

SEMINOLE COUNTY RECREATION DEPARTMENT

POLICIES & PROCEDURES GOVERNING YOUTH CHEERLEADING PROGRAM

ARTICLE I GENERAL

Section 1.1 Purpose. The purpose of this policies and procedures manual shall be to establish a unified set of guidelines and standard operating procedures for all Seminole County Recreation youth cheerleading programs.

Section 1.2 Goals and Objectives. The goals and objectives of the Seminole County Recreation Department are based on its philosophy, which is stated by the Recreation Advisory Committee as, "recreation is for all people, regardless of age, sex, creed or economic status. The Seminole County Recreation Department is responsible for offering a wide variety of programs, which involve the total community. Finally, it is the Seminole County Recreation Department's prime belief that the community, through recreation, will be a better place to live from having a richer, fuller, happier and more invigorating experience." Goals and objectives for the Seminole County Recreation Department's cheerleading program are as follows:

- 1.2a** Provide an adequate recreation program, which benefits the needs and moral welfare of the County's citizens.
- 1.2b** To create a sense of belonging, a feeling of pride, a sense of value, an atmosphere of worthiness and the satisfaction of accomplishment in every citizen as a direct result of our recreation program.
- 1.2c** Develop in the citizenry the concept of fair play.
- 1.2d** Provide activities and encourage family participation.
- 1.2e** Develop maximum participation throughout the County.
- 1.2f** Enhance community involvement through community-oriented activities.

Section 1.3 Administration. The Director of the Recreation Department, and/or his appointed representative, subject to review and approval, shall administer the policies, procedures, and rules as established by the Seminole County Recreation Advisory Committee.

Section 1.4 Persons Subject to Ordinance. For the Seminole County Recreation Department to provide its services in a fair and equitable manner, the provisions of this Manual will apply to each participant of each district. It is imperative for all parties, including the County Recreation Department to adhere to these guidelines and procedures.

ARTICLE II REGISTRATION AND REGISTRATION FEES

Section 2.1 Registration. Participants may ONLY register at designated registration. ALL participants must give a copy (not the original) of a legal document SHOWING their date of birth at registration. NO EXCEPTIONS. Acceptable Legal Documents: birth certificates, military ID cards, current passports, immunization records, learners permit, drivers license, school records, adoption papers. Parents, and Coaches are responsible for ensuring that participants are properly registered.

Section 2.2 Registration Fees. Each individual of each district being co-sponsored by the Seminole County Recreation Department shall be responsible for paying a registration fee. This fee will be based on a standard fee/charge as established by the Seminole County Recreation Department and the Advisory Committee.

Section 2.3 Fee Utilization. Each district will use fees so that no one team has an advantage over any other team. Fees may be used to help cover the cost of uniforms and cheering accessories.

Section 2.4 Completion of Registration. Registration must be completed by the date set by the department. Late registration after the above date will not be held.

ARTICLE III DUTIES AND RESPONSIBILITIES

Section 3.1 Seminole County Recreation Department's Duties and Responsibilities.

The Seminole County Recreation Department shall provide the following functions:

- 3.1a** Act in an advisory capacity to coaches and all volunteers. Included with this is the responsibility of reviewing and removing any officials or coaches as the need arises. This does not include initial approval of all the many coaches and volunteers.
- 3.1b** Secure all community school site facilities, which do not involve a financial arrangement.
- 3.1c** Provide basketball schedules for each district.
- 3.1d** After the completion of late registration, obtain official rosters, registration forms, coach/manager agreements, insurance forms and all fees (participant and insurance fees). This information will be kept on file at the Seminole County Recreation Department.
- 3.1e** Assist in an advisory capacity in the solicitation of team sponsors.
- 3.1f** Employ a full-time staff member who will not become directly involved with any team, but will work in an advisory capacity with all districts and program officials.
- 3.1g** Secure a company to offer an insurance program for participants (optional).
- 3.1h** Arrange a meeting involving the Seminole County Recreation Department representative, District Coordinators, and Presidents, prior to the season, to discuss pertinent information.
- 3.1i** Conduct an evaluation of the program involving input from each district via the coach and parent.

Section 3.2 Co-Sponsoring District's Duties and Responsibilities. The co-sponsoring district or individual teams shall be responsible for the following functions:

- 3.2a** Conduct registration, collect fees (provide receipts for all monies collected), and properly record all registrants prior to the first game. Ensure all participants are properly registered in the correct district, league, age division and team.
- 3.2b** Ensure that all registration and insurance fees are collected and submitted to the Department in a timely fashion.
- 3.2c** Submit registration forms, coach/manager agreements, rosters and insurance forms to the Department after the completion of registration.
- 3.2d** Conduct team formation/draft in accordance with the by-laws to properly place all who register.
- 3.2e** Solicit all coaches, program volunteers, and sponsors. By a majority vote at a public meeting, the District Executive Board can dismiss any coach or volunteer due to misconduct or inappropriate behavior.
- 3.2f** Provide proper supervision for all games and practices.
- 3.2g** Maintain all uniforms and equipment.
- 3.2h** Assist the District Coordinator with supervision during games and ensure that all facilities are cleaned before vacating the premises.
- 3.2i** Any district wishing to expand or add on to the County owned or leased facilities being used, must present and get approval from the Parks & Recreation Advisory Committee and from the Seminole County Board of Education.

Section 3.3 Recreational Department Directors Duties and Responsibilities.

Each County Coordinator for Seminole County Recreation Department shall adhere to all County Policies and Procedures and shall be responsible for, but not limited to, the following functions:

- 3.3a** Act as a liaison between the Seminole County Recreation Department Administration and county.
- 3.3b** Enforce all Seminole County Recreation Departments policies, by-laws, and rules.
- 3.3c** Attend all required meetings and registration, and assist the district in ensuring all participants are properly registered (age division, etc.).
- 3.3d** Act as an ex-officio member in the advisory capacity only to the county.
- 3.3e** Ensure that all registration forms, coach/manager agreements, rosters, insurance forms, and all fees are submitted to the Department after the completion of registration.
- 3.3f** Supervise all games and practices scheduled by the Department.
- 3.3g** Arrive a minimum of 30 minutes PRIOR to the first game to perform all pre-game preparations.
- 3.3h** Report and properly record ALL accidents, regardless of degree of injury. Accidents must be reported to the Seminole County Recreation Department within 24 hours of the accident.
- 3.3i** Maintain control of county officers, coaches, cheerleaders, players, spectators, and officials, when necessary, in order to avoid conflict. The Recreation Department Director is granted authority over such matters and may take disciplinary action in accordance with the Code of Conduct. Disciplinary action may include suspension from a game or playing area.
- 3.3j** Wear an Seminole County Recreation Department staff shirt AT ALL TIMES while on duty.
- 3.3k** Assist district in ensuring proper care and use of all equipment by each team, coach and cheerleader.
- 3.3l** Ensure that all facilities are cleaned, secured, and that all persons have departed prior to vacating the premises.

Section 3.4 Coach's Duties and Responsibilities. The coach will perform the following functions:

- 3.4a** Complete a coach/manager code of conduct and submit it to recreation department director PRIOR to being eligible to perform such duties.
- 3.4b** Allow only 1 head coach and 2 assistant coaches to be seated with the team during games.
- 3.4c** Provide a fun and educational experience which accents participation, fair play and sportsmanship.
- 3.4d** Accept responsibility for team conduct at all times when gathered as a team.
- 3.4e** Lead by setting a positive example for all cheerleaders. If, at any time, the Recreation Department Director determine that a coach is not setting a positive example, they will submit written documentation of such to the Department. Recommended disciplinary action should also be submitted to the Department, which will then determine disciplinary action.
- 3.4f** Not consume alcohol or illegal drugs prior to games or practices or anytime while at the site. Do not utilize tobacco products while acting in the capacity of coach or around your cheerleaders while they are gathered as a team. Violation may result in ejection and suspension. Use of profane language is not allowed.
- 3.4g** Properly maintain any equipment issued and return it promptly at the close of the season.
- 3.4h** Ensure that each team roster has been properly completed PRIOR to the first game. Ensure that all cheerleaders are properly registered.
- 3.4i** During a season, a person can be a Head Coach for no more than a maximum of two (2) teams.

Section 3.5 Sponsor's Duties and Responsibilities. The sponsors will:

- 3.5a** Sponsor uniforms, etc. No sponsor will have any voice in the operation of the team.
- 3.5b** Promote activities or products that are not detrimental to the welfare of the community.
- 3.5c** Team names should correspond with team names. No profane or obscene language or gestures may be utilized. Team names are subject to final approval by the Seminole County Recreation Department.
- 3.5d** Be aware that all donations become the property of the county.
- 3.5e** Note that helping to pay for some of the cost of the team's expenses not only benefits the sponsor with advertising, but more importantly, provides the sponsor the satisfaction of helping the community develop character and sportsmanship through recreation.