

Fallston Recreation Council

Fallston Cougars Cheerleading Program By-Laws

Article 1. Identification

1. The name shall be- Fallston Cougars Cheerleading Program, hereafter referred to as the FCCP.
2. The council area shall include the “in area” map outlines per the Fallston Recreation Council.

Article 2. Purpose

1. It shall be the purpose of the FCCP to foster good relations in the community and to promote the ideas of good sportsmanship, teamwork, honesty, responsibility and self-discipline, which are among the traits needed by young athletes to face the future with positive aspirations and confidence. By providing these opportunities through the sport of cheerleading, we will work towards common goals on the sidelines as well as the competitive mat and encourage a bright future for our young athletes. The organizational goal is to work in harmony with the team management and administration, other athletic teams and sporting organizations.
2. The FCCP governs the administration of Fallston Cougars Cheerleading. Policies will be coordinated with those of the Fallston Recreation Council.
3. This is a non-profit organization. All monies raised through the program will be used for the improvement of the program as a whole. Money not spent will remain in the FCCP general fund.

Article 3. Membership

1. Membership in this organization shall be open to everyone in the council area.
2. Membership may be obtained by any in-area person attending any general membership meeting and membership affords the opportunity to speak on council issues.
3. Voting privileges are granted to those members who attend 3/4 of the most current year general membership meetings. New member voting privileges begin at attendance of the 3rd meeting.

Article 4. Governing Body

The FCCP General board members will consist of the executive board, to include head coaches of each team. The executive board shall consist of a chairperson, vice chair(s), secretary, treasurer, and board member at large. The Board members shall serve a one year term, at which time he/she may then be re-nominated and voted in again. The membership shall consist of assistant coaches, committee members, and any other volunteers and interested parties. All FCCP board memberships are kept in good standing and remain active by fulfilling all duties assigned by the executive board and adhering to monthly meeting requirements.

Section 1.

Chairperson

He/She shall preside at all meetings and shall be notified of and have full supervision of the league affairs. He/She will select the date and time of regular monthly meetings and call special meetings as deems necessary and notify board of such. He/She shall sign or counter- sign all contracts or other instruments authorized by the governing board. He/She shall appoint the Vice Chair and necessary committees and liaisons as well as delegate duties as required. He/She shall vote in the event of a tie in all matters concerning FCCP. The Chairperson will ensure all coaches and board members are trained properly for the position they hold and that they follow the rules implemented by the FCCP. He/She shall be responsible to oversee and audit all books and financial matters. He/She can contract an independent organization to conduct an audit of the financial records. He/She serves on the Executive Board.

Section 2.

Vice-Chair

He/She shall preside in all matters concerning the FCCP in the absence of the Chairperson and fulfill duties as assigned by the Chairperson each season. He/She serves on the Executive Board.

Section 3.

Secretary

He/She maintains an accurate up to date mailing list for the board, and performs other duties as are incidental to this office and/or assigned, including administrative records. He/She shall maintain meeting minutes and distribute copies of minutes to all board members within 7 days of each meeting. He/She serves on the Executive Board.

Section 4.

Treasurer

He/She shall be the fiscal and monetary officer of the FCCP. The Treasurer shall have charge of all funds of the program and place the same in such bank or banks as may be approved by the Fallston Rec Council. He/She shall be required to render an accurate account of all monies when the FCCP Executive Board calls upon him/her to do so. He/She shall submit a written final report at each meeting. He/She shall collect record & deposit all monies according to our program's procedure, which will be defined at the beginning of each season.

Checks will only be issued by the Treasurer and only by the Chairperson in his/her absence. He/She shall perform all other duties as assigned by the Chairperson. He/She serves on the Executive Board.

Section 5.

Committee Chairs

He/she will head a committee that the chairperson deems necessary to facilitate the program. He/she shall execute any other duties assigned and/or delegate as necessary and obtain all volunteers to ensure proper processes. He/She shall report to the chairperson with timely and regular updates on status & position of events and responsibilities.

Section 6.

General Board

The General board shall consist of all executive board members, head coaches and one assistant coach per team. All members shall be aware of the guidelines within the FRC By-Laws, FCCP By-Laws, and any Rules associated with the competition guidelines we follow.

Section 7.

Membership

The general membership shall consist of additional assistant coaches, committee members, and any other in-area volunteers and interested parties. All members shall be aware of the guidelines within the FRC By-Laws, FCCP By-Laws, and any Rules associated with the competition guidelines we follow.

Section 8.

Active Member

An active member is any person who has attended at least 3/4 of meetings held in a rolling 12-month Period, *Good standing is defined as all duties are completed as assigned and while in

attendance at FCCP registered competitions the member agrees to stay with the assigned team to offer assistance and security as needed and/or directed.

Section 9.

Member Discounts

Board Members who are in *good standing are eligible to receive a discount as decided by the Chairperson and Treasurer based on the available budget but not to exceed 50% off the Cheerleader fee for a maximum of 2 children per person, and 4 children per team. Eligibility to receive discounts on program attire and paid admittance to FCCP registered events will be decided by Chairperson and Treasurer. Executive board members are not included in the allowance per team; however they are also allowed benefits for a maximum of 2 children each.

Each Head Coach is permitted to appoint up to a maximum of (3) additional "coaching staff" members in a capacity of Assistant Coach and/or Junior Coach as deemed necessary. These additional coaching staff members may receive program attire and free admittance to FCCP registered events, as decided upon by the Chairperson and Treasurer

The executive board reserves the right to review any board member in question that has been given a "financial discount" and vote as to if they are in "good standing" with the program. If the result is that they are not in "good standing" that board member will then be required to pay any and all discounted amounts back to the program, in full within 30 days and/or may lose the right to participate in the program.

Section 10.

Vacancy

In the event, any board member has to vacate his/her position during the season, the FCCP Executive Board and active members will nominate and elect someone to fill the vacant position, by a simple majority vote. That person will resume all responsibilities pertaining to the position immediately after they are voted in.

Section 11.

Impeachment

Impeachment must be requested at an official board meeting and voted on by at least 2 members of the executive board and three (3) active members. Upon impeachment of a board member, the FCCP Executive Board and active members will nominate and elect someone to fill the vacant position, by a simple majority vote. That person will resume all responsibilities pertaining to the position immediately after they are voted in.

Article 5. Voting

Only active members shall vote on all matters that pertain to the FCCP. The following positions must be nominated and voted in: Chairperson/Vice Chair, Secretary, Treasurer, and Head Coaches. Those voted in position shall serve a one year term, at which time in order to maintain office, he/she must then be re-nominated and voted in again.

Article 6. Nominations and Election of Board

Elections are to be held after registration of the current season and once teams placements are determined. Nominations may be done at a meeting or through email within a week after placements. Voting will be complete no more than 2 weeks after placements. All active members are eligible to vote.

Those in the running for Chairperson and each Head coach must submit their running mate to the board at the time of nomination (i.e. Vice Chair & Assistant Coach). Placement will be by a majority vote at which point any new placements will receive all documents regarding the FCCP. All new positions will begin immediately following voting.

Article 7. By-Law Amendments

Section 1. All amendments to these by-laws shall be proposed in writing and acknowledged by at least two officers.

Section 2. Proposed by-law amendments must be tabled for at least 7 days until it is voted on, unless the chairperson calls a special meeting. Any counter amendments must be presented within those 7 days. All amendments shall be adopted upon a majority vote of the active General Board attending that meeting.

Section 3. Amendments voted in become effective immediately after notification to all FCCP active members.

Section 4. In the event the required number of officers and/or board members are not assigned in order to process an amendment, amendments may be made by the Chairperson with the best interest of the future of the program in mind. As new executive members are assigned, the By-Laws may be reviewed and voted upon as deemed necessary to encourage the program's success.

Article 8. General Business and Activities

Executive Board Members do not hold voting rights except during Executive meetings or when a

quorum is needed. Each team must have an active member to represent the team and will be allotted one (1) vote per team. An active team member must be in attendance of the meeting in order to vote.

Article 9. Meetings

Section 1.

1. The Chairperson can call a special meeting. Any members who want to request a meeting should contact the Chairperson to do so.
 - A. Members wishing to discuss a subject not on the agenda must contact the chairperson to request time on the agenda.

Section 2.

Official business shall be conducted only in the presence of a quorum.

Section 3.

Meetings will be held as needed to keep everyone informed.

Article 10. Coaches

Section 1.

Head Coaches - Must be at least 21 years old. Head Coach positions require nomination. Term begins immediately following voting.

2. Once a Head Coach has accepted a team, he/she must complete FRC Background check information, and a FCCP Board Member Contract.
3. A Head Coach cannot apply for more than one team without a majority vote by the active members at that meeting.
4. The Head Coach has the responsibility of choosing his/her assistants.
 - a. At least ONE assistant coach proposal must be submitted to the Board at the time of nomination.
 - b. In the event the coaching staff is not determined in time for the voting process you have until July 1st of the current year to submit said staff in writing to the Chairperson, for approval by the Executive board.

- c. The head coach may bring to the executive board of the FCCP any assistant coach that he/she feels is a deterrent to his/her team, for disciplinary action or dismissal.
 - d. Each team shall have no more than four coaching staff members (i.e. assistant coaches and junior coaches combined) plus one (1) head coach.
5. The head coach cannot expel or dismiss an Asst. Coach, Junior Coach or an athlete from his/her team without first following proper disciplinary action and speaking with the Chairperson. The FCCP Chairperson and Coach, with help of the Board as needed will discuss the problem, and make a decision regarding disciplinary action(s), if any, to be taken.
6. The Head Coach accepts joint accountability for all duties as outlined by the FCCP for the success of the team.

Section 2.

Assistant Coaches - Must be at least 18 years old.

1. The head coach has the responsibility of choosing his/her assistants.
2. Once an Assistant coach has accepted a team, he/she must fill out FRC Background check information and an FCCP Board member Contract.
3. The Assistant coach accepts joint accountability for all duties as outlined by the FCCP for the success of the team.

Section 3.

Junior Coaches - May be ages 13-17 years old

1. Junior Coaches are governed by the Chairperson.
2. Junior Coaches may apply by requesting an application from the Chairperson. Once a Junior Coach has been accepted, he/she must fill out any forms required by the FRC and FCCP.
3. Junior Coaches can make a request of which team or coach they would like to work with. It is at the discretion of the Chairperson as to assign each Junior Coach where he/she is needed.

Section 4.

Disciplinary action for Coaches

1. A Coach, Assistant Coach or Junior Coach brought up on charges, by a violation of FCCP requirements, can have disciplinary action taken against him/her.
2. Chairperson will collect relative information from all parties involved.
3. Chairperson shall call a special meeting with the Executive board to review the situation.
4. The volunteer involved will be given the opportunity to address the Executive Board if they so choose at a designated time by the Chairperson.
5. A decision regarding disciplinary action will be made by a majority vote of the Executive board.

Article 11. Cheer Season

Section 1.

Eligibility

1. A candidate must be medically and safely able to participate as required for the team they are placed on, based on program evaluations conducted.
2. A candidate may be male or female and within the age specified based on available teams.
3. In-area and returning registrants are given priority. New, out of area candidates are taken on a first come first serve, space available basis.
4. All balances must be paid in full from prior seasons. All balances during the season must be paid by expected due date.

Section 2.

Attendance Policy:

1. Safety is our number one concern and in order to keep the athletes safe they must be in attendance regularly to safely learn skills. Attendance is also a critical component for a successful team.

2. Coaches should be informed of all vacations or planned absences during the season so practice plans can be adjusted as needed.
3. Lateness also disrupts the cheer practice. Tardy is considered: arriving 5 minutes or more late and/or leaving 10 minutes or more early. Being tardy four times will count as an absence. Advance notice is expected when arriving late or leaving early.
4. If you are absent for more than 2 consecutive practices due to injury you must provide a physician note upon return in order to participate. Eligibility to participate after returning from injury will be determined by the Coaching staff on a case by case basis.

Section 3.

Teams

1. The FCCP will consist of teams based on ages and/or skill level as required for season participation.
2. Teams may be added or removed yearly by the FCCP depending on cheerleader interest and available coaching staff.
3. FCCP teams are co-ed. The regular team will consist of a maximum of 35 cheerleaders. Additional members (up to 5 per team) may be admitted and allowed to fill regular team positions as vacancies occur, or temporary positions in the event a regular cheerleader is unable to perform their cheerleading duties.
4. Evaluations may be held prior to team placement. The Chairperson, Vice Chair and head coaches will review and agree upon the best possible placement of all children enrolled in FCCP, with the intention of placing the greatest number of children that registered.
5. Cheerleaders are expected to give 100% dedication to the FCCP team they are assigned. If they plan to participate in another sport/team/activity during the same season, they must notify the Chairperson and Head coach for permission prior to the start of our season. Their participation in FCCP may not be guaranteed if their commitment may be affected by another team.

Section 4.

Practice & Events

1. Schedule to be set by the FCCP board. As far, as is practical this will be dependent upon the availability of the facilities. All schedules are subject to change; refer to team calendars as directed by the team's head coach.

2. The FCCP Board will decide to participate in events by simple majority vote. Events can include but not limited to; FRC program events, community events, charity events, Team/Program outings, special occasions, etc.

Section 5. Football Games

1. Each team will cheer at all of their team's scheduled Fallston Cougars Football games.
2. Cheerleaders will be expected to cheer at championship games, as scheduled.
3. Games may be scheduled starting the end of August through November.
4. During inclement weather it will be up to the chairperson and head coach to decide whether to cheer. If inclement weather conditions occur rapidly during a game, the team coaches will discuss whether to continue to cheer for that game. Teams should be notified within an hour of their arrival time if the game is canceled.
5. An unlimited amount of cheerleaders may cheer on any squad at football games as long as space and safety are monitored. 10-25 cheerleaders is ideal.
6. All participants shall wear their cheerleading uniform at games and events. An alternate uniform may be worn as long as the girls are wearing *team* colors.
7. Cheerleading is not responsible for attending a game when a football game has a change without at least 48 hours notice.
8. Cheerleaders will not need to cheer at games scheduled on Sundays or those in which cheerleaders must pay to attend.
9. Coaches will keep a Football Game Attendance sheet. These forms are to record game notations such as weather conditions, field conditions, game conditions, opposing cheerleaders present, incidents, etc.
10. If there are opposing cheerleaders, the HOME team's cheer representative (coach or team parent) should greet and welcome the away team's cheer representative at the opposing team's side, usually before the end of the first quarter of the game.
11. Location: All cheerleaders and coaches should be located behind the 25-yard line on their appropriate side, AND at least one foot away from the out of bounds line. This is done to keep the cheerleaders from colliding with the football players crossing the sidelines into out of bounds.
12. Yard markers and "the Chain gang"-They are not in your way, you are in theirs. This is a football game. Do not move the Yard markers. This will cause potential problems for your

football team from the officials. Move out of the way for the “Chain gang”. They have a very important job of marking the downs and yardage needed by a football team so they can keep control of the football to make a touchdown.

13. Sideline Spirit rising is reflective of the traditional and primary role of cheerleaders. This requires cheerleaders to concentrate on communicating with the crowd to solicit their active participation in cheers and chants.
14. Attention: It is up to the cheerleading coaches to ensure their cheerleader’s attention is toward the action taking place in the game at all times. Maintaining constant vigilance to the development of the game play not only helps to reduce potential hazards but it also assists the cheerleaders in selecting the appropriate cheer or chant for the particular game situation.
15. Safety: There are external factors beyond the control of the cheerleaders that may represent potential safety hazards. Be aware of your surroundings. Yard markers, ice chests, tables, benches, wires, chains, wandering children, etc.
16. In the event of a down (injured) football player, the cheerleading squad will kneel down on one knee until the situation is resolved. If the player has a serious injury the coaches may remove the cheerleaders from the field and return when/if game resumes.
17. Stunts and Pyramids: Can only be performed during the game, when the football players are at the opposite end of the playing field and at half time. Coaches should only let the cheerleader’s stunt if the conditions are acceptable.
18. Cheering
 1. Each squad will take turns calling cheers
 2. No team should cheer while the other is cheering
 3. No team shall mock (poke fun at) the opposing team.
 4. If there are no opposing cheerleaders, the cheerleaders may cheer to their crowd and occasionally to the football players, as long as all safety requirements are met.
 5. Break Time: A team break can be taken at half time. Cheerleaders must return from their break by the start of the 4th quarter.
 6. Half-time performance- Cheerleaders may perform a routine of some kind when conditions allow. Coaches (away and home) will discuss half-time procedures on a game-by-game basis.

1. Stunts and Pyramids: Stunts, Pyramids and Tumbling are allowed provided that: There are enough spotters & weather conditions have not made the performing surface slippery or dangerous.
2. If the performing area is not satisfactory the squads will modify their routines for cheers, chants and dance only.
3. Performance time is kept below 2.5 minutes.

Section 6.

Uniforms & Practice Gear

1. Uniforms will be provided to each team member with a signed uniform contract, and a deposit check - amount to be decided on by the Chairperson and Treasurer. Check will be returned or cashed depending on return condition of uniform.
2. Entire uniform must be worn as intended during the duration of Cheerleading activities, such as but not limited to, competitions and football games. Uniforms will only be worn for games and events as designated by the FCCP board.
3. Only official team athletic suits/warm up suits may be worn over the uniform. Official athletic suits are required on all teams except for Cubs.
4. Practice uniforms will consist of cotton shorts and a cotton t shirt.

Section 7.

Appearance

1. Wearing any jewelry is prohibited during participation. All earrings, bracelets, hair ties, belly button rings, spacers, tongue studs, upper ear cartilage rings, safety pins, corsages, friendship bracelets, spirit pins, etc. are considered jewelry and must be removed. Jewelry cannot be taped over.
2. Uniforms must be kept clean and worn as intended at all times.
3. Glitter makeup or decoration is NOT permitted unless otherwise noted by coaches, only natural make up/cover up is permitted during participation in Cheerleading activities.
4. Fingernails, including acrylic nails, need to be cut. If you can see the nails while looking at the palm of the hand, the nails should be cut. Nail polish, if worn must be clear.

5. No hairpieces are allowed. Hair must be pulled back away from face and shoulders for practice & games, not needing attention while performing. Coaches will decide on the hairstyle for each game.

Section 8.

Conduct

1. Team members are expected to maintain and uphold the reputation of the FCCP through their own conduct and team spirit.
2. Team members are expected to be sportsmanlike, courteous and respectable.
3. All cheers and chants shall be of a positive and sportsmanlike manner.
4. Team members will make every attempt to ignore or dissuade negative situations, actions and/or conversations and not become involved in such action themselves.
5. The FCCP will follow the Harford County Public Schools policies on Bullying and Social Media, further info may be obtained upon request.

Section 9.

Fund Raising Activities

1. Fundraising activities and required participation may be approved by the FCCP by simple majority vote.

Section 10.

Disciplinary Action

1. It shall be FCCP policy that disciplinary action will only be invoked in a fair and equitable manner. Demerits will be given for all violations to our bylaws, rules and regulations, board member contract, cheerleader contract and parent contract.
2. A cheerleader and/or parent/guardian may receive a demerit, be suspended from events, or expelled from the program for the following reasons:
 - a. Excessive absences or tardiness.

- b. Failure to cooperate and/or disrespectfulness.
 - c. Irreconcilable disruptive behavior and influence on the team.
 - d. Any inappropriate conduct, unsportsmanlike activity and/or negative representation, either in person, in writing or via modern technology (i.e. cell phones, social media, email etc.) likely to bring the FCCP reputation into disrepute (such as use of offensive language, unsportsmanlike commentary, inappropriate pictures, use of alcohol or drugs, etc.).
 - e. Failure to abide by team rules and regulations and as otherwise deemed necessary by the FCCP Board.
3. Demerits will be issued in written format.
- a. First Demerit = Verbal warning. Parent/legal guardian receives documentation outlining the infraction, as needed.
 - b. Second Demerit = Cheerleader and/or Parent receive written documentation outlining the infraction and defines if any action is taken.
 - c. Third Demerit = Cheerleader and/or Parent receive written documentation outlining the infraction and loses the right to participate at a designated event.
 - d. Fourth Demerit = Cheerleader and/or Parent receive written documentation outlining the infraction and the subject is expelled from the program for remainder of the season and the following season, or longer as noted in documentation.
4. The Chairperson of the FCCP will be made aware of all Demerits prior to issuance.

Article 12. Beneficiary of Organization Funds

In the event of the dissolution of the FCCP, the Fallston Recreation Council shall receive all the program's equities.