

MARSHFIELD LEGACY CHEER, Inc.

Governance & Bylaws Packet

Built on Heart. Driven by Legacy.

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Section I – Organization Overview

Welcome Statement

Welcome to Marshfield Legacy Cheer.

Marshfield Legacy Cheer, Inc. was founded on the belief that youth athletics should provide more than competition alone. Participation should create opportunities for athletes to develop confidence, leadership, teamwork, discipline, sportsmanship, and character while building meaningful experiences and lasting memories.

We are committed to creating an environment where athletes feel encouraged, supported, challenged, respected, and valued.

Success is not measured solely by scores, placements, or trophies, but by the positive impact we have on athletes, families, and our community.

Built on Heart. Driven by Legacy.

Mission Statement

The mission of Marshfield Legacy Cheer is to provide youth athletes with a positive, supportive, and competitive cheerleading experience that builds confidence, leadership, teamwork, discipline, sportsmanship, and character while creating a legacy extending beyond the mat.

Vision Statement

Marshfield Legacy Cheer strives to create an organization recognized for:

- ✓ Athlete development
- ✓ Leadership
- ✓ Positive culture
- ✓ Inclusion
- ✓ Excellence
- ✓ Community impact

We aspire to create an environment where athletes develop not only cheerleading skills but also become confident leaders and positive role models.

Core Values

Integrity — We act honestly, responsibly, and with accountability.

Respect — We value and support athletes, families, coaches, volunteers, and our community.

Leadership — We encourage individuals to lead through actions, responsibility, and service.

Teamwork — We believe success is built through cooperation and encouragement.

Sportsmanship — We value character and conduct as highly as performance.

Inclusion — We strive to create an environment where everyone feels welcomed and valued.

Athlete Wellbeing — Athlete wellbeing shall remain a priority above competitive outcomes.

Organizational Philosophy

Marshfield Legacy Cheer believes:

- ✓ Athlete wellbeing comes before competitive outcomes
- ✓ Positive environments create stronger athletes and teams
- ✓ Leadership is developed through opportunity and experience
- ✓ Character development is equally important as athletic development
- ✓ Every athlete should feel respected, encouraged, and valued
- ✓ Success extends beyond rankings and placements

Legacy Culture Statement

The culture of Marshfield Legacy Cheer is rooted in:

- ✓ Kindness
- ✓ Respect
- ✓ Accountability
- ✓ Inclusion
- ✓ Leadership
- ✓ Community

We seek to create an environment where athletes and families feel a sense of belonging and where positive experiences become part of the legacy of our organization

Section II – Governance & Bylaws (Articles I–XI)

ARTICLE I — NAME, PURPOSE & MISSION

Organization Name

The name of this organization shall be Marshfield Legacy Cheer, Inc. ("MLC"), hereinafter referred to as the "Organization."

MLC shall operate as a nonprofit youth cheer organization in accordance with applicable federal, state, and local laws.

Mission

The mission of Marshfield Legacy Cheer, Inc. is to provide youth athletes with a positive, supportive, and competitive cheer experience that builds confidence, leadership, teamwork, discipline, sportsmanship, and character while creating a legacy extending beyond the mat.

Purpose

Marshfield Legacy Cheer, Inc. exists for charitable, educational, and amateur athletic purposes, including:

- ✓ Cheerleading instruction and participation opportunities
- ✓ Athlete development and education
- ✓ Leadership and character development
- ✓ Community involvement
- ✓ Scholarship opportunities when available

Nonprofit Limitations

No part of the Organization's earnings shall benefit any private individual except through Board-approved compensation, reimbursements, or authorized organizational expenses.

ARTICLE II — MEMBERSHIP

Membership Categories

Membership may include:

- ✓ Athletes
- ✓ Parents/Guardians
- ✓ Coaches and Volunteers
- ✓ Board Members

Eligibility

Members shall:

- ✓ Complete required registration and documentation
- ✓ Comply with organizational policies
- ✓ Meet applicable participation expectations

Membership in Good Standing

Members remain in good standing by:

- ✓ Demonstrating respectful conduct
- ✓ Following organizational policies
- ✓ Maintaining financial obligations or approved arrangements

Suspension or Termination

Membership may be suspended or terminated for:

- Harassment
- Bullying
- Retaliation
- Safety concerns
- Conduct detrimental to the Organization

ARTICLE III — BOARD OF DIRECTORS

Authority

The Board of Directors shall oversee the affairs and governance of Marshfield Legacy Cheer, Inc.

Responsibilities include:

- ✓ Strategic planning
- ✓ Financial oversight
- ✓ Policy approval
- ✓ Organizational governance

Board Composition

The Board of Directors shall consist of **no fewer than five (5) and no more than eleven (11)** members, including:

- President
- Vice President
- Treasurer
- Secretary
- Fundraising Co-Chair
- Fundraising Co-Chair
- Additional Board Members and/or Officer positions as determined necessary by the Board

Fundraising Co-Chairs shall serve as standing members of the Board and support fundraising initiatives, sponsorship development, donor relations, and organizational revenue growth.

Terms

Board members shall serve two-year terms, unless otherwise approved by the Board.

Vacancies

Board vacancies may be filled by Board appointment for the remainder of the unexpired term.

Removal

Board members may be removed by **two-thirds Board approval** for failure to fulfill responsibilities or conduct detrimental to the Organization.

ARTICLE IV — OFFICERS & DUTIES

President

The President shall:

- ✓ Lead Board meetings
 - ✓ Provide organizational leadership and oversight
 - ✓ Support strategic planning and implementation
 - ✓ Serve as a representative of Marshfield Legacy Cheer
 - ✓ Perform duties necessary to support organizational operations
-

Vice President

The Vice President shall:

- ✓ Assist the President with organizational responsibilities
 - ✓ Perform duties in the President's absence
 - ✓ Support operational and strategic initiatives
 - ✓ Assist with Board and committee coordination
-

Treasurer

The Treasurer shall:

- ✓ Maintain accurate financial records
 - ✓ Oversee budgets and financial reporting
 - ✓ Monitor organizational income and expenditures
 - ✓ Support financial compliance requirements
 - ✓ Present financial updates to the Board
-

Secretary

The Secretary shall:

- ✓ Maintain organizational records and documents
- ✓ Record meeting minutes
- ✓ Maintain Board communications and correspondence
- ✓ Maintain governance records and official documentation

Fundraising Co-Chairs

The Fundraising Co-Chairs shall:

- ✓ Coordinate fundraising initiatives and events
 - ✓ Support sponsorship development efforts
 - ✓ Assist with donor outreach and community partnerships
 - ✓ Support organizational revenue development
 - ✓ Collaborate with leadership regarding fundraising goals and strategies
-

ARTICLE V — ELECTIONS & VOTING

Elections

Board elections shall occur on a schedule established by the Board and consistent with Board member terms.

Voting Rights

Each seated Board member shall have one vote.

Proxy voting shall not be permitted.

Quorum

A quorum shall consist of a simple majority **(51%) of seated Board members.**

Approval Requirements

Routine Board actions:

- ✓ Majority approval

The following actions require two-thirds Board approval:

- Board member removal
 - Bylaw amendments
 - Organizational dissolution actions
-

ARTICLE VI — MEETINGS & COMMITTEES

Meetings

Regular Board meetings shall occur at least quarterly, unless otherwise determined by the Board.

Special meetings may be called when necessary.

Committees

The Board may establish committees to support organizational operations including:

- ✓ Fundraising
- ✓ Sponsorships
- ✓ Athlete Development
- ✓ Safety & Wellness

- ✓ Community Outreach
- ✓ Organizational Operations

Committee membership and responsibilities may be established by Board approval.

ARTICLE VII — FINANCIAL MANAGEMENT

The Board shall maintain responsible financial oversight practices including:

- ✓ Annual budget development
- ✓ Financial reporting
- ✓ Internal financial controls
- ✓ Spending authorization procedures
- ✓ Record retention procedures
- ✓ Periodic financial review

Organizational funds shall be managed in a manner consistent with the mission and long-term sustainability of Marshfield Legacy Cheer, Inc.

ARTICLE VIII — FUNDRAISING & SPONSORSHIPS

Marshfield Legacy Cheer, Inc. may engage in fundraising activities, sponsorship opportunities, donations, grants, and community partnerships that support organizational goals and athlete opportunities.

All fundraising and sponsorship activities shall:

- ✓ Support organizational values
- ✓ Maintain ethical standards
- ✓ Comply with applicable laws and regulations
- ✓ Receive organizational approval

ARTICLE IX — CONFLICT OF INTEREST

Board members, coaches, volunteers, and organizational representatives shall disclose actual or potential conflicts of interest and recuse themselves when appropriate.

Conflict of interest disclosures shall be maintained according to organizational procedures.

ARTICLE X — DISSOLUTION & AMENDMENTS

Dissolution

Upon dissolution of Marshfield Legacy Cheer, Inc, organizational assets shall be distributed in accordance with applicable nonprofit laws and Internal Revenue Service requirements.

Amendments

These bylaws may be amended by **two-thirds Board approval**.

ARTICLE XI — WHISTLEBLOWER & NON-RETALIATION POLICY

Marshfield Legacy Cheer, Inc. encourages the reporting of concerns involving:

- ✓ Safety concerns
- ✓ Policy violations
- ✓ Financial concerns
- ✓ Harassment or misconduct
- ✓ Ethical concerns

No athlete, parent, coach, volunteer, Board member, or organizational representative shall experience retaliation for reporting concerns in good faith or participating in organizational review processes.

Reports shall be reviewed promptly and appropriately.

Section III – Parent & Family Handbook

Parent & Family Partnership Statement

Marshfield Legacy Cheer recognizes that successful organizations are built through strong partnerships among athletes, families, coaches, volunteers, and leadership.

Families play an important role in supporting athlete development and helping create an environment where athletes feel encouraged, respected, supported, and successful.

All participants are expected to support the mission, values, and organizational philosophy outlined in **Section I — Organization Overview**.

Parent Expectations

Parents and guardians are expected to:

- ✓ Encourage athletes positively
- ✓ Demonstrate respect toward athletes, coaches, volunteers, officials, and families
- ✓ Promote accountability and responsibility
- ✓ Support organizational policies and procedures
- ✓ Contribute positively to team culture

Sideline & Event Expectations

Families and spectators are expected to contribute to a positive environment during practices, competitions, and events.

Families should:

- ✓ Demonstrate sportsmanship
- ✓ Support all athletes
- ✓ Respect coaches, officials, and event staff
- ✓ Encourage positive athlete experiences

Families should avoid:

- Coaching from the sidelines
- Public criticism of athletes
- Disruptive conduct
- Negative comments toward individuals or teams

Volunteer Participation

Marshfield Legacy Cheer values family involvement and may offer volunteer opportunities including:

- Fundraising activities
- Event support
- Team activities
- Sponsorship initiatives
- Organizational support

Volunteers are expected to maintain professionalism and follow organizational procedures.

Communication Philosophy

Marshfield Legacy Cheer believes communication should be:

- ✓ Respectful
 - ✓ Honest
 - ✓ Professional
 - ✓ Constructive
 - ✓ Solution-focused
-

Chain of Communication

Concerns should generally follow this process:

Coach

↓

Program Leadership

↓

President

↓

Board of Directors

Exceptions may apply for safety concerns, harassment concerns, or confidential matters.

Twenty-Four Hour Rule

Parents and guardians are asked not to approach coaches immediately following practices, competitions, or emotionally charged situations.

Unless immediate safety concerns exist, families should allow a minimum of **24 hours** before requesting discussion.

Appropriate Discussion Topics

Parents may discuss:

- ✓ Athlete wellbeing
- ✓ Safety concerns
- ✓ Communication concerns
- ✓ Policy clarification
- ✓ Individual athlete development concerns

Topics generally not appropriate for discussion include:

- Placement of other athletes
- Personal matters involving other families
- Confidential personnel matters
- Private Board discussions

Grievance Procedure

Marshfield Legacy Cheer seeks to resolve concerns respectfully and fairly.

Step 1: Discuss concerns with the appropriate representative

Step 2: Submit concerns in writing if unresolved

Step 3: Leadership review and response

Step 4: Board review if necessary

Board decisions shall be considered final.

Section IV – Athlete Handbook

Athlete Welcome Statement

Welcome to Marshfield Legacy Cheer.

Being a member of Marshfield Legacy Cheer means becoming part of a team built on commitment, leadership, respect, encouragement, and heart. Every athlete contributes to the culture of the organization and plays an important role in supporting teammates and representing Marshfield Legacy Cheer both on and off the mat.

Athletes are expected to support the mission, values, and organizational philosophy outlined in **Section I — Organization Overview**.

Athlete Commitment

Participation in Marshfield Legacy Cheer requires commitment from athletes and families.

Athletes are expected to:

- ✓ Support teammates
 - ✓ Attend practices and events consistently
 - ✓ Demonstrate sportsmanship
 - ✓ Maintain positive attitudes
 - ✓ Follow safety expectations
 - ✓ Represent Marshfield Legacy Cheer positively
 - ✓ Contribute to a culture of leadership and accountability
-

Athlete Expectations

Respect

Athletes shall demonstrate respect toward:

- Coaches
- Teammates
- Volunteers
- Officials
- Families
- Opposing teams
- Facilities and equipment

Responsibility

Athletes are expected to:

- ✓ Arrive on time
 - ✓ Come prepared
 - ✓ Follow instructions
 - ✓ Communicate respectfully
 - ✓ Demonstrate accountability
-

Positive Team Behavior

Athletes should:

- ✓ Encourage teammates
 - ✓ Support team goals
 - ✓ Demonstrate leadership
 - ✓ Contribute positively to team culture
-

Attendance Expectations

Consistent attendance supports athlete development and team success.

Athletes are expected to attend:

- ✓ Practices
- ✓ Competitions
- ✓ Choreography sessions
- ✓ Team events
- ✓ Required organizational activities

Excused absences may include:

- Illness
- Injury
- Family emergencies
- School obligations
- Religious commitments
- Medical appointments

Repeated unexcused absences may impact:

- Routine participation
 - Competition eligibility
 - Leadership opportunities
 - Team placement decisions
-

Team Placement Philosophy

Marshfield Legacy Cheer seeks to place athletes in environments supporting:

- ✓ Athlete safety
- ✓ Athlete development
- ✓ Team needs
- ✓ Competitive balance
- ✓ Long-term growth

Placement decisions may consider:

- Age eligibility
- Skill evaluations
- Experience
- Team dynamics
- Safety considerations

Placement decisions remain at the discretion of organizational leadership.

Competition & Travel Expectations

Athletes are expected to:

- ✓ Arrive on time and prepared
- ✓ Support teammates
- ✓ Demonstrate sportsmanship
- ✓ Follow coach instructions
- ✓ Respect facilities and others
- ✓ Represent Marshfield Legacy Cheer positively

Uniform & Appearance Expectations

Athletes are expected to maintain a neat and professional appearance during organizational activities.

Requirements may include:

- ✓ Official uniform items
- ✓ Approved footwear
- ✓ Team bows/accessories
- ✓ Hair requirements
- ✓ Event-specific appearance expectations

Leadership Opportunities

Marshfield Legacy Cheer believes leadership is demonstrated through actions rather than titles.

Leadership opportunities may consider:

- ✓ Attendance and commitment
- ✓ Positive attitude
- ✓ Teamwork
- ✓ Accountability
- ✓ Sportsmanship
- ✓ Communication skills
- ✓ Positive role-model behavior

Leadership opportunities may be reviewed if expectations are not maintained.

Note: Social media expectations, athlete conduct agreements, anti-bullying policies, and formal acknowledgment forms are maintained within organizational policies and the Operational Forms & Templates Packet.

Section V – Coach & Volunteer Handbook

Coach & Volunteer Welcome Statement

Coaches and volunteers play an important role in shaping athlete experiences, confidence, leadership, and personal growth.

Marshfield Legacy Cheer believes successful coaching is measured not solely by competitive outcomes, but by the environment created for athletes and the positive impact made on their development.

All coaches and volunteers are expected to support the mission, values, and organizational philosophy outlined in **Section I — Organization Overview**.

Coaching Philosophy

Marshfield Legacy Cheer believes coaching should:

- ✓ Prioritize athlete wellbeing
- ✓ Promote confidence and growth
- ✓ Develop skills safely
- ✓ Encourage leadership
- ✓ Build positive team culture
- ✓ Teach sportsmanship

Athlete wellbeing shall remain a priority above competitive outcome.

Coach Qualifications & Eligibility

Individuals serving as coaches or volunteers shall meet organizational requirements, which may include:

- ✓ Completed application
- ✓ Background screening
- ✓ CORI/SORI verification
- ✓ Athlete safety training
- ✓ Review of organizational policies
- ✓ Signed Coach/Volunteer documentation
- ✓ Additional training as determined by organizational leadership

Coach Responsibilities

Coaches are expected to:

Prioritize Athlete Safety

- ✓ Maintain safe practice environments
- ✓ Follow injury procedures
- ✓ Ensure proper supervision
- ✓ Report safety concerns promptly

Foster Positive Team Culture

- ✓ Encourage inclusion
- ✓ Support teamwork
- ✓ Build confidence
- ✓ Promote kindness and respect

Demonstrate Professionalism

- ✓ Communicate respectfully
 - ✓ Demonstrate consistency
 - ✓ Follow organizational policies
 - ✓ Represent Marshfield Legacy Cheer positively
-

Volunteer Responsibilities

Volunteers are expected to:

- ✓ Support organizational activities positively
 - ✓ Maintain professionalism
 - ✓ Follow safety procedures
 - ✓ Support athlete wellbeing
 - ✓ Follow organizational policies and procedures
-

Professional Boundaries & Conduct

Coaches and volunteers shall maintain appropriate professional boundaries with athletes.

Expected conduct includes:

- ✓ Professional communication

- ✓ Appropriate interactions
- ✓ Respectful relationships
- ✓ Use of organization-approved communication methods

Prohibited conduct includes:

- Harassment
 - Abuse
 - Inappropriate relationships
 - Retaliation
 - Threatening behavior
 - Public humiliation
 - Favoritism negatively impacting athletes
-

Communication Expectations

Communication should be:

- ✓ Professional
- ✓ Respectful
- ✓ Constructive
- ✓ Consistent
- ✓ Age-appropriate

Sensitive matters involving athlete wellbeing, safety concerns, or confidential information should be handled appropriately.

Positive Coaching Standards

Coaches should avoid:

- Fear-based coaching
- Excessive criticism
- Public humiliation
- Intimidation
- Punitive conditioning

Coaches are encouraged to use:

- ✓ Constructive feedback
- ✓ Positive reinforcement
- ✓ Leadership opportunities
- ✓ Individual growth strategies

Performance Review & Corrective Action

Coaches and volunteers may participate in periodic evaluations including:

- ✓ Leadership observations
- ✓ Athlete experience feedback
- ✓ Policy compliance
- ✓ Safety standards
- ✓ Professional conduct

Corrective action may include:

- Additional training
- Written warning
- Probation
- Suspension
- Removal from duties

Immediate action may occur when athlete safety concerns exist.

Note: Anti-retaliation provisions, volunteer agreements, conflict of interest disclosures, and acknowledgment forms are maintained within organizational policies and the Operational Forms & Templates Packet.

Section VI – Athlete Safety & Wellness

Athlete Safety Philosophy

Marshfield Legacy Cheer is committed to providing an environment where athletes feel physically safe, emotionally supported, respected, and valued.

Athlete wellbeing shall remain the highest organizational priority. No competition result, routine element, or team objective shall take precedence over athlete health and safety.

Athlete safety includes:

- ✓ Physical safety
- ✓ Emotional wellbeing
- ✓ Positive relationships
- ✓ Inclusion and belonging
- ✓ Safe coaching practices

Athletes First. Always.

Physical Safety Standards

Coaches, volunteers, and leadership shall prioritize safe participation practices during all organizational activities.

Safety expectations include:

- ✓ Appropriate supervision
- ✓ Safe skill progression
- ✓ Proper training techniques
- ✓ Safe stunt progression
- ✓ Equipment safety checks
- ✓ Proper conditioning and warm-ups

Athletes shall not be pressured to perform skills that:

- Exceed their abilities
- Present unnecessary safety risks
- Conflict with medical restrictions

Emotional Safety Standards

Marshfield Legacy Cheer recognizes emotional wellbeing as an essential component of athlete health.

Athletes should experience an environment promoting:

- ✓ Respect
- ✓ Encouragement
- ✓ Inclusion
- ✓ Healthy communication
- ✓ Positive relationships

The following behaviors are prohibited:

- Public humiliation
- Intimidation
- Verbal abuse
- Harassment
- Retaliation
- Excessive criticism

Anti-Bullying & Anti-Hazing Policy

Marshfield Legacy Cheer maintains a zero-tolerance policy regarding bullying and hazing.

Prohibited conduct may include:

- Verbal teasing or name-calling
- Rumors or gossip intended to harm others
- Social exclusion
- Threats or intimidation
- Cyberbullying
- Public embarrassment
- Hazing activities intended to humiliate, embarrass, isolate, or endanger others

Participation by consent does not make hazing acceptable.

Concerns involving bullying or hazing shall be addressed promptly and may result in disciplinary action.

Concussion Management & Return-to-Play Procedures

Marshfield Legacy Cheer recognizes the seriousness of concussions and head injuries and shall comply with applicable youth sports concussion requirements.

Athletes suspected of sustaining a concussion or head injury shall:

- ✓ Be removed immediately from participation
- ✓ Not return to participation the same day
- ✓ Be evaluated by an appropriate medical professional
- ✓ Follow medical recommendations
- ✓ Provide medical clearance when required before returning

Injury Reporting & Emergency Procedures

Injuries occurring during organizational activities should be documented promptly.

Reports should include:

- ✓ Date and time
- ✓ Description of incident
- ✓ Immediate action taken
- ✓ Parent notification
- ✓ Follow-up recommendations

Emergency procedures may include:

- ✓ Emergency contact information
 - ✓ First aid resources
 - ✓ Emergency response procedures
 - ✓ Parent notification procedures
-

Safety Reporting

Athletes, parents, coaches, volunteers, and members are encouraged to report concerns involving:

- ✓ Safety risks
- ✓ Bullying
- ✓ Hazing
- ✓ Harassment
- ✓ Unsafe conditions
- ✓ Policy violations

Reports shall be reviewed promptly and appropriately.

Wellness & Mental Health Statement

Marshfield Legacy Cheer recognizes that athlete wellbeing extends beyond physical health.

The organization encourages:

- ✓ Positive self-esteem
 - ✓ Healthy communication
 - ✓ Supportive relationships
 - ✓ Healthy balance
 - ✓ Seeking support when needed
-

Note: Safety reporting forms, incident reports, concussion documentation, and acknowledgment forms are maintained within the **Operational Forms & Templates Packet**.

Section VII – Financial Policies

Financial Stewardship Statement

Marshfield Legacy Cheer, Inc. is committed to maintaining ethical, transparent, and responsible financial practices.

Financial resources entrusted to the organization represent investments made by athletes, families, sponsors, donors, volunteers, and the community and shall be managed solely in support of the mission and long-term sustainability of Marshfield Legacy Cheer.

Financial decisions shall prioritize:

- ✓ Athlete opportunities
 - ✓ Organizational sustainability
 - ✓ Accountability
 - ✓ Transparency
 - ✓ Responsible stewardship
-

Treasurer Responsibilities

The Treasurer serves as the primary financial officer of Marshfield Legacy Cheer, Inc. and is responsible for:

- ✓ Maintaining accurate financial records
 - ✓ Monitoring organizational income and expenses
 - ✓ Managing financial accounts
 - ✓ Preparing financial reports
 - ✓ Supporting annual budget development
 - ✓ Supporting reporting and compliance requirements
-

Annual Budget Procedures

An annual operating budget shall be prepared and reviewed by the Board.

Potential revenue sources may include:

- Registration fees
- Sponsorships
- Fundraising activities
- Donations
- Merchandise sales
- Camps and clinics
- Grants

Potential expenses may include:

- Insurance
- Facility expenses
- Competition fees
- Choreography
- Uniforms and equipment
- Administrative costs

- Scholarships
 - Athlete development opportunities
-

Fiscal Year

The fiscal year for Marshfield Legacy Cheer, Inc. shall run:

January 1 – December 31

Unless otherwise modified by Board approval.

Banking & Financial Controls

All organizational funds shall:

- ✓ Be maintained in accounts established in the name of Marshfield Legacy Cheer, Inc.
- ✓ Remain separate from personal accounts
- ✓ Be managed only by authorized individuals
- ✓ Follow established approval and documentation procedures

Financial oversight practices may include:

- ✓ Documentation of expenditures
 - ✓ Spending approval procedures
 - ✓ Record retention
 - ✓ Periodic financial review
-

Spending Authorization Policy

Expenses up to \$500

May be approved by:

- Treasurer **or** President

Expenses from \$501–\$1,500

Require approval from:

- Treasurer
- One additional Board officer

Expenses exceeding \$1,500

Require:

- Board review
- Majority Board approval

Emergency expenses involving athlete safety may be approved immediately with subsequent Board documentation.

Reimbursement Policy

Individuals requesting reimbursement shall provide:

- ✓ Itemized receipts
- ✓ Description of expense
- ✓ Organizational purpose
- ✓ Submission within thirty (30) days of purchase

Incomplete reimbursement requests may be delayed or denied.

Sponsorship & Donation Policy

Marshfield Legacy Cheer, Inc. may accept sponsorships and donations that support the mission and values of the organization.

Support may assist with:

- ✓ Scholarships
- ✓ Equipment
- ✓ Competition expenses
- ✓ Athlete development opportunities
- ✓ Program growth

The organization reserves the right to approve or decline sponsorship opportunities or donations.

Fundraising Guidelines

Fundraising activities shall:

- ✓ Support organizational goals
- ✓ Maintain ethical standards
- ✓ Promote community engagement
- ✓ Receive organizational approval

Examples may include:

- Team fundraising activities
 - Community events
 - Restaurant partnerships
 - Corporate sponsorships
 - Merchandise sales
-

Scholarship Policy

Marshfield Legacy Cheer, Inc. believes financial circumstances should not unnecessarily prevent participation.

Scholarships may be considered based upon:

- ✓ Demonstrated financial need
- ✓ Available funding
- ✓ Program eligibility criteria

Scholarship decisions shall remain confidential and follow consistent review procedures.

Financial Reporting & Record Retention

The Treasurer shall provide periodic financial reports to the Board including:

- ✓ Account balances
- ✓ Revenue summaries
- ✓ Expense summaries
- ✓ Budget updates

Financial records shall be maintained according to applicable organizational and legal requirements.

Note: Financial acknowledgment forms, reimbursement requests, scholarship applications, and donation documentation are maintained within the **Operational Forms & Templates Packet**.

Section VIII – Forms & Appendices

Forms & Documentation Statement

Marshfield Legacy Cheer, Inc. utilizes standardized forms and supporting documentation to promote consistency, accountability, communication, safety, and effective organizational operations.

Official forms may be revised periodically to support organizational needs while remaining consistent with Board-approved policies and procedures.

The most current Board-approved forms maintained by Marshfield Legacy Cheer shall serve as the official source documents for organizational use.

Operational Forms & Templates Packet

Marshfield Legacy Cheer maintains a separate **Operational Forms & Templates Packet** containing official forms and supporting documentation used by athletes, families, coaches, volunteers, leadership, and organizational representatives.

Forms maintained within the Operational Forms & Templates Packet may include:

Athlete & Family Forms

- ✓ Athlete Registration Forms
- ✓ Emergency Contact & Medical Information Forms
- ✓ Parent & Family Agreements
- ✓ Athlete Participation Waivers
- ✓ Media Release Forms
- ✓ Travel Authorization Forms
- ✓ Scholarship Applications (when applicable)

Coach & Volunteer Forms

- ✓ Coach Agreements
- ✓ Volunteer Agreements
- ✓ Background Screening Documentation
- ✓ Conflict of Interest Disclosures
- ✓ Safety Training Documentation

Safety & Incident Forms

- ✓ Incident Reports
- ✓ Injury Reports
- ✓ Safety Concern Reports
- ✓ Concussion Documentation
- ✓ Emergency Action Documentation

Sponsorship & Financial Forms

- ✓ Sponsor Information & Commitment Forms
 - ✓ Donation Acknowledgment & Tax Receipt Forms
 - ✓ Scholarship Documentation
 - ✓ Reimbursement Requests
 - ✓ Financial Documentation
-

Governance & Administrative Forms

- ✓ Board Member Agreements
 - ✓ Policy Acknowledgment Forms
 - ✓ Conflict of Interest Forms
 - ✓ Amendment Documentation
 - ✓ Governance Records
-

Record Management Procedures

Completed forms and documentation shall:

- ✓ Be maintained securely
- ✓ Remain confidential when appropriate
- ✓ Follow record retention procedures
- ✓ Be accessible only to authorized individuals
- ✓ Be maintained according to organizational and legal requirements

Section IX – Organizational Operations Policies

Organizational Operations Statement

Marshfield Legacy Cheer, Inc. is committed to maintaining clear, consistent, and transparent operational procedures that support athletes, families, coaches, volunteers, and organizational leadership.

These policies are intended to promote fairness, accountability, consistency, and effective organizational operations while supporting the mission and values of Marshfield Legacy Cheer.

Registration & Enrollment Policy

Participation in Marshfield Legacy Cheer requires completion of all registration requirements.

Required registration materials may include:

- ✓ Registration forms
- ✓ Parent/guardian information
- ✓ Emergency contact information
- ✓ Medical information
- ✓ Required waivers and acknowledgments
- ✓ Financial agreements
- ✓ Registration fees or approved payment arrangements

Registration shall not be considered complete until all required documentation has been submitted.

Payment Plans & Financial Obligations

Marshfield Legacy Cheer recognizes that participation in youth athletics may create financial commitments for families.

When available, payment plans may be offered.

Families participating in payment arrangements are expected to:

- ✓ Meet payment deadlines
- ✓ Communicate financial concerns promptly
- ✓ Honor approved agreements

Financial hardship discussions shall remain confidential whenever possible.

Refund & Cancellation Policy

Refund eligibility may vary based upon organizational expenses already incurred.

Factors considered may include:

- Timing of withdrawal
- Uniform purchases
- Competition fees
- Organizational expenses already committed

Refund decisions shall remain at the discretion of organizational leadership.

Uniform Distribution & Equipment Policy

Organizational equipment and issued items shall be maintained responsibly.

Families and athletes are expected to:

- ✓ Care for issued items
- ✓ Report damage promptly
- ✓ Return organizational property when requested

Replacement costs may apply for lost or damaged items.

Travel & Overnight Event Policy

Travel associated with Marshfield Legacy Cheer shall prioritize athlete safety and appropriate supervision.

Travel requirements may include:

- ✓ Parent authorization
- ✓ Emergency contact information
- ✓ Compliance with behavioral expectations
- ✓ Adherence to supervision procedures

Weather Cancellation Policy

Athlete safety shall guide decisions regarding weather-related cancellations.

Factors considered may include:

- ✓ Local weather conditions
- ✓ Travel safety
- ✓ Facility conditions
- ✓ School or community closures

Cancellation information should be communicated as early as reasonably possible.

Board Member Onboarding

New Board members shall receive organizational orientation materials including:

- ✓ Governance & Bylaws Packet
- ✓ Mission and values overview
- ✓ Conflict of Interest information

- ✓ Board responsibilities
- ✓ Organizational expectations

Note: Team placement philosophy, social media guidelines, and applicable operational forms are maintained within relevant policies and the Operational Forms & Templates Packet.

Section X – Legal & Administrative Policies

Legal & Administrative Statement

Marshfield Legacy Cheer, Inc. is committed to operating with integrity, transparency, professionalism, and accountability while maintaining policies that support athlete safety, privacy, inclusion, and responsible governance.

The following policies establish standards intended to protect athletes, families, coaches, volunteers, leadership, and the organization.

Non-Discrimination Policy

Marshfield Legacy Cheer is committed to providing an inclusive and welcoming environment for all participants.

The organization shall not discriminate based on:

- ✓ Race
- ✓ Color
- ✓ National origin
- ✓ Religion
- ✓ Age
- ✓ Sex
- ✓ Gender identity or expression
- ✓ Sexual orientation
- ✓ Disability
- ✓ Marital status
- ✓ Veteran status
- ✓ Any legally protected status

The organization seeks to create an environment where all individuals feel respected, valued, and supported.

Privacy & Confidentiality Policy

Marshfield Legacy Cheer, Inc. recognizes the importance of maintaining privacy and confidentiality.

Confidential information may include:

- ✓ Athlete medical information
- ✓ Emergency contact information
- ✓ Financial assistance requests
- ✓ Incident reports
- ✓ Personnel matters
- ✓ Confidential Board discussions

Confidential information shall be shared only with individuals with a legitimate need to know.

Unauthorized disclosure may result in disciplinary action.

Athlete Protection & Safe Environment Policy

Marshfield Legacy Cheer is committed to maintaining an environment free from abuse, harassment, misconduct, and inappropriate behavior.

Coaches, volunteers, and organizational representatives shall:

- ✓ Maintain appropriate boundaries
- ✓ Prioritize athlete wellbeing
- ✓ Follow organizational procedures
- ✓ Report concerns appropriately

Prohibited conduct includes:

- Physical abuse
- Emotional abuse
- Sexual misconduct
- Harassment
- Hazing
- Bullying
- Grooming behaviors
- Retaliation

Concerns involving athlete safety shall be addressed promptly.

Mandatory Reporting Policy

Individuals associated with Marshfield Legacy Cheer are expected to report concerns involving:

- ✓ Abuse
- ✓ Neglect
- ✓ Athlete endangerment
- ✓ Safety risks
- ✓ Threats of harm
- ✓ Policy violations

Concerns involving immediate danger should be reported immediately to appropriate authorities.

Reports made in good faith are protected from retaliation.

Social Media & Branding Policy

Individuals representing Marshfield Legacy Cheer are expected to use social media and organizational branding responsibly and professionally.

Expected conduct includes:

- ✓ Supporting positive team culture
- ✓ Demonstrating professionalism

- ✓ Respecting others
- ✓ Representing organizational values appropriately

Prohibited conduct includes:

- Bullying
- Harassment
- Threats
- Misrepresentation of organizational positions
- Sharing confidential information
- Unauthorized use of organizational branding or logos

Electronic Communication Policy

Communication involving organizational matters shall remain professional, respectful, and age appropriate.

Coaches and volunteers should:

- ✓ Use organization-approved communication methods
- ✓ Include parents when appropriate
- ✓ Maintain professional boundaries
- ✓ Protect athlete privacy

Document Review & Revision Policy

Marshfield Legacy Cheer recognizes that policies and procedures may require revision as organizational needs evolve.

Policies may be reviewed:

- ✓ Annually
- ✓ Following legal or regulatory changes
- ✓ As organizational needs arise

Changes to governance documents shall follow procedures established within organizational bylaws

Section XI – Governance Records & Document Control

Governance Record Statement

Marshfield Legacy Cheer, Inc. recognizes the importance of maintaining accurate organizational records and preserving continuity as leadership transitions occur over time.

This section establishes procedures regarding document approval, revisions, and maintenance of official governance documents.

Document Information

Document Title:

Marshfield Legacy Cheer, Inc. Governance & Bylaws Packet

Version:

v6.0

Effective Date:

Approved By:

Marshfield Legacy Cheer, Inc. Board of Directors

Last Updated:

Document Custodian:

Secretary of the Board

Board Approval & Adoption

The Board of Directors of Marshfield Legacy Cheer, Inc. adopts this Governance & Bylaws Packet as the official governing document of the organization.

This document becomes effective upon formal Board approval and shall serve as the official source document for governance, policies, and organizational procedures.

Board Approval & Signature Page

The undersigned certify that this Governance & Bylaws Packet has been reviewed and approved by the Marshfield Legacy Cheer, Inc. Board of Directors.

Effective Date: _____

President

Name: _____

Signature: _____

Date: _____

Vice President

Name: _____

Signature: _____

Date: _____

Treasurer

Name: _____

Signature: _____

Date: _____

Secretary

Name: _____

Signature: _____

Date: _____

Board Member

Name: _____

Signature: _____

Date: _____

Board Member

Name: _____

Signature: _____

Date: _____

Amendment Procedures

Changes to organizational policies or bylaws shall:

- ✓ Be approved by the Board when required
 - ✓ Identify affected sections
 - ✓ Include an effective date
 - ✓ Be reflected in the current official document
 - ✓ Be maintained by the Document Custodian
-

Document Custodian Responsibilities

The designated Document Custodian, typically the Secretary of the Board, shall be responsible for:

- ✓ Maintaining the official Governance & Bylaws Packet
- ✓ Recording approved revisions
- ✓ Preserving organizational records
- ✓ Maintaining historical documents when necessary
- ✓ Distributing updated versions when appropriate