

# **Policies and Procedures for CCCAM**

Updated September 9<sup>th</sup>, 2012

## **Executive Board and Working Board**

### **Nominating Procedure**

Nomination information will be available to the membership on the CCCAM website. All nominations shall be received by the President no later than September 1<sup>st</sup>.

### **Election Procedure**

Officers shall be elected at the Fall Summit by prepared ballots cast by individual members in person. No write in candidates will be allowed. The candidate with the most votes will assume the designated position.

### **Installation of Officers**

Officers shall be installed at the time of the annual Fall Summit. In the event of resignation or incapacity of any office, except President, the vacancy shall be filled by a majority vote of the Executive Board.

### **Officers shall be elected as follows**

**President** – Elected for a term of two years, at the completion of their two year term, the President has the option to be reelected for another two year term.  
The President is limited to two terms of office.

**Vice-President** – Elected for a term of two years with the option of being reelected. No term limits.

**Secretary** – Elected for a term of two years with the option of being reelected. No term limits.

**Treasurer** - Elected for a term of two years with the option of being reelected. No term limits.

**Website Coordinator** – Elected for a term of two years with the option of being reelected. No term limits.

**Membership Director** - Elected for a term of two years with the option of being reelected. No term limits.

**Regional Directors** – (5) Elected for a term of one year with the option of being reelected. No term limits.

## **Election Policy**

1. The President or Vice President will handle elections and serve as the election chairperson. In the event that the current president and the Vice President are on the same ballot, the duties would fall on the Treasurer and Secretary or other board member not on the ballot.
2. If a person should run unopposed, he/she must obtain 2/3 of the votes cast in order to be elected. If 2/3 is not reached, the Executive Board shall appoint a person to fill that position.
3. The chairperson and one other member of the Executive Board will count the ballots.
4. A person running for an office must be a current member of good standing.
5. No write-in candidates will be allowed.
6. CCCAM will publish results of the annual elections on the website and contact all candidates of results. The actual count is available to members upon request. Request should be directed to the election chairperson only. The election chairperson should keep an official record of the election results.
7. Elections will take place at the Annual Fall Summit. Members must be present to vote.
8. The slate of candidates will be presented to the Executive Board at the meeting preceding the Fall Summit.
9. Positions on the ballot in even calendar years should be: Vice President, Secretary, Membership Director and Region Directors.
10. Positions on the ballot in odd calendar years should be: President, Treasurer, Website Coordinator and Region Directors.

## **Duties and roles of the Executive Board**

### **President**

#### **Requirements**

1. Member of CCCAM in good standing
2. Current Varsity Competitive Cheer Coach or have coached within the past two years that they are elected
3. Must have served on the Executive Board for one year prior to running for Presidency
4. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.

#### **Nomination Process**

1. Must sign up for the position
2. Elected individuals will be contacted at or after the Fall Summit

### **Duties**

1. Shall have control over all matters pertaining to CCCAM including all communications under the auspices of CCCAM.
2. Shall serve as Chairperson of the Executive Board

3. Shall call meetings of the Executive Board when necessary and facilitate the agenda.
4. Shall call special Association Meetings if deemed necessary.
5. Shall oversee the planning and execution of the annual Fall Summit and business meetings.
6. Shall meet with the MHSAA Competitive Cheer Rules Committee at their annual meeting of the MHSAA.
7. Shall serve as past President on the Executive Board for a period of one year following the close of their term of office.

## **Vice President**

### **Requirements**

1. Member of CCCAM in good standing
2. Current Varsity Competitive Cheer Coach or have coached within the past two years that they are elected
3. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.

### **Nomination Process**

1. Must sign up for the position
2. Elected individuals will be contacted at or after the Fall Summit

### **Duties**

1. Shall assume the duties of the President in case of absence or incapacitation.
2. Shall oversee the operations and meetings of the Regional Directors and be responsible for recording notes.
3. Shall serve in any other capacity deemed necessary by the President.
4. Shall serve as Historian which would keep a record of Coach of the Year, Academic All State, Scholarship Winners, and All Region and All State Coaches and Teams as well as past Presidents and Board members positions.
5. Shall be responsible for maintaining the nomination form
6. Shall collect & present the nominated individuals to the Board for discussion/vote.
7. Shall be responsible for organizing & coordinating awards and the entire Hall of Fame Banquet, in conjunction with the summit.

## **Secretary**

### **Requirements**

1. Member of CCCAM in good standing
2. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.

### **Nomination Process**

1. Must sign up for the position
2. Elected individuals will be contacted at or after the Fall Summit

### **Duties**

1. Shall act as recorder for all minutes, correspondence, and publications for the Association.

2. Shall take the minutes for all Association meetings and be responsible for the timely distribution, of the minutes, to the President, Web Master and Executive Board members. Laptop recommended.
3. Shall be responsible for CCCAM correspondence as deemed necessary by the President.
4. Shall serve in any other capacity deemed necessary by the President.
5. Shall be responsible to organize and distribute nomination forms and ballots as appropriate.

## **Treasurer**

### **Requirements**

1. Member of CCCAM in good standing
2. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.

### **Nomination Process**

1. Must sign up for the position
2. Elected individuals will be contacted at or after the Fall Summit

### **Duties**

1. Shall control all monies to be collected and distributed for payment of the Association.
2. Shall receive all CCCAM forms that require payment and be responsible for depositing all said monies and send forms onto the proper director in a timely manner.
3. Shall handle all of the financial business of the Association and keep accurate books of all transactions.
4. Shall not be allowed to issue a check without a receipt or authorization of the President.
5. Shall serve in any other capacity deemed necessary by the President.
6. Shall be in attendance at the annual Fall Summit.

## **Membership Director**

### **Requirements**

1. Member of CCCAM in good standing
2. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.

### **Nomination Process**

1. Must sign up for the position
2. Elected individuals will be contacted at or after the Fall Summit

### **Duties**

1. Shall collect and record all membership data.
2. Shall prepare and distribute to all the Executive Board members a list of current CCCAM members. This list will not be sold or given out for solicitation purposes.
3. Shall keep a current CCCAM membership roster.
4. Shall provide the Regional Directors with a breakdown of member schools by region by December 1<sup>st</sup> of the current year.

## **Website Coordinator**

### **Requirements**

1. Member of CCCAM in good standing
2. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.

#### **Nomination Process**

1. Must sign up for the position
2. Elected individuals will be contacted at or after the Fall Summit

#### **Duties**

1. Shall be responsible for updating the website in a timely manner.
2. Shall collect information from the MHSAA for the website.

### **Regional Directors**

#### **Requirements**

1. Member of CCCAM in good standing
2. Must live or coach in the Region they are intending to direct
3. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.

#### **Nomination Process**

1. Must sign up for the position
2. Elected individuals will be contacted at or after the Fall Summit

#### **Duties**

1. Shall network with coaches within their assigned region.
2. Shall advise the Executive Board on all matters pertaining to Competitive Cheer.
3. Shall advise the Executive Board of all rules change recommendations from the Regional Representatives prior to the presentation to MHSAA.
4. Shall attend mentor meetings in their region.
5. Stay informed of changes within the sport and disperse the information to region coaches.
6. Recruit new members for CCCAM.
7. Shall serve in any other capacity deemed necessary by the President.

## **Duties and Roles of the Working Board (Committees)**

The following committee chairpersons and members shall be appointed annually by the Executive Board. Committee chairpersons and members shall be able to run for the Executive Board.

The appointed committee chairperson: Academic All State Chairperson, Middle School Chairperson, Mentor Director, Scholarship Meet(s) Director(s) and Scholarship Director, Summit Co-chair and All District/All Region/All State Team Chairperson.

### **Middle School Chairperson**

1. Shall advise the Executive Board of all matters pertaining to Middle School Competitive Cheer.
2. Shall prepare and present Middle School recommendations for rule changes to the Executive Board.
3. Shall attend MHSAA rules meetings when requested.
4. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.
5. Shall serve in any other capacity deemed necessary by the President.

### **Academic All-State Team and Individual**

1. Shall advise the Executive Board on all matters pertaining to academic All-State in high school Competitive Cheer.
2. Shall follow criteria for determination of the academic All-State and be responsible for distribution of certificates to those member schools who qualify.
3. Shall finalize the Academic All State Teams and Individuals within a timely matter.
4. Shall distribute Academic All State lists to the Website coordinator within twenty four hours of the established deadline.
5. Shall serve in any other capacity deemed necessary by the President.
6. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.

### **Mentor Director**

1. Shall attend and facilitate a mentor meeting in their region.
2. Shall establish a list of mentors and a system to assign mentors to mentorees.
3. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.
4. Shall serve in any other capacity deemed necessary by the President.

### **Scholarship Director**

1. Shall be in charge of the Competitive Cheer Scholarship committee.
2. This committee will be in charge of selecting scholarship recipient(s) based on criteria established by the committee to current graduating competitive cheer seniors.
3. Shall advise the Executive Board on all matters pertaining to the Scholarship Committee.

4. Shall contact all scholar recipients and their High School Guidance Office upon completion of the selection process.
5. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.
6. Shall serve in any capacity deemed necessary by the President.
7. Shall oversee all scholarship invitationals.

**Summit Co-chair** (All jobs listed below are in conjunction with the President)

1. Shall reserve a venue for the Annual Fall Summit.
2. Shall coordinate a keynote speaker and general session presenters.
3. Shall organize all food service for the day of the event.
4. Shall organize necessary assistance from other Executive Board Members for all aspects of the event.
5. Shall organize advertising opportunities for vendors.
6. Shall create all documents related to the Summit.
7. At the completion of the event, shall coordinate checks and thank you letters for the presenters.
8. At the completion of the event, shall send follow-up information to vendors.
9. Shall provide the Website Coordinator with sponsorship information for advertising and appreciation purposes.
10. Shall serve in any other capacity deemed necessary by the President.
11. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.

**All District/All Region/All State Team Chairperson**

1. Shall contact membership director for list of members by district and region.
2. Shall contact CCCAM members from each district and region to help coordinate the paperwork on the day of the region.
3. Shall distribute packets to each competition site one week prior to region.
4. Packets should include All District and All Region nomination forms for both athletes and coaches.
5. Shall contact district and region coordinators for results of All District and All Region voting within 24 hours of each district and region.
6. Shall produce a PDF document listing all teams following each event and email them to the website Director within one week of the event for posting on the CCCAM website.
7. Shall serve in any other capacity deemed necessary by the President.
8. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit as well as the Annual CCCAM Summit and Scholarship Meets.

# **Policy for programs within the CCCAM Organization**

## **Academic All State Team**

1. Coach must be a CCCAM member in good standing.
2. Deadline date is February 28<sup>th</sup>.
3. The team with the highest overall GPA will be the Academic All State team per Division.

## **Attendance Policy**

1. All Board members must attend a majority of the scheduled CCCAM meetings.
2. All Board members are expected to attend the Annual CCCAM Summit and Scholarship Meet.
3. Failure to fulfill responsibilities of the board will result in removal from the board.
4. Refill of the position will be done at the Boards discretion.

## **Booths at other venues**

### **Booth Materials**

1. CCCAM Signs
2. DVD player
3. CCCAM logo only material and signs
4. If new signs need to be purchased, design & price must be approved by the Executive Board

### **Handouts**

1. Upcoming events
2. Membership forms
3. Letter to Athletic Director

### **Door Prizes**

1. CCCAM promotional material
2. Membership
3. Entry to the Summit
4. Provide promotional items for purchase depending on target market

All cost of CCCAM booths must be approved by Executive Board.

## **Booth Policy for Events**

1. Rented tables shall be of equal size, to vary by site availability.
2. The cost per table shall be \$200.00 per company.
3. There shall be a person designated to monitor the booth area during set up time.
4. CCCAM will be the only vendor allowed having items for sale at all venues.
5. Vendor booths are allowed at all CCCAM events.
6. The booth fee shall include admittance to conference sessions for only TWO representatives. Vendors are allowed to buy either summit admission or only lunch tickets for any more than two representatives.



## Coaches Hall of Fame

### **Requirements**

1. Current or past member of CCCAM in good standing
2. Current or past Varsity Competitive Cheer Team Coach

### **Nomination Criteria**

1. Nominee will meet one or more of the criteria
2. Outstanding contribution to the sport of Competitive Cheer
3. Outstanding contribution to the CCCAM organization
4. Outstanding achievement in the sport of Competitive Cheer
5. Coaching experience of no less than 5 years, all of which must be in Competitive Cheer.

### **Nomination Process**

1. Member of the CCCAM Executive Board or general member will nominate a candidate according to criteria and requirements.
2. Nominations will be accepted at the CCCAM Board meeting in the spring.

### **Selection Process**

1. The attendees at the meeting will vote by private ballot for the nominee of their choice.
2. A member of the Executive Board appointed by the President will count the ballots and confirm a recipient.
3. A member of the Executive Board of CCCAM will notify the elected Hall of Fame Coach.

### **Award**

The recipient of the Hall of Fame award will receive a plaque and will have their name will be displayed in the MHSAA Building. They will also receive a gift from the association valued at less than \$200.00.

## Coach of the Year

### **Requirements**

1. Current member of CCCAM in good standing
2. Current MHSAA Varsity Competitive Cheer Team coach for the season nominated.

### **Nomination Criteria**

Nominee will meet one or more of the criteria

1. Outstanding contribution to the sport of Competitive Cheer
2. Outstanding contribution to the CCCAM organization
3. Outstanding achievement in the sport

### **Nomination Process**

1. Ballots are distributed at each district and region with all the head varsity coaches that are members from that district or region.
2. All current members of CCCAM, that are present, shall vote during the coaches meeting at each MHSAA district and regional tournament site. There shall be only one vote per member school, even if there is more than one CCCAM member coach at a school.
3. From the district and region ballots a District and Region Coach of the Year will be named. If there is a tie, there will be a re-vote of all the CCCAM member schools present to break the tie.

4. District Coaches of the Year from each district and Region Coaches of the Year from each region then becomes nominees for CCCAM Coach of the Year.

### **Selection Process**

1. The attendees at the meeting will vote by private ballot for the nominee of their choice.
2. A member of the Executive Board will count the ballots and confirm a recipient.
3. The elected Coach of the Year will be notified by a member of the CCCAM Executive Board and invited to attend the Coach of the Year Banquet sponsored by MHSCA.
4. Information will be forwarded to MHSCA who will then process the recipient.
5. A certificate of recognition will be given to each District and Region Coach of the Year. The CCCAM Coach of the Year will be asked to fill out a brief biography to be placed on the CCCAM website for the following season.

### **Conference Selection Policy**

#### **Procedure**

1. Attending and seeking a conference grant will be available for current members of the Executive Board and Working Board.
2. Applications for attending a conference must be submitted by October 1. Late applications will not be considered.
3. Outgoing Executive Board officers are not eligible.
4. No more than four representatives will be chosen per conference.
5. In the event of a cancellation, substitutions will be allowed from a prioritized list.
6. Only one conference grant will be issued per person per fiscal year. This is not applicable to the President.
7. Conference money will only be granted when the CCCAM budget allows and is determined on an individual conference basis per year.

#### **Selection Basis:**

1. Board assignment
2. Years of service
3. In case of a tie, the person who has attended the most recent conference will not be chosen.

#### **Selection Committee shall consist of:**

1. President
2. Vice-President
3. Executive Board representative
4. A non-applying alternate who is an Executive Board member

### **Individual Academic All State Award**

#### **Eligibility**

1. Be a member of a Varsity Competitive Cheer team that participates in the MHSAA post season tournament.
2. An overall unweighted G.P.A. of at least a 3.8 on a 4.0 scale by the end of the first semester.
3. Coach must be member of CCCAM in good standing.

4. Documentation of athlete's grade point average must be sent to the Award Director by February 28<sup>th</sup>.

### Selection of MHSAA Officials for the CCCAM Scholarship Invitational

#### **Requirements**

1. Officials must be registered MHSAA Officials
2. Site Director is responsible for securing officials.
3. Each Official will have the opportunity to donate their pay to the scholarship fund.
4. Each Official can not be assigned to officiate their own participating school.
5. Lunch will be provided by CCCAM.

#### Registration Policy

1. Each director should determine a registration cut-off date that is reasonable for his/her program.
2. **No refunds will be given for the fall Summit except in the event that the coach would not be able to make it if they are also the sideline cheer coach during football season and the football team is in the MHSAA playoffs. Other extenuating circumstances approved by the board.**
3. **Each director should determine a reasonable registration late fee with approval from the administrative board.**

#### Summit Speaker Policy

#### **Selection**

1. Summit speakers will be selected at the discretion of the Summit Co-chairs with the Executive Board input.
2. Summit speakers will have the opportunity to donate their pay to the scholarship fund.
3. Keynote speaker(s) may be compensated financially. Summit session speakers will be compensated \$90 for a full session or \$50 for a half-session.

#### Web Site

Pictures of individuals are permitted as long as athletes aren't identified by name.

### CCCAM Scholarship Invitational

#### **Control of Funds**

1. All registrations are to be sent to the Treasurer.
2. Deposit information to include: Coach name, team name and the amount paid.
3. Registrations will then be forwarded to Site Directors and Scholarship Director.

#### **Site Director's Responsibilities**

1. Count and return to the Treasurer money collected from participants with the appropriate deposit form.
2. Select personnel to collect money.
3. Order and set up lunch for officials.
4. Order of competition
5. Organize and copy Score Sheets.
6. Confirmation information.

### Scholarship Policy

#### **Requirements**

1. Applicants must follow all requirements to be eligible.
2. All qualified applicants from MHSAA schools sponsoring Competitive Cheer are eligible
3. Applicants are limited to graduating seniors.
4. Applicants are to have a 3.5 accumulative GPA on an unweighted 4.0 scale.
5. All scholarship recipients' requests must be postmarked by the first Friday of February of the current calendar year.
6. The coach of the submitting application must be a current member of CCCAM and team must have competed in the current season's CCCAM Scholarship Invitational.

#### **Guidelines**

1. Applicant's coach must be a current CCCAM member and the team must compete in the current season's CCCAM Scholarship Invitational.
2. Submit an official copy of high school transcript including unweighted G.P.A. through junior year and the applicant's score.
3. Submit two letters of recommendation from: High School teacher, administrator or any organization director or coach.
4. Applicant shall complete and send to the scholarship director the completed application with all requirements in one single envelope.

#### **Committee**

1. The scholarship committee shall consist of at least one representative from each region, whenever possible.
2. Scholarship committee members must be members of CCCAM.
3. Pre-screening of scholarship applications is to be done by Scholarship Director and one member of the Executive Board.
4. The pre-screening will take place prior to the initial meeting of the scholarship committee.
5. The words scholarship "finalists" and "recipients" shall be used.
6. Scholarships will be awarded and determined on a yearly basis.
7. The number and amount of scholarships will be awarded and determined on a yearly basis.
8. A letter of scholarship recipients will be sent to the recipients and school.
9. Acknowledgement of scholarship donations will be made on the website; amount will remain anonymous.
10. A letter of regret will be sent to those applicants that do not receive a scholarship.

**Reimbursement Policy**

CCCAM REQUEST FOR FUNDS

Date \_\_\_\_\_

Name of person requesting funds: \_\_\_\_\_

Payable to: \_\_\_\_\_

Address to send check: \_\_\_\_\_

\_\_\_\_\_

Reason for request: \_\_\_\_\_

Amount: \_\_\_\_\_

Check Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Date check sent: \_\_\_\_\_

Authorized by: \_\_\_\_\_

### **Nominations for All District / All Regional / All State Team**

Every cheer team participating in district/regional competition will be asked to nominate 12 athletes for the District, Regional and All-State Competitive Cheer Teams. Your District/Regional Competitive Cheer Coaches Association Representative listed below will have extra nomination forms. The number of cheerleaders representing your team on the All – District, All-Region or All-State Team will depend on the final rankings of the regional and state competitions as listed below. **In order**, please submit the 12 athletes from your team who you think have earned a spot on the team. Please be to give a completed form to your CCCAM coaching representative during the coaches meeting.

#### **All-District Team Selection**

District Finish	1st Team	2nd Team	Hon. Mention
1st	6	3	3
2nd	4	3	2
3rd	3	2	2
4th	2	2	2
5th	1	2	2
6-9th	0	1	1
10 <sup>th</sup> -18th	0	0	1

#### **All-Region Team Selection**

Region Finish	1st Team	2nd Team	Hon. Mention
1st	6	3	3
2nd	4	3	2
3rd	3	2	2
4th	2	2	2
5th	1	2	2
6-9 <sup>th</sup>	0	1	1
10 <sup>th</sup> -12 <sup>th</sup>	0	0	1

#### **All-State Team Selection**

State Finish	1st Team	2nd Team	Hon. Mention
1st	6	3	3
2nd	4	3	2
3rd	3	2	2
4th	2	2	2
5th	1	2	2
6-8th	0	1	1

# Competitive Cheer Coaches Association of Michigan *Coaches Hall of Fame Nomination Form*

NOMINEE'S NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF SCHOOL CURRENTLY  
COACHING OR LAST COACHED: \_\_\_\_\_

NUMBER OF YEARS COACHING AT THIS SCHOOL: \_\_\_\_\_

**BRIEF EXPLANATION WHY THIS NOMINEE IS QUALIFIED FOR THE HALL OF FAME:**

\_\_\_\_\_  
NOMINATING PERSON'S NAME

\_\_\_\_\_  
DATE

