



# ***Youth Cheerleading Handbook***



**Hunt Recreation Center  
301 Stinson Ave.  
P.O. Box 8  
Holly Springs, NC 27540  
[www.hollyspringsnc.us](http://www.hollyspringsnc.us)**

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## **Important Phone Numbers**

WE Hunt Recreation Center .....	557-9600
Weather Hotline .....	557-2939
Chris Champion -Recreation Programs Mgr .....	567-4031
Austin Ohms-Recreation Programs Specialist.....	577-3124
Jarrold Miron-Recreation Programs Specialist.....	557-9601

## **A Letter from Holly Springs Parks and Recreation Athletic Department**

Dear Coaches and Parents,

We would like to take this opportunity to thank all the parents and coaches involved with our youth cheerleading program. Everyone is working hard to make this season fun and successful.

The goal of the Parks and Recreation cheerleading program is to provide quality instruction which promotes sportsmanship, teamwork, development, participation and fun; individually, to develop technical skills which will enhance the ability, desire and confidence of each player. It is the coach's responsibility to instill this concept into all participants and their parents.

If anyone associated with your team loses sight of these objectives, please remind them that this is about children playing a game. Our job, as parents and coaches, is to facilitate a fun learning experience, and to lead by example. Often, the way we react to things on and around the field teaches them more than the game itself.

If you have children that are not participating in our programs, for their safety, be sure to watch them. Remember to keep our facilities clean and beautiful for everyone to enjoy.

Sincerely,  
Holly Springs Athletic Department

**1.00 Purpose**

1.01 The purpose of the Holly Springs Youth Cheerleading Program is to provide the opportunity to inspire youth to practice ideals of fitness, citizenship, and character using the discipline of organized sport. We will strive to develop skills and teach spirit with encouragement and confidence. We will also impart to the elements of safety and intelligent supervision, while keeping the welfare of the youth first and foremost at all times.

**2.00 League Management**

- 2.01 Operation of the league shall be under the direction of the Recreation Programs Manager, or designated staff member.
- 2.02 The governing authority shall be vested in the Town of Holly Springs Parks & Recreation Department, Athletic Division.
- 2.03 Leagues shall be organized based on the maximum-minimum age.
- 2.04 League classifications shall be as follows: 7/8, 9/10 & 11/12.
- 2.05 All candidates should register during the appropriate registration period.
- 2.06 Special requests for age divisions must be put in writing to be approved by the Parks and Recreation athletic office. No registrant will be allowed to participate in a different age other than specified without permission from the athletic office.

**3.00 Communication**

3.01 Communication is an important aspect of our cheer program. To help keep communication smooth and productive, there is a certain “chain of command” that we ask everyone to use.



**4.00 Weather**

**Policy**

4.01 For practice and game days, the Parks and Recreation Department will have the final decision on field cancellations. The weather hotline can be reached at 557-2939. Decisions will be made by 4:00pm on weekdays, 8:00am on Saturdays, and 12:00pm on Sundays. The alert center on the Town website allows you to receive an email or text message when cancellations are announced. Click on the link <http://www.hollyspringsnc.us/list.aspx> and follow the steps to receive notifications. The weather cancellation page <http://www.hollyspringsnc.us/index.aspx?NID=7> on the website is also updated with cancellation information.

**5.00 Coaches and Assistant Coaches**

- 5.01 No team shall have more than five (5) coaches. They are designated as Head Coach and Assistant Coaches.
- 5.02 Head Coach appointments are to be made by the Recreation Programs Manager or designated staff for one (1) season. All coaches will be evaluated each year. This evaluation will be used to determine whether or not he/she will be invited back to represent a team in our program in the future.
- 5.03 All coaches are required to submit a formal application and background check for to coach. The background checks are subject to approval of the Recreation Director.
- 5.04 All Assistant Coaches may be selected by the Head Coach, pending approval of the Recreation Programs Manager or designated staff member. Assistant Coaches must submit a formal application and background check form. All coaches must understand and agree to carry out the duties, responsibilities, policies, and philosophies as established by the Holly Springs Parks and Recreation Department. All coaches must be approved by the Recreation Programs Manager or designated staff member. Any coach not carrying out these duties and responsibilities will be subject to dismissal by the department.
- 5.05 Head Coaches are required to hold a preseason parent meeting to discuss rules, conduct, responsibilities, etc.
- 5.06 Coaches should always keep in mind they are setting examples in sportsmanship and fair play and should conduct themselves accordingly at all times.
- 5.07 Only the Head Coach and their Assistants will be allowed to be on the sidelines with the team during official game play.
- 5.08 No Head Coach or Assistant Coach may leave the player area for the purpose of discussion with an official.

#### 5.09 Coaching Responsibilities

- Share league information with parents.
- Prepare outline for daily practices.
- Teach and maintain proper instruction and safety.
- Work with all participants equally.
- Discipline participants based on poor behavior, unsportsmanlike conduct, etc.
- Ensure participants follow proper guidelines and safety procedures.
- Promote proper sportsmanship.
- Be a good role model.

### **6.00 Uniforms & Equipment**

#### 6.01 Uniforms

- A. Uniforms including a top and skirt will be provided by the Holly Springs Parks and Recreation Department. These uniforms will be checked out and returned at the completion of the season. Participants shall NOT alter the uniforms that are distributed to players in any manner. Participants will receive a t-shirt that they may keep. All other extras such as shoes, socks, hair bows, etc. will be the responsibility of the parents and are not required.

#### 6.02 Equipment

- A. No equipment should be purchased or used of a quality less than that supplied by the Holly Springs Parks and Recreation Department.
- B. Poms will be provided by the Holly Springs Parks and Recreation Department.

### **7.00 Practice**

- 7.01 The Recreation Programs Manager or designated staff will determine the number of practices based on availability, number of teams, and weather. The Parks and Recreation Department will try to schedule a minimum of two practices per week on Tuesdays and Thursdays.

### **8.00 Games**

- 8.01 Cheerleaders will cheer for all football games in which the Holly Springs Parks and Recreation football teams participate. Travel will be required.
- 8.02 Cheerleaders will cheer on the sidelines to the fans and spectators.
- 8.03 Cheerleaders must adhere to the Holly Springs Parks and Recreation Sideline and Stunting Guidelines when performing during games.

## **9.00 Exhibition**

- 9.01 Cheerleaders may participate in an exhibition to be held following the completion of the season. Cheerleaders will participate in their respective division/age group as a team.
- 9.02 Teams will have a maximum of 3 minutes to perform a routine made up of any combination of cheer, dance, stunting, and tumbling. All exhibition routines must adhere to the Holly Springs Parks and Recreation Sideline and Stunting Guidelines.
- 9.03 All music used as part of a routine should be standard quality and contain no foul language.
- 9.04 Special props should be limited to poms and hand-held signs.
- 9.05 Participation in the exhibition is not mandatory.

## **10.00 Code of Conduct and Penalties**

- 10.01 Holly Springs Parks & Recreation Department has a zero tolerance for unsportsmanlike conduct or behavior by an individual (players, coaches, officials, spectators, or parents) at any town function or event and said behavior will be subject to partial or permanent suspension.
- 10.02 Unsportsmanlike conduct is defined as but not limited to the following: harassment of officials or participants, use of profane language or gestures, and public threat or physical violence.
- 10.03 The length of the suspension will be determined by the Recreation Programs Manager.
- 10.04 Any player, coach, spectator or parent that enters the field of play and confronts and/or makes contact (i.e. cursing, shoving, pushing, etc.) with another an official or participant is suspended from the program and any Parks and Recreation related facilities for any practice, game, or activity for one calendar year from the date of the incident.
- 10.05 No player, coach or spectator shall refuse to abide by an official's decision.
- 10.06 No player, coach or spectator shall be guilty of objectionable demonstration of dissent at an official's decision.
- 10.07 No player or coach, other than the Head Coach, should discuss with an official in any manner the decision reached by an official.
- 10.08 No player or coach shall be guilty of using unnecessary rough tactics in the play of the game against an opposing player.
- 10.09 No player, coach or spectator shall be guilty of personal verbal abuse upon any official for any reason.
- 10.10 No player, coach or spectator shall be guilty of physical attack as an aggressor upon any players, official or spectator.

- 10.11 No alcoholic beverages are allowed on any Town of Holly Springs property. Anyone violating this rule is subject to arrest and expulsion from the League.
- 10.12 No player, coach or spectator shall use profanity. Offending players/coaches may be subject to ejection, possible suspension/expulsion from the league.
- 10.13 If ejected, a player or coach must vacate the premises. Failure to abide by this will result in forfeiture of the game.
- 10.14 Any player, coach or spectator ejected by an official or a supervisor will be suspended for the team's next two (2) scheduled games. Any ejection due to fighting will result in expulsion for one (1) year. A suspension from the game is also a suspension from the playing site. A second ejection in the same season results in a suspension from all remaining games for that season. If circumstances warrant, the suspension may include all competitive programs offered by the Holly Springs Parks and Recreation Department. Seasonal suspensions may be appealed to the Recreation Superintendent.
- 10.15 Game suspensions may apply to regular season games and/or tournament play and may, at the discretion of Holly Springs Parks and Recreation, be carried over to future seasons.

### **11.00 League Awards**

- 11.01 Participation trophies will be provided for all participants.

### **12.00 MISCELLANEOUS RECAP**

- 12.01 24 HOUR RULE: Parents sometimes disagree with a coach's decision or coaching style, especially when it involves their child. Parents have to understand that the coach does not represent a player, but the entire team and must make decisions from the team perspective first and foremost. For parents, it is important to separate their child's sports development from game emotions. For this reason, we have adopted the "24 HOUR RULE", which simply states that the coach will not discuss game situations until at least 24 hours after the game. This rule helps to move the discussion away from the presence of the players and allows all parties to have time to put things in perspective and "cool off" if necessary.
- 12.02 REFUNDS: All refund requests must be submitted in writing and addressed to the Athletic Programs Manager, Holly Springs Parks and Recreation Department. The request letter should state the reason for refund. Refunds requested after the official start date of the particular program in which the participant is enrolled will not be refunded. Official start date is defined as player placement on team. All refunds are assessed a \$15 service charge per participant per activity. Late fees are non-refundable. Requests for medical related refunds will be evaluated on



a case by case basis. If the Parks and Recreation Department cancels a program, the total amount will be refunded.

12.03 WEATHER POLICY: For practice and game days, the Parks and Recreation Department will have the final decision on field cancellations. The weather hotline can be reached at either 557-2939 or on our website at [www.hollyspringsnc.us](http://www.hollyspringsnc.us). Any Parks and Recreation programs scheduled at Wake County Public School sites will follow the WCPSS weather cancellation policy.

### **13.00 Lightning Policy**

1. Anytime Lightning is visible, then all players, coaches, fans and umpires should **Take Shelter Immediately!**

2. Flash (Bang) Method – Count seconds between lightning flash and thunder and divide by 5 – this gives the distance of lightning in miles. If count is 30 seconds or less **Take Shelter Immediately!**

3. **Safe** places for shelter would be fully enclosed metal vehicles with windows up, enclosed buildings or the low ground. Seek cover in clumps of bushes. **Unsafe** shelter areas include all nearby outdoor metallic objects like flag poles, fences, high mast light poles, metal bleachers, etc. AVOID water, AVOID open fields, AVOID using the telephone.

4. If you feel your hair standing on end or hear “crackling noises” you are in lightning’s electric field. Immediately remove metal objects (including baseball cap), place your feet together, duck your head and crouch down with hands on knees.

5. If anyone is struck by lightning **CALL 911 IMMEDIATELY**. People who have been struck by lightning do not carry an electrical charge and are safe to handle. Apply CPR immediately if you are qualified to do so.

6. Wait at least **30 minutes** after the last lightning flash before resuming activities.

# HEAT-RELATED ILLNESSES

## WHAT TO LOOK FOR

## WHAT TO DO

### HEAT STROKE

- High body temperature (103°F or higher)
  - Hot, red, dry, or damp skin
  - Fast, strong pulse
  - Headache
  - Dizziness
  - Nausea
  - Confusion
  - Losing consciousness (passing out)
- Call 911 right away-heat stroke is a medical emergency
  - Move the person to a cooler place
  - Help lower the person's temperature with cool cloths or a cool bath
  - Do not give the person anything to drink

### HEAT EXHAUSTION

- Heavy sweating
  - Cold, pale, and clammy skin
  - Fast, weak pulse
  - Nausea or vomiting
  - Muscle cramps
  - Tiredness or weakness
  - Dizziness
  - Headache
  - Fainting (passing out)
- Move to a cool place
  - Loosen your clothes
  - Put cool, wet cloths on your body or take a cool bath
  - Sip water
- Get medical help right away if:**
- You are throwing up
  - Your symptoms get worse
  - Your symptoms last longer than 1 hour

### HEAT CRAMPS

- Heavy sweating during intense exercise
  - Muscle pain or spasms
- Stop physical activity and move to a cool place
  - Drink water or a sports drink
  - Wait for cramps to go away before you do any more physical activity
- Get medical help right away if:**
- Cramps last longer than 1 hour
  - You're on a low-sodium diet
  - You have heart problems

### SUNBURN

- Painful, red, and warm skin
  - Blisters on the skin
- Stay out of the sun until your sunburn heals
  - Put cool cloths on sunburned areas or take a cool bath
  - Put moisturizing lotion on sunburned areas
  - Do not break blisters

### HEAT RASH

- Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases)
- Stay in a cool, dry place
  - Keep the rash dry
  - Use powder (like baby powder) to soothe the rash



02/2010

# HEADS UP CONCUSSION



## SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs or symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

### › SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### › SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"



## ACTION PLAN

As a coach, if you think an athlete may have a concussion, you should:

1. **Remove the athlete** from play.
2. **Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a health care provider.** Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion.
3. **Record and share information about the injury**, such as how it happened and the athlete's symptoms, to help a health care provider assess the athlete.
4. **Inform the athlete's parent(s) or guardian(s)** about the possible concussion and refer them to CDC's website for concussion information.
5. **Ask for written instructions from the athlete's health care provider** about the steps you should take to help the athlete safely return to play. Before returning to play an athlete should:
  - › Be back to doing their regular school activities.
  - › Not have any symptoms from the injury when doing normal activities.
  - › Have the green-light from their health care provider to begin the return to play process.

**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.**



For more information and to order additional materials **free-of-charge**, visit: [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP).

You can also download the CDC **HEADS UP** app to get concussion information at your fingertips. Just scan the QR code pictured at left with your smartphone.



Centers for Disease  
Control and Prevention  
National Center for Injury  
Prevention and Control

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other health care provider.

**Holly Springs Parks and Recreation Sideline and Stunting Guidelines**  
**AACCA Recommended Cheer Stunting/Tumbling Guidelines**

**All age groups:**

- No basket or elevator tosses.
- No tension rolls.
- Tumbling is acceptable, but not required.
- No twisting tumbling (Arabians or full twists).
- No released twists (no helicopters, log rolls or twisting cradles).
- Only straight cradles allowed.
- A spot is required on all building.
- No inversions allowed in stunts.

**Additional age level restrictions:**

**Mini Mite (Ages 6-8):**

- No building above the waist.
- Thigh stands are acceptable
- One foot must be in contact with the base at all times.

**Mighty Mite (Ages 9-10):**

- No building above shoulder level.
- Elevator preps, shoulder level liberties, shoulder stands/sits are acceptable.
- One foot must be in contact with the base at all times except during a cradle.

**Pee Wee (Ages 11-12):**

- The top girls must have both feet in contact with the base at all times during any extended stunt (no liberties).

