



Policies and Procedures

Competitive Cheer Coaches Association of Michigan (CCCAM)

Established 1998 Revised September 9, 2024

SECTION I BOARDS

1.01 Nominating Procedure

Nomination information will be available to the membership on the CCCAM website. Self nominations for all board positions shall be received by the President no later than September 1. In the event that positions remain open after the due date, further nominations will be considered.

1.02 Election Procedure

Officers shall be elected at the Fall Summit by prepared ballots cast by individual members, in person. The candidate with the most votes will assume the elected position.

1.03 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.

1.04 Officers shall be elected as follows

President – Elected for a term of two years. The President is limited to two terms of office. The President will receive a \$500 stipend per year.

Past President – The Past President office is for a term of one year, beginning at the conclusion of the Summit immediately following his/her term as President

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.



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Technology Director – 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 – (6) Elected for a term of two years. Regions 1, 3 and 5 will be up for election on odd years and regions 2, 4, and 6 will be up for election on even years. No term limits.

1.05 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 election 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 the results. The actual count is available to members upon request. A request for the count 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 2,4, & 6.
10. Positions on the ballot in **odd calendar** years should be: President, Treasurer, Website Coordinator and Region Directors 1,3, & 5.



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1.06 Changes to Policies and Procedures

Process to make a change to the Policies and Procedures.

All changes to the current policy and procedures must have two Board approvals.

1. The board must vote to approve an update or change to the current policy and procedure with a $\frac{2}{3}$ vote. *Approved April 2021*
2. The change or update will then be voted on again within the next month, virtually or in person, and must again pass with a $\frac{2}{3}$ vote. *Updated 4.24.2021*

SECTION II - Duties and Roles of the Executive Board

2.01 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.
5. Expected to attend the Annual CCCAM Summit and Scholarship Meet.

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.



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7. Shall serve as past President on the Executive Board for a period of one year following the close of their term of office.
8. Shall attend MHSCA meetings or find a CCCAM representative to attend.

2.02 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.
4. Expected to attend the Annual CCCAM Summit and Scholarship Meet

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 be responsible for organizing & coordinating awards and the entire Hall of Fame Banquet, in conjunction with the summit.
4. Shall be responsible for organizing & coordinating awards and the entire Service Awards, in conjunction with the summit.
5. 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.
6. Shall be responsible for maintaining the Hall of Fame and Service awards nomination forms
7. Shall collect & present the nominated individuals to the Board for discussion/vote.
8. Shall be responsible for organizing and submitting nominees for MHSCA Hall of Fame. *approved 4/2019*
9. Shall serve in any other capacity deemed necessary by the President.

2.03 Secretary



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Requirements

1. Member of CCCAM in good standing
2. Must attend a majority of the scheduled CCCAM meetings.
3. Expected to attend the Annual CCCAM Summit and Scholarship Meet

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, Technology Director, and Executive Board members.
3. Shall be responsible for CCCAM correspondence as deemed necessary by the President.
4. Shall be responsible to organize and distribute nomination forms and ballots as appropriate.
5. Shall serve in any other capacity deemed necessary by the President.

2.04 Treasurer

Requirements

1. Member of CCCAM in good standing
2. Must attend a majority of the scheduled CCCAM meetings.
3. Expected to attend the Annual CCCAM Summit and Scholarship Meet
4. Shall reconcile the CCCAM Checking account on the CCCAM quickbooks online monthly and upload bank statements.
5. Shall work with accountant to process taxes starting January 1 each calendar year.
6. Outgoing Treasurer is responsible to file taxes for the outgoing fiscal year.
7. Any treasurer at the end of his or her term shall be responsible for working with the accountant for filing that outgoing year's taxes.
8. Shall serve in any other capacity deemed necessary by the President



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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.

2.05 Membership Director

Requirements

1. Member of CCCAM in good standing
2. Must attend a majority of the scheduled CCCAM meetings.
3. Expected to attend the Annual CCCAM Summit and Scholarship Meet

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 November 1 of the current year.
5. Shall maintain membership list on social media groups.



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6. Shall track all coach's information, both members and non members, for the purpose of our end of season awards
7. Shall serve in any other capacity deemed necessary by the President.

2.06 Technology Director

Requirements

1. Member of CCCAM in good standing
2. Must attend a majority of the scheduled CCCAM meetings.
3. Expected to attend the Annual CCCAM Summit and Scholarship Meet

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.
3. Shall post meeting minutes and any supporting documents to the website after approval.
4. Shall serve in any other capacity deemed necessary by the President.

2.07 Regional Directors

Requirements

1. Member of CCCAM in good standing
2. Must coach in the Region they are intending to direct
3. Must attend a majority of the scheduled CCCAM meetings.
4. Expected to attend the Annual CCCAM Summit and Scholarship Meet

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.



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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 Membership prior to the presentation to MHSAA.
4. Stay informed of changes within the sport and disperse the information to region coaches.
5. Recruit new members for CCCAM.
6. Shall serve in any other capacity deemed necessary by the President.

2.08 Past President

Requirements

1. Member of CCCAM in good standing.
2. Must attend a majority of the scheduled CCCAM meetings.
3. Expected to attend the Annual CCCAM Summit and Scholarship Meet.

Nomination Process

1. Satisfactorily completed term as President.

Duties

1. Provides advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing the Association.
2. Supports the President on an as-needed basis.

SECTION III - 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 Director, Scholarship Invitational Director, Summit Co-chairs, and All District/All Region/All State Team Chairperson.



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3.01 Middle School Chairperson

1. Shall network with coaches within the middle school division and recruit new members for CCCAM.
2. Shall advise the Executive Board of all matters pertaining to Middle School Competitive Cheer.
3. Shall prepare and present Middle School recommendations for rule changes to the Executive Board.
4. Shall attend MHSAA rules meetings when requested.
5. Must attend a majority of the scheduled CCCAM meetings.
6. Expected to attend the Annual CCCAM Summit and Scholarship Meet
7. Shall serve in any other capacity deemed necessary by the President.

3.02 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. Must attend a majority of the scheduled CCCAM meetings.
6. Shall prepare certificates and present to recipients at the Annual CCCAM Summit.
7. Expected to attend the Annual CCCAM Summit and Scholarship Meet
8. Shall serve in any other capacity deemed necessary by the President.

3.03 Coaches' Development Coordinator

1. Shall establish a list of mentors and a system to assign mentors to mentees.
approved 4/2019
2. Shall create mentor assignments based on CCCAM membership standing.
approved 4/2019
3. Must attend a majority of the scheduled CCCAM meetings.



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4. Provide supplementary materials, including video resources, deemed useful to our membership, to the Technology Director to be put on the “Coaches Corner” portion of our website.
5. Coordinate useful video resources to be used by our membership.
6. Expected to attend the Annual CCCAM Summit and Scholarship Meet
7. Shall serve in any other capacity deemed necessary by the President.

3.04 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.
6. Expected to attend the Annual CCCAM Summit and Scholarship Meet.
7. Shall serve in any capacity deemed necessary by the President.

3.05 Scholarship Invitational Director

1. Shall advise the Executive Board on all matters regarding the Scholarship Invitational Meet.
2. Must attend a majority of the scheduled CCCAM meetings from Summit to Summit and stay on as the Scholarship Invitational Director from Summit through Scholarship Invitational competition day.
3. Shall reserve host sites on agreed-upon date(s) for the invitational and have those schools approved by the MHSAA. A contract must be on file between the host school and CCCAM.
4. Will ensure all registered, paid and competing schools head coaches are paid CCCAM members prior to site placement.
5. Will contact and contract only registered MHSAA officials for all of the host sites.
6. Shall secure Athletic Trainers at the rate of pay of \$125 per day, per site.
7. Shall organize necessary assistance from other board members for all aspects of the event, at the various host sites.



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8. Will coordinate with the Technology Director any JotForms needed for registration and payment purposes.
9. Registration for the Scholarship Invitational will go live on the CCCAM website on September 1st.
10. Will design and be responsible for contacting and ordering CCCAM Scholarship Invitational apparel. Apparel is to be shipped to each location.
11. Will select a Site Director for each host school location to run the meet in accordance with MHSAA rules and requirements.
12. Shall serve in any other capacity as deemed necessary by the President.

3.06 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 with approval of the board by the spring meeting. *approved 4/2019*
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 Technology Director with sponsorship information for advertising and appreciation purposes.
10. Must attend a majority of the scheduled CCCAM meetings.
11. Expected to attend the Annual CCCAM Summit and Scholarship Meet
12. Shall serve in any other capacity deemed necessary by the President.

3.07 All District/All Region/All State Team Chairperson

1. Shall contact membership director for list of members by district and region.
2. Shall prepare an email for Varsity Coaches with instructions for submitting names of athletes for All District, All Region and All State Honors, as well as nominations for Coaches of the Year at the District, Region and State levels..



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3. Shall keep an updated list and email list of new varsity coaches as new Coaches are hired.
4. Shall email Coaches and Athletic Directors when Coaches of the Year are determined after voting is completed.
5. Shall produce a document listing all teams following each event and email them to the Technology Director within one week of the event for posting on the CCCAM website.
6. Prepare COY certificates and present at the Annual CCCAM Summit.
7. Must attend a majority of the scheduled CCCAM meetings.
8. Expected to attend the Annual CCCAM Summit and Scholarship Meet
9. Shall serve in any other capacity deemed necessary by the President.

SECTION IV - Policy for Programs Within the CCCAM Organization

4.01 Membership

1. Membership shall run from September 1 - September 1
2. Any school that fields a competitive cheer team and has not had a CCCAM member as a head coach can receive a voucher for one paid membership and summit registration.

4.02 Attendance Policy

1. Must attend the scheduled CCCAM meetings and events from Summit to Summit (including Summit and Invitational). This provides an allowance of 2 absences, with the intent of being present at all meetings and events.
2. Failure to fulfill responsibilities of the board will result in removal from the board.
3. Refill of the position will be done at the Board's discretion.

4.03 CCCAM Table or Booth at an Event

1. CCCAM has a backdrop of the CCCAM Logo. It is encouraged that this be displayed at the CCCAM Table or Booth at a CCCAM Sponsored Event or an External Event.



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2. CCCAM Table or Booth decorations are left to the discretion of the Board Members that are assigned to work the table. Using the CCCAM Logo and CCCAM Yellow & Red colors is encouraged.
3. Handouts, promotional material, prizes, and/or items available for purchase that will be available at the CCCAM Table or Booth are left to the discretion of the Board Members that are assigned to work the table.
4. All costs for CCCAM Tables or Booths and related materials must be approved by the CCCAM Executive Board.

4.04 Vendor Booths for Events

1. Rented table space shall be of equal size, to vary by site availability.
2. Vendor booths are allowed at all CCCAM events at the discretion of the Board Member responsible for the event at the cost of \$285 per booth.
3. The Board Members responsible for the event will determine additional cost to vendors for each event for additional expenses. (i.e. electricity for booths or lunches for vendors working booths) *approved 4/2019*
4. Non-profit organizations must provide proof of non-profit status.

4.05 Academic All State Team

1. Coach must be a CCCAM member in good standing.
2. The team with the highest overall GPA will be the Academic All State team per Division
3. Must submit through the Jot Form online.
4. Team GPA must be at least a 3.00 average. GPAs will not be rounded.
5. Must indicate if GPAs are weighted or unweighted and coaches should not submit both.
6. Must be received by the February 28th

4.06 Individual Academic All State Award

Eligibility

1. Be a member of a Varsity Competitive Cheer team that participates in the MHSAA post season tournament.



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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 a member of CCCAM in good standing.
4. Documentation of the athlete's grade point average must be sent to the Award Director by the 2nd Sunday in February. *Approved September 2021*

Announcement Procedure including approx date of announcement

4.07 Annual Summit

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.

Hotel Reimbursement

In order to qualify for a one-night hotel reimbursement for the annual CCCAM Fall Summit, Board Members must:

1. Arrive within 15 minutes of the designated arrival time for the Board as determined by the Summit Co-Chairs.
2. Be present and visible on the conference premises from the opening of registration until 30 minutes into the Social Hour on the first day and from the opening of registration until the designated departure time as determined by the Summit Co-Chairs.
3. Complete at least 2 of the following:
 - Complete tasks assigned during the set-up period as determined by the Summit Co-Chairs. Tasks may include writing thank you notes, packing gift bags, setting up rooms, setting up sponsor materials or other tasks.



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- Complete tasks assigned on the first day of the conference. Tasks may include running registration, organizing workshops, registering attendees for classes, or other tasks.
- Complete tasks assigned on the second day of the conference. Tasks may include introducing speakers, helping record sessions, assisting with the voting process, collecting lunch tickets, or other tasks.

Summit Speaker Policy

1. Summit speakers will be selected at the discretion of the Summit Co-Chairs with the Executive Board input.
2. CCCAM member speakers will receive their Summit fees waived and be compensated \$90 per session, or \$50 per shared session. One-on Ones are considered a shared session. Board members will not be compensated for One-on-One sessions. Speakers may be compensated differently, only with approval from the board.
3. The Summit Co-Chairs are responsible for securing a Keynote Speaker(s). This speaker(s) will typically require payment, although this is not required. The price paid for a Keynote Speaker(s) must be approved by the CCCAM Treasurer & CCCAM President. When negotiating payment for a Keynote Speaker(s), include who will pay for travel (air, rental car, transportation from airport to hotel, etc.) and hotel room for Keynote Speaker(s).

4.08 Invitational Policy

Selection of MHSAA Officials for the CCCAM Scholarship Invitational

Requirements

1. Officials must be registered MHSAA Officials
2. The Scholarship Invitational Director is responsible for securing officials.
3. Each Official will have the opportunity to donate their pay to the scholarship fund. The pay shall be \$100 per day.
4. Each Official cannot be assigned to officiate their own participating school.
5. Each official must return the "CCCAM Contract with an Athletic Official" contract no later than October 1st.

Control of Funds



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1. All registrations are to be sent to the Treasurer by check or to be paid by Paypal.
2. Registrations will be shared electronically between the Scholarship Invitational Director and the Treasurer.
3. Registrations will then be forwarded to the host school site director.
4. Upon competition completion, the host site director is responsible for depositing monies into 5/3 Bank or by sending one large check to the treasurer and submitting a final report within one week.
5. Host school will receive a stipend of \$500. This money can be used towards custodial fees, an athletic trainer, food for the day, or any other way the host sees fit. *approved 4/2020*
6. Director has a flex spending of \$2325 to go towards additional building use fees for sites. If additional funds are needed, must return to the board for a vote 18-0 *approved 4/2020*

Site Directors Responsibilities

1. Select personnel to collect money at the gate and for apparel sales.
2. Select personnel to tally scores, run scores, announcer, etc.
3. Order and set up meal(s)/hospitality room for the officials
4. Organize and copy score sheets
5. Set order of competition, unless the Scholarship Invitational Director has already done so.
6. Count and return to the Treasurer money collected from gate admission and apparel sales. The Site Director may deposit the money at any 5/3 Bank, in the CCCAM account or they may mail a check to the Treasurer.

Host School Responsibilities

1. The host school agrees to all details in contract. The host school will receive waived registration fees for the high school level teams. *Approved September 2021*
2. The host school agrees to provide the name of the athletic trainer or other trained emergency personnel to the Scholarship Invitational Director to contact for the competition. An athletic trainer or emergency personnel must be available for one hour prior to competition start time through the conclusion of the third round.
3. The host school agrees to furnish all competition personnel for the competition (gate, apparel, scores, etc)



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4. The host school agrees to run the competition in accordance with MHSAA rules and regulations for girls competitive cheer.
5. The host school must agree to provide ample locker room space, warm up space with ceilings high enough to allow for stunting and warm up space furnished with mats.
6. The performance mat must be in accordance with MHSAA guidelines.

Registration

1. Will go live on the CCCAM website on September 1st.
2. Schools wishing to attend the CCCAM Scholarship Invitational must register online, only 10 schools per division will be accepted to the competition OR the max number of teams a host site can accommodate will be accepted.
3. The fee shall be \$75 for sub varsity and \$125 for varsity teams. Sub varsity may only compete if their varsity team is competing. *approved 4/2020*
4. The Scholarship Invitational Director will deem a cutoff date for registration of November 14th.
5. Late registrations will be charged a \$25 fee. The Scholarship Invitational Director needs to follow up with these schools.
6. No refunds will be given for the Scholarship Invitational Meet unless the registered school is unable to field a team. Those seeking a refund need to notify the Scholarship Invitational Director and formally request a refund.

Athletic Trainer

1. The host school must provide the name of the athletic trainer or other trained emergency personnel to the Scholarship Invitational Director to contact for the competition.
2. An athletic trainer or emergency personnel must be available for one hour prior to competition start time through the conclusion of the third round.
3. These personnel are not responsible for providing pre wrap or athletic tape. Pre-existing injuries that require taping must be done by the athlete or coach.
4. Only injuries that occur on the day of competition will be treated.

4.09 Scholarship Policy

Requirements



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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 cumulative GPA on an unweighted 4.0 scale.
5. All scholarship recipients' requests must be postmarked by the 4th Friday in January -of the current calendar year.
6. The coach of the submitting application must be a current member of CCCAM and the individual must have competed in the current season's CCCAM Scholarship Invitational.

Guidelines

1. Applicant's coach must be a current CCCAM member and applicant 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 Proof of SAT Score.
3. Submit two letters of recommendation: one from high school teacher, administrator or any organization director; other must be from current coaching staff member
4. Applicants shall complete the online portion of application, then send a transcript including unweighted GPA, and proof of SAT score, to the scholarship director in one single envelope .
5. Weather policy
 - a. A host school cancellation would allow registered teams to be eligible for scholarship.
 - b. Cancellation by attending coach/AD would render athletes ineligible for scholarship. approved 4/2019

Selection

1. Pre-screening of scholarship applications is to be done by the Scholarship Director.
2. Applicants ESSAY, EXTRA CURRICULAR ACTIVITIES, & LETTERS OF RECOMMENDATION, will be read, and scored by individual reading groups. Reading groups will consist of one Executive Board Member, and two other Executive and/or Working Board Members. Each item will receive an individual point value, LOR's will be scored together. The average score for



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each item will be used when calculating the Master Applicant Score. Scoring will be based off the following chart:

ESSAY/LOR/EX CURRICULAR			
POOR	1	-->	1
FAIR	2	-->	1.5
AVERAGE	3	-->	5
GOOD	4	-->	2.5
EXCELLENT	5	-->	3

- Applicants GPA, SAT Score, & AP Classes will receive a respective score based on the following chart:

GPA				SAT				AP CLASSES		
3.50 - 3.54	-->	1		000-599	-->	0		1-3	-->	1
3.55 - 3.59	-->	1.5		600-699	-->	1		4-6	-->	2
3.60 - 3.64	-->	2		700-799	-->	1.5		7+	-->	3
3.65 - 3.69	-->	2.5		800-899	-->	2	All Day Program		-->	3
3.70 - 3.74	-->	3		900-999	-->	2.5				
3.75 - 3.79	-->	3.5		1000-1099	-->	3				
3.80 - 3.84	-->	4		1100-1199	-->	3.5				
3.85 - 3.89	-->	4.5		1200-1299	-->	4				
3.90 - 3.94	-->	5		1300-1399	-->	4.5				
3.95 - 3.99	-->	5.5		1400-1499	-->	5				
4.0+	-->	6		1500-1599	-->	5.5				
				1600+	-->	6				

- All Scores, (Essay, EXC, LOR, GPA, SAT, LOR) will be combined to create a Master Score to determine Scholarship placing.
- Scholarships will be awarded and determined on a yearly basis.



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6. The number, and dollar value of scholarships to be awarded will be determined on a yearly basis.
7. A letter of congratulations will be sent to the recipients and school by May 1.
8. Acknowledgement of scholarship donations will be made on the website; amount will remain anonymous.
9. A letter of regret will be sent to those applicants who do not receive a scholarship.

Instruction for Redeeming Scholarship

1. Within 7 Days of recipient receiving the letter, they must EMAIL the Scholarship Director confirming, FULL LEGAL NAME, EMAIL ADDRESS, & PHONE NUMBER.
2. Once recipient has decided on school (*college/university/trade school*)
3. and have a student number, they must send that information, along with the address provided for tuition payments, to: scholarship@cccaml.org
4. A check will be sent to school in August. If it has not been received and credited to the recipient account by September of the current year; they must contact the Scholarship Director ASAP.
5. **SCHOLARSHIP RECIPIENTS ARE RESPONSIBLE FOR SENDING THE ABOVE INFORMATION TO THE CCCAM SCHOLARSHIP DIRECTOR. IF WE DO NOT HEAR FROM THEM BY JULY 1, of current year, THEIR SCHOLARSHIP MAY BE DELAYED. IF WE DO NOT HEAR FROM THEM BY SEPTEMBER 1, of current year, THEIR SCHOLARSHIP WILL BE GIVEN TO ANOTHER RECIPIENT THE FOLLOWING YEAR.**

approved 4/2019

4.10 Nominations for All District / All Regional / All State Team

Nominations will be due 1 week post tournament

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/State 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.



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All-District Team Selection

District Finish	1st Team	2nd Team	Honorable Mention
1 st	6	3	3
2 nd	4	3	2
3 rd	3	2	2
4 th	2	2	2
5 th	1	2	2
6-9 th	0	1	1
10 th -18 th	0	0	1

All-Region Team Selection

Region Finish	1st Team	2nd Team	Honorable Mention
1 st	6	3	3
2 nd	4	3	2
3 rd	3	2	2
4 th	2	2	2
5 th	1	2	2
6-9 th	0	1	1
10 th -12 th	0	0	1



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All-State Team Selection

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

4.11 District/Regional/State Coach of the Year

Requirements:

1. Current member of CCCAM in good standing for a minimum of 2 years
2. At least 2 years of MHSAA competitive cheer coaching experience
3. Current MHSAA varsity competitive cheer team coach during tournament time.
4. Nominee must complete the COY self-nomination form by due date

Selection Criteria:

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

Nomination Process

1. Ballots are prepared by the all-state director including bios as submitted by coaches will all eligible coaches as well as an option to abstain for each District.
2. Director will email ballots to all CCCAM member coaches competing at the tournament.



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3. At the district and region level, all current members of CCCAM, that are competing, shall vote online for each district/region coach of the Year in their Division. At the state level, all competing CCCAM member coaches will vote for the State COY in each division. There shall be only one vote per member school, even if there is more than one CCCAM member coach at a school.

4. If there is a tie, the CCCAM Board will break the tie.

5. All District, Regional, and State Coaches of the Year will then become nominees for CCCAM Coach of the Year.

CCCAM Coach of the Year Selection Process:

1. The CCCAM Board members 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. The Vice President will forward the information to MHSC

A 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.

6. A plaque will be presented to the recipient at the Annual CCCAM Summit.

7. If a Coach of the Year Award recipient is convicted of acting criminally during the same period of time he or she performed actions meriting an award, the Coach of the Year award may be revoked or recommended for revocation.

4.12 Assistant Coach of the Year

Requirements

1. Current member of CCCAM in good standing for a minimum of 2 years
2. At least 2 years of MHSAA competitive cheer coaching experience
3. Current MHSAA assistant competitive cheer team coach during tournament time.
4. Must be nominated by head coach

Selection Criteria

1. Outstanding contribution to the sport of Competitive Cheer



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

Nomination Process

1. Head coach must fill out and submit a nomination form by the due date.

Selection Process

1. The CCCAM Board members 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 Assistant Coach of the Year will be notified by a member of the CCCAM Executive Board
4. Information will be forwarded to MHSCA who will then process the recipient.
5. A certificate of recognition will be given to the CCCAM Assistant Coach of the Year.
6. If an Assistant Coach of the Year Award recipient is convicted of acting criminally during the same period of time he or she performed actions meriting an award, the Assistant Coach of the Year award may be revoked or recommended for revocation.

4.13 Coach's Hall of Fame

Requirements

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

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 of Competitive Cheer
4. Coaching experience of no less than 15 years, all of which must be in Competitive Cheer.

Nomination Process



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1. Members of the CCCAM Executive Board or general member will nominate a candidate according to criteria and requirements.
2. Nominations will be due by April 15th. *approved 4/2019*

Selection Process

1. The Executive Board 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 recipient (s).
3. A member of the Executive Board of CCCAM will notify the elected Hall of Fame Coach(s).
4. Nominations will be voted on by the CCCAM Board meeting in the spring.

Award

1. The recipient of the Hall of Fame award will receive a plaque and will have their name displayed in the MHSAA Building.
2. They will also receive a gift from the association valued at less than \$200.00.
3. Hall of Fame meals for up to 10 non-summit attendees as guests are covered. Any lunches exceeding that number will be available for purchase

CCCAM Service Award Nomination REQUIREMENTS

- A member (current or past) of CCCAM in good standing will nominate a candidate according to the criteria and requirements
- Nominations are due by April 15th.

NOMINATION CRITERIA:

Nominee will meet ALL of the following criteria

1. Outstanding contribution to the sport of competitive cheer
2. Outstanding contribution to the CCCAM organization

NOMINATORS RESPONSIBILITY:

- Nominator will create (or designate someone to) a 15 presentation about the nominee to be presented in conjunction with the annual CCCAM Fall Summit.



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4.14 Web Site

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

4.15 Michigan Competitive Cheer Website

4.16 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 **February 1**. Late applications will not be considered.
3. No more than four representatives will be chosen per conference.
4. In the event of a cancellation, substitutions will be allowed from a prioritized list.
5. Only one conference grant will be issued per person per fiscal year. This is not applicable to the President.
6. Conference money will only be granted when the CCCAM budget allows and is determined on an individual conference basis per year.
7. **The board members attending conferences will have the expectation to report back for the purpose of coaches' education.** Added 9/8/2024

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



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4.17 Reimbursement Policy

It is the policy of the CCCAM Board that CCCAM does not reimburse Board members for general business expenses for the general operation of the Board, ie mileage, printing, copies, phone/data charges, etc.

When purchasing items for CCCAM sponsored programs, CCCAM expects board members to act responsibly and professionally when incurring expenses and purchasing these items. Before expenses are incurred, ensure the expense is budgeted. When seeking reimbursement, please follow the general guidelines listed below. All reimbursements should be submitted on the CCCAM Reimbursement Form.

2. Proof of purchase required for reimbursement of all expenses
 - a. Credit card receipts
 - b. Detailed merchant receipts
3. Receipts must be accompanied by a summary which outlines:
 - a. The nature of the expense
 - b. The purpose of the expense
4. Expense summaries must be submitted with receipts and approved by the President and Treasurer.
5. All expenses and summaries must be submitted within 30 days for payment.

4.18 Weather policy- Scholarship Invitational

1. If a host school cancels the competition due to inclement weather, the affected school could choose one of the two following options:
 - To be reimbursed the registration fee and not eligible for scholarship
 - To be eligible for scholarship, but not reimbursed the registration fee.
2. Cancellation by attending coach/AD, due to inclement weather, would render the school ineligible for registration fee reimbursement, and athletes are rendered ineligible for scholarship. approved 4/2019

4.19 Encouragement of New Membership

Any school that fields a competitive cheer team and has not had a CCCAM member as a head coach can receive a voucher for one paid membership.



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4.20 Program Due Dates

Membership shall run September 1 - September 1

Academic All State - February 28th

Scholarship - 2nd Sunday in February

All District, Regionals, State - one week post tournament

Hall of Fame/Service Award - Nominations will be due by April 15th.



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SECTION V - FORMS

Reimbursement Form

[REIMBURSEMENT FORM](#)

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Coaches Hall of Fame Nomination Form

[FORM LINK](#)

Distinguished Service Award Nomination Form

[FORM LINK](#)