



# ILLINOIS CHEERLEADING COACHES ASSOCIATION POLICIES AND PROCEDURES MANUAL - 2024

## CHAPTER 1 – PURPOSE

### 1.1 Mission

The mission of the Illinois Cheerleading Coaches Association (ICCA) shall be to serve the needs of Illinois cheerleading coaches and their teams through emphasis on the highest standards of professionalism, sportsmanship and safety. (Bylaws, Article II, Section 1)

## CHAPTER 2 – MEMBERSHIP

### 2.0 Membership

- 2.1 Shall provide coaches education
- 2.2 Shall represent members with concerns at the IHSA Cheer Advisory Meeting
- 2.3 Shall keep ICCA website updated with coaching and athlete information
- 2.4 May assist with coach mentoring
- 2.5 Set membership dues annually

## CHAPTER 3 – OFFICERS

### 3.0 Officers

- 3.1 *The President:*
  - 3.1.1 Shall oversee all aspects of the association.
  - 3.1.2 Shall preside at meetings of the association.
  - 3.1.3 Shall serve as Chairman of the Board of Directors and the Executive Board.
  - 3.1.4 Shall appoint those who are to serve on various committees.
  - 3.1.5 Shall call special meetings.
  - 3.1.6 Shall appoint persons to fill unexpired terms of officers as needed.
  - 3.1.7 Shall keep files of contracts currently in force with the association.
  - 3.1.8 Shall get all approved budgeted expenses verified by the Finance Director.
  - 3.1.9 Shall review board meeting minutes for approval and prepare documents for the Website.
  - 3.1.10 Shall respond to the contact me submissions on the website.
  - 3.1.11 Shall appoint a board member to complete the program for Championships.
  - 3.1.12 Shall appoint a board member to handle all social media posts.
  - 3.1.13 Shall appoint an executive board member to prepare the minutes for the executive board meetings.
- 3.2 *Vice President:*
  - 3.2.1 Shall assume the duties of the President in the absence of the President.
  - 3.2.2 Shall attend all board meetings and executive board meetings.
  - 3.2.3 Shall keep updated on the National Federation Spirit Rules.
  - 3.2.4 Shall notify officials of official training dates.
  - 3.2.5 Shall coordinate the officials for Invitationals and Championships.



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- 3.2.6 Shall perform such other duties as may be designated by the Board of Directors and/or the general membership.
- 3.2.7 Shall assign an official or Board Member to fill out the google form for Championship qualifiers.
- 3.2.8 Shall send to the host coaches the link to view the Invitational Registration Spreadsheet and the host packet.
- 3.2.9 Shall share any correspondence on officiating that is sent from the IHSA office.
- 3.2.10 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.2.11 Shall report to the President.
- 3.3 *Finance Director:*
  - 3.3.1 Shall assume the duty of the President in the absence of the President and the Vice President.
  - 3.3.2 Shall attend all board meetings and executive board meetings.
  - 3.3.3 Shall keep accurate records.
  - 3.3.4 Shall prepare a financial statement to be presented to the Board of Directors at each board meeting and/or on a quarterly basis.
  - 3.3.5 Shall be the liaison with the ICCA accountant and ensure all tax returns are submitted to the proper taxing authority.
  - 3.3.6 Shall approve and verify budgeted expenses sent in from other positions.
  - 3.3.7 Shall secure the insurance for ICCA and its events.
  - 3.3.8 Shall be responsible for securing the location for all scheduled board meetings.
  - 3.3.9 Shall maintain and review contracts.
  - 3.3.10 Shall prepare the order for the awards for the Championships.
  - 3.3.11 Shall keep records and prepare payments for Scholarship recipients.
  - 3.3.12 Shall secure ICCA vendors for Invitationals and Championships.
  - 3.3.13 Shall report to the President with the financial updates.
- 3.4 *Secretary/Membership Director:*
  - 3.4.1 Shall attend and keep accurate and official minutes of all general Board of Directors meetings.
  - 3.4.2 Shall be responsible for the distribution of the official minutes of the Board of Directors within one week of the last meeting.
  - 3.4.3 Shall prepare an updated contact list of the Board of Directors.
  - 3.4.4 Shall prepare a spreadsheet with attendance at meetings to share with the Board of Directors.
  - 3.4.5 Shall be at the disposal of the Board of Directors for miscellaneous secretarial duties as needed.
  - 3.4.6 Shall deal with all necessary correspondence.
  - 3.4.7 Shall update policy and procedures with approval of the President.



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- 3.4.8 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.4.9 Shall report to the President and Finance Director
- 3.4.10 Shall receive association record of membership and dues.
- 3.4.11 Shall send an accurate record, including dues, to the Finance Director for deposit.
- 3.4.12 Shall update membership lists to be distributed to the Board of Directors on a weekly basis during the competitive season.
- 3.4.13 Shall check membership on the invitational registrations and report any issues to the President and region representative working the Invitational.
- 3.5 *Scholarship Director:*
  - 3.5.1 Shall attend all board meetings.
  - 3.5.2 Shall prepare the qualifications for scholarship candidates.
  - 3.5.3 Shall preside over the committee that views the video submissions.
  - 3.5.4 Shall preside over the scholarship interviews at Championships.
  - 3.5.5 Shall assure no conflict of interest with the committee or Scholarship Director.
  - 3.5.6 Shall work to secure awards for the finalists.
  - 3.5.7 Shall prepare the list of scholar athletes for the program and the announcer at Championships.
  - 3.5.8 Shall prepare the senior scholar and 8th grade scholar certificates.
  - 3.5.9 Shall send a press release to each Scholarship finalist after review.
  - 3.5.10 Shall send the Scholarship finalists and scholar athletes to the PR Director for website.
  - 3.5.11 Shall inform recipients of expectations at the Championships.
  - 3.5.12 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
  - 3.5.13 Shall report to the Vice President.
- 3.6 *All-State Director:*
  - 3.6.1 Shall attend all board meetings.
  - 3.6.2 Shall prepare the qualifications for all-state candidates.
  - 3.6.3 Shall preside over the committee that selects the finalists.
  - 3.6.4 Shall assure no conflict of interest with the committee or Director.
  - 3.6.5 Shall work to secure awards for the finalists.
  - 3.6.6 Shall send a press release to each finalist after review.
  - 3.6.7 Shall send the All-State finalists to the Public Relations Director for website.
  - 3.6.8 Shall inform recipients of expectations at the Championships.



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- 3.6.9 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.6.10 Shall report to the Vice President.
- 3.7 *Coaches Education Director:*
- 3.7.1 Shall attend all board meetings.
- 3.7.2 Shall keep updated on the National Federation Spirit Rules.
- 3.7.3 Shall be a liason channeling communications with region reps, Conference/Clinics Director, and Vendors on a regular basis.
- 3.7.4 Shall prepare the host packet.
- 3.7.5 Shall act as or appoint a Conference/Clinic Chairman.
  - 3.7.5a Shall determine locations and dates for the Fall/Spring Clinic/Conference.
  - 3.7.5b Shall determine sessions to be taught at each clinic/conference and procure speakers.
  - 3.7.5c Shall be responsible for all the necessities for each facility used.
  - 3.7.5d Shall work with the Marketing Director to prepare the program and evaluation forms.
  - 3.7.5e Shall be responsible for the invitations and reservations for each clinic/conference.
  - 3.7.5f Shall work with the Coaches Education Director on arrangements for vendor displays and gifts for the clinics/conference.
  - 3.7.5g Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.7.6 Shall act as or appoint a Vendor Chairman.
  - 3.7.6a Shall secure vendors for clinics/conferences when needed.
- 3.7.7 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.7.8 Shall report to the President.
- 3.8 *Marketing/Public Relations Director*
- 3.8.1 Shall attend all board meetings.
- 3.8.2 Shall develop PR strategies and initiatives to improve public perception of the organization.
- 3.8.3 Shall create promotional literature about new events and programs.
- 3.8.4 Shall develop and maintain ICCA's image and logo.
- 3.8.5 Shall create and update the Championship registration housed on the website.
- 3.8.6 Shall oversee/maintain ICCA's website. Update the website as needed, all of its media, and keep current all files and postings.
- 3.8.7 Shall send the CONTACT ME forms to the President.



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- 3.8.8 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.8.9 Shall report to the Vice President.
- 3.9** *Region Representatives:*
- 3.9.1 Shall attend all board meetings.
- 3.9.2 Shall be responsible for correspondence to their member schools.
- 3.9.3 Shall locate and make recommendations for individuals to serve as a Delegate(s) for their Region.
- 3.9.4 Shall meet with their area delegates to establish procedures and dates for meetings with their area member schools.
- 3.9.5 Shall vote on behalf of the region at ICCA Board of Directors meetings.
- 3.9.6 Shall attempt to increase membership.
- 3.9.7 When clinics are scheduled in said Region, the Representative shall be in charge.
- 3.9.8 Shall attend or appoint a delegate to assist at each Invitational in their region.
- 3.9.9 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.9.10 Shall report to the Vice President.
- 3.10** *Delegates:*
- 3.10.1 Shall attend all board meetings. .
- 3.10.2 Shall work with the Region Representative to promote ICCA in their region.
- 3.10.3 Shall offer assistance at Invitationals when requested.
- 3.10.4 Shall assist in running the clinic when it is in said Region.
- 3.10.5 Shall be allowed a vote when the Region Representative is not present at a Meeting. (One vote per region)
- 3.10.6 Shall be required to be a delegate for two years before applying for a voting position on the Board of Directors.

## CHAPTER 4 – BOARD OF DIRECTORS

### 4.0 Board of Directors

- 4.1 Attendance
- 4.1.1 At the beginning of each fiscal year, the board shall determine the dates of the Board of Directors Meetings, the Executive Board Meetings, and other ICCA sponsored events.
- 4.1.2 At the beginning of each fiscal year, each board member should commit to attendance at each of the board meetings and sponsored events that the board member is able to attend.



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- 4.1.3 If a board member will miss a meeting or event that they have indicated they would attend (See section 4.1.2), that board member must indicate so to the President at least one week before the scheduled meeting or event. The President will recommend to the Executive Board whether that absence should be deemed excused.
- 4.1.4 In the event of a last minute emergency, if a board member must miss a meeting or event that they indicated they would attend, that board member must indicate so to the President as early as possible. The president will recommend to the Executive Board whether that absence should be deemed excused.
- 4.1.5 The President shall share with the Executive Board, as soon after an absence as possible, his/her recommendation on whether or not the absence should be considered excused. The Executive Board will make the final decision on whether or not the absence is considered excused and report that decision to the Board of Directors and the individual board member who missed the meeting/event.

## CHAPTER 5 – EXECUTIVE BOARD

### 5.0 Executive Board

- 5.1 Shall be made up of 7 members: President, Vice President, Finance Director, and 4 voting members selected by the Board of Directors.
- 5.2 Failure to attend meetings, behavior unbecoming of a board member, or conflict of interest issues may be addressed by the Executive Board and may result in removal from the Board of Directors.

## CHAPTER 6 - AWARDS

### 6.0 Awards

- 6.1 **ALL-STATE**
  - 1. Junior - Senior
  - 2. Athlete must be a member of a current ICCA member team in good standing and compete with the team in at least one invitational.
  - 3. Video submitted online by 11/30
  - 4. Include in application the expectation to attend championships and volunteer
  - 5. Jackets to recipients



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## 6.2 SCHOLARSHIP

1. Senior athletes only
2. Athlete must be a member of a current ICCA member team in good standing and compete with the team in at least one invitational.
3. Video submitted online by 11/30
4. Any documents mailed must be via a trackable process.
5. Selection of top 10 done by Director plus 3 board members from different parts of the State
6. Interview of finalists at Championships and awards given.

## 6.3 SCHOLAR ATHLETES

Senior Scholar Athletes and 8th Grade Scholar Athletes will be awarded. All certificates will be given out at Championships or mailed.

## 6.4 UNSUNG HERO

Two (2) awards to be given each year - one Jr High and one High School if applications received by November 30

*Criteria:* Someone who makes a solid contribution to their school or community without being recognized for it. Someone who exhibits courage, perseverance, conviction, selflessness, compassion and concern for others.

*Requirements:* Athlete should be a member of an ICCA Member Team in good standing. A minimum of one letter recommendation from a coach, teacher or community member describing how the applicant embraces the suggested characteristics. Nomination form and Letter or recommendation must be submitted electronically via the ICCA website by December 15. The desire is for this award to be a surprise to the winners

## 6.5 COACH OF YEAR

*Criteria:* 7+ years coaching; Letter of recommendation from another coach, administrator or adult ICCA member school.

*Winner* can be at any level of Coaching - Jr High or High School Information publicized at invitationals, on website, at championships.

*Entries* submitted via google form online through website with deadline of 1/15.

*Award(s)* given at Spring Coaches Conference.



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## 6.6 HALL OF FAME

*Criteria:* Longtime coach/official/board member (15 years or more)

Loyalty to ICCA.

*Nominations* to come from current Hall of Fame members or current Board of Directors. Nominations will be due 1/15 and will be awarded in odd numbered years if there are any nominations.

All current Hall of Fame members will vote for winner.

*Award will be made by ICCA President* who will delegate via chain of command if unable to be in attendance at the Spring Conference.

## 6.7 FRIENDS OF ICCA

*Criteria:* Loyalty to ICCA.

*Nominations* may come from Board Members, submitted electronically by 1/15.

Nominees will be voted on by present members of the Board of Directors.

*Award will be presented by ICCA President* who will delegate via chain of command if unable to be at the Spring Conference.

## 6.8 ICCA OUTSTANDING SERVICE AWARD

in honor of ICCA founder Pam Dorner-Saxhaug.

1. Commitment to ICCA
2. Current or former member of board of directors
3. Willing to go above and beyond to serve the organization.
4. Nominations will come from past recipients of the award who will submit names to the President electronically and awarded as needed,
5. Voting will be done by prior recipients and present Board of Directors.

Each year at work weekend discussion will be entertained for awarding the following year. If an award is made, it will be awarded at the spring conference. The President will speak of recipient's qualities and Pam Dorner-Saxhaug will make the presentation if available.

## CHAPTER 7 - FINANCES

### 7.0 FINANCES

- 7.1 Bills should be submitted to the treasurer who will work with the accountant to finalize payment.
- 7.2 Payments will be prepared monthly.
- 7.3 Budget will be presented and approved at the first annual meeting of the Board of Directors.





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## CHAPTER 8 – AMENDMENT OF POLICY AND PROCEDURES MANUAL

### 8.0 AMENDMENTS

8.1 This Policy and Procedures Manual may be amended by the Board of Directors at any meeting of the Board of Directors. If notice of the amendment, including the wording of the amendment, has been distributed to the board members with the call of the meeting, the vote required to amend the Policy and Procedures Manual is a majority vote of the board members present and voting. If no notice of the amendment is given in the call of the meeting, the vote required to amend the Policy and Procedures Manual shall be either:

- A. A two-thirds vote of the members present and voting, or
- B. A majority vote of the entire voting membership of the Board of Directors.

8.2 Any proviso to the Policy and Procedures Manual shall automatically be removed from the manual, without a vote of the board, when the proviso is no longer needed, which is usually past the date given in the proviso.

## CHAPTER 9 – CONFLICT OF INTEREST POLICY

### 8.0 AMENDMENTS

- 14.1 See Appendix A for the Conflict of Interest Policy
- 14.2 See Appendix B for the Conflict of Interest Statement

## APPENDICES

Appendix A: Conflict of Interest Policy

Appendix B: Conflict of Interest Statement