

# **Vikings Cheerleading**

## **Club Constitution**

**Updated: 10th August 2018**

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## 1. General Policy Statement

It shall be the purpose of Vikings Cheerleading to promote and uphold team spirit throughout the community, to develop good sportsmanship by example, to support athletic programs, and to develop good relations within the community.

The purpose of this document is to create rules and actions on how any issues within the club may be resolved. This is to ensure equality towards every member within the Vikings Cheerleading.

## 2. Eligibility Requirements

Vikings Cheerleading exists to provide a platform for cheerleaders in the region. Whilst coaches encourage external training and support for other cheerleading teams, an athlete must prioritise Vikings Cheerleading training and events.

All members of Vikings Cheerleading must sign a registration form, and have parental permission (if under 18) to train and compete.

All members have a place on the team based on the acceptance of the club rules, and without prejudice of race, gender, religion or sexuality. Discrimination will not be tolerated at Vikings Cheerleading.

## 3. Attendance Requirements

All cheerleaders must understand that they are making a commitment, and that the team is depending upon them to fulfil their responsibilities as a team member. Athletes should attend all training sessions and competitions unless an authorised absence has been discussed with a coach. Cheerleaders must understand that failure to come to training may result in the loss of a position within the routine. If a member misses a training session without informing the coaches they will receive a warning. Further missing of training may result in being removed from the team.

Cheerleaders must tell a coach prior to the session about any injuries or illnesses. They are still encouraged to come to the training session.

All cheerleaders will help to participate in fundraising events that are beneficial of the team when possible. If a singular member repeatedly does not attend fundraising events, then they will not benefit from the funds raised by other members.

Whilst attendance to social events is encouraged, it is not required.

## 4. Financial Responsibilities

Each athlete (or parent/guardian if under 18) is responsible for the cost of attending training and competitions. Payments are due on the date given by the Vikings Cheerleading directors. All mandatory training and competition fee deadlines will be communicated at the start of the season. Non-payment could result in disciplinary action.

Transportation: Members will be responsible where necessary to organise and fund their own transport to venues, events and competitions. Vikings Cheerleading will endeavor to provide transport solutions in the scenario where members encounter difficulties. These will be organised on a per event basis.

Insurance: Vikings Cheerleading Directors Scott Reid and Steph Needley are responsible for providing adequate club insurance for all training and competing within the UK. All athletes have the right to view our insurance policy.

## 5. Duties and Responsibilities of the Head Coach/Directors

- Safety is the top priority at all times. First aid must always be available and a first aid trained member of the coaching team must be present at all times. The emergency contact details of all current members must be accessible to the Session Coach during all sessions.
- Ensuring the club is insured
- Organising and arranging team kit, equipment, training, facilities, competitions and events.
- Setting an example to the rest of the squad by following the rules and regulations of Vikings Cheerleading
- Adhering to the Code of Conduct for Coaches, Volunteers and Staff members
- Be responsible for welcoming new members

## 6. Uniform and Practice Wear

Uniform must be purchased by each competitive member of Vikings Cheerleading. Each uniform design will be in use for a minimum of two seasons to reduce costs.

Uniform is the responsibility of each individual member. If an athlete does not bring their uniform to a competition, this is their responsibility and they will perform in a t-shirt if a spare uniform is not available.

Athletes must wear appropriate clothing and footwear to training. Suitable clothing includes close fitting clothing for safety when stunting. This includes; shorts, t-shirts, gym leggings, crop tops etc. Indoor, lightweight trainers (preferably cheer shoes) must be worn. Please do not hesitate to contact Scott or Steph if you have any questions.

Merchandise will be organised by Vikings Cheerleading Directors Scott and Steph.

All jewellery must be removed (including body piercings). Vikings Cheerleading does not take responsibility for any jewellery left in during the session.

## 7. Conduct

Members are required to maintain and uphold the reputation of Vikings Cheerleading.

Athletes will display good sportsmanship at training and competitions, and will not disrespect any team member, coach, parent or competitor from Vikings or another gym. This includes face-to-face, telephone, text, email and social networking sites.

Cheerleaders must not participate in inappropriate behaviour.

Training and event facilities should be treated with respect. Clothing and training equipment should not be left after the session unless organised with a facility coordinator.

## 8. Coach, Volunteer, and Staff Positions

Below is a list of roles of staff within the club:

**Directors** (Scott Reid & Steph Needley) - Responsible for ensuring the overall effectiveness of the club and filling in any gaps within staffing roles as the club expands.

**Welfare Officer** (Kerry Foulger) - The Welfare Officer has a key duty to take lead responsibility for raising awareness within the organisation of issues relating to the

welfare of children and young people, and the promotion of a safe environment for the children and young people.

### **Committee Structure**

Chairperson (Steph Needley) - Oversee general running of the club and correct decision making along with the motives set out in the club constitution and development plan.

Secretary (TBC) - Maintains regular communication to members about the club. Update of Policies and organising access to all members. Recording of Minutes at Meetings and informing members of progress within the club.

Health and Safety Coordinator (Kerry Foulger) - Update health and safety policy and maintain risk assessments of all sites and events. Ensure all sessions have registered DBS and First Aid Staff. Remains contactable within the club to handle confidential issues and act impartially during raised issues. Handles welfare officer training and management of issues.

Treasurer (TBC) - Track members and fees that are owed across the club. Produce reports for committee meetings that can be reviewed to determine availability of funding.

Additional roles for future seasons through club expansion include Communications Officer and Fundraising Officer.

### **Coaching Structure:**

Head Coach (Scott Reid) - Manages day to day running of the club and reports directly to the senior committee. Set long-term targets and training strategies for groups. Hire, assign and develop coaches that will provide benefit to the club. Guide squad coaches with the tasks associated with their teams. Find or create additional opportunities for individuals to develop. Holds a spot on committee.

Squad Coaches - Assist and oversee sessions and squads as assigned by the Head Coach. Prepare appropriate session plans for assigned classes. Where applicable, choreograph routines and coordinate music following rules and guidelines.

Assistant Coach - An Assistant Coach will follow session coach instructions in delivering a session. They will be appropriately qualified to the standard necessary to contribute to the running of the class.

Volunteer - Vikings Cheerleading is committed to providing voluntary roles to members of the club. Volunteers will be mentored through their time in the sessions by an appropriately experienced coach.

## 9. Disciplinary Procedures

Any behaviours that go against the Vikings Cheerleading Code of Conduct (for Athletes, Coaches, Volunteers, Staff members, or Parents) are worthy of disciplinary proceedings. This involves a meeting with the directors of Vikings Cheerleading, Scott Reid and Steph Needley, followed by a written notification with an outcome.

It is the policy that disciplinary action will only be invoked as a last resort, and that every reasonable effort will be made to avoid situations likely to lead to such action through one to one discussion, positive encouragement, and by finding ways and means to correct negative trends.

A cheerleader may be suspended or asked to leave permanently for the following reasons: unexcused absences or continued lateness, failure to cooperate with coached, failure to abide by rules and regulations, excessive disruptive influence within the team, conduct likely to bring the clubs reputation into disrepute, disrespect for fellow members, coaches, parents or anyone linked to the squad, discrimination, non-payment of fees, vandalism of equipment or facilities.

## 10. Leaving the Club

If an athlete leaves the club out of personal choice or disciplinary procedures, the member will not receive any refund of fees.

If an athlete cannot train/compete in the team due to an injury, the member will go down the following route:

- Injury obtained at Vikings Cheerleading:

- Prior to submission of competition entry: The member will receive a full refund of competition fees and future training fees
- Post submission of competition entry: The member will not receive refund of competition fees as these are non-refundable once entered, however athletes will receive a refund of future training fees
  
- Injury obtained outside of Vikings Cheerleading:
  - Prior to submission of competition entry: The member will receive a full refund of competition fees only
  - Post submission of competition entry: The member will not receive refund of competition fees as these are non-refundable once entered

Side note: the member's injury must physically prevent them from competing in any aspect of the routine (i.e. fractured limb or concussion etc.). A member with a minor injury (i.e. fractured finger) will still have a part in the routine and the opportunity to compete. Therefore, would not receive any refund of funds.

All uniform fees are non-refundable. In the event of an athlete ordering a uniform and leaving the club, it is their responsibility to choose what they do with their uniform. They may sell it to a current/new member, or to the club directly, if it is in a good condition. This cost will be up to the athlete who owns the uniform and is their responsibility.

## 11. Additional Information

Athletes must understand that breaking any of the rules above may result in my suspension or dismissal from Vikings without a refund of any fees paid.

If you have any questions regarding any of the above, please do not hesitate to contact Vikings Cheerleading Directors, Scott Reid and Steph Needley.