participation, but may not always be able to accommodate conflicts with the team schedule, outlined at the start of the season.
5. All students on the cheer team will be considered single-sport athletes unless qualified otherwise by another sport.
 - a) Accommodations for other sports and activities may be considered at the discretion of the coaches if requested in writing at the start of the season, and must be discussed before the conclusion of tryouts.
6. Practices can be added/removed at the discretion of the coaches.
 - a) Full practice hours should not exceed 12 hours per week.
 - b) Captain's practices may be added/removed at the discretion of the coach(es) in collaboration with the captain(s).
 - c) Additional skills or conditioning sessions may be offered throughout the season; these sessions will be optional but are encouraged.
7. Note about facilities: *Cheer does not get priority for facility scheduling. Athletes should be prepared to have practices bumped, moved, or canceled last-minute, especially during winter season. Athletes and their families will need to be flexible with changes and/or additions to the practice schedule. The coaching staff understands the frustration this causes, and will do their best to communicate any changes at least one week in advance. Practices remain mandatory, even with last-minute changes. Additional*

practices may be scheduled during the season. The coaches will strive to give as much notice as possible.

C. Event schedule

1. Game, event and competition schedules will be posted to the Band app as soon as they are available.
2. Team sanctioned events will be determined by the coaches and are scheduled with the team, school and community education schedules in mind.
3. The team will participate in an average of 4 community service events each season, including hosting two youth cheer clinics that are mandatory for all athletes. Athletes should submit ideas for future community service projects to the coaching staff in writing.
4. Supporting WHS Athletics is a mandatory part of team participation.
 - a) All varsity and junior varsity athletes are expected to cheer at all home and away football games; most will fall on Friday evenings. Athletes should expect to participate in pre-game team activities following the end of the school day.
 - b) In the case of dual participation in football and cheer, athletes will be excused from sideline activities until the conclusion of their football season.
 - c) Varsity and junior varsity athletes are expected to cheer at select home basketball games, as well as occasional intradistrict away games. Practice schedules will be adjusted to accommodate the game schedule.
5. Varsity athletes will compete at local and regional competitions on select weekends; most will fall on Saturdays between October and February, with some exceptions.

D. Attendance

1. Attendance at all team sanctioned activities is required unless otherwise noted by the coaches in writing.
2. Athletes must attend the practice before an event, competition or game in order to participate in that event. Exceptions may be made for excused absences at the discretion of the coaches.
3. All athletes are allowed two (2) weeks of vacation time during the summer. This equals 4 practices and 2 tumbling sessions missed total.
 - a) For the 2024-2025 season, athletes must submit vacation dates to the coaches by June 10th in order to be considered excused.
 - b) For the 2024-2025 season, athletes will not be permitted to schedule vacations anytime June 21-23 and July 12-14 to accommodate for major events and camp requiring full team attendance.
 - c) Families of athletes are asked to refrain from scheduling vacations between August 15th and the start of the academic year to accommodate team preparation for the fall football season and the start of competition season.
 - d) Unexcused absences as a result of excess vacation time will be subject to all standard attendance policies and consequences.
4. All athletes are required to attend UCA summer camp with the team. This camp is essential to team bonding and skill building.
5. A merit system will be used to track attendance for the varsity lettering process. See appendix.

6. Unexcused absences and excused absences shall be defined as follows:
 - a) An unexcused absence is defined as any avoidable absence, or an absence *not* due to an emergency situation or scheduling conflict approved by the coaches. Tardiness in excess of 30 minutes is considered an unexcused absence. Examples of unexcused absences: work, appointments, school disciplinary action commitments, parties, and other social activities.
 - b) An excused absence is defined as an absence due to an emergency situation such as unforeseen illness or injury, a situation that occurs out of the athlete's control, or an absence pre-approved by the coaches resulting from a scheduling conflict. Examples of excused absences: being ill, suffering an injury, experiencing a personal loss, and family commitments discussed and approved by the coaches in advance. Academic commitments will be excused.
7. All absences and late arrivals will require a note from a parent, medical professional or school staff member in order to be considered for excused status.
 - a) If an athlete is ill and misses any cheer activity, they must be at home or seeking medical assistance.
 - b) Written documentation for illness will be required from a parent or medical professional.
 - c) After three medical excused absences, coaches will require all future medical absences to be documented by a medical professional (school nurse, family doctor, nurse line operator, etc.)
 - d) In the event of illness or other emergency, the coaches must be contacted as soon as possible. Written documentation should be given to the coaches before resuming practice.
8. In order for scheduling conflicts to be considered for excused status, the coaches must be informed, in writing, at least 10 days prior to the absence. Requesting an excused absence does *not* guarantee approval by the coaches.
9. If an athlete misses a practice the week before a game, competition or event, it is at the coach's discretion if that athlete will participate in the cheer event that week.
10. Unexcused absences at competitive events for varsity athletes and alternates will result in disciplinary action that may include but are not limited to probationary terms, removal from routine, or dismissal.
11. Five unexcused absences will result in dismissal from the squad at the discretion of the coaches.
12. Excused absences that occur in excess (missing more than 10% of practices) may result in dismissal from the squad or limited participation in team sanctioned activities at the discretion of the coaches.

VII. Communication

A. Due to the overwhelming amount of communication necessary between the coaches, athletes and families, the following protocols should be used at all times to maintain healthy, clear and efficient communications:

1. The Band app and email should serve as the primary modes of communication for information between the coaches and families. These tools will be used to provide important information about practices, performances, and other team-related

announcements.

2. At times, the coaches get inundated with text messages or emails from families and athletes on the team. Please understand and respect that the coaches have full-time jobs and commitments outside of cheer. Text messages should be used sparingly and only in emergency situations. The following are examples of appropriate reasons to text the coaches:

- a) Absence
- b) Tardiness
- c) Illness

The following are examples of inappropriate reasons to text the coaches:

- d) Schedule (check Band)
- e) What to wear (check Band)
- f) Fundraising (check with the Booster Club)
- g) Parent concern about something that happened during a team sanctioned activity. *Note: The coaches will be happy to discuss your concerns after your child has spoken to us about the issue, but not through text. Please follow the Grievance protocols outlined in the Handbook.*

3. The captain(s) will be additional communicator(s) providing details on team activities via Band.

VIII. Personal Conduct Expectations

A. Attitude

1. A positive attitude from all athletes at all times is essential to team success.
2. A negative attitude at team sanctioned events will result in a written warning.
3. Respect for oneself, one's teammates, the coaches, the community at large, property, and one's surroundings is expected of all athletes at all times.
4. Sportsmanlike conduct is expected of all athletes at all times.

B. Attention and Effort

1. Full focus and effort is expected of all athletes at all times.
2. Consistent lack of focus or effort at team sanctioned activities will result in a written warning.

C. Behavior

1. There is a zero tolerance policy for conduct that violates the law, and illegal activity is grounds for immediate dismissal from the team.
2. Woodbury Cheerleading is a substance-free program. Smoking, including e-cigarettes, drinking and/or drug use are grounds for immediate dismissal from the team.
3. Bullying will not be tolerated, and is grounds for disciplinary action, including dismissal from the team.
4. Gossiping about squad members is inappropriate and may be grounds for disciplinary action, including dismissal, at the discretion of the coaches.
5. Athletes will follow the instructions of the coaches at all times.
6. School imposed discipline will be taken into account by the coaches and may be

grounds for additional disciplinary action through the team, including dismissal from the team.

D. Language

1. Inappropriate language and/or gestures will not be tolerated and may be grounds for dismissal from the team. This includes swearing and demeaning or embarrassing language or gestures directed toward another person.
2. Verbal abuse of teammates or the coaches is not tolerated and may be grounds for dismissal from the team.

E. Social Media

1. All Woodbury High School social media guidelines apply - please see school guidelines.
2. Inappropriate or demeaning language directed toward others will not be tolerated, and may be grounds for dismissal from the team.
3. Athletes should request consent from teammates and/or the coaches before posting any content that includes them, and posting content considered abusive or embarrassing toward members of the Woodbury Cheerleading community and beyond is grounds for disciplinary action, including dismissal from the team.
4. These policies include, but are not limited to: Facebook, Twitter/X, Instagram/Threads, YouTube, Snapchat, TikTok, YikYak, Tumblr, and all other sites used for social interactions.

F. Socializing

1. No athlete will participate in disrespectful conduct while socializing. For example: gossip, negative social media postings, bullying, hazing, or defamation of character.
2. When wearing Woodbury Cheerleading apparel, you are choosing to represent WHS and the cheer program as a whole. As such, you must conduct yourself in a manner appropriate for a representative of the school, community and cheer program.
3. Socializing before and after team activities is encouraged; however, during team activities, athletes are required to fully engage and participate in the activity.

IX. Transportation

A. Practice, Games, competitions and other events

1. When available, athletes are encouraged to use team transportation to away games, events and competitions.
2. Some games and events may require athletes to provide their own transportation.
3. The coaches will determine the mode of transportation and/or arrival time for all team sanctioned activities. It is the sole responsibility of each parent/guardian to arrange transportation for their athlete to all team sanctioned activities and to ensure arrival by the coaches specified time.
4. Athletes may not leave a team sanctioned activity before dismissal for any reason without prior written consent of their parent(s)/guardian(s) and approval from the coaches.

X. Apparel

A. Uniforms and apparel for the season

1. Woodbury Cheerleading will provide the following items free of charge:

- a) Uniform skirt - must be returned at the end of the season
 - b) Uniform shell - must be returned at the end of the season
 - c) Poms
- 2. Athletes are required to provide/purchase the following items as selected by the coaches:
 - a) Body liner(s)
 - b) Cheerleading shoes
 - c) Briefs
 - d) Crew socks
 - e) Sports bra
 - f) Hair bow(s)
 - g) Warm-ups
 - h) Practice/event apparel, usually including shorts, t-shirts and skorts
- 3. All athlete-provided apparel must fit and perform in a manner approved by the coach(es). Athletes will be required to replace worn or ill-fitting apparel and/or accessories as the coach(es) deem necessary.
- 4. Team apparel can only be worn by team members unless otherwise specified by the coaches.

B. Care and use of uniforms and other apparel

- 1. Each athlete is responsible for the care and upkeep of their uniform while it is in their possession. Please follow all washing instructions carefully.
- 2. **DO NOT USE fabric softeners** on school provided uniforms.
- 3. **DO NOT put school provided uniforms in the dryer** - hang dry only.
- 4. All uniforms and practice apparel will be worn/fitted in a manner appropriate to the WHS cheer program at the discretion of the coaches.
- 5. Each athlete is responsible for arriving at all team sanctioned activities in clean, well maintained uniforms and/or practice apparel.
- 6. Athletes may be required to replace athlete purchased uniform apparel at the discretion of the coach.
- 7. Uniforms, warm-ups and all apparel for the current season may only be worn at team sanctioned activities, and must be worn in a manner approved by the coaches.
- 8. Any damages to the school supplied uniform must be reported to the coaches immediately. The coaches will determine the cause, and if the athlete will be charged for the damage to the uniform.
- 9. A student must be fully eligible under all local school district policies and MSHSL bylaws to be in uniform, occupy the bench or playing area, or participate and receive individual/team awards.

C. Replacement/Purchase Costs

- 1. If damages to the school provided/owned uniform pieces require repair or replacement, cost to the athlete will be determined by the coaches based on current replacement costs.

XI. Awards

A. Lettering Policy

1. Athletes within the cheerleading program will be eligible to receive a Varsity Letter based on the following qualifications:
 - a) The athlete is in good standing as defined by MSHSL.
 - b) The athlete participates on the Varsity team.
 - c) The athlete successfully completes the season in full.
 - d) The athlete has no more than three (3) unexcused absences from team sanctioned activities.
 - e) The athlete meets all merit point standards.
 - f) The athlete abides by all attendance, safety, and behavior guidelines and expectations put forth by the coaches throughout the season.
 - g) The athlete meets the community service and fundraising requirements throughout the season.
 - h) The athlete has not received more than one (1) written warning AND has shown effort to improve and/or remedy the situation(s) that initiated a warning if one has been issued.
 - i) The athlete has upheld all the requirements of athletes put forth by the program, school, District 833, MSHSL and USA Cheer.
 - j) The athlete has paid all monies associated with team participation.

XII. Disciplinary Action

A. Written Warnings - *see appendix*

1. Written warnings will be given to athletes who do not meet the conduct expectations outlined and agreed to at the beginning of the season via the handbook.
 - a) Written warnings may result in coinciding probation periods at the discretion of the coaches.
2. Athletes receiving three (3) written warnings will no longer be eligible for team participation and will be dismissed.

B. Merit Points - *see appendix*

1. Athletes must meet required merit points standards to maintain positive status on the team.
2. In the case an athlete does not maintain the required merits:
 - a) The athlete will be placed on probation and may lose game or event privileges at the discretion of the coaches.
 - b) The athlete may be removed from the team at the discretion of the coaches if the standard for participation cannot be met.
 - c) The athlete may not be eligible for varsity lettering or other honors.

C. Probation periods

1. Athletes may be placed on probation if they fail to meet the expectations outlined in the handbook.
2. Conduct that could result in a probationary period, and the types of probationary periods

are as follows:

- a) Academic probation - athletes not meeting program academic performance standards will be placed on academic probation
 - (1) Athletes with a grade of D+ or lower in any courses will be placed on probation and will not be permitted to attend **games or events** until their grades meet the eligibility expectations. They may be required to attend practices during their probation.
 - (2) Athletes with a grade of F in any course will be placed on probation and not be permitted to attend **any team sanctioned activity** until all their grades meet the eligibility requirements. They are expected to commit additional time to their studies in order to return to eligible academic standing in a timely manner.
 - (3) Athletes that spend more than 14 days on team academic probation will be immediately dismissed, with no exceptions.
- b) Conduct probation - athletes not meeting program merit and general conduct standards will be placed on conduct probation. Athletes on conduct probation may be barred from team activities at the discretion of the coaches.
 - (1) Athletes earning less than 80% of merit points at any given time will be placed on probation until they meet an 85% threshold of merit points.
 - (2) Athletes receiving two written warnings for failure to meet team expectations outlined in the handbook will be placed on probation indefinitely.

D. Dismissal from the Team

- 1. An athlete's dismissal from the team may occur if the expectations outlined and agreed to at the beginning of the season via the handbook are not met.
- 2. Dismissal may result from academic or conduct probation periods.
 - a) Athletes that have been placed on academic probation two times will face immediate dismissal in the case of a third probationary term, regardless of total days on probation.
 - b) Athletes earning less than 70% of merit points at any given time will be subject to immediate dismissal at the discretion of coaches.
 - c) Athletes who have received two written warnings for failure to meet team expectations outlined in the handbook will face immediate dismissal in the case of a third written warning.
- 3. Dismissal may result from poor attendance
 - a) Five unexcused absences will result in dismissal from the squad at the discretion of the coaches.
 - b) Excused absences that occur in excess (missing more than 10% of practices) may result in dismissal from the squad or limited participation in team sanctioned activities at the discretion of the coaches.
- 4. Some actions may be grounds for dismissal from the squad at the coaches and/or Activities Director's discretion.
- 5. The Activities Director will be involved in all situations where dismissal from the squad is considered.

6. If an athlete is removed from the team for disciplinary reasons, or elects to leave the team for any reason prior to the end of the season, the athlete must return all items (uniform, etc.) provided to them by the team/school within one (1) week. If the athlete fails to return all items provided within one week of dismissal or departure, the athlete will be charged to replace them at the discretion of the coaches.
7. No refunds will be given for fees, events costs, or apparel purchased while on the team.
8. All fees announced before the time of dismissal will be the responsibility of athletes and their families, and must be paid in full no more than one week after dismissal.

XIII. Grievance Policy

A. Statement: *Coaches are the vehicles that provide for the existence of organized youth athletics. Parents may not always agree with a coach's decision. However, it is important to recognize a coach's role is to make decisions with the team first in mind and an individual player second. Parents tend to recognize the coaching staff's decisions through their player first and the team second. It's critical both parents and the coach(es) respect these differences, even when they disagree. Also, parents should understand they are not present for the greater part of team activities, and may not have a full understanding of the situation causing them concern, and athletes may not see problems where parents do. Many sports throughout the United States have adopted the "24-Hour Rule" in an effort to address substantial concerns while attempting to limit the emotional concerns brought forward, particularly in the presence of the youth athlete. Woodbury Cheerleading encourages the 24-Hour Rule. In short, this means parents should not discuss any negative practice/performance situation with the coaching staff until at least 24 hours have passed following the completion of the practice/performance. If the issue remains a concern, please then adhere to the WHS Grievance Policy, attached as an appendix.*

B. Grievance resolution process:

1. Step One

- a) Parties involved will have a discussion to try to find a resolution independently before bringing the grievance to the attention of the coaches.
- b) If the grievance concerns the coaches, please contact the coaches to discuss possible resolutions.

2. Step Two

- a) Parties in question will contact the coaches to arrange and mediate a Royal Resolution Meeting.
- b) If the grievance concerns the coaches, and no resolution could be found through the initial Royal Resolution Meeting, contact the Activities Director. The Activities Director will provide the next steps toward resolution.

3. Step Three

- a) If the coaching staff is unable to find an acceptable resolution during the mediation process, the coaches or parties involved should contact the Activities Director for a Royal Resolution Meeting.
- b) The Activities Director will provide the next steps toward resolution.

C. Conduct and expectations for an effective resolution process:

1. Parties will meet in a private place.
2. Parties will allow enough time for a complete discussion.
3. Parties will conduct the meeting at an appropriate and acceptable time for all parties

involved (not prior to, immediately after, or during team sanctioned activities).

4. Parties will address issues directly and work honestly in good faith to resolve the issue.

XIV. Parent Involvement

A. Booster Club

1. The purpose of the Booster Club is to support the coaches and team(s) of Woodbury Cheerleading.
2. The Booster Club Board meetings take place once a month, typically following a practice. Dates TBD.
3. The Booster Club and its members will be expected to follow WHS Booster Club guidelines set forth by the Activities Director.
4. All parents/guardians/family members of Woodbury Cheerleading athletes are welcome to take part in the program's Booster Club.
 - a) All parents/guardians/family members are encouraged to help support the squad by actively participating in Booster Club meetings and events.
 - b) One parent/guardian from each household is required to attend three Booster Club meetings throughout the season, taking place during the months of May, September and December.
 - c) The Booster Club will need several Board offices filled, including President, Vice-President, Secretary, Treasurer and Event Chair, to be voted on at the May meeting. Parents/guardians/family members interested in participating will be asked to provide a short interest letter to be sent out to all families ahead of the May meeting.
5. The coaches will be on the Booster Club Board, along with officers and team captain(s).
6. Parents/guardians of the captain(s) are asked to play an active role in the Booster Club as they are able.

B. Volunteer opportunities

1. Program parents/guardians are encouraged to supervise and chaperone any team sanctioned activity as requested by the coaches or Booster Club officers.
2. Program parents/guardians are asked to take an active role in Booster Club events, including team dinners, fundraisers, etc. Parent support is essential to Woodbury Cheerleading's longevity and success.

C. Parent/Guardian Conduct and Expectations

1. Parents/guardians are expected to respect the athletes, the coaches, and decisions made by Woodbury staff, and should trust decisions are made in the best interest of the program and athletes alike.
2. Grievances should be brought directly to the coaches following the Activities Grievance Policy (please see section XIII: Grievance Policy).
3. At no time should email or social media be used to air grievances.
4. Parents/guardians are required to help organize/run at least one (1) fundraising event per season.
5. Parents/guardians must sign the Tryout Application, Handbook and the Informed Consent form for their child to participate.

XV. Financial Obligations

A. Athletes are responsible for the costs associated with being a member of the program.

1. Payments must be made in a timely manner.
 - a) An excess of late payments may result in disciplinary action at the discretion of coaches.
2. No orders will be placed for an athlete until all payments are made.
3. Athletes may lose opportunities to participate in certain team sanctioned activities if the required uniform and accessories are not ordered or registration is not completed due to lack of payment.
4. In the case of an athlete prematurely leaving the team before the conclusion of the season, families are responsible for any and all fees that had been announced by the time of notice.
 - a) This includes fees that have been announced but may not yet be due.
 - b) These fees must be collected within one week of notice that the athlete will not finish the season.

B. Expenses may include, but are not limited to, the following:

1. Activities fees - due to Woodbury High School and paid through the WHS Activities website/SmartSchool
2. Summer camp fees
3. Apparel fees
 - a) Uniform accessories
 - b) Camp gear
 - c) Cheer shoes
 - d) Practice shirts, shorts, skirts and socks
4. Transportation costs
5. Competition fees

C. Fundraising

1. Distribution and use of funds
 - a) All monies raised by coach-sponsored events will be deposited in the cheerleading activities account at WHS to be used at the discretion of the coaches and Activities Director for the advancement of the cheerleading program.
 - b) All monies raised by the Booster Club will be deposited in the booster club account to be used to benefit the cheerleaders. Use of these monies will be voted on and used in accordance with the by-laws of the Booster Club.
2. Participation
 - a) Each athlete is required to attend and/or support at least four (4) fundraising events throughout the season.
 - b) Parents/guardians are required to help organize/run at least one (1) fundraising event per season.



2024-2025 Woodbury High School Cheerleading Rules and Policy Agreement

I have read the Woodbury High School WHS Cheerleading Rules and Policies for the 2024-2025 season and understand them completely. By signing below I agree to adhere to the Woodbury High School Cheerleading Rules and Policies.

Athlete Signature

Athlete Printed Name

Date

Parent Signature

Parent Printed Name

Date

Duties of a WHS Cheer Captain

- You must maintain a cumulative G.P.A above a 2.5 and show progress towards graduation with the appropriate amount of credits needed to graduate on time.
- NO MSHSL violations!
- LEAD BY EXAMPLE AT ALL TIMES! Show respect for all!
- You will follow all instructions/requests given by your coaches.
- Be responsible to the team, coaches, and yourselves
- Communicate with coaches, follow through, and meet deadlines.
- Never participate in gossip and discourage it among team members. Let coaches know if problems occur between members of the squad. Let's stop drama before it starts.
- Include everyone with everything throughout the year.
- Make all team members feel important, involve them and ask for their input.
- Be gracious hosts to all visiting teams and squads.
- Lead the team stretching/conditioning at every practice, on time, and thoroughly. (no extra socializing)
- Help keep the squad focused during meetings, practices and cheer events.
- Help with any "off season" plans with the coach(es) , and the cheer booster club. This also includes fundraising.
- Always ask if there is anything I can help with planning/organizing.
- Encourage teamwork and cooperation.
- Help with the public relations on and communications booster chair for announcements on upcoming cheer events, (examples; fundraisers, competitions, etc.)
- Help organize special events, (staff appreciation, alumni, and parent/senior night).
- Organize Thank You's for organizations that support and help WHS Cheer.
- Promote a drug free lifestyle for the team and other students.
- Help WHS Cheer Booster Club plan and organize the end of the season banquet by mid-season.
- You must attend all booster club meetings as a representative of the squad. Your parents are also asked to be active participants in the cheer booster club as well.

**** It is an extreme honor to be a captain. If for some reason you fail to follow these guidelines, your captainship title will be revoked at the discretion of the coaches! ****

WHS Cheer Program Warning Form

Cheerleader Name: _____ Date: _____

Specific Offense, Rule/Policy, or MSHSL violation:

Performance Improvement Plan:

Cheerleader Comments:

Coaches Comments:

Cheerleaders Signature: _____ Date: _____

Parent Signature: _____ Date: _____

I/We understand that repeat offenses may result in disciplinary action or removal as captain and/or from the squad.

Coaches Signature: _____ Date: _____

WHS Cheer Merit System

- Each event (practice, game, etc.) is worth 10 Merit points.
- Coaches may award additional points for positive actions above and beyond the requirements.
- In the case of illness or excused absences, coaches may award up to 8 merit points based on coaches evaluation of the situation.
- All excused absences and illness should be reported to the coach as soon as possible.
- In cases of illness, injury, or emergency: if the coach is not informed prior to the absence, no merits can be awarded and it will be considered unexcused.
- In all other cases: if the coach is not informed 10 days prior to the absence, no merits can be awarded and it will be considered unexcused.

Merits will be awarded for each event as follows:

Preparedness	<p>5: I have <u>all</u> the necessary equipment with me including shoes, apparel, bows, poms, etc as required.</p> <p>4: At coaches' discretion/default for illness/injury/emergency</p> <p>3: I have all essential equipment with me including shoes and my uniform/apparel. May be missing <u>one</u> of the following (poms, bow, other non-essential apparel we can provide backup options for)</p> <p>1: I am missing <u>more than one</u> of the following (poms, bow, other non-essential apparel we can provide backup options for) OR I am missing an essential piece of equipment such as shoes and/or my uniform/apparel</p> <p>0: I am missing <u>one or more</u> of the following (poms, bow, other non-essential apparel we can provide backup options for) AND I am missing an essential piece of equipment such as shoes and/or my uniform/apparel</p>
Timeliness	<p>5: I was on time and ready. I did not leave early.</p> <p>4: At coaches' discretion (arrived on time but had to go fill water bottle, etc)/default for illness/injury/emergency</p> <p>3: I was less than 5 minutes late/left less than 5 minutes early AND notified coaches I was running late/leaving early</p> <p>1: I was more than 5 minutes late/left more than 5 minutes early AND/OR failed to notify coaches I was running late/leaving early</p> <p>0: Unexcused absence with less than <u>10 days</u> notice OR emergency absence with <u>no</u> notice</p>

Squad members must maintain 90% in order to letter.

Cheerleaders who fall below 80%:

- Will be placed on conduct probation. See disciplinary actions sections (Section C)
- May lose privileges to perform at games / events until requirements are met.
- May be removed from the squad.

ROYAL RESOLUTION

The Woodbury High School Activities Department is committed to a culture of respect, teamwork and support for all individuals in all activities. This document outlines the Activities Department process for resolving issues. Conflict is resolved most effectively through person-to-person discussions and every effort should be made to resolve all issues at the lowest possible level.

Level 1 – Student-athlete contacts the person with whom they have a conflict (other teammate, classmate or coach) to discuss and resolve the issue.

Level 2 – Parent/guardian of student-athlete initiates contact with advisor/coach. They schedule a physical meeting in which the parent/guardian, student-athlete and advisor/coach meet to discuss and resolve the issue.

Level 3 – Student-athlete and/or parent/guardian initiates contact with the Activities Director to physically meet with parent/guardian, student-athlete, coach/advisor and AD to discuss and resolve the issue.

Level 4 – Student-athlete and/or parent/guardian initiates contact with the Principal. They schedule a meeting with parent/guardian, student-athlete, coach/advisor, AD and Principal to discuss and resolve the issue.

In order for the meetings to be effective, all parties involved must agree to:

- meet in a private place
- allow enough time for a complete discussion
- conduct the meeting at an appropriate time for all parties involved (not prior to or immediately after a game or during practice time)
- address issues directly and working honestly and in good faith to resolve them promptly

For every meeting, it is required that the person in conflict takes notes for the meeting and the notes must be initialed by all parties present.



ROYAL RESOLUTION NOTES

Person Requesting Meeting: _____

Person(s) Requested to Meet: _____

Date of Meeting: _____ Level of Meeting: _____

Issue(s) That Need To Be Resolved: _____

Summary Notes:

Resolution: _____

Initials of Attendees In Agreement of Summary Notes and Resolution:
