

2011-12 YOUTH CHEERLEADING WINTER PROGRAM
Youth Sports

Sports Branch
Semper Fit Division
Marine Corps Community Services

Camp Lejeune, North Carolina



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Mission & Contacts

Youth Sports Mission

Camp Lejeune Youth Sports will develop and deliver quality and affordable youth sports programs to help build positive characteristics through participation in a fun, friendly, and safe family environment. Camp Lejeune Youth will develop a sense of belonging, a sense of worth, and the ability to interact with their peers through participation in Youth Sports.

Youth Sports Office

MCB CAMP LEJEUNE

Hours of Operation: 0830-1700

Hours of Registration: 0900-1630

Location: 1885 Stone Street

Contacts: 910-451-2177; 910-451-2159

Fax: 910-451-5437

Mailing Address: Attn: SPOR

1401 West Road

Camp Lejeune, NC 28547

Website: mccslejeune.com/youthsports

MCAS NEW RIVER

Hours of Operation: 0800-1630

Hours of Registration: 0800-1630

Location: AS-202 Curtis Rd.

Contacts: 910-449-6714; 910-449-6346

Fax: 910-449-6907

Mailing Address: MCAS New River

208 Bancroft Street

Jacksonville, NC 28540

Website: mccsnr.com/youthsports

Youth Cheerleading Registration Deadlines

The registration period will be conducted from 26 Sep.– 21 Oct. 2011. Proof of age (copy of birth certificate, dependent I. D. card) will be required upon registration.

Purpose

To provide information and instructions concerning the Camp Lejeune Youth Cheerleading Program, hereinafter called “program”. The program is conducted in conjunction with the Youth Basketball program.

It is the policy of the League to conduct activities so that the physical and moral welfare of the young people, for whose benefit it is organized, shall remain paramount.

The purpose of the program is to provide authorized youth with a fun activity, which firmly implants the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority.

Coaches’, Parents’, & Staff Responsibilities

Coaches Responsibilities

Coaches are responsible for creating opportunities for players to acquire the basic knowledge of cheerleading skills as well as implementing concepts of:

- o Sportsmanship
- o Team Work
- o Self Discipline
- o The value of athletic competition

Coaches are responsible for the administrative duties of their team, including but not limited to:

- (1) Providing players with quality instruction matched to the player's learning and understanding levels whenever possible.
- (2) Total administrative control of the team.
- (3) Ensure your assistant coaches are certified through the youth sports office.
- (4) Ensure that assistant coaches and players comply with league rules.
- (5) Always set the example for your team by maintaining the high standards expected of an NYSCA certified coach, which includes but is not limited to: fundamental instruction, skill development, rules of the game, teamwork, and character development. Make your practices fun. Never exercise as a method of punishment, or withhold fluid intake. Hydration is very critical for your young athletes' sustainability and wellness.
- (6) Ensure assistant coaches and players treat officials and opponents with respect before, during, and after the activity/game.
- (7) Coaches will not leave the facility with players still remaining at the facility (unless the child is accompanied by an adult).
- (8) Coaches are responsible for the accountability of all children assigned to their team and will not leave children unattended.
- (9) NYSCA guidelines recommend coaches do not provide transportation to participating non-family members for everyone's safety.
- (10) Coaches must be present at all practices at least 15 minutes before scheduled start time. If a coach cannot be present, he/she must ensure a pre-authorized youth sports volunteer is appointed to take their place.

(11) Coaches will function within limits of their volunteer status. You may not remove players from your team; exchange players between teams; make exceptions to the age requirements; allow unregistered players to participate; or promise parents that their child will play on your team.

Parents Responsibilities

Ensure your child attends practices; work with your coach to enhance their skills; be supportive and encourage all others to abide by, and support the "Parents' Code of Ethics."

Parents are required to pick-up their children promptly at the end of practices and scheduled games. If a child is not picked-up within fifteen minutes at the conclusion of practice or a scheduled game, appropriate action will be taken which could result in PMO being contacted.

Youth Sports Staff Responsibilities

MCCS Camp Lejeune Youth Sports Staff are responsible for providing a safe, educative, and skill building sports program for the youth participating in the Camp Lejeune Youth Sports Programs. This includes taking all appropriate steps to ensure participant safety, education of coaches, program accessibility, and most of all; maintaining participant fun throughout all programs!

Governing Rules and Bodies

Governing Bodies

The USA All Star Federation for Cheerleading and Dance will be utilized as the official ruling body/document for the 2011-12 Winter youth cheerleading season. Operating Procedures stated in this document by the Youth Sports Department will supplement the USA Federation for Cheerleading and Dance for the 2011-12 season.

The Camp Lejeune and MCAS New River Youth Sports Departments will conduct the program.

Meetings

The Camp Lejeune Youth Sports Department will be responsible for organizing and conducting a coaches meeting and parent's meeting prior to the start of the cheerleading season; and another meeting if necessary, midway through the season.

Safety

It is the policy of Camp Lejeune Youth Sports to keep all playing sites safe and free of anything that could put a child in danger. In doing so, we follow the National Standards for Youth Sports. In keeping with these standards, Drug, Alcohol, Tobacco Products and Pets are not allowed at any Youth Sports function.

Touch Policy

Touch is absolutely necessary for the nurturance and development of children. MCCS Youth Sports will provide standard procedures addressing appropriate touch. At a minimum, MCCS Youth Sports Volunteers will adhere to the following procedures:

APPROPRIATE TOUCH INVOLVES:

- o Recognition of the importance of physical contact to child nurturance and guidance.
- o Adults respecting the personal privacy and personal space of children.
- o Adults responding to the safety and well-being of the child (i.e. holding hands to cross the street, assisting when a child has an accident, holding a child gently but firmly in a bear hug when the child may endanger himself/herself or others when upset).
- o Modeling of appropriate touching such as high-fives, a quick hug, pat on back of head, handshake or other similar types of contact.
- o Children have the option to refuse touch except to ensure the safety of other children.

INAPPROPRIATE TOUCH INVOLVES:

- o Coercion or other forms of exploitation of the child's lack of knowledge.
- o Satisfaction of the adults needs at the expense of the child.
- o Violation of laws against sexual contact between an adult and child.
- o An attempt to change child behavior with adult force often applied in anger.
- o Examples of inappropriate touching includes: forced goodbye hugs and kisses, corporal punishment, slapping, striking, pinching, tickling for prolonged periods, grabbing or pulling a child toward you in anger, fondling, or molestation.

Head Injuries

MCCS Youth Sports is dedicated to providing a safe playing atmosphere for the Camp Lejeune community, therefore, the NYSCA philosophy regarding injuries of "When in doubt, take them out" should always prevail. The following policies and procedures will be adopted concerning potential head injuries.

If a participant appears to be confused, unconscious, or dazed as a direct result of an impact to the head coaches will administer the Standards Assessment of Concussions to the participants. If any of the tests leads itself to a possible concussion the athlete will be removed from the activity and will not be allowed to return until given **written** medical clearance by a health care professional with experience in evaluating for concussion.

Prior to season start: All coaches will complete the Center for Disease Control's "Heads Up Online Training Course" and present a certificate of completion to the MCCA Youth Sports Office.

All MCCA Sports Staff will complete the Center for Disease Control's "Heads Up Online Training Course" annually.

Parents will be given a copy of the Heads Up FAQ sheet at the time of registration.

In order to develop a baseline assessment for the participant; parents and coaches are encouraged to perform the SAC test prior to the season.

Coaches and Youth Sports staff members will be required to keep the SAC test accessible during all practices and games.

All incidents of head injury **must be reported to the Youth Sports office immediately. All incidents** will be documented **and maintained** by the MCCA Youth Sports office.

Youth Sports Eligibility Criteria

Youth Athlete

Family members of active duty military, retired military, DOD, and MCCA employees between the ages of six and fifteen as of 01 Jan 2012 are eligible to participate in this program.

Participation Criteria

The intent of the program is to ensure that all participants have ample opportunity to participate. All participants are encouraged to attend practices regularly. Those participants who miss both practices during the week may not be allowed to cheer at games on Saturdays. The only exception to this rule will be bona fide illness, injury or family emergency. The exception will be considered on a case- by-case basis. It is our intent however to maintain program integrity and ensure that everyone gets to participate.

Semper Fit Rights

Marine Corp Community Services, Semper Fit Division has the reserved authority to implement and interpret all rules, regulations, and sanctions stated in this policy manual as written.

Coaches of Youth Sports

Coaches are volunteers and must be at least 18 years of age to be a Head coach, or 16 years of age to be an assistant coach and approved by the Youth Sports Department.

Coaches' Package

Individuals interested in coaching must submit a volunteer coach's package, which includes a background check, to the Youth Sports Office. Only returning Head coaches have priority to return to their team if they are remaining within the same division.

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Background Checks

All persons applying to be a coach of a youth sports program are required to successfully complete a criminal background check as stated in MCO 1710.30E. The ultimate decision to determine successful completion and fulfillment of the criminal background check is at the discretion of the Youth Sports Manager and/or Athletic Director. All applicants will sign the background check as signed under penalty of perjury, and additionally sign a volunteer agreement, touch policy & volunteer job description. Evaluation of criminal history background checks is made and monitored by the Youth Sports Manager and/or Athletic Director; final position hiring decisions rest with the same individuals.

Refusal to fulfill a background check will be considered an automatic disqualifier for the applicant refusing.

Mandatory Disqualifiers for Youth Coaches

Applicants found to have an offense that falls within the following categories will not be recommended / approved for coaching a youth sports program.

1. ANY conviction for a sexual offense, a drug felony, a violent crime, or a criminal offense involving a child or children.

Discretionary Criteria Disqualifiers for Youth Coaches

Applicants found to have offenses that fall within the following categories will only be allowed to coach a youth sports program at the discretion of the Youth Sports Manager and/or Sports Branch Manager. Additional information, interviews, etc. pertaining to the offense in question may be requested before a final decision is made.

1. Acts that may tend to indicate poor judgment, unreliability, of untrustworthiness in working with children.
2. Any behavior; illness; or mental, physical, or emotional condition that in the opinion of a competent medical authority may cause a defect in judgment or reliability.
3. Offense involving assault, battery, or other abuse of a victim, regardless of age of the victim.
4. Evidence or documentation of substance abuse dependency.
5. Illegal or improper use, possession, or addiction to any controlled or psychoactive substance, narcotic, cannabis, or other dangerous drug.
6. Sexual acts, conduct, or behavior that, because of the circumstances in which they occur, may indicate untrustworthiness, unreliability, lack of judgment, or irresponsibility in working with children.

7. A wide range of offenses such as arson, homicide, robbery, fraud, or any offense involving possession or use of a firearm.
8. Evidence that the individual is a fugitive from justice.
9. Evidence that the individual is an illegal alien who is not entitled to accept gainful employment for a position.
10. A finding of negligence in a mishap causing death or serious injury to a child or dependant person entrusted to their care.

Selection Process

The selection process will include a review of the coach's package, background check, having a child or not on the team, past coaching performance, and experience in the specific sport. Willingness to participate in meeting(s), clinics and participant evaluations, as applicable, are also considerations.

Prospective coaches should apply for coaching consideration at the Youth Sports Office no later than one week prior to the registration deadline. Coaching application and background check must be finalized prior to gathering as a team.

Certification Requirements

The National Youth Sport Coaches Association (NYSCA) must certify all head coaches and assistant coaches. The Youth Sports Department will announce and conduct certification clinics. All coaches are required to attend any and all seminars/clinics that the program may require.

Squad Formation Criteria

Squad Formation

The size of each squad will be determined by the number of participants enrolled on the last day of registration.

Those who sign up after the last day of registration will be placed on a Space Available list and assigned to squads if space becomes available. The "Space- A" list will be kept on a first come-first served basis. No new participants will be added to a team roster for the last 2 regular season games or the post-season games.

Player Placement/Squad Assignments

Children of the head coach, meeting the age requirement of the division being coached will automatically be assigned to his/her squad, unless requested not to do so by the coach. Under age children or children not registered in the cheerleading program will not be allowed to participate in practices, games or serve as mascots.

Siblings will cheer on the same squad if in the same division unless otherwise requested by their parents.

Aging Up

Parents may request to advance a child from their normal age group if that child's skills are above his/her age group. That player must be within (1) one year of that division's age group (ie: a 6 year old will not be advanced to the 8-9 year old age group). That player must be assessed with the age group requested by Youth Sports to determine if that player is competitive with that age group.

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If the player is not assessed within the guidelines, he or she may not be moved.

Aging Down

Parents may request to hold back a player from their normal age group if that player has a diagnosed developmental delay, or a physical or mental disability. Appropriate medical documentation of disability must be provided.

Youth Sports may evaluate that player prior to a final decision. If it is judged that the participant's skill/emotional level exceeds the requested level of play, they will be returned to their age appropriate division.

Equipment Issue

Uniforms

Check-out

The Youth Sports Department will designate a date and time for uniform issuance for each team. Coaches will be responsible for the uniforms. Coaches will have the sponsor fill out a uniform custody sheet for their child's uniform at the time of issue.

Authorized Users and Usage

Only registered youth participants are authorized to wear issued uniforms. Coaches or parents are not permitted to wear uniforms issued by Youth Sports.

Uniforms will be worn for games and pictures only. They are not to be worn to any other function or to school.

Personally Purchased Uniforms

Teams will not be allowed to purchase their own uniforms for use in the program. If a uniform does not fit, parents may come by the youth sports office to exchange the uniform.

Return of Issued Uniforms

It is the responsibility of the sponsor to ensure that the uniform is returned, no later than two weeks after the season has ended. Registration into another youth sport by any child in the family is contingent upon return of any outstanding issued uniforms.

Personally Provided Uniform Apparel and Requirements

Turtlenecks, hair bows, gloves, bloomers and socks will be the only additional items allowed to be worn with the uniform.

Mascots

Mascots will not be approved for any reason in the Youth Sports Program.

Squad Practices

Time and Place

Practice sessions are the responsibility of the head coach. Practice days will be established through coordination of the coach the Youth Sports Office.

Practices will normally be limited to two (2) practices per week. Due to the availability of facilities, length of practices will be 60 minutes for all age groups/divisions.

For safety concerns, NO FOOD OR DRINKS will be allowed in facilities where restricted, during practices. Snacks and drinks for participants (indoors) must be approved by the host facility, as applicable.

Game Schedules

Schedules for the Youth Basketball games will be published and distributed to Head Coaches prior to the start of the season. Coaches are then responsible to provide the parents and participants with a season schedule. Schedules will also be available for pick up in the youth sports office.

Playing Conditions/Inclement Weather Policy-Procedures

In the event of inclement outdoor weather before game time, or facility shut down by MCB Camp Lejeune, the designated Youth Sports Coordinator will cancel scheduled games at the respective facility. The Youth Sports staff member on site will attempt to call every coach in the event of a cancellation on game days. If cancellation occurs during normal Youth Sports office hours M-F 0830-1700, we will contact coaches of the cancellation. MCAS New River Youth Sports will be contacted regarding cancelled games their teams are participating in.

Game-time Rules

All coaches, parents and participants must remember that this is a recreational program and all cheers should be kept simple and age appropriate.

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- No negative sounding cheers allowed. Cheer for your team and not against any other team.
- Dance routines will be kept clean, no provocative gestures allowed. (No lifting of skirts at any time.)
- Flags, banners, signs, pom-poms and megaphones are the only props allowed.
- Tumbling: Skills must involve physical contact with the performing surface. Forward and backward rolls, front and back walkovers, handstands, cartwheels and round offs are allowed. Front and back handsprings and dive rolls are not allowed.
- Stunts: No extended stunts allowed. Bases may not go above the shoulders.
- Dismounts: Only straight pop downs and basic straight cradles are allowed. 1/4 turns are not allowed.
- Release moves: No release moves allowed other than those permitted in dismounts and releases.
- Inversions: No inversions allowed.
- Pyramids: Pyramids may not go higher than 3 levels (on hand and knees), or 2 levels if standing.
- Tosses: No basket, sponge (squishy/scrunch) tosses allowed. Helicopter tosses are not allowed.

Routine Times

- During halftime, Cheer Squads will share half of the intermission with the other cheer squads. Cheerleaders must be ready and organized to hit the court when halftime starts. If there is more than one Cheer Squad, you must share the five minutes. The home squad will go first.

Season Awards

All participants in all age divisions will receive a participation award at the end of the season.

Code of Conduct

Code of Conduct for All Involved

The Code of Conduct applies to all parties relative to all athletic programs, facilities, and personal interactions and communications.

The Code of Conduct may be applied in addition to penalties assessed to ejected players, coaches, and spectators.

OFFENSE	ACTION(S)	LENGTH OF SANCTION(S)	SANCTION(S)
LEVEL 1	<ul style="list-style-type: none"> • Excessive Profanity • Taunting/ Baiting • Argumentative/Unruly Behavior • Failure to comply after Warning • Other Offenses deemed Level 1 	One (1) week	Immediate removal from site; plus one week ban from all Division programs, activities, and facilities.
LEVEL 2	<ul style="list-style-type: none"> • Verbal Abuse • Inciting unruly behavior • Abuse/Damage to Property • Failure to comply with Smoking/Tobacco Policy • Other offenses deemed Level 2 	Two (2) weeks	Immediate removal from site; plus two week ban from all division programs, activities, and facilities
LEVEL 3.1	<ul style="list-style-type: none"> • Fighting • Verbal/Written Threats • Possession/Use of alcohol /drugs • Other offenses deemed Level 3.1 	One (1) Year	Immediate removal from site; plus sanctions according to severity of offense.*
LEVEL 3.2	<ul style="list-style-type: none"> • Assaulting a patron, official or staff member • Weapons Possession/Use • Other offenses deemed Level 3.2 	Two (2) years	Immediate removal from site; plus 2 year ban from all division programs, activities and facilities (possible criminal offense per state statute)*

**Level 3.1 and 3.2 offenders must petition to appear before the Semper Fit Sports branch to seek reinstatement after their ban expires. The NYSCA status of coaches will be reviewed upon commission of a Level 3.1 or 3.2 offense.*

Ejections & Suspensions

Grounds for Ejection/Suspension

Coaches, players and spectators shall be subject to ejection from the game and playing area by the officials or Youth Sports staff for misconduct.

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Sanctions for Ejections

Removal from Premises

Coaches, players and spectators ejected from a game must leave the premises for the remainder of the day. Play will not resume until the ejected individual has been removed.

Coaches, players and spectators ejected will not be eligible to attend or participate in the next scheduled game. Determination for suspension of a coach, player or spectator for a longer period of time, will be the responsibility and at the discretion of the Youth Sports Manager.

Suspension or dismissal from the season's play may occur with any serious infraction involving unsportsmanlike conduct at the discretion of the MCB Camp Lejeune Athletic Director.

Refusal to Leave

Refusal by an ejected coach or participant to leave the area within the time specified by the officials shall result in immediate termination and forfeiture of the game.

Refusal by an ejected spectator to leave the area with the time specified by the officials shall result in the suspension of the game until proper authorities can arrive and escort the ejected spectator out of the facility.

Grievance & Misconduct Cases

Submissions

Instances of misconduct by a participant, coach, spectator or official shall be referred in writing by the complainant to the Youth Sports Department. Grievances must be submitted within 48 hours from the occurrence of the incident.

Replies

Within 48 hours of receipt of a written complaint the Youth Sports Department will contact the complainant to confirm that appropriate action has been initiated or concluded.

The Youth Sports Department will forward the grievance to the MCB Semper Fit Sports Branch Athletic Director.

Appeals

Any grievance decision may be appealed in writing with five days to the MCB Camp Lejeune Athletic Director.