

Dover Little Green Cheerleading

P.O. Box 493
Dover, NH 03821

Policies and Procedures

The DLGC policies and procedures were created to be used in conjunction with the Dover Little Green Cheerleading Bylaws. The policies and procedures should be reviewed and evaluated annually.

Registration

DLGC registrations begin during the Dover Recreation spring sign-ups in February. Online registration is available at www.dlgcheer.com and is the best way to register. Registrations will be closed for JV and Varsity teams after assessments in May. 4th -8th graders will participate in conditioning/assessments in April & May for placement on the JV Prep, JV & Varsity teams. Late sign-ups will only be considered for extenuating circumstances or new residents. A cheerleader who is new to the area will have an opportunity to be assessed by a group of coaches for placement. Registration for JV Prep, Minis and Mascots teams will be closed at the end of July, before Opening Day.

Registration Fees

Registration fees and fundraising cover annual league expenses. Each athlete will receive a league t-shirt and competition bow. A league uniform will be provided but must be returned at the end of the season.

	<u>Registration Fee</u>
Pre-K-3rd grade	\$125
4th-8th grade	\$170

Sibling Discount: A \$10 discount will be given for each additional registration.

Refund Policy- There will be no Refunds once practices have begun.

Returned Check Fee: A \$30 returned check fee will be charged in addition to outstanding balances.

Credit Card Transactions- Will be assessed a 3% fee when applicable.

Code of Conduct

DLG Cheerleading has high expectations for behavior of its athletes, parents, coaches and board members. This code of conduct is agreed to as part of the registration process and for coaches and board members to hold their positions in the organization. DLGC will follow the Disciplinary Policy outlined in the DLGC Code of Conduct if athletes, parents, coaches and/or board members fail to comply with the code of conduct.

Mandatory Fundraising

Each athlete is required to participate in league tagging. Mascots are required to attend **one** 1-hour tagging shift and all other athletes are required to attend **two** 1-hour shifts. A \$50 buy-out option is available. Mandatory fundraising/buy-outs must be satisfied prior to September 30th or the athlete may not be permitted to participate in competitions.

Each athlete is required to participate in the league cash calendar fundraiser. Each athlete **MUST** sell a minimum of 10 calendars. Families with two athletes **MUST** sell at least 15 calendars. A \$100 buy-out option is available per athlete. Mandatory fundraising/buy-outs must be satisfied prior to September 30th or the athlete may not be permitted to participate in competitions.

Volunteer Expectations

As a non-profit organization, DLGC relies on volunteers to fill our coaching and board positions. In addition, volunteers are essential to running our events. Throughout the season, parents will be asked to volunteer time at DLGC events like our Cheer Exhibition, 50/50 raffles at JV/Varsity games, Holiday Parade, Banquets, etc. It is expected that minimally each family contribute to volunteering at two events per season to make our events successful. If you would like to volunteer as a board member or coach, please reach out to any current board member or coach. You are always welcome to attend our monthly Booster/Board meetings, typically held the 3rd Sunday of the month.

Uniforms

Uniforms are provided for all teams and must be returned at the end of each season. Uniforms are league property and as such may need to be shifted from one athlete to another athlete during the season. While in uniform, an athlete must wear a shirt/jacket or another form of covering if she/he consumes food or drink other than water. Our uniforms are very expensive and are expected to be returned unstained and undamaged. Contracts will be issued covering replacement of unreturned/damaged uniforms during uniform distribution and a \$50.00 mandatory uniform deposit is required prior to an athlete receiving a uniform for the season. Compression shorts are required to be worn under cheer skirts. Some uniforms may require a bodysuit or compression shirt. Shorts, shirts or bodysuits will be ordered in bulk by the league for an additional fee. Each team will be advised by their coach the specified cheer sneaker that may be purchased at local sporting goods or shoe stores. Warm-up jackets may be required to be purchased for an additional fee. **Please note that additional fees will be assessed for damaged or unreturned uniforms at the end of each season.**

JV/Varsity Summer Camp

Athletes placed on the JV and Varsity teams are required to attend summer camp with their teams. The NCA four-day camp is held at Husson University in Bangor, ME, in July. Transportation is provided to camp but parents must arrange transportation home for their athlete(s). On the last day of camp, the teams will showcase what they've learned and awards are presented.

Parents are invited (and encouraged) to attend! The cost of camp is approximately \$400 per athlete and includes transportation to camp, housing, meals and DLGC camp-wear. DLGC provides several fundraising opportunities for athletes to pay for camp. In the past, many participants have been able to fundraise the entire cost or a significant portion of the cost of camp. A \$50 deposit is due at the mandatory parent meeting for JV/Varsity in May, and a camp payment schedule will be provided. No athlete will be permitted to attend camp if their camp cost is not paid in full. If an athlete cannot attend camp, the athlete and parent will need to have a discussion with the coaching staff and may result in an athlete not participating on the JV/Varsity team.

Opening Day

DLGC kicks off our season with an Opening Day event, usually the last Saturday in July. All athletes and at least one parent are required to attend (additional family are welcome, too!). Athletes will meet their coaches and work on a small routine to perform at the end of the event. Parents will meet with coaches to receive information about the upcoming season and expectations.

Practices

Teams typically practice twice a week, but additional practices may be added at the discretion of the coaches. Practices are closed which means parents are not permitted to attend/spectate. JV and Varsity teams will hold practices in May and June after Assessments. All teams will begin outdoor practices in August. Weather related cancelations for outdoor practices may occur and every attempt will be made to communicate cancelations or other announcements as soon as possible on the team Facebook page. Once school starts, practices move inside to school gyms. On time drop off and pick up of athletes is expected.

Football Games

All of our teams cheer for the Dover Football League. Football games are typically on Saturdays and sometimes on Sundays in September, however we rely on the football organization to provide us with the game schedules. Historically, we do not receive the game schedules until very close to the start of the football season. With that said, it is best not to plan other commitments for your athlete on September weekends. Coaches will communicate at which games their teams will cheer and it is expected that all athletes participate. We ask for flexibility and understanding if game schedules change at the last minute. Additionally, it is expected that athletes have adult supervision at the games when the athletes are not cheering, especially at the JV and Varsity games. For the JV and Varsity games, only athletes and coaches for the cheering team and board members as needed are permitted on the track. Parent and friends are asked to sit in the stands.

Dress Rehearsal

DLGC will hold a Dress Rehearsal the week prior to our first competition. It is mandatory for athletes to attend. Athletes are expected to wear their full uniform and the rehearsal is closed. Family and friends are welcome to attend the last 15 minutes or so of the rehearsal to preview the teams' routines.

Exhibition

DLGC and Dover High School Cheerleading hold a friends and family event to showcase our routines. This event is held mid-week in October typically at the high school and admission is free, but concessions and merchandise are available for purchase. Each team is required to provide a themed basket and we look to parents to provide donations of items or cash toward the contents of their athlete's team basket in advance of the event. In addition, we ask parents to provide donations of water and baked goods. Basket and 50/50 raffles are a big hit at the Exhibition, and an important fund raiser for DLGC and DHS Cheer. Parent volunteers are needed to run this event. Athlete participation is mandatory.

Competitions

All DLGC teams compete at several local cheer competitions. Competitions are held in October and November. Athlete participation at competitions is mandatory. Coaches will provide information about competition dates, team meeting times, hair styles, make-up, etc. It is not uncommon for the competition to provide Order of Appearance information as late as a few days in advance of the competition, and even then, it can change. Information will be shared on the team Facebook page as soon as possible. Parents must provide transportation to and from competitions. Typically, teams will meet at the competition a few hours before their performance time. Parents are expected to drop off their athlete ON TIME at the designated meeting place. The team will check-in and move to an 'athletes only' area. If attending the competition (which is highly encouraged) parents and other family members must pay an admission fee set by the competition (usually \$10-\$15 with a lower student rate). If there are multiple sessions and an athlete wants to spectate, she/he must be in uniform to be granted admission to the event. Otherwise, she/he may be asked to pay. We suggest parents sit together or in the same section, so our cheering is effective! Usually, cowbells, noise makers, posters, etc., are not permitted by the competitions. Competitions usually sell lolly-grams or hugs & kisses – parents/friends/family purchase them, write an encouraging note on the tag and place in a bag that will be given to the coach and distributed to athletes at the end of the competition. It can be devastating for younger athletes not to receive one if most/all of her teammates do. Only athletes and coaches are permitted on the mat during awards and after. If a trophy is won, we try to do a quick picture and then the coach will move the team to another location. Keep an eye on the team Facebook page for that communication or other communication throughout the competition. Please pick up your athlete promptly at the location your coach designates. Videos of the routine may not be shared publicly on social media but can be shared on the private Facebook team page. After the season is over, videos may be shared publicly.

Tumbling

DLGC highly recommends that your athlete participate in a tumbling program. If your athlete is on the JV or Varsity team, participation in a separate tumbling program is required.

Communication

Each team has a private Facebook page that is used to communicate with parents. If a parent/guardian does not use Facebook, we request that a Facebook account is created to receive team communication. Only parents/guardians will be approved as members of the page.

We do not permit athletes to participate as members of the team Facebook page, nor will additional family members be approved. In addition, please download the GoMotion app as that is another tool we will use for team communication.

Banquets

At the end of the season, each team will hold a banquet to celebrate their team's success. The league covers the cost of your athlete at her/his banquet. Depending on what is planned, parents or additional banquet attendees may be required to purchase banquet tickets. Information will be shared with each team as the season comes to a close.

Safety, Training and Attendance

DLGC feels that the safety of our cheerleaders comes first. The league provides training for our coaching staff that includes safety precautions, stunting, tumbling and CPR. Proper conditioning for cheerleaders is extremely important. Local gymnastics/cheer gyms offer tumbling classes and participation for DLGC cheerleaders is highly recommended. Additional tumbling instruction is required for JV and Varsity athletes. DLGC conditioning for JV and Varsity teams will begin prior to assessments in May and continue throughout the season.

The City of Dover recommends background checks on all coaches that are involved in children's leagues. The background checks are processed for the coaching staff at a cost to the league. Incident reports will be submitted and kept on file for any injury during all DLGC events.

All DLGC coaches and board positions are volunteer positions. The coaches not only assume responsibility for the cheerleaders during practices and DLGC related events, but they have committed their time to the league. Due to the nature of our sport, we also hold the athletes responsible for committing to their team and coaches. Therefore, we have a **strict attendance policy**. All athletes are expected to attend all DLGC events. Season schedules will be provided in advance, but sometimes rescheduling is necessary due to inclement weather or space issues. Each team has a Facebook page for these types of changes.

- 1 Unexcused Absence – Verbal warning to the child and/or parent (Documented by the coach)
- 2 Unexcused Absences – Written warning stating 2nd unexcused absence
- 3 Unexcused Absences – Meeting with parent, child, coach and Director of Coaching to determine appropriate actions

The attendance policy will be enforced starting the first day of practices in August for JV Prep, Minis and Mascot teams and summer camp for the JV and Varsity teams, allowing athletes participating in other youth programs to not be penalized for missed practices or events until season officially starts in August. Once an athlete is removed or restricted due to a DLGC or a non-DLGC injury or illness, a physician's note must be presented before returning to active participation.

Anti-Bullying Policy

DLGC has adopted a strict anti-bullying policy. Bullying (verbal, emotional, physical or cyberbullying) will not be tolerated and could result in expulsion from the league without a refund.

I. Definitions:

1. "Bullying" means a single significant incident, or a pattern of incidents, involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another athlete which:
 - a. physically harms an athlete or damages the athlete's property;
 - b. causes emotional distress to an athlete;
 - i. For the purposes of this policy, the term "emotional distress" means distress that materially impairs the athlete's participation in DLGC sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint.
 - c. interferes with an athlete's opportunities on the team;
 - d. creates a hostile team environment; or
 - e. substantially disrupts the orderly operation of the team/league.

"Bullying" shall include actions motivated by an imbalance of power based on an athlete's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the athlete's association with another person and based on the other person's characteristics, behaviors, or beliefs if those actions cause one or more of the results in paragraphs (a) through (e) above.

The above-referenced conduct is only considered "bullying" if it:

- (a) Occurs on, or is delivered to, DLGC property or at a DLGC-sponsored activity or event; or
- (b) Occurs outside of a DLGC-sponsored activity or event, and the conduct interferes with an athlete's opportunities on the team or substantially disrupts the orderly operations of the DLGC-sponsored activity or event.

Bullying or cyberbullying of an athlete on the basis of sex, sexual orientation, gender identity, race, color, creed, ancestry, national origin, religion, age, marital status, familial status, economic status, physical or mental disability may also constitute illegal discrimination or harassment under federal and/or state laws.

2. "Cyberbullying" means conduct defined in item 1. of this section that takes place through the use of electronic devices.
3. "Electronic devices" include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, social media and websites.
4. "DLGC property" means all real property and all physical equipment used for cheer purposes, including mats or uniforms.
5. "Perpetrator" means an athlete who engages in bullying or cyberbullying.
6. "Victim" means an athlete against whom bullying or cyberbullying has been perpetrated.

II. BULLYING, CYBERBULLYING, AND RETALIATION PROHIBITED

- It shall be a violation of this policy to engage in, or cause others to engage in, the bullying or cyberbullying of an athlete.
- It shall be a violation of this policy to engage in retaliation or false accusations against a complainant, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying.
- All athletes are protected by this policy, regardless of their status under the law.
- There shall be disciplinary consequences or interventions, or both, for an athlete who commits an act of bullying or cyberbullying, falsely accuses another of the same as a means of retaliation or reprisal, or otherwise violates this policy. If it is determined, after investigation, that an athlete has engaged in bullying or cyberbullying conduct prohibited by this policy, that athlete shall be subject to appropriate disciplinary action, which may include, but not be limited to suspension and expulsion from the league.

III. REPORTING AND INVESTIGATION PROCEDURE

Athletes who are subjected to bullying or cyberbullying, or who observe bullying/cyberbullying by or against other athletes are strongly encouraged to report it to any DLGC coach or board member. DLGC Code of Conduct disciplinary policy will be followed.