

**Maine Youth Cheerleading Coaches Association
Policy and Procedures**

Individual Organizations' Responsibilities

1. Each organization must have an Athletes' and a Parents' Code of Conduct which each athlete/parent must sign. Coaches must have the signed documents in their possession at all times and must strictly enforce the Code.
2. Each organization must have with them a "First Aid Kit" at all invitational's which should include, but is not limited to: tape, pre-wrap, Band-Aids, ice packs, etc.

Team Roster

1. All teams shall be required to provide MYCCA a complete roster no later than December 31st of the Invitational year.
2. Teams may not compete in MYCCA invitationals until a roster is submitted.
3. If a team roster changes throughout the year you must notify the MYCCA Registration Coordinator to update their roster.
4. At no time shall an athlete compete on more than one team registered within the MYCCA organization. The only exception is for an MYCCA Middle School athlete to also be listed on an MYCCA Super Stars roster so long as the two MYCCA teams do not attend the same events.
5. Rosters shall contain the following information:
 - Team Name and or Organization
 - Head Coach's Name
 - Athlete's Name
 - Athlete's Town
 - Athlete's Grade

Enrollment Guidelines for Neighboring Communities

Organizations must refrain from actively soliciting cheerleaders from communities which offer a program. However, if an athlete who lives in a community which offers a program independently pursues a program in another community, that community does not have to turn that cheerleader away.

Division Registration Policy

All teams must follow the specified Grade Guidelines for each division.

1. Grade Exceptions are allowed for programs who cannot otherwise field a team of at least 5 athletes within the regular Grade Guidelines.
2. Requests for Grade Exceptions must be submitted in writing to the Board and will be reviewed and an exception granted if appropriate.
3. The Board reserves the right to review and approve additional Exceptions on a case-by-case basis.
4. Once the season begins, a team may not move down a division but can move up. Note: Participation in the Safety Showcase does not count as part of the competition season.
 - a. For example, if a team registers in Division 1 for the first competition, they cannot register in Division 2 for the next competition.
5. Superstar and Middle School Divisions are separate divisions. Hosts have the discretion to combine these divisions based on event registration numbers and must notify affected teams in advance.

Financial Policies

1. All monies will be deposited in a timely manner upon receipt.
2. A treasurer's report (to include a copy of the most recent bank statement) shall be given at each MYCCA meeting and such information made available to any and all parties who request to view the information in detail. A meeting will be set up for such viewing at the earliest convenience to the parties of interest.

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3. Returned Checks:

- a. All returned check notices will be returned to the person whom wrote the check. A letter will accompany the check notifying the person that MYCCA must receive within 10 days from the date of letter a check, money order or cash in the amount of the check plus \$25.00 to cover our returned check fee. If a second check from the same account is returned we will no longer accept checks from that person, individual or establishment.
- b. All returned checks for registrations will result in cancellation of your MYCCA registration if we do not receive monies to cover both check and fee. If any bank fees are left outstanding the organization will not be allowed to register with MYCCA until balance is brought current.
- c. All returned checks for anything other than registrations will take regular course of action as governed by the State for writing a bad check after we have not received payment for the check and fees from the issuing party.

Scholarships

1. MYCCA will award two (2) \$500 scholarships to two (2) graduating seniors.
2. The Registration Coordinator will post an application on the website (www.myccamaine.org) for seniors to complete and submit to the Board.
3. Scholarship Committee will review all applications and choose two (2) winners. The winner's schools will be notified so the athlete can receive their award at the schools award assembly.
4. MYCCA will allocate up to \$2000 in scholarship monies to athletes nominated for the Lobster Bowl Game. This will be agreed upon by membership annually based on the ability of MYCCA to fund.
5. The Registration Coordinator will post a notice to all lobster bowl participants and \$100 scholarships will be awarded on behalf of the first 20 to request the scholarship-

Competitions

1. The Head Official shall be responsible for coordinating, training, and hiring of all invitational judging staff. All officials must remain in good standing with the Maine Principals Association.
2. Up to two competitions may be held on the same day as long as the host venues are at least 25 miles apart from each other. No other competition may be held the same day as the Maine Cheer Classic.
3. An MYCCA Safety Showcase will be held in January for all teams to perform a projected routine for judges. Teams will be scored but no placements or awards will be given just a score sheet with notes and a score. Coaches will have time with Lead Official to discuss anything about their routine if necessary. This will be for informational purposes only.
4. Fees for competing at a competition will be \$35 for MYCCA members and \$65 for Non-MYCCA members.
 - a. Accepting team registrations after the registration deadline is at the discretion of the host and subject to a late fee.

Fees for Hosting an MYCCA Competition

1. Each MYCCA host will be charged \$40 per official stipend for their event
2. One stipend is due at the Fall Host Meeting as a non-refundable deposit
3. Lead official will notify the Treasurer of the number of stipends for each event
4. Treasurer will send an invoice to the host ahead of the event
5. Payment is due upon receipt (less the deposit already paid at the fall host meeting)
 - a. Pay online through MYCCA website
 - b. Check mailed and payable to MYCCA
 - c. Cash will not be accepted
 - d. The Treasurer will follow up with the host if payment is not received. If not paid in full by the Spring Meeting, the event will be taken off the schedule for the following year and opened for other potential hosts.

MYCCA Safety Showcase / Maine Cheer Classic:

The Safety Showcase and Maine Cheer Classic are to operate like any other competition with certain stipulations:

1. Name remains MYCCA Safety Showcase and Maine Cheer Classic
2. The host of each event will rotate year to year. Exceptions will be made if there are no organizations interested in hosting one of the events, in which case the Invitational Coordinator in conjunction with the Board will determine next steps in accordance with the Application Process.

Application Process:

1. Organizations interested in hosting either MYCCA event must submit their application by December 31st to be considered for hosting in the following competitive season.
2. The MYCCA Invitational Coordinator will reach out to each interested organization to review requirements for hosting an MYCCA event:
 - a. Must have two gyms/spaces with adequate seating and parking
 - b. Must keep the name Cheer Classic/Safety Showcase and place on shirts
 - c. Must keep the Invitational Coordinator updated throughout the planning process and provide requested information following the event.
 - d. Must allow site visit by Invitational Coordinator (if appropriate)
3. The Board will schedule a Showcase/Classic Decision Meeting open to membership at which time the Competition Coordinator will review all applications, provide their recommendation of up to two (2) potential hosts for each event, and the Board will vote to decide the host for both the Showcase and Classic. This meeting will take place prior to the Spring Membership Meeting and all applicants will be informed of the decision. Membership will be informed of the location of each event at the annual Spring Membership Meeting.