

# **Hartland Youth Cheer /Pom By-laws**

## **ARTICLE I: NAME OF ORGANIZATION**

**Name:** The name of this Board shall be Hartland, Area Youth Athletic Association Cheer/ Pom (here in and after referred to as "HAYAA Cheer/Pom").

## **ARTICLE II PROGRAM OBJECTIVE**

### **A. Mission Statement:**

• Hayaa Cheer/Pom is a non-profit organization administered by a volunteer board representing the Hartland Area Community at large, whose mission is to: Provide a quality program where the participants have the opportunity to cheer for the HAYAA Youth Football Program. Also all participants are eligible for the opportunity to compete at the League Cheer/Pom Invitational.

### **B. Philosophical Beliefs:**

We believe that participants in youth recreation...

- Should learn the benefits of sportsmanship and teamwork.
- Should have a wholesome quality experience that provides both safety and fun.
- Should be challenged to improve their skills and succeed.
- Should learn the fundamentals of the sport in which they are participating.
- Need role models in form of coaches and HAYAA leadership.
- Should have the opportunity to participate in athletics regardless of income.

### **We believe that a quality community recreation program requires:**

- Organization and planning
- Appropriate facilities and equipment
- Adequate funding.
- Qualified volunteer leadership.
- Instruction in the fundamentals of the sport.
- Encouragement of spirit in sportsmanship and fair play.

### **We believe that the HAYAA Cheer/Pom Board's role is to:**

- Provide leadership and direction.
- Provide quality recreational and competitive opportunity.
- Evaluate the program.

- Obtain qualified volunteer leadership.
- Instruct in the fundamentals and etiquette of the sport.
- Encourage spirit in sportsmanship and fair play.
- Facilitate communication to the community.
- Determine eligibility of participants.
- Set registration fees and dates.
- Determine annual operating budget and to operate within.
- Establish and maintain HAYAA Cheer/Pom by-laws.
- Establish all rules and regulations.
- Establish election procedures and tenure dates for their officers.
- Appoint non-voting positions as needed.
- Make all coaching decisions.
- Make all operating decisions regarding cheer/pom.
- Manage all fund-raisers and solicit all sponsors for their sport.
- Conduct meetings as needed.
- Organize all Cheer/Pom sporting events.
- Operate within the General Board's By-laws.

## **ARTICLE III HAYAA Cheer/Pom STRUCTURE**

### **Operating Board:**

The Operating Board shall consist of ten (10) voting members:

- Co-Head Commissioners
- Color Commissioner, - Blue, Gold, White, Black
- Secretary
- Treasurer
- Data-Website administrator
- Merchandise Manager
- Equipment Manager.

### **Eligibility:**

- To be eligible for a position on the Operating Board, nominee must be a member of the Hartland Community School District.
- Voting for the nominee shall take place during the last three ( 3) weeks of the Hayaa cheer/pom season., unless, any of the board members should be unable or unwilling to continue his/her position on the Operating Board during the regular year, leaving one of the positions on the Operating Board vacant.
- Should this occur, the Operating Board has the right to nominate and approve new member to fill vacant position.

### **Term:**

- The Term of the Operating Board of the Hayaa Cheer/Pom Organization is from January 1 to December 31. The current board member has the right to retain their current seat on the board or declare the seat open for nominations and vote, if needed.

### **Removal of a Board Member:**

- After four (4) un-excused absences in the course of a year, a Board member's term will cease. Any Board member not fulfilling his or her duty will not be asked to return to the Board and will be required to remain off the Board for a minimum of one (1) year before being eligible for re-election.
- No member shall receive any compensation for serving on the Board. Should any or the entire Operating Board members find it necessary and/or desirable to remove a member of the Operating Board from his/her position, such member shall have the right to the following:
  - Written notice by any Operating Board member indicating charges against Operating Board Member, with copies to all Operating Board members;
  - Special Operating Board Meeting of no less than all Operating Board Members, to be held within one (1) week of said written notice;
  - Special Operating Board Meeting Minutes shall be distributed to the all members of the Executive Board for their review.

## **ARTICLE IV OFFICER RESPONSIBILITIES**

**Co-Head Commissioners** - The Commissioner shall be responsible for the following:

- Chair Operating Board Meetings.
- Complete meeting Agendas.
- Enforce all rules and by-laws governing the HAYAA Cheer/Pom Board.
- Direct HAYAA Cheer/Pom Board programs and policies.
- Arbitrate any and all issues in dispute and/or not addressed by HAYAA Cheer/Pom Board rules and/or By-Laws.
- Only in the event of a tie vote will the Co- Head Commissioner's will be allowed to vote. And they will have a shared vote, one vote for 2 people.
- Attendance at Cheer/Pom Parent Meeting, registration, uniform pickup and turn in.
- Advise HAYAA Executive Board concerning HAYAA Cheer/Pom.
- Help in preparation of annual Operating Budget. Acting as a liaison between members of the HAYAA Cheer/Pom organization and the Cheerleader Coaches.
- Co-Head Commissioner's will act as a liaison between members of the Hayaa Cheer/Pom board and the Cheerleader Coaches.
- Suspending members that do not conform to the LCACC Cheer/Pom organization By-Laws or Code of Conduct.
- Recommending disqualification of members that do not conform to the HAYAA Cheer/Pom organization By-Laws or Code of Conduct.
- Shall sign checks in absence of the treasurer.

- In the event that neither Co- Head Commissioners are unavailable, he/she will direct one of the Color Commissioners in his/her place.

**Color Commissioner(s) - shall be responsible for the following:**

- Assist the Co-Head Commissioners in the performance of *his/her* duties.
- Must be available for all home games for their color, this includes Instructional thru Varsity. In the event that the Color Commissioner cannot be available, with the approval of the Co-Head Commissioners one of the other Color Commissioner or another Board member to act on their behalf.
- Advise Co-Head Commissioners and Operating Board of any and all matters concerning their "Color" group.
- Oversee all color levels of cheer/pom routines to make sure Invitational requirements' are in routines
- Must review and approve all communications within their color group. This will include Welcome Letters and Team Rules.Overseeing all squads and their respective Coaches, this shall include observing practices and games.
- Assist Co-Head Commissioners and will act as a liaison between members of the Hayaa Cheer/Pom board and the Cheerleader Coaches.
- Assisting the Co-Head Commissioners in Suspending members that do not conform to the LCACC Cheer/Pom organization By-Laws or Code of Conduct.
- Assisting the Co- Head Commissioners in Recommending disqualification of members that do not conform to the HAYAA Cheer/Pom organization By-Laws or Code of Conduct.
- Attendance at Cheer/Pom Parent Meeting, registration, uniform pickup and turn in.

**Secretary - shall be responsible for the following:**

- Assist all Commissioners in the performance of his/her duties.
- Prepare and maintain any and all documentation pertaining to HAYAA Cheer/Pom Board Meetings.
- Provide the Executive Board with copies of any and all Minutes, reports, Documentation, etc.
- Assist with communication between members of the Operating Board.
- Will be responsible for the completion and distribution of all color volunteer schedules, cheer/pom game day schedules, and practice location schedules, contacting coaches for interviews and scheduling appointment for Cheer/Pom Board meetings.
- Also the secretary is the communicator for the program and is to maintain an email registry of all coaches and participants for mass email communications.
- Attendance at Cheer/Pom Parent Meeting, registration, uniform pickup and turn in.

**Treasurer - shall be responsible for the following:**

- Assist all Commissioners in the performance of his/her duties.
- Prepare and maintain financial records, including, but not limited to, Accounts Receivable, Accounts Payable and Budget.
- Prepare and disburse updated financial report to any and all Operating Board members at every Cheer/Pom Board meetings and HAYAA Executive Board Meetings. Also a Annual Budget Report in January.
- Each Months bank statement must be signed by 2 different board members.
- Payment of all invoices with HAYAA Cheer/Pom checks with proper documentation as allowed by the Treasurer of the HAYAA executive Board.
- Maintenance of current year budget balance.
- Assist Executive Board to establish financial reporting procedures.
- Insure that the Equipment Manager & Merchandise Manager receive three quotes on all expenses over \$500.00. These quotes will be submitted prior to approval. In the event that three quotes are not possible due to product/supplier availability the Commissioner and Treasurer must both approve available quote(s).
- Supervise any and all income received from 50/50 raffle; merchandising; fund raising; and any other income generating entity.
- Attendance at Cheer/Pom Parent Meeting, registration, uniform pickup and turn in.

**Data –Website Administrator - shall be responsible for the following:**

- Assist all board members in the performance of his /her duties. Shall keep records of all HAYAA Cheer/ Pom Participants, including registration form code of conduct, physicals. Available to all board members at any meeting upon request.
- Shall keep an up to date database of all the participants in the Hayaa Cheer/Pom program
- Shall work closely with the Hayaa Cheer/Pom treasurer to ensure that the database is up to date with the addition and/or deletions of girls in our program Attendance at Cheer/Pom Parent Meeting, registration, and uniform pickup, turn in.
- Shall create all necessary forms for registration.
- Provide the Executive Board with copies of any and all reports, Documentation, etc.
- Attendance at Cheer/Pom Parent Meeting, registration, uniform pickup and turn in.

**Equipment Manager - shall be responsible for the following:**

- Assist all board members in the performance of his /her duties.
- Prepare a full inventory count of all equipment by January 31 of existing year.
- Evaluate all equipment and determine what equipment needs to be replaced for the upcoming season by January 31 of existing year.
- Submit to HAYAA Cheer/Pom Board by April 30 of existing year, three competitive quotes for existing year's equipment needs, which includes Poms. Organize dates for the following:

- Equipment handout date(s).
- Equipment hand-in date(s).
- Upon completion to equipment hand-in, prepare an inventory.

**Merchandise Manager - shall be responsible for the following:**

- Assist all board members in the performance of his/her duties.
- Prepare a full inventory count of all merchandise by January 31 of existing year.
- Evaluate all merchandise and determine what merchandise needs to be discounted and/or replaced for the upcoming season by January 31 of existing year.
- Submit ideas to Hayaa Cheer/Pom Board for new Merchandise
- Submit to HAYAA Cheer/Pom Board by April 30 of existing year, three competitive quotes for existing year's Merchandise needs.
- Order New Merchandise to be ready for uniform pick up, and game day.
- Arrange for merchandise to be available for sale at registration, uniform pick up and Hayaa Cheer/Pom football games.
- No refunds will be given on any Merchandise that is ordered and personalized.
- All Merchandise that uses the Hayaa cheer/ Pom name in any way, shape, or form, must be approved by the Hayaa Cheer/Pom Board.
- Attendance at Cheer/Pom Parent Meeting, registration, uniform pickup and turn in.

**ARTICLE V: FINANCIAL**

- HAYAA Cheer/Pom is a non-profit organization.
- HAYAA Cheer/Pom will provide an annual Operating Budget to the Executive Board for approval.
- Scholarships' are available within the Hayaa Cheer/Pom program on a limited case by case basis. All requests must be made in writing at or before the time of registration. No late scholarships' will be granted. All participants are expected to pay for the cost of registration, either thru monetary means or thru volunteer hours.

**D. HAYAA Cheer/Pom and HAYAA Football Revenue Committee:**

- Both the Cheer/Pom Board and Football board shall provide 3 members to this committee (can not include the head commissioners), in order to keep the lines of communications open.
- The Cheer/Football agreement for the 2007 season is as follows: Cheer takes over 50/50 raffle completely profits kept by cheer.
- Cheer splits 50% trash pick-up duties and helps with the last game clean up. Cheer will assign this as a parent volunteer slot and take the visitor side as done in the past. Cheer will be given appropriate supplies (trash bags, Gloves), Football will cover all cost for supplies. Parents would need to pick up supplies and sign in with a cheer board member.

- Cheer is allowed to set up one merchandise table, with cheer merchandise, each week, as long as cheer ‘mans’ table (football to provide the table), help with tent/table set up/take down, and have a parent volunteer there the entire time that we have any cheer items on display (50% time split w/football, share no revenue w/football on this; football shares no revenue form the share of cheer items).
- Football: Cheer Revenue committee members agree to meet in November 2007 to discuss the financial impact on each of their programs with this pilot design, and tweak if necessary. The Football program will retain all revenues from the concessions stand, football merchandise, football fundraisers and gate.
- Cheer works no concession or gate and takes no revenue from football.
- Any approved arrangement needs to put into the by laws of both programs with the notation that there will be discussion after the first year if this arrangement works for both parties than it will be reevaluated every three years.

#### **D. HAYAA Cheer/Pom receives funding from the following:**

- Registration fee in an amount to be decided by the HAYAA Cheer/Pom Board for each youth, should he/she be financially able to pay same. If a youth is unable to pay said registration fee, recommendation with be made to the Hayaa Cheer/Pom Board for financial assistance. Depending on our fundraiser efforts Hayaa Cheer/Pom Board may have to limit the number of Scholarships’ and the Scholarship monetary amount received.
- HAYAA Cheer/Pom Board will accept sponsors to augment financial needs. All proceeds received from same shall be used to provide for and maintain sports activities for youths registered in the choice of sport of said sponsor.
- Donations from any person and/or organization.
- Fund raising activities at the HAYAA Cheer/Pom Board's discretion. The Fund Raising committee shall coordinate all activities designed to raise money for the benefit of the Hayaa Cheer/Pom organization. The Operating Board shall approve all fund raising efforts, and all money raised shall become part of the Treasury of the Hayaa Cheer/Pom organization.

#### **ARTICLE VI: ELIGIBILITY OF PARTICIPANTS**

- Participants for HAYAA Cheer/Pom must live within the Hartland Consolidated School District. All participants in HAYAA Cheer/Pom are governed by the rules set forth by the Hartland Consolidated Schools student code of conduct and the Livingston County Area Cheer/Pom League.

#### **ARTICLE VII: MEMBERSHIP**

- **ADULT MEMBERS:**

Any person who has a child enrolled in the program or has an active interest shall be a member of the HAYAA Cheer/Pom organization, and shall be subject to its By-Laws and

Code of Conduct and also the Livingston County Area Cheer/Pom League Code of Conduct.

- **YOUTH MEMBERS:**

Any child meeting the requirements as set forth in The By-Laws of the HAYAA Cheer/Pom organization shall be eligible for participation upon submission of registration and fees. All youth members must conform to the HAYAA Cheer/Pom organization By-Laws, Code of Conduct, and individual team rules.

- **CHEER/POM COACHES:**

The first Coaches meeting shall be prior to the first practice of the season. Each Head Coach shall be responsible to ensure the attendance of a minimum of one (1) member of their coaching staff is in attendance for meeting. All Coaches are required to attend all trainings or have valid proof that they are trained in full. All Head Coaches and all Assistant Coaches must be able to withstand a background check and must willingly submit all required information. All Coaches are subject to the HAYAA Cheer/Pom organization By-Laws and Code of Conduct. No Board member may be a Head Coach of any HAYAA Cheer/Pom Team unless there are no willing or suitable candidates available. If it becomes necessary for a Board Member to be a Coach, there must be at least two (2) assistant coaches assigned to that team.

**DISQUALIFICATION: Any member not conforming to the By-Laws or Code of Conduct of the HAYAA Cheer/Pom organization, Hayaa Executive Board or the LCACC League Board may be disqualified at the discretion of the Operating Board.**

## **Article VIII: RULES AND REGULATIONS**

- All coaches, Participants and Parents shall conform and abide to the rules & regulations as prescribed by the HAYAA Cheer/Pom Organization By-Laws, the Hayaa Cheer/Pom Code of Conduct and also the Livingston County Area Cheer/Pom League Code of Conduct.

**The responsibilities shall include but not be limited to the following:**

### **HEAD COACHES& ASSISTANTS:**

- The Coaches and Assistants shall answer directly to their Color Commissioner.
- Instructing the participants in the basic fundamentals thru team participation and competition of Cheerleading and Pom,
- Teach and monitor good sportsmanship, teamwork and fair play.

- Advising participants and Parents in regard to details concerning practice schedules, games and other special activities.
- Assisting the Cheers/Poms Equipment Manager with distribution and collection of uniforms.
- Maintaining accurate attendance reports, and team rosters.
- If the head coach cannot attend a practice or game they are to guarantee that the assistant coach has first aid kit, poms, radio & medical release forms.
- Coaches are responsible to ensure their team is wearing the proper uniform attire at all games, practices and special activities as directed by the Commissioner of Cheer/Poms. The Hayaa Cheer/Pom Board shall designate proper uniform code.
- All coaches are expected to plan and host an end of the year party for their team. All parties are to be completed by November 30<sup>th</sup> of current year.
- Coaches are expected to be role models in your behavior, your manners and dress. When you are listed as a Coach for the Hayaa Cheer/Pom you are also representing Hartland.

## **PARTICIPANTS OF HAYAA CHEER/POM:**

- Participants are to wear full and Proper Uniform, this consists of: Hayaa Cheer/Pom issued Vest, Skirt, White body suite, Navy Blue Lollies, No-show socks and must purchase the board approved Cheer shoes. These are to be worn at all games, at HAYAA Night and at Invitational.
- Cheerleading is an outdoor sport and there are times that you will be cheering/Poming in the rain, sleet, snow, heat and cold! Hayaa Cheer/Pom Participants will cheer/pom as long as a HARTLAND YOUTH FOOTBALL PLAYER ON THE FIELD, No Exceptions!
- Uniforms must be kept clean and presentable; any uniforms damaged due to improper care will require just compensation and or repayment of uniform.
- NO REFUNDS will be given once the season starts no matter what the reason is!
- All Participants must submit all fees, deposits and forms; participants without this information will not be allowed to register.
- Participants are expected to attend all practices and Games; this is a team sport and all practices are mandatory for the thirteen weeks of our program; the only exceptions to this rule are: sickness, school related absence, death in the family, and extenuating circumstances beyond the control of the participant. The Head Coach and or Color Commissioner if disputed by parent will determine whether an absence is excused or unexcused.
- **Any** participant can be dropped from the team after five (5) unexcused absences and No refund will be given.
- All Participants will display good sportsmanship at all times, both on and off the field. Please remember that you are representing Hartland.
- Participants shall pay attention to instructions from the Coaching staff without excessive and continued disturbances.
- Hayaa Cheer/Pom Board expects that all participants will show the up most respect for their coaches, team mates, football players and the opposing team. Disrespect will not be tolerated!

- Participants will be expected to support their Team, their Squad, the Organization and ALL Hartland Cheer/Pom & Hartland Football Teams by displaying their spirit, their enthusiasm, their loyalty and their maintenance of a high standard of moral and ethical behavior.

**Any rule or policy not mentioned above will fall under the Hartland High Schools Policy and Procedures on Drug, Alcohol and or Tobacco and or the MHSAA, Michigan High School Athletic Association policy on drugs and alcohol. HAYAA Cheer/Pom has a NO Tolerance Policy for Drug, Alcohol and or Tobacco use. Any occurrence will result in immediate dismissal from the HAYAA CHEER/POM Program; No fees will be refunded upon dismissal.**

## **Article IX: PARLIAMENTARY PROCEDURES:**

### **RULES OF ORDER:**

- The Rules of Order shall be the parliamentary Authority for all matters of procedure not specifically covered by the By-Laws of the HAYAA Cheer/Pom organization, or by special rules of procedure adopted by the Executive Board of Directors of the HAYAA organization.

## **Article X: AMENDMENTS**

- These By-Laws may be amended at any regular meeting of the Board by a majority vote of the directors. Any amendments shall be noted in the minutes of said meeting by the Secretary. At the end of each year, any amendments to the By-Laws shall be so entered in the original By-Laws by the Secretary.
- The Board reserves the right to make necessary decision unrelated to these by-laws for the good of the Hayaa Cheer/Pom program.