



Document Name	URC Cheer Standard Operating Procedures	Area of Responsibility	Cheer
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TABLE OF CONTENTS

1. INTRODUCTION	3
2. SCOPE.....	3
3. OBJECTIVE.....	3
4. GOVERNANCE	3
5. POLICY AND PROCEDURES.....	4
A. ADHERENCE TO URC CODE OF CONDUCT.....	4
B. COACHES	4
I. TRAINING AND DEVELOPMENT.....	4
C. CHEER SAFETY	5
I. INJURY AND EMERGENCY RESPONSE.....	6
II. REPORTING INJURIES.....	6
III. CONCUSSION PLAN	7
D. STUNTING	8
I. KEY TERMS	8

II. RULES GRID.....	9
E. ATHLETE ELIGIBILITY.....	11
F. UNIFORMS AND APPEARANCE	11
G. PRACTICE AND PRESEASON	11
I. PLANNING PRACTICES.....	13
H. USE OF FACILITIES.....	13
I. GAME DAY	14
I. HOME TEAM RESPONSIBILITY.....	14
II. GAME DAY TIMELINE	15
III. SIDELINE CHEER PROCEDURES	15
IV. HALF-TIME PROCEDURES.....	16
V. END OF GAME PROCEDURES	16
J. PARENT COMMUNICATIONS	16
K. EVENTS	17
I. REGISTRATION.....	17
II. FITTINGS.....	17
III. SEASON KICK OFF.....	17
IV. PEP RALLY	18
V. PICTURE DAY(S)	18
VI. YOUTH NIGHT	18
VII. 8 TH GRADE RECOGNITION.....	18
VIII. END OF SEASON BANQUET	18
L. FUNDRAISING	19
I. ANNUAL MUMS FUNDRAISER.....	19
II. BANQUET BASKETS	19
III. OTHER FUNDRAISERS	20
M. SPENDING AND REIMBURSEMENT POLICY	20
I. COMMISSIONER	20
II. COACHES IN SEASON SPENDING.....	20

1. INTRODUCTION

The Urbana Recreation Council (“URC”) Cheer program (“Program”) is a co-ed program that encourages good teamwork and sportsmanship. The Program cheers in support of the Urbana Youth Football Program (“UYFP”), a member of the Mountain Valley Youth Football League (“MVYFL”). This Standard Operating Procedures (“SOP”) is to provide participants, coaches, parents, volunteers and administrators instructions on Program requirements to ensure a safe and supportive environment for all involved.

2. SCOPE

This SOP applies to all participants in URC Cheer Program to include athletes, parents/guardians of athletes, volunteers, and coaches. All members and participants share responsibility for upholding these standards and helping maintain a culture of respect, safety and accountability.

3. OBJECTIVE

The objective of this SOP is to promote a safe, inclusive, respectful, and positive environment for all participants involved in the Program, including athletes, coaches, volunteers, parents/guardians, officials and spectators. Additionally, the SOP follows national safety standards as it relates to the sport at the youth level.

4. GOVERNANCE

The Program Commissioner (“Commissioner”) shall serve as the governing body responsible for the implementation, administration, oversight, and enforcement of this SOP. The URC Executive Board (“URC ECB”) provides Program oversight and is committed to maintaining a safe, respectful, and inclusive environment for all participants within the URC organization.

The responsibilities of the Commissioner include:

- Communicating and promoting awareness of the SOP to athletes, coaches, volunteers, and athlete parent(s)/guardian(s);
- Receiving, reviewing, and addressing reports or complaints involving alleged violations of the SOP in a fair, timely, and confidential manner to the extent possible;
- Determining and enforcing appropriate corrective or disciplinary actions for violations, which may include verbal warnings, written warnings, suspension, removal from activities, termination of participation, or other actions deemed appropriate by the Commissioner;
- Periodically reviewing and updating the policy to ensure continued effectiveness and alignment with organizational values and best practices.

The Commissioner may designate committee members, coaches, or other authorized representatives to assist with implementation and administration of the policy; however, final authority and oversight shall remain with the Commissioner. All decisions related to policy enforcement shall be made in the best interest of participant

safety, organizational integrity, and the overall well-being of the youth sports community. Issues that require escalation may be made to the URC ECB.

5. POLICY AND PROCEDURES

A. ADHERENCE TO URC CODE OF CONDUCT

All participants, coaches, volunteers, parents and athletes in the Program must adhere to the URC Codes of Conduct and Policy Against Harassment, Intimidation and Bullying policy (“Code of Conduct”). At the point of Program registration, the Commissioner is responsible for providing the Code of Conduct and requiring that all registrants and participants agree to abide by the policy.

B. COACHES

Youth sports coaching requires a balance of physical skill-building, safety standards, and social-emotional mentorship. As such, coaches must meet certain standard requirements to ensure a secure and positive Program experience for our athletes. When selecting coaches, the Commissioner must follow the URC Coaches Selection Framework. The framework requires that the Commissioner determine the coaching needs ahead of the season and assess the qualifications of candidates prior to onboarding to the Program, in addition to performing a mid and post season assessment of the coaches.

In addition to adhering to the Code of Conduct, coaches must:

- Be at least 18 years of age and submit to and pass a background check.
- Complete Youth Sports Concussion certification prior to the first day of practice
- Complete “Protecting Students from Abuse” training.
- Agree to the URC Social Media and Communication Policy
- Cheerleading coaches and teams must follow USA Cheer Youth/Rec Rules and Guidelines. When dealing with younger children, the guidelines are expected to be modified to further assure the safety of the athletes.
- Support Program initiatives and communicate regularly with their team details regarding practices, game day details and events.
- Communicate to the Commissioner any gaps in coverage for practices and/or games.
- Consider all athlete abilities and prioritize safety. There shall be no overt displays of favoritism as it relates to cheerleader stunting and sideline formation positions.

i. Training and Development

In order to equip volunteer coaches with the skills they need to coach and engage with our Program youth, the Commissioner shall provide training and development opportunities as it relates to the sport.

- USA Cheer Youth Coach Membership

USA Cheer is a governing body of sport cheering in the United States and recognized by the International Cheer Union. Youth Coach Membership requires coaches pass a background screening, complete athlete protection, concussion, and youth safety and risk management courses, attest to a code of conduct and USA Cheer waiver.

The Program will sponsor the membership of approved youth coaches. Completion of membership may waive other Program requirements, but not URC level coaching requirements. As a member, the youth coaches will have access to USA Cheer resources and benefits.

See [USA CHEER](#) for more details.

C. CHEER SAFETY

- Safety of Program athletes is highest priority and supersedes all other rules.
- Every program must comply with the USASF Rules and Guidelines for all competition routines.
- Stunting should only occur in appropriate weather and good ground conditions. All skills legal for sideline cheering can be performed on artificial/live grass, rubberized track, indoor basketball court or a matted surface. No skills are allowed on asphalt, concrete or any other similar surface.
- Supports, braces, soft casts, etc., that are unaltered from the manufacturer's original design/production do not require any additional padding. Supports/braces that have been altered from the manufacturer's original design/production must be padded with a closed- cell, slow-recovery foam padding no less than one-half-inch thick if the participant is involved in partner stunts, pyramids or tosses. A participant wearing a plaster cast or a walking boot must not be involved in partner stunts, pyramids, tosses, jumps or tumbling.
- For the safety of both players and cheerleaders, no stunting should occur on the sidelines while the ball is in play unless there is enough distance between the play and the sidelines.
- Spotters should be on the field with cheerleaders, at younger ages and older ages, if stunting is advanced for the ability of the cheerleaders.
- No chewing, candy or gum allowed during practices, performances and games.
- Props such as megaphones, signs, flags/banners, and poms are allowed. While in stunts or pyramids, props may only be used by the top person only. A top can hand a prop to a base or spotter with the intent of immediately releasing it to the ground as long as the top is not extended.
- Every squad will be equipped with a first aid kit. It is the responsibility of the coaches to communicate any inventory shortages in their kit during the season.

i. Injury and Emergency Response¹

Coaches have a duty to safety over game and performance. When assessing an injury, STOP:

- S – Stop all activity
- T – Talk to the injured athlete
- O – Observe injury type and severity
- P – Prevent immediate hazards/further injury

Should a coach suspect an athlete has had a head injury, refer to the guidelines in Concussion Plan, and do not attempt to move the athlete. Moving the athlete may cause further injury.

- Call 9-1-1
- Continue to care for athlete
 - Unconscious
 - Check **A**irway
 - Check **B**reathing
 - Check **C**irculation
 - Commence care as needed
 - Possible spine injury
 - Immobilize immediately
 - Blood, vomit or exposed bone
 - Reduce exposure and use gloves at all times
 - Check coherence
 - See Concussion Plan
 - Breaks/severe sprains
 - Do not remove any articles of clothing
 - Immobilize immediately
 - Sprains and bruises
 - R - rest
 - I - ice
 - C - compress
 - E - elevate
- Direct EMT
- Control crowd
- Call parent

ii. Reporting injuries

- All injuries that require medical attention must be reported to Commissioner and FCPR.

¹ <https://usacheer.org/wp-content/uploads/2019/06/EmergencyPreparednessProgram.pdf>

- FCPR reporting form:
[HTTPS://WWW.RECREATER.COM/FormCenter/Recreation-Council-Forms-11/Frederick-County-Recreation-Council-Acci-52](https://www.recreator.com/FormCenter/Recreation-Council-Forms-11/Frederick-County-Recreation-Council-Acci-52)
- If a parent seeks medical attention for their athlete after the event, it still needs to be reported.
- General use of bandages, ice packs and other materials from first aid kit do not apply.

iii. **Concussion Plan²**

Concussions require a medical professional to diagnose but it is important that youth coaches learn to recognize the signs of a concussion. A concussion is a traumatic brain injury caused by a blow to the head or body that causes the head and brain to move back and forth rapidly, resulting in symptoms that may present immediately or after several hours.

While a cheerleader may report the following symptoms, it is up to the coach to also observe for signs that may indicate a concussion.

Reported by cheerleader:

- Headache
- Nausea
- Balance problems and dizziness
- Blurred vision
- Sensitivity to lights or loud noise
- Feeling sluggish or foggy
- Altered sleep patterns
- Difficulty concentrating
- Problems with memory

Observed by coaches and others:

- Stunned or confused appearance
- Forgets arm motions or cheers
- Confusion about formations in routine
- Unsure of surroundings
- Moves clumsily
- Loss of consciousness
- Forgets events right before or after a blow to the head
- Personality or behavior change
- Clutching head or slow to get up after fall/blow to the head

² <https://www.usacheer.org/wp-content/uploads/2019/09/USA-Cheer-Cheerleading-Concussion-Protocol.pdf>

1. Remove athlete from game/performance for no less than 24 hours
2. Do not allow athlete to return to cheer until cleared by a medical professional trained in concussion management
3. When athlete returns, use a phased approach to reintroduce them back to cheer. The athlete must have one full day in each phase and not have any symptoms before proceeding to next phase.
 - a. Light exercise - no stunting; walk through cheers only.
 - b. Moderate exercise - no stunting; limited to sideline cheering/chants at low volume; limited head movement.
 - c. Heavy exercise - no stunting; sideline cheering/chants with head motions.
 - d. Performance level - light tumbling and stunting. No tosses or flipping. Limited to prep level stunts.
 - e. Full practice - limited stunting with simple dismounts, double-legged. Moderate tumbling passes.
 - f. Full participation - all activities and advanced stunting allowed.
4. If at any point during the phased return the athlete reports the return of symptoms, stop and pull them from the activity.
5. Contact the athlete's parent and advise parent that the athlete needs to wait for another 24-hour symptom free period.

D. STUNTING

i. Key Terms

Base: A person in direct weight-bearing contact with the performing surface who provides primary support for another person.

Cradle: A dismount from a partner stunt, pyramid or toss in which the catch is completed below shoulder level height by a base or bases with the top person in a face-up open-pike position.

Dismount: Ending a stunt by releasing a top person to the performing surface or a cradle position.

Extension: An extended stunt in which the top has both feet in the hands of a base(s).

Hitch Body Position: A single-leg stunt where the leg not providing support is in a liberty type position and that hip is open.

Inverted Position: Shoulders are below the waist.

Liberty: A multi-based, single-leg stunt where the leg not providing support is pulled to approximately a 90-degree angle with the hips of the athlete performing the skill, including the hitch variation.

Loading position: A skill/stunt with one or two feet in the hands below prep level.

Spotter: A person in direct, weight-bearing contact with the performing surface whose primary function is to protect a top person's head, neck and shoulders. Spotters should be qualified to help minimize an injury by assisting a top person. A spotter may be a qualified team member or a coach if necessary.

Toss: A release stunt in which the base(s) begin underneath the top person's foot/feet and execute a throwing motion from below shoulder level to increase the height of the top person. The top person becomes free from all bases, spotters, posts or bracers.

ii. Rules Grid

Skills not specifically allowed in the rules grid are prohibited. Skills from any lower level are allowed at the higher level.

Category	Level 1 (10 and under*)	Level 2 (14 and under*)
Jumps	All jumps and jump combinations allowed.	All jumps and connections to tumbling allowed.
Tumbling	Forward and backward rolls Forward and backward walkovers Roundoffs Cartwheels (series cartwheels allowed)	Non-twisting standing handsprings and standing back tucks allowed. No series or connected airborne tumbling and no twisting airborne skills.
Stunts	No inversions (the head can never be below the hips).	No inversions (the head can never be below the hips).
	No release stunt transitions other than a reload from a cradle position.	No release stunt transitions other than a reload from a cradle position.
	A spotter is required for all stunts.	A spotter is required for all stunts.
	No spinning/twisting.	Half twist loading allowed. Full twist to a loading position allowed.
	Allow all skills prep level and below. A standing stunt at prep level must be double based and standing on both feet.	Double base extensions allowed. Liberties and liberty hitches at prep level allowed.
Dismounts	No spinning/twisting No released dismounts (bump down, regrab hands, use a post and pop down, etc.)	Non-twisting cradles and pop downs allowed.
Pyramids	Follow stunt rules.	Follow stunt rules.
Baskets	Not allowed.	Not allowed.

E. ATHLETE ELIGIBILITY

While the Program does not have strict feeder zone restrictions on participation, no less than 75% of Program participants shall be Frederick County, MD residents.

- Youth ages 5 – through 8th grade, as of September 1 may participate in the Program.
- Athletes may not cheer for a high school team but can cheer for a competitive All-Star team during the season. The season is defined as the beginning of practice to either the end of season banquet, a Program sponsored competition or the MUYFL Super Bowl provided that the UYFP is participating, whichever is later.
- No player may participate in the Program while living in or being housed in a juvenile detention facility.
- Cheerleaders are not to be turned away for lack of experience, skill or disability. All programs will follow the Equal Rights provisions followed by Frederick County Recreation Councils.

F. UNIFORMS AND APPEARANCE

- All cheerleaders must be equipped as follows:
 - Cheer top/shell
 - Cheer skirt
 - Bloomers (separate or sewn-in)
 - Crop tops may be worn under cheer tops
 - Cheer shoes (must be cheer shoes)
- All cheerleaders must wear uniforms modestly and not reveal cleavage or undergarments. While standing at attention, apparel must cover midriff.
- Cheerleaders who are not appropriately covered may not sideline cheer.
- Jewelry is not permitted while cheering except for religious medals without a chain. Medical alert jewelry may be visible but worn closely or taped to the body.
- Make-up is to be modest and natural looking.
- Hair must be up and out of face while cheering and stunting.
- Nails must be short, or close to end of fingers and conducive of tumbling/stunting.
- In cold weather, cheerleaders may wear extra items, however they may not stunt if clothing is too loose or ill-fitting.

G. PRACTICE AND PRESEASON

- The Program may run or contract to run, any camps, conditioning programs, or clinics prior to the beginning of the official season.
- The first date of preseason practice will be determined by the Commissioner.

- All squads are to host one team bonding event in the preseason. It may be as simple as a park meet and greet, popsicles at the park or some other inclusive activity.
- Flag and Mini Pony D2 squads should be limited to one-hour practices no more than twice a week in addition to game day.
- Mini Pony D1, Pony D2 and Pony D1 squads should be limited to 90-minute practices no more than twice a week in addition to game day.
- JV D2, JV D1 and Varsity squads should be limited to 2-hour practices no more than twice a week in addition to game day.
- Squads may request to exceed these practice limits with written approval by the Commissioner.
- Cheerleader must be present at the practice prior to the game in order to participate in that week's half time performance.

Each squad needs to communicate with the Commissioner no later than the end of May their desired fall practice dates and times/duration. The preference is to pick 2 dates that complement another squad so that there is enough practice space for all squads.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
UES GYM	FLAG 5:30-6:30	JV 6:00-7:30	FLAG 5:30-6:30	JV 6:00-7:30
UMS GYM	MPD2 5:30 - 7:00	PONYD1 5:00 - 6:30	MPD2 5:30 - 7:00	PONY D1 5:00 - 6:30
UMS CAFETERIA	PONY D2 5:00-6:45	MPD1 5:00 - 6:30	PONY D2 5:00-6:45	MPD1 5:00 - 6:30
UHS AUX GYM		VARSITY 5:30-7:30		VARSITY 5:30-7:30

In general, practices are closed to parents in order to minimize disruptions, insurance risk and Use of Facilities liability.

i. Planning Practices

- At the start of the season, Coaches should prioritize the social emotional health of the athletes to ensure new athletes to the program feel welcome. At the first few practices, they may engage in 'getting to know you' games for the group, especially for those that may have missed the earlier summer events.
- Having a routine for your athletes will set expectations for each practice. For example, you can start with stretching for 5 minutes or a lap around the gym. Then you can have them review cheers from previous practice before moving onto new cheers and finally practicing their halftime routine.
- Junior coaches will get coaches up to speed on cheer motions and chants used in the youth and feeder high school program. Videos on the URC Cheer shared drive will be shared to all coaches in the preseason.
- Plan your practice and halftime routine beforehand by using TeamSnap attendance. Go into practice with a strategy for your cheers and performances to maximize your time with the athletes.
- Halftime performance should be approximately 1-2 minutes and not exceed guidelines outlined in the Game Day section.

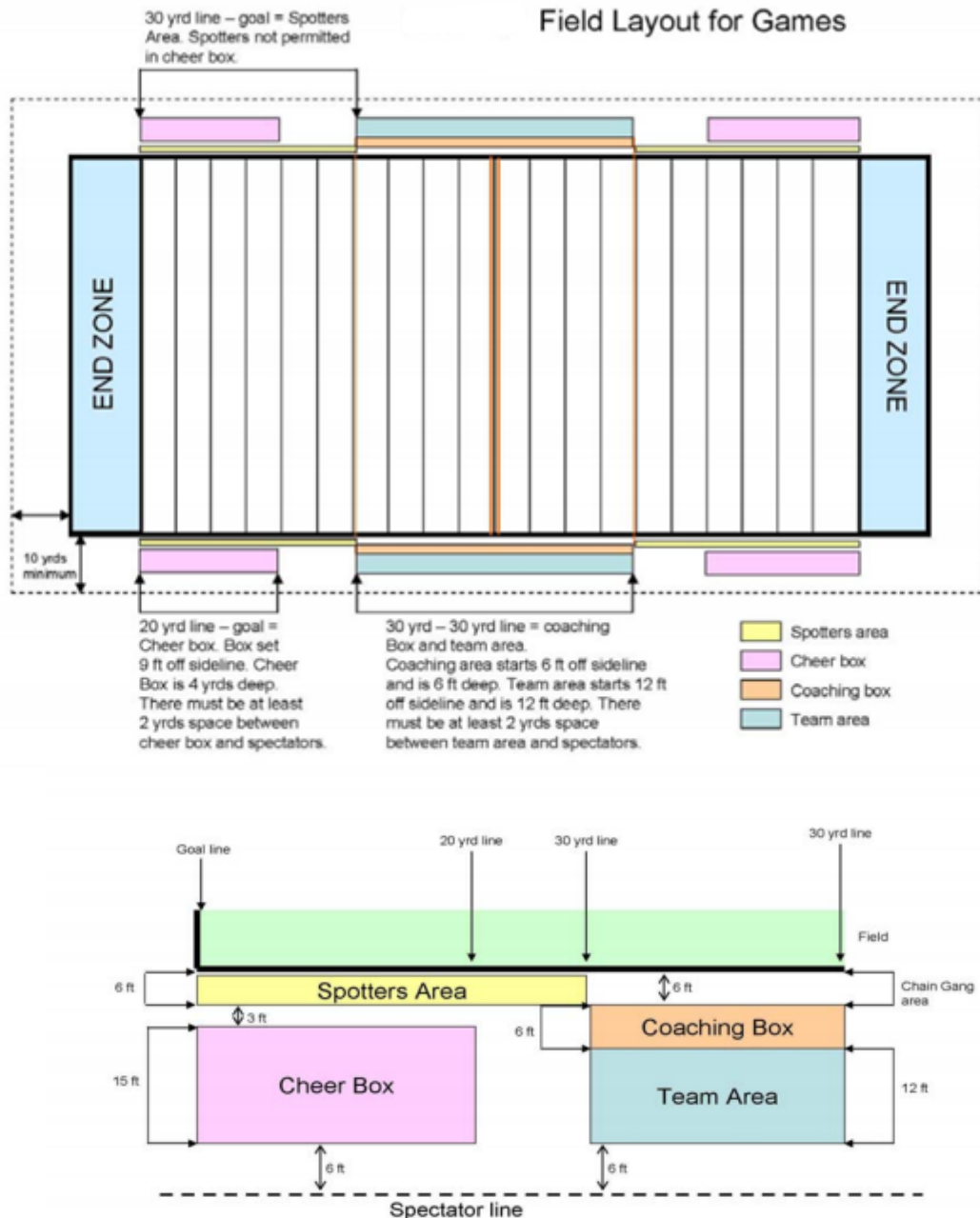
H. USE OF FACILITIES

- Building staff will meet coaches at the exterior door closest to practice space unless otherwise communicated. **It is important to be on time** and any changes to practice schedule needs to be communicated to the Commissioner so that notice can be provided to the school and FCPS UOF coordinator.
- Cancellations require at least 10 days' notice so that we do not unnecessarily incur fees.
- Do not grant building access to other programs and unknown persons. Agreement to Use of Facilities requires that the Program comply with school physical security requirements.
- A coach will need to manage entry to anyone entering our practice space. Athletes should not be allowed to wander the facility.
- Exterior doors - propping doors open is strictly prohibited.
- FCPS Standard Operating Procedures:
https://www.fcps.org/UserFiles/Servers/Server_74633369/File/Connect%20with%20FCPS/UOF/SOP_UOF_CommunityUserGroups.pdf

I. GAME DAY

i. Home Team Responsibility

The Home team must provide a space for cheerleaders of both the home and away teams on the sideline and in front of or in close proximity of spectators for all games.



Should a field not permit spectators on both sides of the field, cheerleaders are to be provided space to cheer on the same side as their fans. This space should measure no less than four (4) yards deep and seven (7) yards long and be separate from the football coaches and player area on

the sideline. If a field has less than 10 yards from sideline to spectators (e.g. turf fields or high schools) cheerleaders are to be provided a reasonable space in proximity of spectators. This space will be marked with tape so that football coaches and players refrain from entering the area. It is recommended that cheerleading areas be approximately one (1) yard off the sideline to provide a small safety buffer between football players and cheerleaders.

The home team must greet each visiting football and cheerleading team and show them their sideline/cheer space, area to warm-up, restroom facilities, and location of concessions. The game time cheer coaches of the home team should greet the visiting team prior to the start of the game.

Rosters for all cheerleading squads should be provided to home team Field Director, Commissioner or announcers so that if time permits, cheerleader's names may be announced at halftime.

ii. Game Day Timeline

- Coaches should plan to arrive at the game day field 15 minutes prior to athlete arrival time to ensure they are ready to receive their athletes.
- For home games, coaches will greet the opposing team's cheer and/or poms coaches prior to game start and provide any instruction on opposing team's cheering section, bathroom and press box needs.
- Coaches should build in time for a pre-game half-time practice before the start of the game. For example, you may ask that parents bring their athlete at 11:15am for a 12pm game for approximately 45 minutes of additional half-time prep.
- At approximately 5 minutes before game start, coaches will have cheerleaders lined up in two rows and ready to form a tunnel with their tear-through banner for their football team.
- Once the football team has run through the tunnel, the cheerleaders are expected to quickly and safely walk off the field to their respective cheer section to begin their sideline performance.

iii. Sideline Cheer Procedures

- For the safety of both players and cheerleaders, no stunting should occur on the sidelines while the ball is in play unless there is enough distance between the play and the sidelines.
- Coaches and cheerleaders must stay inside the cheerleading area. They may under no circumstances be on the playing area of the field.
- Coaches and cheerleaders must give way to football spotters and politely inform them if they intrude in cheerleader areas.
- It is recommended that large or especially loud squads refrain from cheering prior to the snap and beginning of play to allow all youth football players to have a positive experience in the game as well.

- When there is an injured player on the field, the cheerleaders must take a knee and not cheer until the player is up and moving to the sidelines.

iv. Half-time Procedures

At halftime, cheerleaders and poms have priority use of the field for halftime shows. Football players, coaches, spectators or others should not be using the field during halftime shows. Cheerleading halftime shows will take place at or around the 50-yard line of both the home and visiting teams or be centralized to spectator viewing areas. If announcements or music is played at games, this should not occur during cheerleading halftime shows, unless it is part of the halftime performance. Halftime shows for each program are to be limited to 4 minutes each for a total time of 8 minutes combined for the entire halftime period. Programs with more than one squad performing at a halftime of one game must split their time to not be longer than 4 minutes total.

First the visiting team will perform for the visiting side, with the home team watching; then the home team will perform for the home team side with the visiting team watching.

- Order of Performance:
 - Visiting Poms
 - Visiting Cheer
 - Home Poms
 - Home Cheer
- Stunting may occur at halftime shows, provided ground and weather conditions permit.
- Squads should show good sportsmanship by applauding or positively supporting the opposing squad at the completion of their halftime show.

v. End of Game Procedures

- Squads should show good sportsmanship by applauding or positively supporting the opposing squad at the completion of the game and support both football teams at the end of the game, regardless of the outcome.
- Squads will not participate in post-game handshake with football teams.

J. PARENT COMMUNICATIONS

TeamSnap email will be the primary form of parent communication with secondary sources to include TeamSnap chat, squad specific Facebook groups, and direct contact (phone/email).

Coaches cannot effectively plan for practice and game day performances without a clear understanding of athlete availability. Coaches are to remind parents to download TeamSnap for all practice/game communications and to fill in their athlete's availability as far in advance as possible.

At a minimum, coaches should be communicating to parents their practice and game day logistics on a weekly basis. Logistics to include in weekly communications with parents:

- Location/entry and drop off & pick up details. Maps are always helpful.
- Arrival time vs. game time.
- Reminders to minimize disruptions during practices/games. For example, reminding parents of young athletes to have a hearty meal and/or use the restrooms prior to arriving.
- Gate fees, and parking details and/or constraints
- Facility restrictions, seating details and/or constraints
- Athlete attire for practices or changes to game day uniform attire (i.e. weather, October pink bows, hair style changes, etc.)
- Water bottles, snack duty
- Weather related updates

K. EVENTS

i. Registration

Registration for the season is a virtual event and occurs in the spring prior to the start of the season. The Commissioner will plan for the season and budget the registration fees accordingly.

Registration must be conducted through the URC TeamSnap account. When building the registration form, the Commissioner must inquire about any allergies, inclusion needs, and media consent. Additionally, the registration form must contain digital agreements for the Code of Conduct.

ii. Fittings

To ensure proper fit of Program uniform, athletes may be asked to attend fittings after registration. The Program operates on a two-year uniform cycle. Coaches will be requested to participate in uniform fitting day to help size the athletes.

- Year 1
 - Mandatory for all athletes for new uniform cycle
- Year 2
 - Mandatory for new athletes only

iii. Season Kick Off

The annual season kick off party is funded by the prior year's banquet raffle baskets. This event allows the Program to come together as a whole for the first time in celebration of the upcoming season. If uniforms are available at this time, coaches will be asked to assist with uniform distribution.

iv. Pep Rally

The season pep rally is an Urbana Youth Football, Cheer and Poms (“UYFCP”) program wide event. The three URC programs come together ahead of the first game of the season in a spirited assembly to boost enthusiasm, Urbana pride and morale before the season ahead.

Coaches will be required to lead their teams in the UYFCP program-wide activities that may include a panoramic photo, field tunnel and run-through, and performance.

v. Picture Day(s)

The Commissioner will select a photographer to offer optional individual and team photos. The photographer will provide a method for parents to sign up for an individual photo shoot sometime in the early weeks of the season.

Coaches will be required to participate in managing their squad for team picture day. The team photos will be scheduled on a game day prior to their normally schedule game time.

vi. Youth Night

Youth Night is a UYFCP program-wide event hosted by Urbana High School. UHS will invite the youth program to a game night where youth athletes will have opportunity to participate in game day events. The Program will be invited to cheer alongside the high school cheer athletes on the sidelines.

This event will require all coaches to assist with pre-event festivities, to include a Program dinner, up to and through team dismissal.

vii. 8th Grade Recognition

8th grade recognition is a night of celebration where our 8th grade athletes mark the end of their youth program journey. Parents will have the opportunity to walk their cheerleader down the field and have their accomplishments announced.

viii. End of Season Banquet

The end of season banquet is a celebration of the accomplishments of the season. The cheerleaders will have an opportunity to be presented an award/trophy, followed by an evening of dancing.

While the proceeds of the mums fundraiser covers the cost of all Program athletes, each adult will need to purchase a ticket to accompany the athlete.

Coaches will be asked to present their team’s trophies and assist with raffle ticket sales.

L. FUNDRAISING

Fundraising is essential to the success and sustainability of the Program because it provides the financial support needed to create meaningful opportunities for our cheerleaders. Fundraising efforts help cover costs for our end of season banquet, scholarships, training activities, facilities, and Program operations.

All families are expected to participate in fundraising efforts, whether at the fundraising level or at the Program support level.

i. Annual Mums Fundraiser

One of our most successfully fundraisers is the annual sale of fall mums. Each athlete is encouraged to sell at least 12 mums. This fundraiser is a huge undertaking for all those involved so parent participation is crucial.

The format of the annual mums fundraiser is as follows:

- Athletes and their families will share a mums sale link where supporters of the athlete and the program will purchase mums.
- Each family with sold mums will be given a link to a shared file with their list of supporters to keep track of their sales.
- The shared file will be updated once daily with any new supporters from the last day.
- There will be a mum pick up and distribution day where the athlete's parents/caregivers will be required to pick up and deliver all the mums from their supporters.
- It is imperative that all families pick up their mums on distribution day as the Program is not able to store and deliver on their behalf.
- The athlete may not send supporters to the distribution site to pick up their individual orders.

ii. Banquet Baskets

At the end of the season banquet, each squad is responsible for presenting a themed basket that will be used in a raffle style drawing. The Program will sell raffle tickets on the evening of the banquet, and the proceeds will be used for the following season's kick off party, or where there is a Program need.

- Coaches may delegate the task of collecting for donations from their squad parents.
- Baskets must be fully wrapped and contained prior to presentation.
- The list of basket contents and their retail value shall be sent to the Commissioner prior to banquet date.
- A list of donors and their donation amount (value or monetary) must be shared with the Treasurer of the URC for tax related filings
- Due to the gambling nature of the raffle drawing, the Commissioner must have on display a Frederick County issued gambling permit at the event.

- Reports of the value of each basket shall be reported to Frederick County Planning and Permitting by January 31 of the following year.

iii. Other Fundraisers

The Commissioner may supplement or otherwise add additional fundraisers to meet the needs of the Program. Any additional fundraisers must be reported to the URC ECB.

M. SPENDING AND REIMBURSEMENT POLICY

The Program aims to maintain responsible spending and reimbursement practices to ensure all funds are used ethically, transparently, and in support of the Program's mission and participants. All expenditures must directly benefit the URC programs, align with the approved budget, and be authorized by the URC ECB or Commissioner prior to purchase.

i. Commissioner

The Commissioner is responsible for creating a responsible budget that balances the operational needs of the Program while remaining cost-effective for Program families to participate.

- The URC is an IRS approved 501(c)(3) non-profit organization. Spending must comply with IRS requirements to maintain the non-profit status.
- The Commissioner must regularly reconcile accounts and provide documentation for all expenditures where required.
- Expenses over \$5,000 require approval from two members of the URC ECB, one of which must be the URC Treasurer.

ii. Coaches In Season Spending

The Commissioner will communicate with the coaching team the team budget for the season for coaches to adequately plan for in season spending.

- Purchase requests shall be submitted to the Commissioner to ensure tax-free accounts are used where feasible.
- Spend requests must benefit the entire team, not for a single athlete.

Coaches and volunteers may seek personal reimbursement for approved expenses on the rare occasion that the Commissioner is not able to make the purchase. Reimbursement requests must be submitted with itemized receipts within 30 days from the date of purchase. Reimbursements will only be issued for reasonable, necessary, and pre-approved expenses related to Program operations. Personal expenses, undocumented purchases, or unauthorized spending will not be reimbursed.