

# **Maine Youth Cheerleading Coaches Association Policy and Procedures**

## **Individual Organizations' Responsibilities**

Each organization must have a Cheerleaders' and a Parents' Code of Conduct which each cheerleader/parent must sign. Coaches must have the signed documents in their possession at all times and must strictly enforce the Code.

Each organization must have with them a "First Aid Kit" at all invitational's which should include, but is not limited to: tape, pre-wrap, Band-Aids, ice packs, etc.

## **Return Check Policy**

All returned check notices will be returned to the person whom wrote the check. A letter will accompany the check notice that states that MYCCA must receive within 10 days from the date of letter a check, money order or cash in the amount of the check plus \$5.00 to cover our returned check fee. If a second check from the same account is returned we will no longer accept checks from that person, individual or establishment.

All returned checks for registrations will result in cancellation of your MYCCA registration if we do not receive monies to cover both check and fee. If any bank fees are left outstanding the organization will not be allowed to register with MYCCA until balance is brought current.

All returned checks for anything other than registrations will take regular course of action as governed by the state for writing a bad check after we have not received payment for the check and fees from the issuing party.

1. All monies will be deposited in a timely manner upon receipt.
2. A treasurer's report (to include a copy of the most recent bank statement) shall be given at each MYCCA meeting and such information made available to any and all parties who request to view the information in detail. A meeting will be set up for such viewing at the earliest convenience to the parties of interest.

## **Maine Cheer Classic / MYCCA Safety Showcase**

The MYCCA Invitational Coordinator is responsible for the following:

1. Securing a venue and submitting any paperwork for the venue to the venue and making copies for the MCC binder. Submit venue bills or lease agreements to the treasurer.
2. Utilizing computer program, design registration paperwork to include a medical release team form and a team roster sheet. Also include date and entry price along with venue name. Submit registration information to the MYCCA webmaster for it to be posted on the web site and do a mass email mailing to everyone listed as MYCCA members or in attendance the year previous with the information.
3. Contact the MYCCA judge liaison and submit the date of the event. Give the treasurer the

bill for the judge-assigning fee.

4. Secure a DJ and an athletic trainer for the day of the event. Submit contracts with price outlined to treasurer.
5. Design the t-shirt and submit to a screenprint company for production. Screenprint should include Maine Cheer Classic and the year. Follow year's previous sales as a guide for quantity.
6. Secure two (2) sets of seven (7) mats for the competition. One set for the competing floor and one set for the warm up floor. Be sure to secure transportation if needed to transport from one facility to another. Submit transportation bill, if any, to the treasurer.
7. Receive and divide all registrations into appropriate divisions. Submit all fees to treasurer for deposit and keep all other paperwork in MCC binder. Make sure all fees submitted have team name somewhere on the check for treasurer.
8. Order Spirit Grams/Flowers for event and submit invoice to treasurer.
9. Two weeks prior to event tally total participants and order participation trophies, participation medals, 1<sup>st</sup>-3<sup>rd</sup> place trophies and 1<sup>st</sup>-3<sup>rd</sup> place medals. Submit invoices to treasurer. Those teams receiving 1<sup>st</sup>-3<sup>rd</sup> place medals will not receive a participation medal and those teams receiving 1<sup>st</sup>-3<sup>rd</sup> place trophies will not receive a participation trophy.
10. Submit to each organization attending MCC that they need to provide two volunteers during one session and two volunteers after the competition for clean up. Receive and document names and what they have been assigned to doing on the volunteer roster in the MCC binder.
11. Make up folders for registrations; include warm up time, performance time, and timeline for day. All divisions should have a different color folder to make it easier for those doing registrations.
12. One week prior to event sends out timeline and divisions to all organizations with teams attending.
13. One week prior to event send team names and divisions to judge liaison.
14. Make up program or event schedule to be handed out at admissions the day of the competition.
15. Have signs displaying admission prices, t-shirt pricing, spirit grams, etc.

The Treasurer shall be responsible for the following:

1. Give last years budget report to MCC Coordinator for viewing.
2. Secure invoices from MCC Coordinator and pay all down payments, retainer fees and outstanding bills for competition within a timely manner.
3. Either give access to MCC Coordinator or call in credit card information on award orders and for any other office supplies needed for the day.

4. Receive, document and deposit all registration fees.
5. Have start up cash available for the day of the competition along with change.
6. Count and deposit all proceeds from event within a timely manner.
7. Send out budget analysis from the event to MCC Coordinator and officers of the MYCCA board.
8. Keep all invoices, receipts and documents in treasurer binder.
9. Pay judges fees the day of competition, by check.
10. Secure the needed cash boxes and moneybags for competition day.

## **Competitions**

1. The Head Official shall be responsible for coordinating, training, and hiring of all invitational judging staff.
2. Up to two competitions may be held on the same day as long as the host venues are at least 60 miles apart from each other. No other competition may be held the same day as the Maine Cheer Classic.
3. Host teams must submit to the MYCCA board within ten days following the competition the final judges' tally sheet from their competition.
4. MYCCA Safety Showcase will be held in January for all teams to perform projected routine for judges and scores. Teams will be scored but no placements or awards will be given just a score sheet with notes and a score. Coaches will have time with Head Judge to discuss anything about their routine if necessary. This will be for informational purposes only.
5. Fees for competition will be \$35 for MYCCA members and \$65 for Non-MYCCA members.
6. Each team will have a maximum of 3 minutes to perform. 2 minutes & 30 seconds is highly recommended. Timing starts on first sound or movement. This does not include setting for a stunt. Teams may start routine from any position.
7. If team exceeds time limit, one (1) point per second over the limit will be deducted.
8. Teams are expected to bring 2 CDs of their music. NO tapes, iPods, or flash drives will be used. MYCCA does not condone the downloading of teams music.
9. Teams may only have up to 20 members on the floor.
10. Performance surface is 42' x 42' carpeted gymnastic mats. Tape lines will be vertical with one center line down vertically & across horizontally in the center to for a cross.
11. Routines will be stopped due to the following: injury/illness, bodily fluid, mats separate, shoe falls off, etc. Routines will NOT be stopped due to an untied shoe. If a routine is

stopped, teams will restart from point of interruption. If there is a situation that the officials are unaware of (such as mechanical difficulties with music) please notify the Lead Official immediately.

12. The announcer should have a clear distinct voice and a reasonable knowledge of competition format. A script of what the announcer is to say is located in the Competition Host documents on the MYCCA website.
13. Teams will be announced as follows:
  - \*Getting Ready
  - \*On Deck
  - \*Next to Perform
  - \*Now Performing
14. A coaches box will be provided for COACHES only.
15. Cheerleaders need to change their clothes in designated areas only. Changing in the stands is NOT acceptable. Please remain in uniform throughout the competition.
16. A tie is broken by the team with the least deductions. If a tie still exists, it is broken by the team with the highest overall effect/performance appeal.
17. If you are unable to attend a competition, please notify the person running the competition.
18. If using poms to mark the floor, please do so immediately following the previous team.
19. Jewelry of any kind is prohibited. A religious medal without a chain must be taped and worn under the uniform. A medical-alert medal must be taped and may be visible.

**Routines MUST Include:**

1. A Cheer (No certain time or length but long enough to be judged for voice and motions.)
2. A minimum of three (3) different jumps
  - \*If there are less than 3 different jumps the score will be zero (0)
3. Four (4) whole team eight count dance sequence. Two eight counts MUST be done consecutively.
4. Pyramid/Partner stunts.
  - \*20 Cheerleaders = 4 (or 5) stunt groups
  - \*15-19 Cheerleaders = 3 (or 4) stunt groups
  - \*10-14 Cheerleaders = 2 (or 3) stunt groups
  - \*9 - less Cheerleaders = 1 (or 2) stunt groups
5. Some type of tumbling skill (including but not limited to whole team beginning tumbling, individual advanced / elite skills, etc).

**Competing Divisions THESE WILL BE UPDATED ONCE FURTHER INFO IS REC'D FROM NFHS AND AACCA.**

~~MYCCA Invitational Guidelines: All divisions state the highest degree of difficulty allowed. Not all stunts mentioned are required. If a team does not comply with the guidelines, they will be subjected to deductions. Each organization is required to follow the MYCCA Guidelines, National Federation Spirit Rules, AACCA and The Maine Principals' Association rules.~~

**Rising Stars: Pre-K, K, 1, 2**

~~\*\*20 Participants Maximum~~

~~There is one division for all teams at this level. Teams in this division will not be scored. They will receive comment sheet only. All teams in this division will receive participation awards.~~

**Stunts Allowed:**

~~Thigh Stands and variations of thigh stands~~

~~Kneeling Thigh Stands and variations of kneeling thigh stands~~

~~Basic Dismounts only, intermediate and advanced dismounts not permitted.~~

~~\*Back Spotters are required on all stunts~~

~~\*Stunts must remain stationary~~

~~\*Every stunt must stay at Thigh Stand level or below~~

~~\*Spotters must have physical contact at all times~~

~~\*As long as the top person has one foot on the ground a back spotter is not required~~

~~Dismounts to the performing surface shall have assisted landings.~~

**Shooting Stars: 2, 3, 4**

~~\*\*20 Participants Maximum~~

~~All teams will receive participation awards. Participation awards will be given in the order of appearance. Teams in this division will be scored and placing will be written on their score sheet, but no placing will be announced.~~

**Division 1**

~~Stunts Allowed:~~

~~Prep level stunts with basic dismounts only, intermediate and advanced dismounts are not permitted~~

~~One-legged stunts at prep level are not permitted~~

~~\*Back spotters are required on all stunts EXCEPT for shoulder sits, prep level V-Sits, Chair, Triple-Base Deadman lift, Triple-base Extended-Suspended Splits, Double Base vertical T-Lift and Triple base Swedish fall provided all 3 bases face the top person.~~

~~\*Stunts must remain stationary~~

~~\*Front Spotters are strongly recommended on all prep level stunts~~

~~\*As long as the top person has one foot on the ground a back spotter is not required~~

**Division 2**

**Stunts Allowed:**

~~Thigh Stand variations, one leg must remain at thigh level or lower at all times~~

~~Basic Dismounts only, intermediate and advanced dismounts are not permitted~~

~~\*Back Spotters are required for all stunts~~

~~\*Stunts must remain stationary~~

~~\*Front Spotters are strongly recommended on all prep level stunts~~

~~\*As long as the top person has one foot on the ground a back spotter is not required~~

~~Dismounts to the performing surface shall have assisted landings.~~

**Shining Stars: 4, 5, 6**

~~\*\*20 Participants Maximum~~

**Division 1**

**Stunts Allowed:**

~~Extension and prep level stunts with basic & intermediate dismounts only, advanced dismounts not permitted. May perform one-legged stunts at prep level. Basket tosses not permitted, launches not permitted.~~

**Division 2**

**Stunts Allowed:**

~~Prep level stunts with basic & intermediate dismounts only, advanced dismounts not permitted. One-legged stunts not permitted, basket tosses not permitted, launches not permitted, extension level stunts not permitted.~~

~~\*Back spotters are required on all stunts EXCEPT for shoulder sits, prep level V-Sits, Chair, Triple-Base Deadman lift, Triple-base Extended-Suspended Splits, Double Base vertical T-Lift and Triple base Swedish fall provided all 3 bases face the top person.~~

~~\*Front Spotters are strongly recommended for safety, but not required~~

~~\*As long as the top person has one foot on the ground a back spotter is not required~~

~~Dismounts to the performing surface shall have assisted landings.~~

**Super Stars: Middle School, 6, 7, 8**

~~\*\*20 Participants Maximum~~

**Division 1**

**Stunts Allowed:**

~~Advanced stunts at extension level, Advanced dismounts are permitted (No Double Twists)~~

~~Basket tosses and launches are not permitted~~

~~Back spotters are required for all stunts in which the supporting arms of the bases are fully extended above the head, except for: Chair, Russian Lift, Torch, Double Base Split Catch, Triple Base Dead Man Lift, Triple Base Extended Suspended Splits, Double Base Vertical T-lift~~

## Division 2

### Stunts Allowed:

Basic two-legged Extension level stunts and/OR prep level one-legged stunts are permitted with basic and intermediate dismounts, Advanced dismounts are permitted at prep level only  
Launches and Basket Tosses are not permitted

\*Back Spotters are required for all stunts EXCEPT for shoulder sits, prep-level V-Sits, Chair, Triple-Base Deadman lift, Triple-base Extended-Suspended Splits, Double-Base vertical T-Lift and Triple-base Swedish fall provided all 3-bases face the top person.

\*Front Spotters are strongly recommended for safety, but not required

\*As long as the top person has one foot on the ground a back spotter is not required

## Northern Stars: 3, 4, 5, 6, 7, 8

\*\*20 Participants Maximum

\*\*If you have a Northern Stars Division the only other team you can have is Rising Stars

## Division 1

### Stunts Allowed:

Extension and prep level one-legged stunts/pyramis are permitted with basic and intermediate dismounts only. May perform advanced dismounts at prep level only. Inversions (including forward and backward suspended rolls) allowed per NFHS rules at prep level or below.

## Division 2

### Stunts Allowed:

Prep level stunts with basic and intermediate dismounts only, advanced dismounts not permitted. One legged stunts are not permitted. Inversions are allowed at waist height or lower.

\*Back spotters are required on all stunts

\*Front spotters are strongly recommended for safety, but are not required

\* As long as the flyer has one foot on the ground a spotter is not required

**MYCCA Invitational Guidelines:** All divisions state the highest degree of difficulty allowed. Not all stunts mentioned are required. If a team does not comply with the guidelines, they will be subjected to deductions. Each organization is required to follow the MYCCA Guidelines, National Federation Spirit Rules and The Maine Principals' Association Rules.

\*20 Participants maximum

\*Dismounts to the performing surface shall have assisted landings

\*Routine must be a maximum of three (3) minutes

\*Must perform four (4) eight counts of whole team dance (two (2) eight counts must be consecutive)

\*Must perform three (3) different whole team jumps

\*Must perform partner stunts/pyramids according to guidelines above

\*Must perform some type of tumbling skill

## **Dismount Definitions:**

Basic: Hand to Hand, Shrug, Shove Wrap, Pencil Down

~~Intermediate: Cradle~~

~~Advanced: Twist, Tuck Out, Toe Touch, Scissor Kick, X Out, Double Nine, Lib Kick Out~~

**~~NOTE: Basket tosses and launches are NOT PERMITTED for any youth/middle school team and the total number of twists from dismounts may NOT exceed more than one rotation (except for 1/4 turns to accommodate side facing stunts to catch in a front facing cradle)~~**

### **Scholarships**

1. MYCCA will award two (2) \$500 scholarships to two (2) graduating seniors each year. Seniors will be one (1) from East & one (1) from West.
2. The Registration Coordinator will post an application on the website (www.mycca.us) for seniors to complete and mail to the Board..
3. Board of Directors will review all applications and choose four (4) applicants (2 from East and 2 from West). These will be brought to April meeting to be voted on by the members.

### **Exemptions**

1. The Board of Directors shall review only exemptions with medical or physical circumstances.
2. All exemptions must be filed with the Board of Directors by no later than December 31st of each competitive year.
3. It shall be known that athletes participating on teams who are physically and or mentally challenged shall in no way impair the scoring of their team unless that individual is causing or has caused a safety violation.
4. Medical situations and participation decisions shall remain with the team coach. be that of shall remain in effect for the entire season unless a team including their grade is made during the season then they must compete on their grade appropriate squad.

### **Process for filing and receiving an exemption**

1. Fill out the exemption application and submit either by email, mail or fax to the MYCCA president. If you submit by email please send as an attachment.
2. The President shall call a meeting of the Board of Directors to discuss and determine whether or not the exemption is valid.
3. The Board of Directors shall provide a written copy by mail and or email, of the outcome of the exemption for the requesting team's records.
4. The Board of Directors shall provide a written copy by mail and or email to each organization hosting a competition and to the Head Official.

### **Exemption Application**

Team Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Current Grade: \_\_\_\_\_

Competing Division Request: \_\_\_\_\_



Coaches Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Explain the details surrounding your request.

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Exemption has been:     Approved     Denied

Reason for Denial: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_