



# **SCHAUMBURG ATHLETIC ASSOCIATION**

**CHEERLEADING 2023**

**HANDBOOK AND POLICIES MANUAL**

# SCHAUMBURG ATHLETIC ASSOCIATION

Dear SAA Parent/Participant,

Welcome to SAA's (Schaumburg Athletic Association) Cheerleading Program for 2023.

This Handbook and Policies Manual is intended to be a supplement to the SAA Cheerleading website [www.saa-online.com](http://www.saa-online.com). The information in this handbook will help explain the guidelines/expectations of the SAA Cheer Program.

For those new to the SAA Cheer Program, use this resource as a tool to familiarize yourself with the specifics of our program. For returning participants, review the information for new additions as SAA is continuously implementing new ideas and concepts each Cheer Season.

Our community is very fortunate to have a group of volunteers that have worked long and hard to bring you a top-quality Cheer Program for 2023. The Cheer Board Members and Managers are dedicated to making this program a fun and enjoyable experience for your athlete. The success of our program also relies heavily on volunteers, the parents. Anything you can do throughout the season to assist your squad is appreciated. I would like to ask all of our parents to continue to provide dedication, support and enthusiasm to all of our squad managers. This needs to be a top priority throughout the 2023 Season.

If at any time during the season you have questions or comments regarding the program, feel free to contact me directly. I would love to hear how we are doing!

Cheers,

Tiffany Greene  
Head Cheerleading Commissioner

[cheer@saa-online.com](mailto:cheer@saa-online.com)

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## **HANDBOOK REVISIONS & APPROVAL**

This handbook for the Schaumburg Athletic Association's Cheerleading Program can be approved by a simple majority vote of the Cheerleading Board. Any additions or changes made to the guidelines must be presented to the Cheerleading Board no earlier than December 15 and must be voted on no later than January 30. Any individual whose child is in the program, is serving on the Cheerleading Board, is a member of a coaching staff or the commissioner may introduce a new guideline or suggest a change to the existing guidelines. A copy of the guidelines will be distributed to each member of the Cheerleading Board. Parents of all registrants may obtain a copy online via the SAA Cheerleading website.

## **INTRODUCTION**

This handbook is written for the Schaumburg Athletic Association (SAA) Cheerleading Program, a part of the Schaumburg Athletic Association, a not-for-profit volunteer organization.

## **MISSION**

Our Cheer Mission follows the SAA Mission:

It is the mission of the Schaumburg Athletic Association to help foster sportsmanship, teamwork, development and self-confidence in the area of youth athletics in an environment which promotes safety and fun.

## **THE CHEERLEADING PROGRAM**

SAA Cheer offers two programs: Competition Cheer and Sideline Cheer. Both Cheer programs are designed for new and returning participants (girls and boys) who have a desire to learn more about cheerleading. Both Cheer programs participate at SAA football games and community service events throughout the Schaumburg area. All SAA Cheerleaders promote the program through fundraising activities such as a car wash, flower sales, mum sales and team sponsorships. All SAA cheerleaders will perform in the annual Schaumburg Labor Day parade.

### **Competition Cheer**

Our SAA Competition Cheer Season runs from mid-July through the Illinois Cheer Association (ICA) State Championship weekend in December. SAA cheerleaders will practice between four and nine hours a week. Competitions typically begin at the end of September through the ICA State Championship weekend in December. Competitions are held within Illinois.

### **Sideline Cheer**

Sideline Cheer will focus on supporting SAA football teams throughout their season. These athletes practice 1-3 times weekly, perform at the annual football homecoming pep rally, attend home games and travel to area communities to cheer on SAA Football teams. The participants will learn a variety of sideline cheers and chants. They will also learn half time and quarter routines. The squads in this division will not compete, but in addition to all the game performances they will walk in the parade and participate in various SAA Cheer activities and fundraisers.

## **GOALS**

- Basic Cheer skills that build on team and personal development.
- Empowerment of athletes to compete in competitions to increase self-confidence and sportsmanship skills.
- Commitment to a team and group.
- Promote health and fitness for our participants in a fun environment.

## **OBJECTIVES**

It is the objective of the SAA Cheerleading Program to provide the opportunity for participants within

the jurisdictional boundaries of the Schaumburg Park District, School District #54, School District #211, Schaumburg Township or the Village of Schaumburg. Children in non-resident areas shall be eligible to participate if space is available (after registration) and between the grade levels of kindergarten through 8th grade. Participation shall be subject to SAA account status, number of managers/coaches, individual program requirements and other factors necessary to the program’s operation (to include but not limited to parent volunteers).

**EXPECTED OUTCOMES**

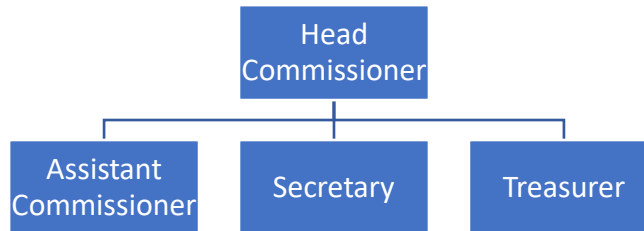
It is the expectation that our athletes will gain sport specific goals and skills and continue to develop them throughout the season that they participate. We expect that our managers and coaches will work within the levels and skill sets of the squad and help foster and develop teamwork, dedication, and commitment to teammates. We also have the expectation that our managers will adjust and build on the comments from the judges to improve the squads overall performance levels.

**SPORT BOARD ORGANIZATION**

Head Commissioner Tiffany Greene  
Assistant Commissioners Stacey Hauck  
Treasurer Jennifer Hellmer  
Secretary Kim Chiero

**SPORT BOARD STRUCTURE**

**ORGANIZATION CHART**



The Cheerleading Board will be comprised of the following “voting” board positions:

- Head Commissioner (1) –Tiffany Greene
- Assistant Commissioner (1) –Stacey Hauck
- Secretary (1) – Kim Chiero
- Treasurer (1) – Jennifer Hellmer
- Coaching Coordinator (2) – Jen Henschel & TBA
- Fundraising Coordinators (2) – Jaime Green & Yoce Aguilar
- Pictures & Trophies Coordinator (1) – Carolina Morabito
- Spiritwear (1) – Val Gonzalez
- Uniform Coordinator (1) – Kathy Gennuso
- Banquet Coordinator (2) – Kristy Brooke & Jaclyn De Los Monteros
- Media Coordinator (1) – Traci Floreani
- Facilities Coordinator (1) – Ed Green
- The Cheerleading Board must consist of a minimum of five active voting members, including the head commissioner, assistant commissioner, secretary and treasurer. The Head Commissioner shall add and/or remove, both “voting” and non-voting” positions as needed, to best serve the Cheerleading program. The Head Commissioner shall have the authority to designate multiple voting and/or non-voting members to each of the above positions. All additions and/or deletions

shall be approved by a simple majority of the sitting Cheerleading Board.

- The Head Commissioner shall appoint (1-2) Assistant Cheer Commissioners, a Treasurer, and Secretary and other positions on the sport board in accordance with the needs of the individual sport.
- Current sport board members shall by simple majority vote, approve new sport board members.
- Current sport board members shall by simple majority vote, approve newly created positions added to the sport.

The following positions are appointed by the Executive Board and shall be deemed “at-large”, non-voting positions which report to the Cheerleading Board:

- Squad Managers
- Assistant Squad Managers

Additional “at-large”, non-voting positions can be added or removed, as needed by the Head Cheerleading Commissioner, to best serve the Cheerleading program.

#### **DEFINITION OF HEAD COMMISSIONER**

The Cheerleading commissioner serves as the head of the Cheerleading Board of the SAA Cheerleading Program. The Cheerleading Board will elect the Commissioner. Any individual nominated for the position of Head Cheerleading Commissioner must have served a minimum of two (2) years in a voting board member position. After a new commissioner is elected, the preceding commissioner can serve as an adviser or consultant, at the request of the new commissioner. In this position, the individual does not have a vote on the Cheerleading Board.

The position of commissioner is a two-year term. A commissioner can be elected for multiple terms but cannot serve more than two consecutive terms. During the month of September, nominations for the Commissioner will take place. During the month of October the nominees will be posted and the election will take place to elect the new Commissioner in November. The Cheerleading commissioner must be elected no later than November 30. A simple majority is required for election. If the current Cheerleading Commissioner cannot fulfill the entire term, a new Commissioner will be elected per SAA bi-laws. The outgoing commissioner will continue to run and be responsible for the Cheerleading program until December 31 of that year. The outgoing commissioner will turn over all keys, passwords and documentation to the incumbent commissioner no later than December 31.

#### **HEAD COMMISSIONER DUTIES**

##### **a) SAA Executive Board**

The Commissioner of the SAA Cheerleading Program will represent the program on the SAA Executive Board. If the Head Commissioner cannot be in attendance, the Commissioner will send a representative.

##### **b) Financial Accountability**

The Commissioner has responsibility for the budgeting of the Cheerleading Program. Inherent in this responsibility is the active participation of the Cheerleading Board in this highly important task. The Commissioner cannot submit a fiscal budget to the SAA Executive Board unless the SAA Cheerleading Board has approved the fiscal budget. Likewise, the Commissioner and the Cheerleading Board have the responsibility to do everything possible to manage the program within the limitation of the approved budget. Any expenditure greater than 110% of the approved budgeted amount of the line item must be additionally approved by the SAA Cheerleading Board and submitted to the SAA Executive Board.

##### **c) Welfare of the Participants**

The Commissioner has the responsibility for the well-being of every participant in the program. As such, the Commissioner must be certain that no manager or coach compromises the welfare and safety of any participant in the program. The Commissioner will not allow any participant to practice or participate in any activities while the participant is recovering from an injury. If the injury requires the participant to miss more than two practices, the Commissioner will require a doctor or parents note before the participant can begin to participate once more.

##### **d) Purchasing Responsibility and Authority**

The Commissioner is responsible for the procurement of equipment and other supplies necessary for the



program. In this pursuit, the Commissioner has the responsibility to seek vendors that will provide the best quality at the least amount of cost and provide the best possible service. While the commissioner is not restricted to purchase materials from a specific vendor, the Commissioner must make objective decisions and strive to do business with current vendors that have provided satisfactory service to the program. In no way may the commissioner accept gratuities, forms of payment or other such gifts or rewards from vendors in repayment for this business. The Commissioner may seek the assistance of the Cheerleading Board for procurement of materials and services.

**e) Public Relations**

It is the responsibility of the Commissioner to act as the liaison between the managers and the parents of the participants. The Commissioner must always perform this task with the utmost respect and diplomacy. If a specific situation arises that is of a disciplinary matter, the Commissioner will continue to act professionally and will never become confrontational. If a problem cannot be solved at this level, the Commissioner has the responsibility to seek the assistance of the SAA Executive Board.

**DESCRIPTION OF MANAGERS/COACHES**

The main responsibility of the Manager(s) is to provide for the welfare of the participants on his/her Cheerleading team. The Manager(s) will follow the guidelines set forth for governing practices, competitions, and games. The Manager is expected to conduct himself/herself in a manner that displays leadership, sportsmanship and act as a positive role model for the participants on his/her Cheerleading squad.

The main responsibility of the Coach (es) is to provide instruction for the participants on his/her Cheerleading team. The Coach (es) will follow the guidelines set forth by the guidelines governing practices, competitions, and games. The Coach is expected to conduct himself/herself in a manner that displays leadership, sportsmanship and act as a positive role model for the participants on his/her Cheerleading squad.

**SUSPENSION OF A COACH/MANAGER**

If for any reason a Manager does not follow these guidelines, the Commissioner will recommend to the Cheerleading Board the dismissal or suspension of the Manager. If the Manager is dismissed, the Commissioner will replace the Manager with one of the Assistant Managers on staff or assign another Manager within the program to act as the Interim Manager.

If for any reason a Coach does not follow these guidelines, the Coaching Coordinator will recommend to the Head Commissioner dismissal or suspension of the Coach.

**DISCIPLINARY REPLACEMENT OF COACH/MANAGER**

In addition to the SAA Coach/Commissioner Code of Conduct the following guidelines are to be strictly followed by all managers and coaches within the SAA Cheerleading Program.

**A. Personal Conduct**

- No manager or coach will touch a Cheerleading participant except to offer consolation, congratulations or encouragement.
- No manager or coach will use profanity while instructing or disciplining an individual or the team. It is understood that Cheerleading is an emotional game and at times competitive juices excessively flow, however, even under these circumstances, there is no room for vulgarity.
- No manager or coach will consume alcohol within the presence of a Cheerleading participant at a practice, game or competition. No manager or coach will attend a game, practice, or competition while under the influence of alcohol.
- No manager or coach will participate in the abuse of a chemical or drug while in the presence of a Cheerleading participant except for the necessary consumption of a legal, prescribed drug or over-the-counter drug or medicine. No manager or coach will attend a game or practice while under the influence of a chemical or drug unless prescribed.

The above will be strictly enforced by immediate suspension and/or dismissal. If the infraction is a first-time incident, the Cheerleading Board may choose to suspend the manager or coach. If the

incident is repeated the manager's or coach's dismissal is likely.

**B. Supervision of Participants**

Unless absolutely necessary, a manager will not drive a participant home alone. Coaches are prohibited from driving a participant home for any reason. For this reason, it is important that the manager define the time practice or competitions end or the time the participants will be available to be picked up. Common sense must dictate how long a manager waits with a participant if the participant's ride home is late. Common sense must also dictate under what circumstance the manager decides to take the participant home in his/her car. The manager must realize that by taking the participant home, the manager is adding to his/her potential liability.

**C. Miscellaneous**

Each manager and coach must conduct himself/herself as a representative of the SAA Cheerleading Program, especially when interacting with parents. No manager or coach is allowed to act disrespectfully to a parent/athlete. At the same time, any manager or coach experiencing abuse or other mistreatment from a parent is to report such behavior to the Commissioner. Restraint must be exercised at all times.

**DESCRIPTION OF OTHER COMMISSIONERS**

At the time a Commissioner is elected, the new Head Commissioner shall appoint Assistant Commissioner. The Assistant Commissioner will be responsible for conducting meetings in the absence of the Commissioner, to attend the SAA Executive Board Meeting and represent the SAA Cheerleading Program in the event the Commissioner cannot attend an SAA Cheerleading Board meeting. By appointing an Assistant Commissioner each year, the program will allow more individuals to participate in the management of the program. The Assistant Commissioner is not an automatic successor to the Commissioner.

**BOARD MEETINGS**

The SAA Cheerleading Board meets once a month. The meetings are governed by the rules of Parliamentary Procedure. A majority of the SAA Cheerleading Board must be present to constitute a quorum (8). If a majority is not present and a meeting proceeds, the decisions made at that meeting would not be considered official. Monthly meeting during the months of January through June will take place on the third Wednesday of the month at 7:30pm and July through November on the third Tuesday/Wednesday of the month at 7pm. At least one manager representative from each squad level must be attendance.

In emergency situations, the SAA Cheerleading Board has the authority to call a special, closed-door meeting of the Cheerleading Board.

**COACH/MANAGER RESPONSIBILITIES & OBLIGATIONS**

Managers are adult volunteers who manage the squad. Coaches are the high school students who work with our participants on skill and routine development. Managers are responsible for the coaches and athletes at all times when in their supervision. Managers have an obligation to keep communication lines open with the board and parents.

**CERTIFICATIONS, SEMINARS AND CLINICS**

**Managers and Manager Clinics**

Each year every manager and assistant manager within the program may have the opportunity to attend at least one manager's clinic. The specific clinic will be approved by a majority vote of the Cheerleading Board and paid for by the programs budget if funding is available.

**ACTIVE PARTICIPATION IN FUNCTIONS, EVENTS, AND ACTIVITIES**

Managers are expected to attend practices and inform the commissioner if there will not be 2 adults at practice. Managers are expected to attend all scheduled events. In the event of an unavoidable conflict at

least one manager from the squad must be in attendance. **Managers are required to attend a minimum of 5 board meetings per year. The manager must attend these 5 meetings prior to September 1 of the given season.**

#### **COACH/MANAGER EVALUATIONS**

Managers will complete a self-evaluation and it will be reviewed yearly with the commissioner. Coaches will be evaluated by managers and provide feedback to coaching commissioner who will review the information with coaches individually on a season basis.

#### **ADMINISTRATIVE DUTIES**

Managers are required to submit their coaches' hours on a monthly basis to the coaching commissioner by the 1st of each month. Managers need to submit all receipts to Treasurer in a timely manner after the said expense is approved by commissioner.

#### **PROFESSIONAL HOURS**

SAA Cheer follows the guidelines of professional time as defined in the ICA Rulebook. Preapproval for use of professionals must be sent to the Commissioner and Treasurer including the date/ time and obtain approval at least 24 hours before the scheduled practice. All professionals must be approved through the SAA Office.

#### **COACH/MANAGER COMPETENCIES/QUALITIES**

All Managers and Coaches are expected to conduct themselves according to the SAA Code of Conduct at all times when representing SAA Cheerleading.

#### **SPECIFIC RESPONSIBILITIES OF COACHES/MANAGERS**

Managers are responsible for the day to day running of the squad. They are to make sure they have adequate coaches for practices and notify Coaching Commissioner if additional assistance is needed. Managers are to be in contact with the coaching commissioner when assistance is needed.

#### **PLAYER EXPECTATIONS**

##### **ELIGIBILITY**

SAA Cheer is open to all participants Kindergarten through 8<sup>th</sup> grade, regardless of gender.

##### **PLAYERS CODE OF CONDUCT**

###### **Expectations of the SAA Cheer Participant**

Our goal is to provide a safe fun program for the interested cheer participant. The program does have high expectations for our participants. The SAA Cheer board expects our athletes to be courteous, truthful, honest, considerate, determined and respectful to other cheer participants, managers and assistant managers, high school coaches and cheer board members. Therefore, each cheerleader will know and abide by the team/family bylaws and expectations set before them in this information packet. They will uphold the level of excellence that we are striving to achieve. Parents are encouraged to discuss the codes of conducts with the participants and their families.

###### **Practice/Attendance**

Upon joining a SAA Cheer, team, it is your (parent & participant) obligation to:

- Ensure the athlete attends all practices. Cheerleading is a team sport, with each participant having a required place in routines. When one member is absent it can keep a whole team from achieving their goals for that practice, jeopardize the safety of all of those involved in mount/stunt groups, and prevent some participants from practicing portions of a routine. Injuries, illness and absence that cause an athlete to miss two consecutive practices may result in the athlete being withheld from a competition(s).

- Notify your manager at least 2 hours prior to practice in the event of illness.
- No more than two unexcused absences in one month. If this occurs, possible removal from the program may be necessary. Excessive absences put the participant and team behind in knowing the routines, etc.
- Arrive at all events on time. Full attendance is important and excessive tardiness will not be tolerated. Team members that arrive late or have to leave early disrupt and distract practice.
- Commit to extra practices. During competition season, SAA reserves the right to schedule extra practices as deemed necessary by the commissioners, managers, assistant manager, etc.
- Abide by the manger/coaches request for closed practices for the good of the team.

### **Practice Rules**

In order to get the most out of practice and have it run efficiently; the following rules have been established:

- Hair must be pulled back, away from the face, for safety reasons.
- Jewelry is not allowed for safety purposes.
- Gum chewing, eating and soft drinks are not allowed during practice.
- Personal issues are to be left at the door when you enter the cheer house.
- Athletes should not engage in rough play at any time.
- Concentration is required at all times for your safety and your teammate's safety.
- New skills are to be attempted only after proper preparations and practice and only on the advice of a qualified coach.
- **INSUBORDINATION IS UNACCEPTABLE!** The following actions can result in being removed from a SAA team in accordance with the SAA Disciplinary Policy found at the end of this handbook:
  - Temper tantrums, outbursts
  - Profanity, lewd language
  - Showing disrespect to the mangers/coaches by talking back, eye rolling, etc.
  - Showing disrespect to a fellow team member
  - Lack of participation or poor attitude
  - Unnecessary and excessive talking
  - Use of cell phones for non-emergency calls
  - Disrespect for our cheer facilities

### **Respect for Participants, Manager and Coaches**

No manager, coach or participant shall tolerate abuse or disrespect from a participant within the program, regardless of whether the participant is on the same team or another team. Disciplinary action by the manager is allowed when conduct exceeds respectable limits. A manager can take the following action if such conduct exceeds the limits of respect in accordance with the SAA Disciplinary Policy found at the end of this handbook:

- Verbal warning
- Meeting with the participants parents
- Written warning. If a written warning is issued, a copy of the warning will be submitted to the Cheerleading Commissioner, to the parents, and to the Cheerleading Board by the head coach.
- Temporary suspension from practice. If this occurs, a written notice will be sent to the parents, the Cheerleading Commissioner, and to the Cheerleading Board by the head coach.
- Suspension of one or more games and/or competitions. If this occurs a written notice will be sent to the parents, to the league and to the Cheerleading Board from the Commissioner.
- Dismissal from the team. If this action takes place, the Commissioner will notify the parents in writing and send a copy of the letter to the league and to the Cheerleading Board. Dismissing a player or parent from the team must go through a disciplinary hearing where an officer of the Executive Board is present.

### **Competition Expectations**

It is the objective of SAA to have all competitions run efficiently. Below is a list of rules required for each competition:

- Each SAA member is required to wear the full uniform at each competition.
- Team members must be prompt to competition locations as per competition information.
- Upon arriving at the competition location, please be competition ready (fully dressed) unless otherwise instructed by your team coach.
- Team member's hair should be worn according to the standard set by SAA squad.
- No makeup.
- Jewelry is not allowed during warm-up or competition.
- Team members are to be in full uniform at the awards ceremonies.
- Gum, food and soft drinks are not allowed in the warm-up area or on the competition floor.
- SAA participants and families are a reflection of our program and should conduct themselves in a manner that is in line with our beliefs.
- Insubordination as stated above is not tolerated.
- Inappropriate behavior, profanity, or lewd conduct is unacceptable.
- Tobacco, Alcohol and Illegal substance consumption is not tolerated.
- Unsportsmanlike behavior or disrespect to another team is inappropriate.
- Full respect for SAA managers and coaches is expected of each team member. Please treat them with courtesy and consideration for their efforts.
- Parents are expected to set an example to not only to their own athletes, but to all of our team members. Please make sure that your actions do not interfere with the responsibilities that you have as a representative of SAA. We would not want any athlete to be removed from the program because of the actions of their families.
- Parents should not have any contact with a competition official or coach for any reason. Please speak with an SAA Manager or Board Member if you have any concerns.
- There is to be no posting of any pictures or video from any practice or competition without the consent of the commissioner to social media or you tube. You may post individual pictures of your athletes as your desire. This is for the safety and respect of all our SAA Cheer athletes. **SAA Cheer routines may never be posted or live streamed on any social media.**
- All family members and their guest will need to follow all posted rules and regulations at competitions and games. This relates to behaviors, sportsmanship and photography/video matters.

### **General Conduct**

Participants are expected to follow general rules of conduct and behavior regarding health and safety rules. A participant that violates any one of the following rules shall be immediately dismissed or suspended from the program in accordance with the SAA Disciplinary Policy at the end of this handbook.

#### **1. Smoking/Vaping**

Any participant registered in the SAA Cheerleading program that is seen smoking/vaping by a coach can be immediately dismissed or suspended from the program.

#### **2. Drinking Alcohol or Under the Influence of Alcohol**

Any participant registered in the SAA Cheerleading program that is seen drinking an alcoholic beverage or non-alcoholic beer can be immediately dismissed or suspended from the program. Any participant registered in the program suspected of being under the influence of alcohol shall be removed from the practice or game area.

#### **3. Non-prescription drugs or controlled substance**

Any participant registered in the SAA Cheerleading program that is seen using illegal drugs can be immediately dismissed or suspended from the program. Any participant registered in the program suspected of being under the influence of an illegal drug shall be removed from the practice or game area.

#### **4. Vandalism of Practice Facilities**

Any participant registered in the SAA Cheerleading program that is caught vandalizing practice facilities can be immediately dismissed or suspended from the program. In addition, the parent/guardian of the

registered athlete will be assessed a fine equal to the replacement damage.

Any violation in the above list of rules can lead to removal from the SAA program. Please make sure that you are completely familiar with the above bylaws and expectations.

## **PARENT EXPECTATIONS**

### **VOLUNTEER POLICY**

In order for SAA Cheerleading to provide athletes with the best possible experience, parents will be required to participate in an assistance program encompassing various activities throughout the year. These activities include but are not limited to practice facility maintenance, car wash/parade assistance, banquet representative, fundraising, squad assistance and the like. If a manager cannot secure a parent volunteer, then a manager must go in that parent's place. Failure to do so will result in a \$65 fine assessed to the squad.

**SAA Cheer families are required to volunteer for at least three SAA Cheer activities throughout the season.**

### **PARENT CODE OF CONDUCT**

Refer to the SAA Code of Conduct Policy below:

- I will encourage good sportsmanship by demonstrating positive support for all athletes, managers, coaches, and officials at all practices and competitions
- I will put the emotional and physical well-being of my child ahead of my personal desire to win.
- As a parent, I will not interfere with managers and coaches in the instruction of the participants during practices or competitions. I will approach only managers with any problems. Any constructive criticism/complaints will be discussed in person privately with the manager and Commissioner, if necessary.
- I will not have any interaction, at any time, with the junior coaches.
- I will demand a sports environment for my child that is free from drugs and alcohol and will refrain from using drugs or alcohol at all cheerleading/dance events.
- I will require my child to treat other athletes, managers, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I will ensure my child arrives on time and is picked up on time at the end of practices, games, and competitions. I understand that I am not to leave my child alone at practices or games until an adult coach is present.
- I will ensure my child returns to practices, after missing more than one week due to an injury, with a doctor's note stating my child is able to participate again in cheerleading.
- I will notify my child's team manager at least two hours before practice or a game if my child will be absent.
- I will notify my child's team manager one month in advance if my child will not be attending a competition.
- I will abide by the rules and regulations of all organizations at games, competitions and practices.
- I will help my child enjoy the cheerleading experience by doing whatever I can, such as being a respectful fan, volunteer as needed, and provide transportation.
- I will inform my friends and family that are present at my child's cheerleading event about this Code of Ethics that we abide by.
- **SAA Cheer follows ICA Parent Expectations.**

Any violation in the above list of rules can and will lead to removal from the SAA program. Please make sure that you are completely familiar with the above bylaws and expectations.

## **TEAM ORGANIZATION AND STRUCTURE**

### **TEAM NAME**

#### **Size of Squads**

Cheer squads will need a minimum of 12 participants to be formed. A maximum of 36 participants will be accepted at each squad level. After the maximum squad number is reached (36), a waiting list will be formed (\*please note that this could occur during the returning participant registration process). In the event an additional 12 participants (for that grade level) have registered, an additional squad will be formed for that grade level. The second squad will be formed with the participants who have been noted on the waiting list. If two cheer squads exist for one grade level, the larger squad will be classified as "3rd grade large" and the smaller squad will be classified as "3rd grade small." Combination squads can only be formed if the older grade level has the majority of participants (i.e. 20 6th grade participants & 5th grade = 5/6 squad). Final squad formations will be decided upon by the head commissioner and a supporting vote of the cheer board.

### **LOGOS**

The current SAA Cheer logo is in line with all SAA sports. Use of this logo must be approved by the Head or Assistant Commissioner.

### **EVALUATION/TRYOUTS POLICY**

Our Summer/Fall season will be a recreational league only with no tryout teams or evaluation; all squads will compete at the recreational level.

### **DRAFT POLICY**

There is no draft in the SAA Cheerleading Program.

### **TOURNAMENT OR SPECIAL TEAMS**

There are no tournament or special teams in the SAA Cheerleading Program.

### **PLAYER RETENTION**

All current participants will be notified of opening registration dates via email and on the website.

### **TEAM ROSTERS**

Upon receipt of all enrollments and at the close of registration, formations of teams will take place. Teams are formed based on grade level and birthdate. The head cheer commissioner and assistant commissioners will form all cheer squads.

## **LEAGUES AND TEAMS**

### **SEASON**

The Summer/Fall season will run from Mid-July until the ICA State Finals Weekend in December.

### **LEAGUE PARTICIPATION REQUIREMENTS/RULES**

SAA Cheer Program is a member of the Illinois Cheer Association (ICA) and our program follows the Rules and Regulation set forth by that board. An official rulebook is provided to each squad at the start of each season.

### **PLAY TIME/PARTICIPATION POLICY**

Cheer is not like other sports in the SAA organization. There are no athletes that are "extras" or on the bench. All of our participants have a specific role on the team. All of the positions are important, and one

cannot exist without the others. Managers and coaches work with each individual's skill to consider the individual, as well as the team, when making placements decision.

### **TEAM MEETINGS**

Parent meetings for the Summer/Fall Season will be held in May. Please check the website and look for emails regarding the dates and locations of the SAA Cheer Parent Meeting. At the parent meetings, information is provided on fundraising and various details regarding the cheer season. The financial and time commitment to participate in our program is outlined. Attendance at the parent meeting is required. If a parent is unable to attend the meeting, it is the parents' responsibility to reach out to the Manager and request a meeting prior to the start of the season.

### **PRACTICE**

Typically, practices will be 2-3 times per week for 2-3 hours each. There may be a special practice added to prepare for a competition, but parents will be informed in advance. Kindergarten-4th grade squads will end practice no later than 8pm; 5th-8th grade will end practice no later than 9:30pm. Various time slots are schedule for weekend practices.

### **ATTENDANCE**

Attendance is described in section 7, **Player Expectations**.

### **GAMES**

SAA Competition Cheer Teams will perform sideline and half-time routines at home football games when a squad is not at a competition. SAA sideline cheer will cheer at home football games. The football commissioner will communicate scheduled games as they are available.

### **EXPECTATIONS**

#### **Cheerleading Sporting Games**

SAA Competition Cheer will continue to support the Football program by cheering at home games. Cheering at football games is also a requirement to ensure our program continues to be classified as a recreational cheerleading program. Younger or older participants are invited to cheer with a like age squad\* in the event the participants base squad is unavailable to cheer on the assigned day.

\* A like age squad would be a grade under or above the grade level of the participant.

### **TOURNAMENTS, COMPETITIONS, SPECIAL EVENTS**

#### **Summer/Fall Season 2023**

Competition season typically runs from September through December. SAA Competition Cheerleading attends a minimum of 3 ICA qualifying competitions and the State Championship (if bid received). Managers determine competition schedules and they will notify parents at the parent meetings of the specific dates.

Attendance at the ICA competitions is mandatory for all SAA Cheer team members. It is the team member's responsibility to adhere to the competition schedule and notify the squad manager of schedule conflicts and competition needs as soon as possible once competition dates are published. Information will be given to each athlete. It is imperative that all directives are followed and respected.

### **GAME OFFICIALS**

There are no game officials in the SAA Cheerleading Program.



## SPECTATORS

All spectators follow the code of conduct detailed in Section 8. For ICA Competitions, there are no entrance fees for spectators. The ICA website is: [www.recreationalcheer.com](http://www.recreationalcheer.com).

## REGISTRATION

### SIGNUP DATES

#### SUMMER/ FALL SEASON

All participants should be registered by Friday May 26, 2023. Should a family contact us between May 26 and June 16, 2023 that participant may be allowed to register based on squad openings and uniform availability/expected arrival. The participant is not fully registered until payment is received in full or the payment plan is up to date.

Registration for the 2023 season will follow the outline listed below:

**Wednesday, February 22, 2023:** Registration information will be emailed to past participants and be put onto the website. Early on-line registration will open for all returning participants.

**Wednesday, March 1, 2023:** On-line registration for Competition Cheer begins. When reaching 36 participants per squad a waitlist will be generated. If payment is not received after your online registration is made, you will be moved to the waitlist.

**Friday, May 26, 2023:** Final date for ALL competition cheer registrations. *All registrations need to be completed online no later than Friday, May 26. All details regarding our cheer registration is available on-line at: [www.saa-online.com](http://www.saa-online.com).*

**Friday, June 2, 2023:** Final refund date for all competition cheer registrations (all refund requests need to be made in writing to the SAA office) **Should a participant withdraw from the program after June 2, 2023 no refund will be returned to the parent since additional expenses will have been incurred, regardless of the reason.** A \$15 fee is applied to all refunds.

**Friday, June 2, 2023:** Late fee will be applied. At this time a \$25 late fee will be applied to all registrations that have not made their second/final payments. All account balances for Cheer must be paid in full by this date. **Any child who is not paid in full will not be permitted to attend any practices until all payments are made.**

**Monday, June 5, 2023:** On-line registration for Sideline Cheer begins. When reaching the maximum number of participants, a waitlist will be generated. If payment is not received after your online registration is made, you will be moved to the waitlist.

**Friday July 21, 2023:** Final Date for all Sideline Cheer registration and final refund date for Sideline Cheer (all refund requests need to be made in writing to the SAA office) **Should a participant withdraw from the program after July 21, 2023 no refund will be returned to the parent since additional expenses will have been incurred, regardless of the reason.** A \$15 fee is applied to all refunds.

### EARLY REGISTRATION FEES

#### SUMMER/FALL SEASON

**Wednesday, February 22, 2023:** Previous participants'/cheer families to receive informational email confirming dates of the 2023 on-line enrollment process to take place on the SAA website at: [www.saa-online.com](http://www.saa-online.com). Registration details will be placed on the website.

## **REGISTRATION FEE**

Registration fees will be determined each year during the budget process outlined in these guidelines. Currently the 2023 Season registration cost will be **\$675 for Competitive Cheer and \$250 for Sideline Cheer**. All registration fees are due as described via the online registration forms. SAA will offer a \$20 per participant credit (after one full registration) to our families with multiple children in our program. Exceptions to the registration fee can only be made with the authority of the Cheerleading Commissioner and Treasurer.

Competition Cheer registration includes: registration fee, cheer bow, SAA assessment fee, junior coaches' compensation, indoor practice facilities, a T-shirt, banquet admission and 3 competitions. Competition fees are \$55 per athlete per competition. ICA Events have no spectator fees. There will be an additional cost for the ICA State Competition and any additional competitions above the three.

Sideline Cheer registration includes: registration fee, cheer bow, SAA assessment fee, junior coaches' compensation, uniform rental, a T-shirt and banquet admission.

Registration fees cover a portion of our programs operating expenses. The overall SAA cheer program fundraising monies will help cover additional costs.

SAA Cheer reserves the right to refuse registration from any participants and/or families that currently do not have an updated account status OR who have repeatedly violated ANY of the parent expectations outlined in the parental conduct guidelines outlined below.

## **WAITLIST REGISTRATION FEE**

When reaching 36 participants per squad a waitlist will be generated. If a waitlist is created and your payment is not received, you will be moved to the waitlist. Waitlist participants will be moved to squads in the order in which they register.

## **ATHLETIC GRANT FOR FAMILY HARDSHIP**

In case of extreme hardship, the Cheerleading Board has the authority to exempt a participant from the registration fees. The Commissioner and Cheerleading Board cannot exempt more than 5 percent of the total registrations without approval from the SAA Executive Board. A simple majority vote from the Cheerleading Executive Board is needed for suspending the registration fee for an applicant. The applicant, however, will be encouraged to double his/her contribution to fundraising efforts or provide a sponsor. A family can only be awarded a scholarship for two years.

## **REFUND POLICY**

Should a participant withdraw from the program after the time of registration on or before June 2, for the Summer/Fall season, a 100% refund of registration fees paid minus a \$15 administration fee will be returned. Should a participant withdraw from the program after June 2, no refund is returned to the parent since expenses have incurred. A \$25 NSF fee is charged for any returned check.

## **SQUAD FUNDS**

Squad funds can be used for spirit gifts, professional services, miscellaneous squad expenses, competition items, team parties and any other squad needs. Managers need to get Head Commissioner or Treasurer approval for expenses taken from the squad fund. The treasurer will account for squad funds: income and expenses. The treasurer will keep a running total for all squad funds and the balance sheet will be emailed to all managers. The managers will present receipts to the Treasurer for completion of a transaction request and submit to the SAA office for payment. All transaction requests will be logged and presented at monthly meetings for approval.

## **FUNDRAISING**

The SAA Cheerleading Board may authorize a fundraiser during budget considerations. All squad fundraising efforts must be approved by the fundraising commissioner and the Head Commissioner before presenting to families. SAA Cheer will make every effort to minimize fundraising to only provide for minimal needs of the overall organization. **All checks must be made payable to SAA Cheer and not to any one individual.**

## **SPONSORSHIPS**

The SAA Cheerleading Board has the authority to require sponsors for the individual teams for additional fundraising. The Cheerleading Board will set the sponsor donation value and number required per team. Teams may solicit additional sponsors beyond the required number and will be split 50/50 with the general fund. All sponsors need to complete the appropriate form found on the SAA website.

The share of the money the team keeps can be spent only if the money assists all of the team members. The SAA Cheerleading commissioner and/or treasurer must approve any expenditure a team makes from money from a sponsor. Sponsors will not receive any goods or services in exchange for their donations.

## **FINANCIAL RESPONSIBILITIES**

The Cheerleading Board has responsibility for the fiscal well-being of the Cheerleading program. The Commissioner and/or Treasurer will have responsibility for the receipt of income and the disbursement of invoices. The Commissioner and/or Treasurer must submit to the Cheerleading Board a monthly financial report generated by the treasurer of the SAA indicating current month, year-to-date and total expenses and revenue. If in the view of the Cheerleading Board, the financial condition of the program is suspect or the Cheerleading Board becomes uncomfortable with the status of the financial position of the Cheerleading program, it is the responsibility of the Cheerleading Board to voice their concern to the SAA Executive Board and specifically to the President of the SAA. This includes the management of the assets owned by the Cheerleading program.

Under no circumstances will the SAA Cheerleading program open or possess an independent checking account. No team within the SAA Cheerleading program shall possess or open an independent checking account and no individual squad may collect money without the prior approval from the Head Commissioner. All income and expenses will be processed through the master checking account of the Schaumburg Athletic Association.

## **OPERATING BUDGET AND FEES**

A budget for the SAA Cheerleading Program must be submitted to the Cheerleading Board. A preliminary budget must be submitted no later than the December SAA Cheerleading Board meeting and the financial budget must be submitted to the SAA Executive Board no later than the January SAA Executive Board Meeting. The budget is to be approved by the Cheerleading Board prior to its preliminary and final submission to the SAA Executive Board. A majority votes approving the budget is required. The format for the budget must follow the guidelines and standards set forth for budgeting by the SAA Executive Board and the Treasurer of the SAA.

## **UNIFORMS**

### **UNIFORMS**

Each Competition Cheer participant is required to purchase a uniform and shoes which will be theirs to keep. All parents and participants are required to attend the uniform fitting and sign confirmation of your athlete's uniform. Other items will be available for purchase but are not required by SAA.

It is the responsibility of the parent to keep the uniform clean. If a uniform is damaged, it is the responsibility of the parent to purchase a replacement uniform.

Each sideline participant will be given a uniform to borrow as part of the registration fee. Each Sideline Cheer participant and parent is required to attend a uniform fitting and sign confirmation of receipt for your athlete's rented/borrowed uniform. It is the responsibility of the parent to keep the uniform clean. If a uniform is damaged, it is the responsibility of the parent to pay for the damaged uniform before a replacement uniform is issued. Sideline is invited to attend the Competition Uniform Fitting Day and Spiritwear Sale. The Spiritwear items available for purchase are not required by SAA.

#### **EQUIPMENT ISSUE**

Details regarding the uniform fittings and the purchase of optional clothing will be posted on the SAA Cheer Website.

#### **FACILITIES**

Our squads practice at The Cheer House located at 1072 National Parkway, Schaumburg IL. Squads practice times will be communicated by squad managers.

#### **GAME/PRACTICE FIELD LOCATIONS**

Competition locations will be provided by managers at the beginning of the season. The competition locations can be found on our website and also on the ICA website.

#### **PRACTICE FACILITY**

At the beginning of the season the practice facility will need to be painted, cleaned and prepared for the upcoming season. Parent volunteers are needed. During the season, squads will be responsible for cleaning the practice facility.

#### **CONCESSION STAND**

SAA cheer does not operate concession stands.

#### **FIELD CONDITIONS**

SAA Cheer program will follow SAA organization/Football field and weather policy while participating in their events.

#### **WEBSITE MANAGEMENT**

The SAA Cheerleading website has the most updated information regarding the programs. Please make an effort to check the website regularly. The website calendar is updated with important dates. Registration information is updated for each season on the registration tab on the website. Families can contact the commissioner at [cheer@saa-online.com](mailto:cheer@saa-online.com) for any questions or concerns

#### **WEATHER POLICY**

The SAA Cheerleading program follows the SAA weather policies.

#### **RAIN OUT POLICY**

The SAA Cheerleading program follows the SAA football weather policy.