

**WASHINGTON  
TOWNSHIP  
YOUTH  
CHEERLEADING  
ASSOCIATION  
BY LAWS  
2011**

## **ARTICLE 1 – NAME**

The name of the organization shall be the “Washington Township Youth Cheerleading Association,” also referred to as the WTYCA.

## **ARTICLE 2 – OBJECTIVE**

The objective of the organization shall be to promote sportsmanship, self-esteem, dedication and courage and to allow an opportunity to experience cheerleading as a sport or a team cheering spirit activity.

## **ARTICLE 3 – GOVERNING BODY**

The governing body of the organization shall be the Cheerleading Advisory Board (hereafter referred to as the “Advisory Board”).

## **ARTICLE 4 – ELIGIBILITY**

**Section 1 Participants** – Participants must be at least five years of age by September 30 and in Kindergarten; but no older than 15 as of September 30.

**Section 1A Cheerleading** – The number of football cheerleading squads shall be governed by the number of football teams to be fielded, with a maximum of 2 football squads per weight class (1 Minutemen, 1 Patriot). In the event a sufficient squad (15+ girls) cannot be formed at the 105 level and above, only one squad per age group will be formed. If only one squad is formed per weight class, that squad will cheer at all home games for the home team (Patriots / Minutemen). All cheerleaders will travel/cheer at playoff away games. All squads will have universal Washington Township uniforms. Exception: If dual squads are formed per age group, the warm-up suits will reflect the colors of their respective team. The Football cheer squads shall be comprised of maximum of 30 members per squad. (Any number over 30 will be at the discretion of the Advisory Board). Members of WTYCA squads may participate in both football and competition cheerleading or any other sport as long as it does not conflict with football cheerleading practices and games.

**Section 1B Squad Placement** – The Advisory Board may assign squads by date of birth, experience and grade. Only exceptions: coach’s daughter(s) or brother/sister is/are already assigned to a Minutemen or Patriot squad.

**Section 1C Junior Varsity (JV) Squad Placement** (if necessary) – The child never cheered, did not cheer the prior season or did not complete the prior season. JV squads formed beginning with the younger squads. Prior JV cheerleaders will have varsity placement priority over new participants unless cheerleader’s parent coaches their squad.

**Section 1D Nitros Competition Squad** – The WTYCA will provide a competition squad to perform at a minimum of two football games and three competitions. Cheerleaders may opt to register only for the Nitros competition squad if they choose; however, cheerleaders who

participate in the WTYCA football cheer program will not be responsible for the football registration fee. They will only be subject to the Nitros registration fee. Those interested will attend a minimum of 3 practices in mid August to learn a cheer routine. Tryouts will take place at the end of August. The panel of judges will be comprised of a minimum of 6 WTYCA coaches and/or board members. Cheerleaders must be able to perform a cartwheel or better to try out for the squad. Girls will be judged on a scale from 1-10 in several categories: stunting ability, tumbling ability, how well they perform the routine and their cheer spirit. No cheerleader will be judge on their appearance. Those who do not make the squad will receive a refund for their registration fee less \$ 5.00 and will be required to pay cost for football registration, if still applicable. Uniforms will be provided; however, a \$ 150.00 refundable deposit (once the uniform is returned) must be made payable to the WTYCA. Parents will be responsible for transportation to all competitions and any costs incurred for additional equipment as needed (sneakers, hair bows, etc.) In addition, there will be a minimum of one approved fundraiser throughout the year to help support the costs of the registration fees for competitions.

Two competition squads will be formed based on two age groups. These age groups will be determined once the requirements for the competitions are given. The WTYCA will appoint the head coaches and assistant coaches at the approval of the SAB.

**Section 1D Discipline** – If removed from the squad, participants will be placed on probation and be monitored by the Advisory Board the following season if they chose to return.

**Section 1F Appeals** – All decisions on removals may be appealed to the Advisory Board in writing within 7 days of removal.

## **Section 2 Advisory Board**

**Section 2A Members** – The Advisory Board shall be comprised of duly elected adult volunteers who are on the approved volunteer list and have participated in the program for 1 season.

**Section 2B Quorum** – A quorum shall consist of a simple majority of the elect and non-vacant Advisory Board positions. All discussions, changes, correspondence, actions and decisions must be presented before the Board.

**Section 2C Vacancy** – Upon resignation or removal of any Advisory Board member, the Advisory Board shall appoint a replacement to fill the non-expired term for that position.

**Section 2D Removal** – Any Advisory Board member may be removed from office by the Advisory Board for any of the following reason:

- Failure to attend monthly meetings
- Neglect of Duty
- Dishonesty
- Misuse of funds
- Any action that tends to discredit the organization

**Section 2E Recall** – Any member of the general membership may call for recall of an Advisory Board member upon submission of a written statement, signed by the maker of the statement, together with all pertinent evidence to the Advisory Board and then the Sports Advisory Board.

**Section 2F Approved Adult Volunteer List** – The Approved Adult Volunteer List shall record all adult volunteers within the organization in an elected or appointed position. The list shall be compiled and maintained by the Advisory Board Secretary. The list shall be prepared and submitted for the Sports Advisory Board approval prior to the program start each year when revised. A final list shall be prepared and submitted in December, which shall serve as the official record for all seniority purposes. 75% program participation shall be required to meet the December seniority listing.

### **Section 3 Coaches**

**Section 3A Head Coaches** – Head Coaches shall be a Washington Township resident, minimum of 21 years of age as of 9/30 of the season, have a valid Volunteer Clinic Certificate, attend all mandatory clinics and meetings set by the Advisory Board and meet the requirements of the Adult Volunteer Policy. Head Coaches shall be appointed and approved by the Advisory Board in accordance with the volunteer policy and submitted to the Sports Advisory Board for approval on a yearly basis. Head Coaches are responsible for ensuring the equitable instruction to all members of their respective football squads. Head Coaches shall be fully responsible and accountable to the Advisory Board for the actions and conduct of all the children and volunteers comprising the squad and coaching staff. Appointed Head Coaches are responsible for making sure that a representative of the squad attends all Advisory Board meetings between August and December and 50% of all meetings after that. It should be noted that if a head coach chooses to move to a different squad that currently has a head coach, any available assistant coach position will be offered to that coach prior to any additional assignments of coaching staff. A Head Coach must apply for the position on an annual basis. Positions must be approved by the Advisory board.

**Section 3B Assistant Coach** – Assistant Coaches shall be a minimum of 21 years of age as of 9/30 of the season, have a valid Volunteer Clinic Certificate, attend all mandatory clinics and meetings set forth by the Advisory Board and meet the requirements of the Adult Volunteer Policy. Assistant Coach must assume all responsibilities of the head coach in her absence. An Assistant Coach must apply for the position on an annual basis. Positions must be approved by the Advisory board.

**Section 3C Junior Coach** – Junior coaching is open to all previous and current WTYCA cheerleaders in grades 8 – 12. Placement will be determined on program needs. Junior coaches will be monitored and reviewed for behavior, attendance and performance during the season. All junior coaches are to show respect to the coaches and cheerleaders at all times. The junior coaches are responsible for assisting with the Hello cheer and Half-Time Routines. The routines are to be completed (with the exception of stunts and tumblers) prior to the start of practice in August. It is up to the coaching staff to meet, review and learn the routines. Junior coaches must

make the commitment to be available during all practices and games. This is a priority over other sports or extracurricular activities. In addition, Junior coaches are eligible for a Volunteer Service Award presented at the Washington Township Senior Scholarship/Awards Night in June. To receive an award, a junior coach must participate for a minimum of two years with at least 50% attendance for practices and games. Award amounts will be based on the percentage of attendance with a minimum of \$50 and a maximum of \$100 awarded per year. The maximum award amount for all years combined is \$500. The scholarship amounts are determined by the availability of the junior coaches during games and practices. Attendance will be taken by the head coach and submitted to the Board Secretary every Monday during the season. The secretary will compile a master list of the attendance of all junior coaches. At the end of the season the scholarship will be evaluated based on the number of practices/games divided by the days present for the Junior Coach. This list will be reviewed by the Advisory Board every December for accuracy.

**Section 3D** – All activities involving Youth Cheerleading shall be under guidance of an adult at all times.

**Section 3E** – The total number of coaches for any squad shall be comprised of 1 for each 10 participants.

#### **Section 4      Meghan’s Law Ordinance #38-2007**

**Section 4A** – In order to comply with Meghan’s Law Ordinance #38-2007, all coaches, assistant coaches and team moms are required to pass a criminal background check. When the background check is successfully completed, a photo identification card and a lanyard will be provided and **MUST** be worn when working with our cheerleaders. Failure to wear lanyard will result in removal from the field. The identification card will be good for three years.

### **NO COACH WILL BE PERMITTED TO SMOKE IN THE PRESENCE OF A PARTICIPANT DURING PROGRAM ACTIVITIES**

#### **ARTICLE 5 – REGISTRATION AND FEES**

**Section 1      Registration** – Registration shall occur in the spring for all cheerleaders (dates to be announced by Parks and Recreation) on one weekend day and two week nights. Additional dates may be added. Late registrations will be accepted by Parks and Recreation. If all spots are filled, late registrants will be placed on a waiting list. Returned checks will be charged bank fees.

**Section 2      Fees** – Registration fees shall be determined by the Advisory Board during the February meeting and approved by the Sports Advisory Board. Fees shall be paid in advance of their participation in any aspect of the program. However, no child shall be denied participation due to financial hardship. Refunds will be in accordance with the Washington Township Refund Policy.

**Section 3 Refunds** – If a refund is given the registrant will be removed from the program.

## **ARTICLE 6 – ORGANIZATION**

**Section 1 Officers** – The Advisory Board, based on approval of the Sports Advisory Board, shall consist of two (2) duly elected Program Co-Coordinators, Secretary, Treasurer, Equipment Coordinator, Assistant Equipment Coordinator, Facilities Coordinator, Transportation Coordinator and Fundraising Coordinator. Each position on the Board will have a two-year term.

### **Section 2 Duties/Responsibilities**

**Section 2A Program Coordinators** – The Program Coordinators shall preside over all meetings and provide primary coordination between the Advisory Board and Sports Advisory Board. The Program Coordinators shall:

- Call special Advisory Board meeting when necessary
- Bring rule and by-law changes to the attention of the Sports Advisory Board
- Oversee all program activities
- Levy all Advisory Board mandated disciplinary actions in accordance with the by-laws
- Appoint committees for subsequent confirmation by the Advisory Board
- Delegate responsibilities as necessary
- Recruit/Appoint coaches
- Coordinate practice times and schedule with the Facilities Coordinator
- Oversee the football cheerleading coaching staff and program activities
- Ensure adherence to by-laws, rules and regulations
- Cheerleader squad placement
- Ensure that activities and donations to charities are administered in a proper manner.
- Appoint committees for specific needs, to be approved by the Advisory Board.
- One Program Coordinator votes in case of a tie
- One Program Coordinator votes at elections/appointments. If only one coordinator is present, she will only vote in case of a tie.

**Section 2B Secretary** – The Secretary shall:

- Keep accurate minutes of all meetings both scheduled and special and provide copies to all board members
- Receive and send all organizational correspondence
- Maintain Adult Volunteer List
- Maintain Youth Volunteer List
- Prepare and file with Sports Advisory Board a current Advisory Board member and coaching staff list
- Prepare a list of coaches for Sports Advisory Board approval in May
- Prepare the Senior Volunteer Award List with percentage participation and amount due to the Advisory Board in March
- Prepare approved by-laws, parent handbook and game procedures for submission to the Sports Advisory Board in March

- Coordinator any/all charity responsibilities

**Section 2C Treasurer** – The Treasurer shall:

- Have custody of all organizational funds received from Booster Club (fundraising)
- Deposit funds in the name of the organization in a bank approved by the Advisory Board
- Pay all bills as approved by the Advisory Board
- Record all finances and serve as signature authority (together with Program Coordinator and Secretary) on all checks written by the organization
- Report on the status of funding at each regularly scheduled meeting and provide a year-end financial statement
- Signature card will be signed by the Treasurer, Program Coordinator and Secretary
- Treasurer will submit a monthly itemized statement
- Prepare year-end financial statement for submission to the Sports Advisory Board at the end of January
- Gifts for special occasions, child birth, bereavement, etc as approved by the Advisory Board
- Apply for and/or maintain tax exempt status and report/file with the IRS as needed

**Section 2D Equipment Coordinator** – The Equipment Coordinator shall:

- Maintain an inventory of all equipment
- Issue equipment of each squad
- Handle all orders for socks, bloomers, sneakers, etc.
- Collect all equipment from each squad
- Propose equipment needs to the Advisory Boards
- Provide year-end equipment status report
- Obtain bids as necessary/required by Parks and Recreation
- Handle all orders for coach's shirts, decals, etc.

**Section 2E Assistant Equipment Coordinators** – The Assistant Equipment Coordinator shall assist with all the duties assigned by the Equipment Coordinator.

**Section 2F Facilities Coordinator** – The Facilities Coordinator shall:

- Arrange for facilities for outdoor practice at suitable area
- Arrange for all squads to have indoor facilities
- Notify Head Coaches of all schedule changes
- Arrange for facilities for all board/coaches meetings
- Arrange for facilities for registration, parent meetings, fundraiser pick up, uniform and equipment pick up
- Notify all board members/coaches of all facility related information
- Confirm Senior Awards Night with the high school in May
- Make arrangements for the Banquet in January

**Section 2G Transportation Coordinator** – The Transportation Coordinator shall:

- Coordinate transportation needs for all away games with Football Cheerleading Coordinator
- Notify all Head Coaches of all schedule and/or transportation changes prior to the scheduled event
- Assist the facility coordinator with the arrangements for Banquet in January
- Make arrangements for Championship Games, this should include the ordering of necessary flowers for the cheerleaders.

**Section 2H Fundraising Coordinators** – The Fundraising Coordinator shall:

- Be responsible for all fundraising activities
- Report on all fundraising activities at each regularly scheduled meeting
- Submit along with the Program Coordinator to Sports Advisory Board all fundraising ideas for approval
- Turn over all bills for payment to the Treasurer
- Organize a Fundraising Committee if needed
- Stay in constant communication with Program Coordinator for Football regarding needs of building at home field
- Coordinate as a liaison with football for All-Star participation.

**Section 2I – Committees**

- All committees shall be Board appointed. Created and dissolved as needed
- Event and organizational needs will determine the need for a committee
- Committees will be responsible only for the events and activities tied to the need for that committee
- Committees shall not have a board vote

**ARTICLE 7 - ELECTIONS**

The Advisory Board officers as set forth in Article 6 shall be nominated by the eligible general membership and submitted to Sports Advisory Board for appointment. The eligible membership shall be comprised of all individuals serving in an elected, appointed or volunteer position for at least 12 months and attended at a minimum of 10 regularly scheduled general membership meetings (exception: cancellations of meeting) in the election year (March to February). E-mails and communications with the Board members will need to be reviewed and acknowledged in a timely manner. Vacant positions may be filled with less experienced officers if approved by the Board. Names will be placed in nomination at the January meeting for vacant (term ending) positions and elections shall occur during the February general membership meeting. Newly elected officers will assume their duties at the scheduled March meeting.

**ARTICLE 8 - APPOINTMENTS/REMOVAL**

**Section 1 Coaches**

**Section 1A Head Coaches** – Head Coaches shall be appointed on a yearly basis by the Advisory Board at the first meeting following registration.

**Section 1B Assistant Coaches** – Assistant Coaches shall be selected and/or recruited by the Head Coaches and approved by the Advisory Board, according to the Adult Volunteer List. The number of coaches should meet the required ratio in accordance with by-law instruction to all participants.

**Section 1C Approvals** – The Advisory Board shall meet and approve all coaching staff at the meeting following the scheduled sign-ups. Coaching staff approval is contingent upon approval by the Sports Advisory Board.

**Section 1D Removal** – Any Head Coach or Assistant Coach may be removed from any position by the Advisory Board on the third violation for any of the following reasons:

- Neglect of duty
- Dishonesty
- Misuse of funds
- Failure to adhere to mandatory coaches meetings
- Any action that tends to discredit organization

1<sup>st</sup> Offense – Verbal Warning

2<sup>nd</sup> Offense – Written Warning sent certified/return receipt requested

3<sup>rd</sup> Offense – Removal from squad (notification made same as written warning)

Immediate removal from the squad may occur if a coach is seen smoking while in the presents of the cheerleaders or found to be under the influence of drugs/alcohol.

**Section 1E Removal** – Any Junior Coach may be removed from a squad by the Advisory Board on the third violation for any of the following reasons:

- Failure to comply with responsibilities of the junior coach
- Failure to respond to the coaching staff
- Disrespect of Coaching Staff or cheerleaders
- Foul Language
- Attitude or behavioral problems

1<sup>st</sup> Offense – Verbal Warning

2<sup>nd</sup> Offense – Written Warning sent certified/return receipt requested

3<sup>rd</sup> Offense – Removal from squad (notification made same as written warning)

Immediate removal from the squad may occur if a junior coach is seen smoking while in the presents of the cheerleaders or found to be under the influence of drugs/alcohol.

**Section 1F Appeals** – All decisions on removals may be appealed to the Advisory Board in writing within 7 days of removal.

## **ARTICLE 9 - PUBLICITY**

All publicity concerning registration and schedules shall be accomplished through Parks and Recreation as approved and submitted by the Advisory Board. Recruitment flyers shall be drafted and distributed in the Township Schools one week prior to the 1<sup>st</sup> scheduled registration date. In addition, approved information may be submitted to area churches to be placed in the bulletins and announced in the Township Schools during the month of March.

#### **ARTICLE 10 - FINANCIAL**

All expenditures financed from the Washington Township Parks and Recreation Trust Fund Account credited to the Cheerleading Program must have approval from Sports Advisory Board. Other minor expenditures shall be paid for from the Cheerleading Booster Club Fund and shall require Advisory Board approval.

#### **ARTICLE 11 - BY-LAW CHANGES**

The Advisory Board shall review the by-laws annually. Any program participant and/or participant's parent/guardian may submit, in writing, any proposed changes to the by-laws during any meeting for Advisory Board consideration, but no later than the January meeting for it to be effective for the following year. The Advisory Board shall approve/disapprove all changes by a two-thirds vote.