

*KYFCL Cheerleading Policy and Procedural Manual*

*Originally Written July 2005*

*Revised March 2006, July 2008, June 2012, August 2015, August 2016, May 2017, April 2019*

Changes to the Policy and Procedure Manual may be generated by submitting a draft copy to the Vice President to be placed on the agenda for the next board meeting where it will be discussed and voted upon. Changes will be passed by a majority vote.

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**Article II. LEAGUE:**

Section 2.01 The annual entrance fee for the Cheerleading Event/Cheer for Charity shall be \$200.00 per year, per organization. The entrance fee must be paid by check to the KYFCL on or before the September meeting to the KYFCL Treasurer.

Section 2.02 Expenses will consist of trophies/medals, and other expenses deemed necessary to conduct the competition.

Section 2.03 The sponsor team who is hosting the cheerleading event for the season shall have the right to determine how much of the event funds will be distributed to charity or kept by the sponsoring team. The hosting team will choose the charity of their choice.

Section 2.04 Organizations not participating in CheerFest will lose their next CheerFest hosting opportunity.

Section 2.05 All head coaches (or designated alternates), 18 years of age and graduated from high school for Smurf, JV, Mid Varsity and Varsity must attend the mandatory coaches' clinic for required sessions. Penalty will be a \$300.00 fine assessed to the team without representation at each level for not attending the coaches' clinic.

**Article III. CHEERLEADERS AND ROSTERS:**

Section 3.01 Refer to KYFCL Policy and Procedural Manual and/or KYFCL By-Laws.

Section 3.02 Rosters with cheerleaders whose birthdates are not in compliance with KYFCL Bylaws and / or Policy and Procedures will result in penalties to include fines and / or disqualification from CheerFest as determined by KYFCL Grievance Committee.

Section 3.03 Any squads asking for an exception to combine teams, the average age (with rounding) of the two teams asking to combine will determine where your team competes at Cheerfest

**Article IV. TEAMS:**

Section 4.01 Team Names will be the same as listed in current KYFCL (football) Policies and Procedures.

Section 4.02 Territorial Draw Areas

(a) Refer to KYFCL Policy and Procedural Manual and/or KYFCL By-Laws

**Article V. GAMES/PRACTICE:**

Section 5.01 Games starting time will be the same as football.

Section 5.02 Squads not cheering at games will be assessed the following penalties per incident; Pre-CheerFest five (5) point deduction; Post –CheerFest \$100 monetary fine.

Section 5.03 The visiting squad shall approach the home side first to do their half-time cheer or appropriately spirited alternative. All squads are required to do a hello cheer or appropriately-spirited alternative. All squads (with the exception of pre-approved split-game squads) are expected to cheer an entire football game, regardless of weather.

Section 5.04 Any organized tumbling and stunting is prohibited during the first week of conditioning practice.

Section 5.05 Jumping is permitted during conditioning practice.

**Article VI. EQUIPMENT/UNIFORMS**

Section 6.01 For cheerfest, squads must be cheer uniform from regular season; no alterations may be finished to the uniform. (e.g., Tutu under skirts, additional scarves or embellishments)

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- Section 6.02 Apparel should be conducive to safe practices and performances. Jewelry of any kind, including earrings, nose, tongue and belly button rings, bracelets, necklaces, rings, etc. should not be worn. Jewelry must be removed and may not be taped over or covered. Exception: Medical ID tags/bracelets (must be taped to body) and rhinestones on uniforms.
- Section 6.03 Hair needs to be fashioned so that it is out of the face and does not cause a potential hazard while stunting.
- Section 6.04 Appropriate footwear must be worn at all times. Soft-soled sneakers must be worn at all times.
- Section 6.05 Only the following props are allowed: flags, banners, megaphones, poms, and signs.
- Section 6.06 Casts, braces, etc. that are hard and unyielding or have rough edges or surfaces shall be appropriately covered.
- Section 6.07 Acrylic nails are prohibited on game day and the day of Cheerfest. Fingernail polish is prohibited the day of cheerfest.
- Section 6.08 Glitter is prohibited on the day of cheerfest.

**Article VII. GRIEVANCES/PROTESTS:**

- Section 7.01 Refer to KYFCL Policy and Procedural Manual and/or KYFCL By-Laws

**Article VIII. PENALTIES AND FINES:**

- Section 8.01 Refer to KYFCL Policy and Procedural Manual and/or KYFCL By-Law
- Section 8.02 Annual entrance fees not remitted to the KYFCL after the September meeting will result in a fine of \$50.00 to be remitted to the KYFCL treasurer.
- Section 8.03 CheerFest registration forms not submitted by the September meeting will be considered late, resulting in a fine of \$50.00 to be remitted to the KYFCL treasurer. If a team / squad's number changes after submitting CheerFest registration forms, the Group 1 / 2 (large / small) may not be realigned.
- Section 8.04 Violation of CheerFest rules and procedures, including those set by the host organization and passed by a majority vote of the Cheer Committee, will result in a five (5) point deduction for the squad committing the violation. If it is an organizational violation, which cannot be attributed to a specific squad, the point deduction will be taken from the Varsity squad of the organization.
- Section 8.05 Music not submitted by October 1<sup>st</sup> of each year will result in a five (5) point deduction for the squad committing the violation.

**Article IX. CHEERLEADING GAMES/COMPETITION:**

- Section 9.01 Code of Conduct
- (a) KYFCL asks that the following code of conduct be adhered to during KYFCL Cheerleading Season and Competition Day in order to ensure the most positive experience for all participants involved
- (i) Any questions or concerns that affect a team's performance must be expressed by the coach to the appropriate KYFCL Officer.
- (ii) Any unruly behavior by coaches, participants or spectators will result in removal from the game or competition. No spirit wars or cheerleading battles allowed.
- (iii) During competition:
- 1) There will be no contact with the judges from any participant, coach or spectator.
  - 2) The judges' rulings are final on all decisions concerning deductions, specific rulings and final placement.
  - 3) One Smurf coach may be in the front of his/her squad for the purpose of awareness for the Smurf level squad only. Coach may neither prompt nor impede the judges. All other coaches at all other levels must remain in the back or at the music table as necessary
  - 4) Any Violation of the code of conduct will be assessed the following penalties per incident; Pre-CheerFest five (5) point deduction; Post-CheerFest \$100 monetary fine.

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Section 9.02 Grade/Eligibility Verification:

- (a) Refer to KYFCL Policy and Procedural Manual and/or KYFCL By-Laws

Section 9.03 Legality Verification:

- (a) Refer to KYFCL Policy and Procedural Manual and/or KYFCL By-Laws

Section 9.04 Judging Panels (Use third party judges):

(a) Head Judge

- (i) The Head Judge is responsible for overseeing conflicts during competition. The head judge will also fill out his/her own score sheet for each performance. Head judge's scores will carry the same weight as a Panel judge. The Head Judge judges appearance, execution, routine, and showmanship

(b) Panel Judges

- (i) The Panel Judges are responsible for scoring each team's performance based on the KYFCL score sheet. Each panel judge fills out his/her own score sheet for each performance. Panel Judges judge appearance, execution, routine, and showmanship.

(c) Safety Judge

- (i) The Safety Judge will be responsible for scoring each team's performance for safety.

(d) There shall be two independent rotating judging panels, (acceptable exception: single non-rotating safety judge) minimum of 5 total judges. If one safety judge is used, that judge will not rotate until end of a session

Section 9.05 KYFCL Competition Scoring Process:

- (a) The scoring process for the KYFCL Cheerleading Competitions will be based on appearance, execution, routine, and showmanship. Scores for each category will range from 0-15 where applicable, (including tenths in points (Example 5.5, 9.2, etc.) All point deductions and/or penalties will be deducted as teams are competing.

(i) Obvious Bobble/Mistakes

- 1) Obvious errors during technical skills will result in deduction for EACH mistake. (Examples: out of sync [step, clap, voice, movement])

(ii) Major Mistakes/Major Falls

- 1) Major errors during technical skills will result in a deduction for EACH mistake. (Examples: fall or drop)

(iii) Time Limit Violations

- 1) Total Routine is as follows:

a) 10 or more seconds overtime .5 deduction

(iv) Safety Violations/General Competition Guidelines

- 1) A deduction will be given for EACH safety/general competition guideline violation. Safety violations are in effect until the team leaves the performance floor. (Example: wearing jewelry, inattentiveness when spotting, illegal stunts, spacing and gawking)

a) SPOTTERS: For stunts requiring spotters, the spotters must be squad members. For any stunt that requires a spotter, the spotter must be looking at the flyer at all times. The spotter cannot be looking at the crowd; they must remain focused on the flyer. The spotter must also be in a position to catch the flyer should they begin to fall. The spotter must either be bracing the stunt, or have their hands in position to catch the flyer. An inattentive spotter will result in a safety deduction.

b) SAFETY PEOPLE: It is recommended that squads that whose routines includes stunts have at least 2 Safety People (do not have to be squad members) standing behind the performing squad who can move in to assist cheerleaders who may fall. Safety is their sole purpose. They cannot touch or assist climbers unless they are falling.

(v) Division Violations

- 1) Refer to KYFCL Policy and Procedural Manual and/or KYFCL By-Laws

(vi) Division Violations

- 1) The judges have the right to stop a routine, assess a deduction and/or disqualify a team for a uniform distraction. Each performer is required to take the necessary steps to avoid inappropriate exposure prior to the performance. (Examples: Skirts too short). A uniform distraction will result in a deduction.

(vii) General

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- 1) Any deductions for mistakes, time violations, safety guidelines or inappropriate choreography will be subtracted from the score where it occurs.
  - a) Deductions/penalties are assessed at the sole discretion of the judges based on the criteria set forth. All judges' decisions are final.
  - b) Tying teams will cheer off using their "Hello" cheer.
- (viii) Music Information
  - 1) A deduction will be given for any vulgar or suggestive movements (hip thrusting, inappropriate touching/slapping/positioning to one another). Routines must be appropriate for family viewing and listening. KYFCL Sound Subcommittees must approve all music.
    - a) Music must be sent in MP3 format to the sound committee for approval. Music must be i.e., a CD, flash drive, digital device (e.g., Cellular Phone) and/or per the DJ's request for cheerfest. A representative from your team must know exactly when to start the music and the music must be cued when it is brought to the music table. The representative with your music should report to the music table when your team is called on deck. The person must stay at the music table throughout the team's performance and at the end of the performance; CD with them. CDs should be labeled with the team name. Coaches are strongly advised to create routines (mix music) that finish a few seconds under the time limit to ensure that the team does not go overtime. Judges' decisions on timing of total routine and music portion of routines are final. Music is due at the October 1<sup>st</sup> of each year.
    - b) Sound subcommittee members have 7 days (1 week) to approve or decline music.
    - c) If the sound committee member declines the track, the committee member is to let the cheer rep. know where at in the track the discrepancy occurs. If the track needs to be fixed the team has 1 week to fix and resubmit the track for approval.
- (ix) Performance Order
  - 1) Should be Alphabetical with host team having choice of going first or last. Exceptions: if a football game is held the same day as Competition, the teams playing will go first (visitor team) and second (home team).
- (x) Interruption of Performance
  - 1) Injury
    - a) The judges reserve the right to stop a routine due to an obvious injury. In the event that an injury causes the team's routine to be interrupted, the team will have a chance to regroup, while other team performances continue, before performing their routine again from the beginning. The team will perform their routine after all other teams have performed. Judging will resume from the point at which the injury/ interruption occurred as determined by the judges. All point deductions accumulated to that point will carryover.
  - 2) Uniform Distractions
    - a) In the event the judges stop a routine due to a uniform distraction that occurs during competition, the team must perform their routine from the beginning. Judging will resume from the point at which the distraction occurred as determined by the judges. All point deductions accumulated to that point will carryover.
  - 3) Music
    - a) In the event a technical error causes a team's music to be interrupted, the coach will have the opportunity to stop the performance. The team / squad will have the opportunity at the end of the group to restart the routine from the beginning with a blank score sheet.
- (xi) Scores & Rankings
  - 1) Score sheets will be provided to the judges by a designated KYFCL representative.
  - 2) Announcements of scores and rankings will not be done. Only winning teams will be announced. At the end of the competition, the cheer representative for each organization must sign to obtain their organization's score sheets.
- (xii) Awards
  - 1) First for Group 1 & Group 2
  - 2) Second for Group 1 & Group 2

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- 3) Third for Group 1 & Group 2
  - 4) Participation Award to teams that are not eligible to win. Participation awards will be provided to all cheerleaders participating.
- (xiii) Routine Requirements and Grouping
- 1) Each team will perform a routine consisting of a hello cheer, a chant, and a dance for a total time of 2 minutes and 30 seconds (150 seconds) with no order requirement.
  - 2) Any league member who has a competition team or a dance team will be ineligible to participate for awards. They will be invited to participate in the event. A Competition Squad is defined as: a team / squad of cheerleaders who participate in cheerleading competitions against cheerleading teams / squads not part of the KYFCL. The team / squad may or may not have the potential for advancement, IE, receive bids to future competitions, monetary awards, etc. The rules and regulations at such events are not the same as KYFCL Policy and Procedures. Said Competitions are not charity events. The team / squad may or may not have the same cheerleaders who cheer for football on the team / squad. The competitions may or may not occur during the KYFCL season, but the routines are practiced and / or preformed during the KYFCL season and / or at KYFCL CheerFest. The KYFCL member team promotes the team / squad as such. Any team in question may have the opportunity to approach the KYFCL Cheer Rep Committee and request an exception to participate for awards at KYFCL CheerFest.
  - 3) Teams will be divided into Group 1 or Group 2 depending on the number of members by squad (Smurf, JV, Mid, or Varsity.) (Example: Group 1 will have between 6-15 members and Group 2 will have between 16-30 members.)
  - 4) Timing will begin with the first organized word, movement, or note of music by the team after they are officially announced and have taken the floor. Cheerleaders must have at least one foot on the performing surface when the routine starts.
  - 5) Timing will end with the last organized word, movement or note of music by the team. Teams must exit the performance area immediately following the routine
  - 6) Routines must be appropriate for family viewing. Any vulgar or suggestive movements, or words, may result in a score deduction. No tear-away uniforms or removal of clothing is allowed.