

2024 CCMFL Cheer Handbook

Eligibility: 5-12 years old by December 1st (NY) or September 1st (PA). Cannot turn 13 before December 1st (NY) or September 1st (PA).

Levels: Flag (6-7), Peewee (8-9) Midget (10-12)

Mascots: Participates with other levels (5). *See details in description.*

Teams: Allegany Limestone Gators, Bolivar Richburg Wolverines, Bradford Raptors, Cattaraugus-Little Valley Timberwolves, Cuba Rushford Rebels, Ellicottville Eagles, Franklinville Panthers, Olean Huskies, Pioneer Jr. Panthers, Portville Panthers, Randolph Raiders, Salamanca Warriors, Seneca Sachems, Springville Griffins, Wellsville Lions.

All new head coaches must be sworn into CCMFL as new members and will be on probation for one year. Assistant coaches, representatives, and certified volunteers (*volunteers who work hands on with the cheerleaders, not those who work chains, concessions, or fundraisers*) must be CCMFL approved. CCMFL approval simply means we have received their information, appropriate certifications, and background checks. Denial will only be the result of a total failure to meet certification requirements or a failed background check.

Certifications and Requirements:

Certifications must be submitted by July 22nd 2024. In the event you are unable to submit the requested paper copies, you may submit them via email to Amy6882CCMFL@gmail.com. If the certifications are due for renewal during the active season, they must be renewed before July 22nd. If any certifications are updated throughout the season, the updated copy must also be sent. Anyone who has not met the certification requirements will not be permitted to participate in CCMFL practices, games, or post-season events until they're fully certified. Failure to follow the certifications guidelines will result in disciplinary action.

Background Checks

Every coach, representative, and certified volunteer is required to pass a basic criminal background check prior to working with any CCMFL athlete. Background checks are available through CCMFL. Once the CCMFL background check program

closes, it will be the responsibility of the individual town to obtain background checks for any new coaches or members if they did not submit their information by the provided deadline.

NAYS Certification

Every coach, representative, and certified volunteer who will be actively participating in cheerleading specific events including supervising stunts and tumbling, or actively coaching is required to be NAYS certified by July 22, 2024. NAYS certification provides every individual who is certified with their own liability insurance. CCMFL does not cover the cost of NAYS Certification, if your town board does not cover this cost, it falls on the individual coach to purchase.

CPR Certification

There must be a CPR certified member present at all practices, games, and post-season events.

General Cheerleading Rules:

- No Jewelry is permitted during practices, games or competitions. Any piercing that is acquired after registration must either be removed or the athlete will not be eligible to participate. Medical alert jewelry is always permitted but must be taped down. Anything that is not a part of the uniform/practice attire is considered jewelry. *Example: Excess scrunchies/hair ties on wrist*
- Beads, clips, and any form of hair jewelry is prohibited.
- Athletes must wear appropriate athletic shoes (*No crocs, ballet slippers, footwear with metal, etc.*)
- Bobby Pins are permitted. Bobby pins are to be utilized correctly (*flat up against the head*) and should not be positioned where prongs are exposed freely in the hair as it can result in injury.
- Nail polish and acrylic nails/press on nails are prohibited. Nails must be trimmed so they do not extend past the fingertips.
- Loose glitter is prohibited at games and competitions.

Exceptions must be cleared through the CCMFL board of directors

- Props such as Pom poms, signs, megaphones, etc. may be used at practices, games, and competition with certain rules followed . Bases may not have props in their hands during stunts. Props may not be used while tumbling and must be out of the way when not in use. (*See competition deduction section for more details regarding prop use*)
- Athletes with casts may only participate in games with the written consent of a doctor and will not be permitted to stunt, jump, or tumble. Athletes in a wheelchair may participate in sideline cheers in formation with their team.
- Sportsmanlike conduct is expected of all athletes at any practice, game, or post-season event.

Cheer Coach Expectations:

Rosters

Coaches must provide CCMFL with a Game Day roster by August 19th 2024, this roster must include the athletes name, date of birth, and age as of December 1st, 2024 (September 1st for PA). Coaches will only be required to provide CCMFL with a competition roster in September of 2024 if there has been changes from the game day roster. Failure to meet these requirements will result in a \$100 fine.

Meetings

- Head coaches shall attend all required meetings or delegate someone to attend on their behalf.
- After every meeting coaches are required to provide their Town President with all CCMFL documents, and updates.

Managing your team

- Coaches are required to provide all necessary information to parents prior to the first practice of the season, this includes conduct expectations for both athletes and parents, safety rules, and town specific rules. It is recommended that this be done in writing but may be done in the form of a parent meeting.
- Coaches may require an attendance policy; attendance policies may restrict or prohibit cheerleaders from participating in games and competitions. These policies must be given to parents in writing by the first practice of the season. A letter of warning must be given to parents when an athlete's attendance is close to prohibiting them from participating in competition. Extenuating

circumstances such as a death in the family, religious events, and serious medical issues should be considered when possible. Attendance policies must be submitted to CCMFL by June. CCMFL reserves the right to send a policy back to be changed if it is deemed unreasonably strict by the board of directors. It is recommended that all attendance policies are discussed with the coach's town board and are similar from team to team within a single organization.

- Coaches are required to document all injuries that take place at any event (practices, games, and post-season events) whether it was during active cheering or not. They must document injuries even if it does not result in medical attention or an incident form. This documentation (who, when, where, and how) should be kept in the insurance binder in case the injury requires medical attention at a later date.
- Injuries that result in medical attention require a call to a CCMFL director within 24 hours to start the insurance process. CCMFL will provide all coaches with an incident form that is to be filled out as soon as the injury is seen or reported to the coach. All incident forms must be scanned and emailed to MissEmkeCCMFL@gmail.com no later than 5 business days after the event. Insurance claims made to CCMFL without an accompanying incident form, or turned in after the season will result in disciplinary action.
- Every team's copy of their insurance binder must be present at all CCMFL sanctioned events. This includes but is not limited to practices, games, and competitions. Head Coaches are responsible for their team's insurance binder until the end of the season. This binder shall include their team athletes:
 1. Birth certificates
 2. Registration Sheets
 3. Signed CCMFL Code of Ethics from child and parent
- Coaches must ensure there is a first aid kit on site at all practices, games, and post-season events.
- It is the coaches responsibility to communicate with parents and spectators to ensure they are not in athlete/member only areas at practices, games and competition. This includes but is not limited to; on the field, on the track, and non-spectator locations at the competition venue.

- Coaches, assistant coaches, representatives, and certified volunteers are strictly prohibited from using physical force to discipline or move athletes at any time except to prevent serious injury. This includes the coach's own child. The use of physical force against an athlete, member, or spectator will result in immediate suspension pending a CCMFL disciplinary meeting. Physical force qualifies for removal without progressive discipline, if the coach or member is found guilty.
- Any Cheer specific or CCMFL infractions witnessed by any coach at game day, competition or any other CCMFL sanctioned event are to be reported via email to ReportsCCMFL@gmail.com. This includes infractions by coaches, athletes, fans, and spectators.

Game Day

- At every game the home team's head coach is required to greet the opposing team's head coach. Greetings shall include: Introduction, restroom location, cheer schedule, etc.
- Safety check - Both head coaches will check all cheerleaders to ensure they are following guidelines. (Proper shoes, no nail polish/acrylics, no jewelry, etc.). In the event an athlete fails a safety check, immediate efforts to correct the infraction must take place. If the infraction cannot be corrected, that athlete must sit for the duration of the game.
- In the event a head coach is not available, you may utilize an assistant coach for greetings and safety checks.
- Teams are required to watch the other team's cheer/performance (even if your team does not have one to perform).
- Coaches must ensure that all cheerleaders are back on the sidelines by the end of the 3rd quarter.

Failure to follow these guidelines will result in disciplinary action.

Mascots/Jr Coaches:

Both junior coaches and mascots must have a completed CCMFL registration form, as well as a birth certificate turned in with the final roster submission. Requiring paperwork does not mean that registration payments are required, this is at the discretion of the town board.

Mascots-

Mascots are defined as an athlete who turns five years old prior to July 22nd, 2024, but is not yet eligible to participate on flag. **Mascots are not their own team;** they practice and participate in games with other levels.

- They shall not stunt with other levels but can do their own stunts as long as the stunt is no higher than thigh level.
- May tumble if they follow CCMFL tumbling guidelines.
- Must be at least 5 ft away from other levels' stunts/tumbling.
- In order to participate in competition, they MUST be placed with flag. They are not to be on the mat with pee wee or midget teams. They must be clearly identifiable so they are not judged - this can be a separate uniform, bow, t-shirt, etc. Alternatively, they may be placed outside of formation holding signs, in the normal team uniform if they are not actively performing in the routine.

Junior Coaches-

Junior coaches are defined as a minor who turns 14 prior to December 1st 2024 and will not be eighteen before December 1st, 2024. If a junior coach turns eighteen during the season, they will need to take the NAYS course immediately and submit it to CCMFL so they can be listed as an assistant coach. Jr. coaches may be hands-on with the athletes, assisting in all day-to-day coaching activities and used as non-contact adult spotters. Junior coaches may be on the track, and with the coaches at competition.

Junior coaches may **NOT** be held responsible for parent correspondence or left unsupervised with the athletes. An assistant or head coach must be able to visibly see the athletes at all times.

Non-contact/Adult spotters:

Anyone who is in contact or spotting cheerleaders must be NAYS certified. They are not to coach or be left alone with the teams. The use of non-contact/adult spotters does not replace the need for mats where they are otherwise required. They may only supervise one stunt at a time.

Skill Safety Rules:

- **It is expected that coaches are gauging their own teams mastery level for all skills.** Only executing what is deemed consistently safe.
- Stunting, tumbling, and jumping is prohibited on any surface that is wet, with or without mats.
- When stunting and tumbling, mats are required on all hard surfaces. This includes but is not limited to; concrete, asphalt, and wood. Mats are not required on rubber track/flooring, turf, or grass.

- If a stunt being executed has a possibility to fall beyond the surface of the mats available, non-contact spotters and/or teammates should create a perimeter around the stunt until it is considered safe per coaches' discretion.
- Must follow all general cheerleading guidelines while performing any stunt, tumbling, or jumping skill. *(No jewelry, appropriate footwear, etc.)*

Tumbling rules:

- Dive forward rolls are prohibited.
- All tumbling skills must begin and end on the performance surface.
- Tumblers may not perform any skill under or over another athlete, or prop.
- Only tumbling skills that are executed properly and safely without a spotter may be performed at games or competitions.
- May perform more advanced tumbling skills if it follows all requirements listed above.

Stunting Rules:

Tosses are prohibited *(Cradles, twist-downs, pops, sweeps, and bahas are considered dismounts not tosses)*

Inversions *(Defined as any stunt where the flyer's head is 45 degrees below the waist)* are prohibited.

Twisting dismounts can go up to 1.5 rotations.

Up to ½ turn entry into stunts are permitted.

Stunts prep level or below must have at least one base and one back spotter.

The front spots for teddys that are required (see graph below) are non-contact front spotters.

Back spotters must have contact with the flyer from the entry of the stunt all the way through until the flyer has at least one foot on the ground or until the toss during a dismount.

Shoulder sits and one leg stunts are allowed, one leg stunts may rotate with two bases, a back spot, and front spot. Shoulder sits at flag level require a back spot. Shoulder stands(not permitted at flag level) require a minimum of one spot.

Both feet must be in bases hands in order to move a stunt.

Pendulums may be executed as a ½ or full. In order to perform a full pendulum, you must have a minimum of 12 athletes. 6 'catchers' on each side, two base's and a flyer. For a ½ Pendulum, you must have a minimum of 10 athletes total. 6 'catchers', two bases, a flyer, and a backspot.

Edit/Add on

*** Flag can do prep level with a front spot.**

*** Pee wee can do prep level and cradles without a front spot. (Anything at extension level for them requires a front spot including dismounts)**

***Any moving stunts require a front spot regardless of level, but flag must be at sponge level.**

***Rotations are defined as a stunt turning in place. Moving Stunts are Stunts that move forward, backwards, or to the side.**

	Flag (Prep level only)	Pee Wee	Midget
Cradle/sweep/pop	Yes with front spot	Yes	Yes
Twist Downs	No	Yes with front spot	Yes with front spot
Baha	No	Yes with front spot	Yes
Moving Stunts	Yes if bumped down to sponge level	Yes with front spot	Yes with front spot
Extensions	No	Yes with front spot	Yes
Teddy/V-sits	At prep level only with front spot	Extensions allowed with front spot	Extensions allowed
Pendulums	No	No	Yes

Pyramids:

Stunts may connect to make a pyramid by using hand/hand, hand/arm, and hand/foot connections. Bracers (flyers connected to one another) may not provide primary support to another flyer. Pyramids are structures that do not move. Connections must be released prior to dismounting. Each flyer must have its own base and back spot. *Pyramids do not require different levels to earn 'pyramid points.'*

Competition:

Any questions regarding competition may be emailed to CCMFLcheercoordinator@gmail.com

Each town is required to provide one volunteer for competition. Sign up at volunteersignup.org/TJ8CX. (Contact CCMFL Cheer coordinator for any questions or assistance.)

Music

Routine Length	Flag 1:30-2:00	Pee Wee 2:00-2:30	Midget 2:00-2:30
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Music that is edited in any way must be mixed legally, and licensed. In the event a team fails to follow the copyright law, the legal liability falls on the individual town and coach. CCMFL does not permit the use of illegal music and does not accept liability on behalf of the team. *If you are having trouble funding or sourcing music, please reach out to a director.*

Routine Requirements

Routines must include:

1. A cheer (*Hello cheer, 30 second cheer, crowd cheer, etc.*)
2. Dance routine
3. A minimum of one jump (*Jump score is based on entire team executing jump at same time*)
4. One tumbling skill executed by at least 50% of the team. (*Individual, team, or ripple*).
5. Minimum of one stunt. *Pyramids are not required; however, they are included in the judges score sheets as a skill. Teams with six athletes or less will receive half points for pyramid automatically if they are not performed. In the event a team can make a six-person pyramid, the skill will be judged based on execution.*

Additional notes, deductions, and disqualifying events:

Flag level may have **one** coach display the routine to the athletes but this coach must be seated. Any other level who has a coach displaying the routine will result in a deduction. Flag is permitted to have coaches set up props (not poms) on the mat prior to performance. Other levels must have their athletes set up props. Stepping on props at competition is a deduction. Discarding props during a performance must be controlled by throwing them aside to a designated location. Athletes may throw them aside to a designated location where there is not a risk of them hitting another athlete or being stepped on. If discarded props leave the mat during competition they may not be picked back up.

Stepping off the mat during the competition performance is a disqualifying event. Sportsmanlike conduct is expected for the entire duration of the competition. Any taunting or booing of a team is a disqualifying event. Coaches must have their team line up “on deck” prior to the team ahead of them starting their routine. The announcer will give one courtesy announcement to the on deck team before the performing team starts if they are not lined up. If the on deck team is not lined up and ready to take the mat by the end of the performance, a deduction will be taken from the final score. Bases, back spots and connected front spots must keep their eyes on the stunt, failure to do so will result in a deduction. Untied shoes during the performance will result in a deduction. Deductions are taken from the final average score. Teams who are disqualified will still receive their score sheets.

Practice Time/Music Check

Each team shall have five minutes of designated practice time prior to their division in a separate practice gym. This time may be used how the coach chooses. A coaches meeting will take place prior to each segment of the competition, this is where music will be tested. It is recommended that teams have their music available on multiple devices.

Judging and Scores

CCMFL will source qualified judges outside of the CCMFL. CCMFL will provide 5-7 judges, and the lowest score sheet will be tossed. Coaches will still receive the lowest score sheet but it will not be factored into the score. The final score will be calculated by the average of each score sheet, minus any deductions.

Coaches will receive their score sheets in a sealed envelope at the end of all divisions. Any questions or comments pertaining to the scores may be submitted to the cheer coordinator prior to the November meeting.

EDIT/ADD ON: COACHES HAVE UNANIMOUSLY AGREED TO HAVE 1 JUDGE COVER EACH SECTION OF OUR SCORE SHEETS. RESULTING IN ONLY ONE SCORE SHEET BEING PROVIDED TO COACHES. JUDGES MUST STAY ON THEIR SECTION FOR THE ENTIRETY OF THE COMPETITION.

Competition Rosters

Athletes may choose not to participate in competition, final rosters will be submitted at the September meeting if there has been a change from game day rosters. Athletes dropping out after the September meeting will not be taken out of the athlete count as that is used to determine divisions. Coaches may NOT exclude any athlete in good standing who wants to compete. It is recommended that coaches get a signed waiver from any parent who chooses to not have their athlete participate in competition. Excluding an athlete in good standing from competition

will result in a disciplinary hearing and may result in removal without progressive discipline. Athletes may not be excluded from competition due to disability if they're able to independently take the floor. If an athlete has a disability that interferes with their ability to learn or perform their routine at an otherwise age-appropriate level, coaches should notify the board in writing by the October meeting so we can make note of the circumstance, said athlete will not be judged at competition. When a noted team is on deck a CCMFL representative will take a coach to the judges table so they can point out the athlete to the judges, so they know who not to judge. CCMFL will NOT require that athlete to wear something that identifies them. Other towns and coaches are not entitled to know if another team had a "non-judged" athlete on their roster. Athletes with crutches, wheelchairs, or casts may not take the mat, however they may sit or stand with the coaches and are encouraged to be in uniform.

Organization Board Expectations:

- Board must keep a list of all Coaches, members, and other volunteers who will be working hands on with athletes such as adult spotters. This list is known as a Data Sheet. This list should be emailed to the league President-Jason Wick before July 22, 2024 and any time changes take place during the season.

Data Sheet requirements for cheerleading:

1. Full Name
2. Email
3. Phone Number
4. All Certification dates and NAYs Member ID
5. Team level/title

- Boards are expected to supply cheer coaches with the equipment and music necessary to prepare for competitions. Cheer mats are considered necessary equipment - CCMFL does NOT require coaches to have carpeted roll mats in order to practice stunting and tumbling safely. Vinyl folding mats are acceptable. Additional measures may be necessary to prevent mats from slipping or sliding on wood surfaces.

- Boards are required to follow the CCMFL Discipline Policy when managing Head Coaches who are sworn in by CCMFL. Documentation of personnel issues, or questions regarding this policy may be emailed to ReportsCCMFL@gmail.com

- Boards are required to make sure that all dues, fees, and fines are paid. Any questions regarding dues, fines, or outstanding balances may be emailed to JLongley19@gmail.com Certifications may be paid for by the town or the coach. Boards are required to provide each Head Coach with a first aid kit prior to the first practice of the season.

- Boards are required to provide CCMFL with a copy of all CCMFL registration documents in August. Coaches must bring these documents directly to the August meeting.
- Boards are required to provide all head coaches with their teams' insurance binder until the end of the season.

If there is any point in time where the rules 'box you in' or extenuating circumstances where the rules are compromising the safety of athletes, please contact Jessica Emke (716)640-8801 MissEmkeCCMFL@gmail.com

Infractions result in disciplinary action, which can be fines, probation, termination, etc. For more information regarding discipline, please refer to our CCMFL Discipline System. Infractions witnessed may be sent to ReportsCCMFL@gmail.com