

Junior Trojan Cheerleading Bylaws 2020 - 2021

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Article I – Purpose and Goals

A. Purpose of the Organization

To provide an opportunity for middle school girls to learn and participate in the sport of cheerleading while promoting and supporting the Jr. Trojan football and basketball programs.

B. Goals of the Organization

1. To teach middle school girls the sport of cheerleading including tumbling, stunts, cheers, chants and dances.
2. To encourage and promote support of the Jr. Trojan football and basketball programs.
3. To promote and encourage friendship, teamwork and good sportsmanship between and among the middle school cheerleading squads.
4. To prepare the girls for participation in high school cheerleading.
5. To gain experience with competition cheerleading.
6. To provide social opportunities for the members of the Jr. Trojan programs.

C. Goals of the Cheerleader

1. All 6th grade cheerleaders should try to work on basic tumbling skills, motions, cheers, chants and the ability to learn a dance routine.
2. All 7th grade cheerleaders should continue to work on the above skills. Additionally, they are encouraged to work on a standing back hand spring and a running back handspring.
3. All 8th grade cheerleaders should continue to perfect the above-referenced skills. Additionally, they are encouraged to learn a jump/tumbling sequence and a running tumbling sequence. Also, cheerleaders are encouraged to work on crowd appeal and voice projection as these skills will help them continue on at the high school level.

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Article II - Running the Organization

A. Executive Board

1. The organization will be run by the Executive Board comprised of parent volunteers from the 7th and 8th grade squads.
2. All members of the Executive Board will be elected by the outgoing Executive Board at their last official meeting to be effective after tryouts.
 - a) Board positions shall include the following:
 1. President (must have a minimum of 1 year of experience on the Board)
 2. Vice President – Communications
 3. Vice President – Logistics
 4. Executive Treasurer
 5. Assistant Treasurer
 6. Director of Programs & Records
 - b) Board positions will be held only by parents of current Jr Trojan Cheer squad members.
 - c) The Executive Board shall act as the nominating committee for the purpose of submitting a slate of proposed officers for the new season.
 - d) In the event that there are no volunteers for a specific position, it shall be up to outgoing board to solicit a volunteer. The committee should first contact squad sponsors to gain a nomination, and then contact parents individually until a nominee is identified.
 - e) At the last official meeting, the outgoing board shall discuss the nominees for each position, call for a motion, and then ask for a vote.
 - f) The Executive Board positions of President and Executive Treasurer can only be held by parents of rising 8th graders. These positions cannot be slated to parents of rising 6th or 7th graders. The Vice Presidents and Director of Programs & Records can be slated to parents of rising 7th or 8th graders. The Assistant Treasurer must be slated by a rising 7th grade parent.
 - g) Officers shall be elected annually and serve for a term of one year.
3. Responsibilities of Board
 - a) The Board shall be responsible for overseeing the operations of the Jr. Trojan Cheerleading Program. The Board is responsible for making all decisions that affect the program as a whole but seeks to empower the squads to function autonomously within the rules of the Organization.
 - b) The Board is ultimately responsible for resolving disputes and conflicts if the squad is not able to resolve the problem.

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c) Specific board duties include:

1. Overseeing the tryout process,
2. Coordinating the selection of uniform and practice clothes,
3. Coordinating the gym,
4. Facilitating new sponsor meeting to review the Sponsor's Agreement Form, explain sponsor responsibilities and answer questions,
5. Organizing the end of year banquet, including purchase of gifts,
6. Maintaining a calendar to keep the program moving forward, and
7. Other duties as the needs arise.

3. Responsibilities of Officers

All officers are responsible for attending monthly board meetings, participating in the discussion of matters brought before the board, voting (except the President) on a recommended course of action, and slating the incoming board. Specific duties of each officer include:

a) President

1. Coordinates all gym-related matters (practices, clinics, camps, etc).
2. Creates the agenda for board and facilitates meetings to keep board members on topic.
3. Runs the post-tryout meeting in the spring.
4. Maintains a relationship with the LHS Varsity Cheer Coaches and LHS Cheer Board.
5. Votes on Organization matters only in the event of a tie vote.

b) Vice President - Communications

1. Manages LJTC website, organization calendar(s), Facebook page and other social media platforms.
2. Communicates all organization-wide events to the squads and team sponsors.
3. Acts as the squad contact for questions, problem resolution and scheduling issues.
4. Collects report cards at the end of the first semester. All report cards are due within 10 days of the end of each quarter.
5. Creates Academic Awards for banquet.

c) Vice President – Logistics

1. Responsible for the selection of all uniform and practice clothes and accessories.
2. Orders all banners, signage and promotional materials for tryouts, etc.
3. Oversees all requirements for Camp Lassiter (squad paperwork, payment, spirit wear, etc.)
4. Assumes duties of the President when she is absent or in the event of resignation by the President.

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d) Executive Treasurer

1. Prepares a budget based on the prior year activities and spending and the proposed current year activities.
2. Presents the proposed budget to the Board for approval.
3. Maintains the organization account and documents all the receipts and deposits.
4. Prepares the monthly financial report.
5. Ensures that proposed expenditures fall within the approved budget.
6. Advises the executive board about all financial matters.
7. Ensures that the Organization has sufficient funds to operate during the current year and for the start-up of the following year.
8. Performs other financial duties as requested by the Board.

e) Director of Programs & Records

1. Maintains organization contacts and legacy records
2. Records notes during meeting and recaps meeting minutes in writing to the Board.
3. Reserves meeting room for all board meetings.
4. Keeps all original, signed documents for all squads.
5. Maintains demerit records for entire program for the season
6. Receives Q1 & Q2 report cards from all cheerleaders to review for passing grades/behavior and for academic recognition of student athletes at the banquet. Notifies President if any report cards are outstanding ten (10) days after distribution by the schools.
7. Coordinates organization-wide programs: summer pool party, homecoming events, Powderpuff, etc.

4. Officer Resignations

- a) Resignation of the President – one of the Vice Presidents shall assume the President's responsibilities. The Vice President - Communications shall be responsible for communicating the resignation to the squads and soliciting a volunteer to replace the Vice President, unless a co-Vice President is available.
- b) Other Officers - the Vice President of Communications shall be responsible for communicating the resignation to the squads and soliciting a volunteer to replace the outgoing officer.
- c) The nominee shall be elected by the current Board after nominations have been received.
- d) If no candidate can be identified for the vacated office, the other board members shall divide the responsibilities of the vacated position to ensure the continuity of the organization.

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5. Board Meetings

- a) The Board shall meet monthly for general business and as needed to address specific issues/topics.
- b) The Board shall abide by Roberts Rules of Order.
- c) Board meetings are closed unless a parent specifically requests to address the Board. (This is done to facilitate the completion of Board business in an efficient manner – it becomes cumbersome to have too many people discussing issues.)

6. Squad Organization (Football, Basketball, Competition)

- a) In order to meet the Organization's goal of preparing the girls for the cheerleading program at Lassiter High School, the squads will be organized as set forth below. The board shall, at its discretion, determine the composition of these squads.
 - 1. The 6th grade squad shall consist of one (1) squad, which cheers both football and basketball.
 - 2. The 7th a grade squad shall consist of one (1) squad, which cheers both football and basketball.
 - 3. The 8th a grade squad shall consist of one (1) squad, which cheers both football and basketball.
 - 4. The Competition Squad shall consist of one (1) squad comprised of 6th, 7th and 8th graders which cheers football and competitions (and basketball, if interested).
- b) All squad members will be selected by independent judges.

7. Selection of Uniforms & Practice Clothes

- a) Uniforms, Practice Clothes and accessories shall be selected by the Vice President – Logistics (in conjunction with the Vice President – Communications when needed), subject to the review and approval of the entire Board.
- b) Determination of vendor(s), colors, and uniform styles is the responsibility of the Vice President – Logistics (in conjunction with the Vice President – Communications when needed).
- c) The Vice President – Logistics shall try to secure pricing prior to the order or purchase of items to make sure the costs are reasonable.
- d) Uniform kits shall consist of: top, skirt, pants, fleece jacket, maroon bloomers, white sports bra, white no show socks, shoes, pom poms, duffle bag, hair ribbon, water bottle and clear rain poncho. Additional items may include: LJTC jersey and black undershirt. (Uniforms from the previous year can be reused as long as new girls can still order the old uniform style.)

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- e) Uniform colors should be consistent with the Lassiter school colors which are cardinal red and gold. Jr. Trojans has used maroon, white, and gold in the past, refraining from use of "Lassiter" and "LHS" on apparel.
- f) Practice clothes shall consist of: spirit shirt and/or LJTC tank top, sports bra, black practice shorts and hair bow. Practice clothing is worn to practices or any event determined by the Board.
- g) The Vice President - Logistics is responsible for ordering a spirit shirt for the new season to be handed out to all squads after tryouts.
- h) Clothing and accessories must be ordered with the utmost sense of urgency to secure delivery prior to Camp Lassiter and so the cheerleaders have clothes in which to practice. All clothing received needs to be given out immediately. This is done to have time to address any problems which may arise.
- i) Parents are responsible for purchasing all required uniform and practice clothes. If the order has been placed and cannot be canceled, the parent is still financially responsible even if the girl quits the squad (for any reason).
- j) Payments for uniforms, practice clothes and accessories are required in full on the date of order. Payments will be made directly to the vendor(s) and/or to the Executive Treasurer as communicated by the Vice Presidents.
- k) The Vice Presidents will communicate the payment schedule to the organization in advance on uniform fittings so that everyone is informed.

8. Special Committees

a) Demerit

1. Consists of President, Vice Presidents and Director of Programs & Records.
2. Squad sponsors will identify when demerits need to be given and communicate these to the committee within one week (or within 24 hours depending on the circumstances) so the appropriate actions can be taken.
3. Designated committee member sends demerit email to parents once issue is discussed. Email will serve as notice of demerits.
4. Demerits Log will be maintained by Director of Programs & Records.

b) Banquet

1. Consists of the Assistant Treasurer (chair) and 2 representatives from each squad.
2. Responsible for planning the end of year Banquet.

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c) Tryout

1. Consists of the President, Executive Treasurer, Vice President – Logistics and other volunteers from the 8th grade parents.
2. Volunteers from the 8th grade squad can only participate in the tryout process if they do not have rising 6th and/or 7th graders participating in tryouts.
3. Responsible for running the tryouts (see Article IV).

9. Bylaw Changes

The Executive Board has the authority to modify these bylaws, at any time, as necessary. A majority vote of the Executive Board is required to approve such changes.

B. Financial Matters

1. Budget

- a) The Executive Board shall review and approve the proposed budget (see Treasurer's responsibilities under Article II, Section A) and shall abide by the budget when making financial decisions.
- b) The approved budget may be amended from time to time in order amendments require a majority vote of the Executive Board.

2. Dues of the Membership

- a) The Executive Board has the authority to determine the amount of the annual membership dues and to require members to pay dues for the operation of the Organization.
- b) Failure to pay the membership dues by the first squad practice can result in the removal of the girl from her cheerleading squad.

3. Payment of Organization Obligations

- a) Payment of Organization obligations should be made to the Executive Treasurer via online automated payment upon request/invoice.
- b) Officers who make payment of Organization obligations must provide a receipt for purchases and all purchases must be within the approved budget in order to be reimbursable. The Officer must complete a check request, attach a receipt, and get the approval of another officer. All paperwork should be submitted to the Executive Treasurer for reimbursement.

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Article III - Running the Squads

A. Organization of Squads

1. Squad Sponsors

a) Selection of Squad Sponsors

1. Before the first parent meeting following tryouts, the Executive Board shall identify parents who have expressed interest in becoming a squad sponsor and decide which parents will fill the sponsor positions for each squad.
2. There must be two parent sponsors from each squad. When possible, there should be a sponsor from each school.
3. Sponsors shall not represent more than one (1) squad in a season.
4. A parent shall not serve as sponsor for more than two consecutive years so as to provide other parents an opportunity to serve as sponsor. If no other parent is interested or a squad would like to keep the same parents as sponsors for all three years, it must be approved by the Executive Board.

b) Duties of Squad Sponsors

1. The squad sponsors will work directly with the cheerleaders and their parents in all areas set forth by the Executive Board.
2. Their primary responsibilities will be to ensure the safety and well being of the girls at all games and squad-related events, to communicate any safety-related concerns to the Board, to promote responsibility for self, proper behavior and respect for others at all times, and to promote team spirit.
3. Squad Sponsors will plan and coordinate the activities of the squad in conjunction with the squad social chair/committee and serve as role models for the cheerleaders and the parents.
4. Squad Sponsors, or a parent designated by the Sponsors, will remain at any practice, game or event until all squad members are picked up by the parent or approved adult. This is for the safety of the girls and must be followed. If the Sponsors designate a parent volunteer in their absence, the Executive Board must be notified in advance for safety reasons. The parent designee should be a parent with a cheerleader who is currently with the Junior Trojan Cheer Program.
5. All Sponsors must sign the Sponsor Responsibilities and Agreement Form (see Appendix B) stating their agreement with the duties outlined in the Sponsor Agreement.
6. Failure of any Sponsor to abide by the responsibilities and duties as outlined in the Sponsor Agreement will result in a review by the Executive Board. The Board retains the right, by a vote of a majority of its members, to exercise the following actions:
 - i. A written warning from the Board to the sponsor to correct the violation (email is acceptable).
 - ii. Any subsequent violation can result in actions up to and including dismissal from the sponsor role.

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7. Resignation of a Sponsor during the season
 - i. A sponsor who needs to resign during the season, must announce such resignation to all of the squad parents as well as the Executive Board in writing (email is acceptable).
 - ii. Once the resignation is received, the Executive Board will work with the remaining sponsor to identify and secure a replacement.

2. Identification of Squad Roles (required positions)
 - a) Sponsors – two (2) per squad as outlined herein.
 - b) Banquet – two (2) parents who will serve on the end-of-season banquet committee.
 - c) Social – one (1) or two (2) parents to lead efforts to provide squad with opportunities to socialize outside of cheer.

3. Camps
 - a) All Jr.Trojan sidelines squad members are required to attend choreography camp(s), stunt clinic, Camp Lassiter and any other clinic identified as beneficial to the squads by the Board.
 - b) All Jr.Trojan competition squad members are required to attend both sidelines and competition choreography camps, Camp Lassiter, stunt clinic(s), and any other clinic identified as beneficial to the squad by the Board.

5. Mandatory Practice Schedules
 - a) Practice for Sidelines and Competition squads shall begin in May and end in late October with the last practice of the season being dedicated to learning/reviewing basketball cheers and chants.
 - b) There will be no practices during the weeks of Camp Lassiter, July 4th, Labor Day or during the schools' fall break (as defined by the Cobb County school calendar). The first week of June shall be reserved for Camp Lassiter and an additional camp. The last two weeks in July shall be the reserved for practice and additional camp (if applicable).
 - c) Sidelines cheer will have no practices after the first week in June through the second week in July, therefore all other practices and camps are mandatory and will not be excused.
 - d) Competition cheer will have practices in June and July, subject to the determination of the comp team coordinator and the gym, A competition cheerleader cannot miss more than two (2) practice sessions. The two (2) practices will be excused as long as an [Absence Request Form](#) is submitted online **prior to May 15th** and approved in advance by the Board.

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- e) Cheerleaders may be required to attend one mandatory basketball intensive practice. The date will be announced at the beginning of the season (if scheduled).

6. Mandatory Season Dates

- a) The football cheer season extends from August through your team's entire season -- as long as the team is playing, the girls will cheer. The mandatory season extends to the end of playoffs which could go through late November.
- b) The basketball cheer season extends from November through January. Each squad is required to cheer 6 games during the basketball season – three (3) boys' games and three (3) girls' games, as outlined by the Squad Sponsors. Attendance at these games by all cheerleaders is strongly encouraged. Accommodations may be made for those participating in a winter sport with prior notification of the conflict and approval of the squad sponsors and the Board.

7. Absences during the mandatory season

- a) No absences are allowed without documented proof of illness, injury or family emergency. Please let your squad sponsors and designated carpool parent know immediately if your cheerleader will be absent. An [Absence Request Form](#) can be submitted online after the fact under these circumstances.
- b) Special Absences - You are required to submit an [Absence Request Form](#) online **at least three weeks in advance** for approval in advance by the Board. See demerits policy for 'Special Absence' details.

B. Conduct of Cheerleaders

Each cheerleader is required to exemplify the highest standards of conduct and good moral character at all times, especially at school and social functions and games and on any social media site. (See Appendix C for Cheerleader Responsibilities and Agreement form.)

1. Academic Awards

To receive the Academic Award at the banquet, the cheerleader must have all As or A/B Honor Roll with no C's. Those cheerleaders that receive straight A's for the entire season will receive special designation in the banquet program.

2. Absences

- a) Excused absence - is illness or injury (with a doctor's note) or a documented family emergency/death in the family.
- b) There are no permitted excuses for mandatory camps (i.e. Camp Lassiter, choreography camp(s), stunt camp(s), etc.)

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- c) All absences require an [Absence Request Form](#) be submitted online for approval by the Board and record-keeping purposes. Verbal or written excuses are not permitted. ALL absences that are not a result of illness, injury or family emergency require AT LEAST THREE WEEKS NOTICE for approval.

3. Bullying

Any cheerleader reported to be “bullying” another cheerleader on any squad with proof (i.e. pictures, texts, videos, etc.) will result in discipline up to and including removal from squad once a thorough review and determination is made by the Board. The Board decision is final.

4. Understanding Football & Basketball

All squad members are required to work with the sponsor to understand the basic rules of the sport for which they are cheering.

5. Maintenance of Skills

A cheerleader is expected to maintain or improve all skills (tumbling) that she demonstrated at tryouts.

6. Cheerleader Resignation From Squad(s)

- a) In the event the cheerleader decides to discontinue her participation on any team she must provide a written resignation to her sponsor within three days. This letter must be signed by the cheerleader and her parent. By quitting, the cheerleader forfeits the right to try out the following year.
- b) Should the cheerleader’s decision to resign be based upon compelling circumstances (serious family illness or crisis, financial hardship), she may petition the Jr. Trojan Cheerleading Board to request to be allowed to tryout the following year.

7. Cheerleader Dismissal from Squad(s)

- a) Cheerleaders dismissed from any cheerleading squad may not tryout the following year, and must seek board approval to determine tryout eligibility the second year. For example, if a cheerleader is removed or leaves the squad in sixth grade, she forfeits the right to tryout in seventh, but she may petition the board to tryout in eighth grade. If dismissal is due to academic reasons, a cheerleader may petition the board to tryout without sitting out a year. Official copies of passing grades will need to be provided along with a letter to the Executive Board to vote.
- b) Notice must be made in writing to the LJTC President and a minimum two weeks notice (before tryout clinics) must be allotted to allow time for the Executive Board to meet and vote. The vote is final and cannot be appealed.

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C. Parental Obligations and Responsibilities

1. Duties and Responsibilities of Parents

- a) Provide transportation for your child to and from all functions.
- b) Arrive on time for drop offs and pick ups.
- c) Ensure your child's attendance at all practices (squad or gym), games and functions. Give sponsors a minimum of two weeks notice in the event a special family or religious obligation (both of which are unexcused, see Demerit sheet for details) causes your daughter to miss an event.
- d) Provide your child with the opportunity to improve her skills outside of squad practices, via group or private lessons for tumbling, stunting or whatever skills are required for her squad.

2. Financial Responsibilities

- a) Payment of all fees for both sidelines and competition squads, including but not limited to;
 1. Annual membership fee
 2. Monthly squad dues (includes banquet fees, homecoming expenses, organization events, etc.)
 3. Monthly gym fees
 4. Fees for Camp Lassiter, choreography camp(s) and stunt camp(s)
 5. Uniforms and Accessories
 6. Practice Clothes and Accessories
- b) Payments must be made online here: <https://www.lassiterjrtrojancheer.com/pay-online>. If extenuating circumstances exist and alternate payment options need to be discussed, please contact the Executive Treasurer to discuss.
- c) Parents must be current on all payments and fees in order for a cheerleader to participate in practices, games, camps and events.
- d) All membership fees, monthly dues and gym fees are due per the schedule outlined by the Board. Clothing (uniforms, practice attire and accessories) payments are due to the vendor(s) and/or Executive Treasurer at the time the order is placed or as outlined by the Board.
- e) If membership, monthly and/or gym fees are more than 5 days delinquent, the cheerleader cannot participate in practices, games and/or events, but must attend and sit with the sponsor.
- f) All monies must be paid in full prior to RSVP for the banquet. If not paid in full, neither the child nor the parent may attend the banquet.
- g) Anyone with a balance on their account will not be allowed to tryout for the following year's squad.

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3. Parent Conduct and Behavior

It is our job as parents and involved adults to teach the girls tolerance, respect, empathy for others and proper behavior toward others whether we like or dislike them, agree or disagree with them.

- a) Parents must always behave in a positive way (words and deeds) regarding the Jr. Trojan organization, the schools, the teams and the girls. We don't expect parents to always agree with the decisions or rules of this organization but we do require you to support them or handle your conflict in accordance with a grievance process
- b) Sponsors have authority to set and uphold rules during cheerleading activities. Unless a girl's safety is in jeopardy, parents should not intercede or override a sponsors' decision.
- c) Parents must NEVER confront a sponsor, girl or another parent at an event where anyone can see or hear you.
- d) Any problems or concerns should be directed to the Sponsor, Board rep, or the Squad Liaison.
- e) Any personal information distributed from the squad or Board cannot be used for solicitation purposes.
- f) Regarding e-mails, only respond to the individual sender of the e-mail. If asked for a group response or REPLY ALL, comply with those instructions.

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Article IV – Tryouts

During the spring, cheerleaders will be selected from the 5th, 6th and 7th grades to serve as cheerleaders for the Junior Trojan Cheerleading Program for the upcoming season's 6th, 7th and 8th grade squads respectively.

A. Information Regarding Tryouts

An informational meeting will be held 2-3 weeks prior to the tryout date in order to provide information to parents regarding the Jr. Trojan cheerleading program. Information will also be provided via the organization website and social media.

B. Eligibility to Tryout

1. Participation

- a) Candidates are limited to those students who are zoned to attend Lassiter High School from the below feeder schools. Candidates may attend an area private school but must be zoned to attend one of these feeder schools.
 1. Davis
 2. Garrison Mill
 3. Mountain View
 4. Rocky Mount
 5. Shallowford Falls
 6. Simpson Middle School
 7. Mabry Middle School
- b) A current report card is required for tryouts and will serve as proof of residency if from one of the feeder schools listed above.
- c) Students not currently enrolled in one of the above feeder schools must provide proof of residency prior to tryouts that shows the candidate is qualified to attend one of those schools.
- d) In the case of a special request by parents for placement in Lassiter, the student may only tryout if they have NOT already tried out for a different cheerleading program.
- e) Candidates dismissed from a squad during the previous season(s) must seek approval from the Board to determine tryout eligibility. Notice must be made in writing to the LJTC President (email will suffice) and a minimum three weeks notice (before tryout clinics) must be allotted to allow time for the Executive Board to meet and vote. The vote is final and cannot be appealed.

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2. Registration - In order to try out, the following steps are required by the parent and cheerleader:
 - a) Completed tryout registration at <https://www.lassiterjrtrojancheer.com/tryout-registration> which includes acknowledgement of all requirements and expectations and that these have been discussed between the parent and cheerleader.
 - b) Completed tryout fee payment online at <https://www.lassiterjrtrojancheer.com/pay-online>.
 3. Grades - All participants must be passing all academic subjects and have satisfactory conduct grades.
 - a) The most recent school report card must be uploaded during the online tryout registration. In the event of extenuating circumstances such as a prolonged illness or recent move into the community, written confirmation by teachers and/or counselors may be uploaded in lieu of the report card.
 - b) The cheerleader must maintain appropriate behavior in class. Unsatisfactory conduct grades disqualify the cheerleader from trying out.
- C. Squads - All cheerleaders must cheer either Football/Basketball or Football/Competition.
1. Available squads:
 - a) 6th Grade: Football/Basketball
 - b) 7th Grade: Football/Basketball
 - c) 8th Grade: Football/Basketball
 - d) Football/Competition: comprised of cheerleaders from 6th, 7th and 8th grades
 2. Size of the squads
 - a) 6th Grade Football/Basketball: to be determined each season at tryouts by independent judges
 - b) 7th Grade Football/Basketball: to be determined each season at tryouts by independent judges
 - c) 8th Grade Football/Basketball: to be determined each season at tryouts by independent judges
 - d) Football/Competition: to be determined each season at tryouts by independent judges
- D. Judging
1. The board will identify and hire independent judges for tryouts.
 2. The decision of the judges and the tryout committee is final.
- E. Notification - Cheerleaders selected for each squad will be listed by name. The lists will be posted on the organization website on the day following tryouts. (The timing of posting will be determined by the committee and communicated at tryout clinics and on the organization's website.)

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Article V – Scholarship Program

A. Financial Hardship Scholarship

In the event that a cheerleading family experiences a financial crisis in the middle of the season which would necessitate withdrawing a cheerleader from the program, the family may apply for a Financial Hardship Scholarship.

1. Application Process

- a) The family in need must fill out the Financial Hardship Scholarship Form (see Appendix)
- b) The Executive Treasurer will recommend to the board to approve or reject the application and the board will vote on the recommendation.
- c) Decisions of the Board are final and will depend upon the availability of funds as well as the perceived need and the impact on the squad.

2. Administration of Hardship Funds

- a) The Executive Treasurer shall be responsible for disbursing all hardship funds in accordance with the terms of the approved hardship application.
- b) The Executive Treasurer shall be responsible for tracking all hardship funds by hardship recipient.

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Appendix A

Sponsor Responsibilities and Agreement Form

Jr. Trojan Sponsors will work directly with the cheerleaders and their parents in all areas set forth by the Jr Trojan Executive Board and in accordance with the bylaws. Your primary responsibilities will be to ensure the safety of the girls at practices, games and other squad-related events, to communicate any squad-level concerns to the board, to promote team spirit within the squad and encourage responsibility for self, proper behavior and respect for others. You must always look out for the best interests of the girls as individuals and as a squad. Our goal is to make the girls' experience as a cheerleader fun while helping them to also feel a sense of pride and accomplishment in themselves and in their squad.

Sponsors are tasked with planning and coordinating the activities of the squad according to the guidelines established by the Jr. Trojan Bylaws. This is done in conjunction with parent volunteers and guidance by the Vice President of Communications. Some of your most important duties include:

1. Plan a parent meeting at the beginning of the season and as necessary throughout the season.
2. Facilitate the ordering of uniforms and practice clothes by making sure everyone attends the fitting date.
3. Communicate weekly with parents through email. Include important upcoming dates, messages from the Board and any other time-sensitive squad information. Once fall season starts, multiple emails a week may be necessary to communicate organization news and organize game day details.
4. Keep a calendar of your practices/games/events and give copies to each of the girls and their parents (or send via email or team app).
5. Report demerits to Demerit Committee within one (1) week of violation (or within 24-hours depending on the situation).
6. Prepare a "team bag" that will be present at all practices, games and events that the squad attends. This bag should contain:
 - a) Medical forms for all the girls
 - b) Parent release for treatment forms
 - c) First aid kit to take care of minor medical problems (including feminine products, sunscreen, bee sting stick and Benadryl)
 - d) A binder containing a clear list denoting cheers and chants learned by ALL cheerleaders.
 - e) Squad roster for halftime routine, and
 - f) CD with halftime routine music.
7. Be present at all games and events (at least one sponsor or parent designee must be at all games and events). For practices, one sponsor must be present from the squads. 6th, 7th and 8th grade sponsors can work together to come up with a schedule. For camps, one sponsor from each squad should be present unless an alternative plan is presented by the sponsors and approved by the Board.

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Sponsor Responsibilities and Agreement Form (con't)

- a) If neither sponsor can be present at a game and/or event, they must identify another parent to act on their behalf. The Executive Board and all other parents must be notified about the acting sponsor so they know who is in charge.
 - b) The safety of the girls is of utmost importance and sponsors must communicate to the designee that s/he is responsible for the girls and must be aware of their whereabouts at all times. Additionally, it is her/his job to remain at the event until all girls have been picked up.
 - c) Sponsors must arrange to give the team bag to the designee so that all medical information and the first aid kit are available.
8. Establish and maintain a "buddy system" at all times for the girls, especially at games, but at practices also. No girl should walk anywhere, especially to the bathroom, alone.
9. Organize your parents into committees to help with the many squad activities. All squad activities should operate within a budget that has been approved by the majority of the parents. These committees might include:
- a) Social - organize social events, ensuring appropriate chaperones, financial approval as required, and parent approval.
 - b) Spirit - responsible for coordinating goody bags and mailbox decorating during football and basketball seasons.
 - c) Sponsor designees - parents who agree to fulfill the sponsor role when the sponsors cannot attend an event.
 - d) Carpool
 - e) Pictures/end of year video
 - f) Homecoming
10. Stay in regular communication with the VP - Communications as s/he is there to assist you!

Always remember that you serve as a role model for not only your cheerleaders but also for the parents. You must always be sure your appearance, behavior, attitude and habits are what we would expect of our Jr. Trojan Cheerleaders.

I, _____, agree to abide by the Jr Trojan Cheerleading Bylaws and to do my best to cooperate with the Jr. Trojan Cheerleading Board, my fellow sponsor, the cheerleaders on my squad and the parents of those girls. I understand that should I be found in repeated violation of this agreement I will expect to be removed from my sponsor role.

I further agree that should I have the need to resign my position as sponsor, I will announce such resignation to all of the squad parents as well as the Executive Board in writing (email is acceptable) as soon as possible, and that I will address the girls as a group as soon as possible to inform them of my resignation.

Sponsor Signature

Date

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Appendix B Cheerleader Responsibilities and Agreement Form

Congratulations on becoming a Junior Trojan Cheerleader! It is an honor, a privilege, and a great responsibility to be a cheerleader. You and your team members must work together to exemplify the highest standards of conduct and good moral character at all times, especially at school, games, social functions, and on social media. Please review the responsibilities and requirements below and sign to acknowledge you understand the expectation of the program.

1. Duties and Responsibilities
 - a) Spirit – You must do everything possible to maintain enthusiasm and school spirit at all athletic events.
 - b) Cheers and Chants - You are responsible for knowing all cheers and chants. If you are not actively working towards learning all cheers and chants, demerits could be issued and or you could be required to sit out games and/or events until they are learned.
 - c) Tumbling - You are expected to maintain or better all tumbling skills that you performed at tryouts. If you are not yet tumbling, you should be working towards gaining your back handspring before high school. This is a requirement at the high school level.
 - d) Extracurricular Activities - Jr. Trojan Cheerleading will be given priority over other extracurricular activities. This includes practices and any mandatory camps.
 - e) Uniforms & Practice Attire - All cheerleaders must dress out in full uniform for games, events and other occasions as designated by the sponsor and/or the Board. Practice attire must be worn at all practices and camps unless otherwise designated your squad sponsors and/or the Board. DO NOT lend your uniform, practice clothing or any other Jr. Trojan-branded attire to an individual not in the Jr. Trojan program.
 - f) Understanding Football and Basketball - All girls are required to work with squad sponsors, coaches and parents to understand the basic rules of the sport for which you are cheering.

2. Attendance Requirements
 - a) Cheerleaders must cheer football games, basketball games, tournaments, competitions and other events as determined by your Squad Sponsors and/or the Board.
 - b) Cheerleaders must attend Camp Lassiter, choreography camp(s) and stunt camp(s) as identified by the Board. Attendance at all camps is mandatory.
 - c) Cheerleaders must attend all practices and must be dressed in the practice clothes specified by the Squad Sponsors as designated by the Board. Extra practices may be called by the squad coach in coordination with the Squad Sponsor and/or Board President as needed.

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Cheerleader Responsibilities and Agreement Form (con't)

- d) Cheerleaders may fulfill any school or sports obligation(s) which existed prior to her selection to a position on a Jr. Trojan Cheer squad, until the end of the current school year. Effective following the last day of the current school year, a cheerleader is required to attend every practice, completely. This means arriving before practice begins and remaining for the entire practice. The squad depends on EVERY squad member. Stunt groups require all girls in order to practice – one missing squad member impacts all girls on the squad. **PLAN TO BE AT PRACTICE!**
 - e) The mandatory season for the sidelines squads ends after the football team's season has ended – which includes playoffs. As long as the team is playing, the cheerleaders will be cheering. This could go through late November depending on how far the team goes in the playoffs. Likewise, the mandatory season for basketball extends through their entire season.
 - f) Cheerleaders are to be present at the football field/basketball gym at least 30 minutes prior to the start of a game and are not to leave until the game is over, unless otherwise specified by the Squad Sponsors. Additionally, cheerleaders should be in their cheer line at the beginning of the second half.
 - g) No spectators, fans or visitors are allowed sidelines other than cheerleaders and sponsors or their approved designee for a practice, game or event. (Photographers are only permitted on the sidelines if they are taking photos for the squad social media pages and banquet slideshow).
 - h) No food (including candy and gum) is allowed while cheering – either at practices or games. A small snack may be eaten at half time of games as designated by the sponsor. No trips to concessions until the game has ended.
3. Absences due to Illness or Injury
- a) Cheerleaders who are ill must notify the sponsor and carpool coordinator as soon as is practical. An [Absence Request Form](#) may be submitted online
 - b) Cheerleaders who are unable to cheer due to injury must attend and dress out for all practices and mandatory events. They must attend all games in full uniform and sit with the sponsor (not in the stands) until cleared by a physician.
4. Personal Appearance
- a) All cheerleaders are expected to keep a neat personal appearance at all times. Uniforms, shoes and other cheerleading attire are to be clean whenever they are worn. Hair should be neat and clean – please avoid trendy hairdos, unnatural hair colors and other hair attachments during the season. Nails must be kept short for the safety of all participants in stunts and routines. Bright or distracting colors should be avoided during football/basketball/competition seasons.
 - b) Best efforts must be made to remove jewelry during practices and games. If jewelry cannot be removed, such as newly pierced earrings and/or cartilage piercings, they must be taped over with band aids or medical tape to avoid injury.

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Cheerleader Responsibilities and Agreement Form (con't)

5. Behavior Expectations

- a) Cheerleaders are expected to behave as part of a team, respect sponsors and team captains, and respect other members of the team. Respect includes, but is not limited to, treating each member of the squad in positive and polite way regardless of your personal feelings for the individual. Girls should support and encourage each other and must refrain from making negative or disparaging comments about other members of the team even if (and especially if) that person is not present.
- b) Bullying - Bullying of any sort will be taken seriously by the Board and could result in disciplinary action. The Jr. Trojan Cheer program follows the Cobb County School District's policy regarding bullying. Should a cheerleader receive suspension from school for bullying (in school or out of school), she will be suspended an equal number of games or even dismissed from the squad subject to Board decision and vote.
- c) Use of Illicit Substances - Smoking, vaping in any form, drinking, the use of drugs, or use of any other illicit substances not specifically identified here are strictly forbidden. The Jr. Trojan Cheer program follows the Cobb County School District's policy regarding illicit substances. Should a cheerleader receive suspension from school for the use of illicit substances (in school or out of school), she will be suspended an equal number of games or even dismissed from the squad subject to Board decision and vote.
- d) Social Media – Girls are expected to behave in a positive, respectful manner on all social media sites (Snapchat, Instagram, TikTok, etc), email and text. Cheerleaders are representing the LJTC program 24/7 whether in uniform or not. Demerits will be issued for inappropriate behavior. This includes, but is not limited to: saying, posting, or lip syncing curse words, racial slurs and/or sexual messages/innuendos, excessive public displays of affection, being inappropriately clothed, etc. This also includes posts/messages of the squad member on her account or a by a third-party on their social account(s).

6. Grade Requirements

- a) To receive the Academic Award at the banquet, the cheerleader must have all As or A/B Honor Roll with no C's. Those cheerleaders that receive straight A's and A/B Honor Roll for the entire season will receive special designation in the banquet program.
- b) Any cheerleader receiving 2 F's and/or a "U" on any report card will be removed immediately from the squad(s) for the remainder of the season and is unable to attend the banquet and any other cheer-related events.
- c) Report cards must be submitted directly to the Director of Programs & Records within 10 days of the end of the quarter. Any cheerleader who does not turn in a report card will be ineligible to attend any cheer-related events. The cheerleaders will receive demerits for any mandatory events missed during this time.

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Cheerleader Responsibilities and Agreement Form (con't)

Most importantly, HAVE FUN with your squad and support your team!

I, _____, agree to abide by these rules. I understand that if I violate the rules, I will be disciplined based on the discipline program in the bylaws.

Cheerleader's Signature

Date

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Appendix C

Parent Responsibilities and Agreement Form

1. Duties and Responsibilities of Parents

- a) Provide transportation for your child to and from all functions, unless a carpool is arranged for specific events.
- b) Arrive on time for drop offs and pick ups.
- c) Ensure your daughter's attendance at all practices, games and events. Special absences should be requested via the [Absence Request Form](#) **at least three weeks in advance** in the event a special family or religious obligation will cause your daughter to miss an event. If notification is not received within this timeframe, then the cheerleader will receive the required demerits.

2. Financial Responsibilities

- a) Payment of all fees for sidelines and competition squads, including but not limited to:
 1. Annual Jr. Trojan Cheer membership fee
 2. Uniforms, practice clothing and accessories
 3. Fees for Camp Lassiter, choreography camp(s) and stunt camp(s)
 4. Monthly squad dues (which will include gym fees, banquet fees, etc.)
 5. Other costs designated by the Board
- b) Payments can be made online here: <https://www.lassiterjrtrojancheer.com/pay-online>.
- c) Squad dues and gym fees are due the 1st of the month. If any fees are more than 5 days delinquent, the cheerleader cannot participate in squad events, but must attend and sit with the sponsor.
- d) All required clothing and accessories require payment at the time of order. The balance of these payments is due in full upon request by the vendor(s) and/or the Executive Treasurer.
- e) All outstanding monies must be paid in full at least four weeks prior to the banquet or neither the child nor the parent may attend the banquet.
- f) Anyone with a balance on their account will not be allowed to tryout for the following year's squad.

3. Conduct and Behavior

It is our job as parents and involved adults to teach the girls tolerance, respect, empathy for others and proper behavior toward others. Parents should always behave in a positive manner regarding the organization, the schools, the teams and the girls. We don't expect parents to always agree with the decisions or rules of this organization but we do require you to support them or handle your conflict in accordance with a grievance process.

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Parent Responsibilities and Agreement Form (con't)

- a) Squad Sponsors have full authority to set and uphold rules during cheerleading activities. Parents should not intercede or override a sponsors' decision, unless the cheerleaders' safety is in jeopardy.

- b) Parents must NEVER confront a cheerleader, sponsor, and/or another parent at an event in public. These matters should be addressed in private, preferably with a Board member in attendance.

I, _____, agree to abide by the guidelines for parent conduct as outlined in the Jr. Trojan Bylaws. I agree to assume the financial responsibilities and to support the Jr. Trojan cheerleading program. I have reviewed the duties and responsibilities for the cheerleaders and agree to assist my daughter in abiding by these rules and the discipline policy.

Signed _____ Dated _____

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Appendix D

Duties of the Executive Treasurer and Assistant Treasurer

The Executive Treasurer (in conjunction with the Assistant Treasurer) is the authorized custodian in charge of the funds of the organization. The Executive Treasurer has a fiduciary duty to properly handle and account for the money entrusted to them by the parents of the organization. The following provides a list of duties and responsibilities to be carried out by the Executive Treasurer (in conjunction with the Assistant Treasurer)

1. Keep an accurate and detailed account of all monies received and paid out.
2. Make all deposits and reimbursements on a timely basis.
3. Pay all bills as authorized. All bills must be paid by check or online via electronic transfer – never by cash.
4. Keep accurate accounting as to the monies received for each cheerleader – whether in installments, monthly or as discussed and approved by the Executive Treasurer of a case-by-case basis.
5. Preserve all check requests, receipts, bank statements and canceled checks and be ready to provide these records to the Board upon request.
6. Provide a squad-level budget to each sponsor at the start of the season.
7. Submit a report each month to the Board detailing the monthly financial activity, including the balance on hand at the beginning and end of each month and the amounts received and disbursed for that month. The treasurer should be prepared to answer all questions promptly and to have records available for review.
8. Organization funds should never be deposited in the personal account of the Executive Treasurer or Assistant Treasurer.
9. The treasurer should be diligent in making sure all cheerleaders are up to date on their payments and should inform the Board of any concerns immediately.
10. The Executive Treasurer (in conjunction with the Assistant Treasurer) must prepare year-end financial reports and refund any remaining money to parents by April 30th.

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**Appendix E
Request for Reimbursement**

Date of request: _____

**Make check payable
to:** _____

Amount of check: _____

Purpose: _____

Note: If item has already been purchased, please attach a receipt to this form. Otherwise, provide receipt as soon after purchase as possible.

For Treasurer's Use Only

Date Issued: _____

Check Number: _____

Charge to Budget Item: _____

Comments: _____

Signature of Treasurer: _____

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**Appendix F
Financial Hardship Application**

Date: _____

Squad: _____

Cheerleader Name: _____

Parent/Guardian Name: _____

Contact Number: _____

Email: _____

Address: _____

Reason for Request: _____

Amount Requested	Purpose	Date Due	Payee (Vendor, Gym, etc.)	Date Paid

The requested funds are to be used only for cheerleading related expenses. The Jr. Trojan Cheerleading Board must approve the above payments. Once approved, the payments will be made by the Executive Treasurer to the designated Payee by the due date.

Date Approved: _____

Board President Signature: _____

Executive Treasurer Signature: _____

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Appendix G Conflict Resolution

In the event that a parent feels strongly about a rule, situation or other area of disagreement, the parent should follow the Jr. Trojan grievance process:

1. Approach the sponsor or other parent at a time and place where the situation can be had in a private setting, not around the squad or other parents.
2. Utilize the Jr. Trojans' bylaws for guidance about handling the matter.
3. State your objections and your recommended change in a calm and rational manner.
4. Try to understand the other person's perspective as well as communicate your own.
5. Approach the discussion with the attitude of what is best for the girls.
6. If the matter cannot be resolved, contact the VP of Communications for discussion. S/he will loop in the Board President as needed.
7. The VP of Communications will work with the parties and the Board, if necessary, to resolve the dispute.
8. If the matter is still not able to be resolved, the party lodging the complaint shall put the issues in writing and submit them directly to Board President for review. The President will convene a special meeting of the Board where the parties can meet to present their issues for discussion.
9. In the event that the issue involves a Board member, s/he will not be allowed to vote in the decision.
10. The majority vote of the Board shall decide the matter. The Board decision is final.

Failure of parents to abide by the conduct policy could result in one or more of the following:

1. Barring the parent from practices, games, competitions and other official events.
2. Suspension from squad activities for the cheerleader.
3. Dismissal of the cheerleader from the squad.

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Appendix H Sidelines Demerit System

Demerits are used as the primary disciplinary tool for Jr. Trojan Cheer and can be recommended to the Demerit Committee by squad sponsors, coaches, and members of the Executive Board.

- For every three demerits received, the cheerleader will serve a half-game suspension*.
- Twelve demerits results in immediate removal from the squad.

*Suspension means you cannot cheer for the second half at the next scheduled game or participate in any social activity falling within the suspension time. However with respect to games, the cheerleader must dress out and attend. Practice will not be affected by suspension, girls are expected to dress out and participate in practice even if they are suspended from an upcoming game.

One Demerit will be given for:

- Not following the proper uniform or practice clothing guidelines
- Chewing gum during practices, games or competitions
- Use of foul language or poor sportsmanship in any cheer setting
- Being late after half time or late to start the third quarter unless permitted by squad sponsors
- Use of a cell phone during practice or game without permission
- Excessive talking or playing during practices, games or competitions

Two Demerits will be given for:

- Arriving late for practices, games, competitions or other cheer events without prior approval
- Early departure from practices, games, competitions or other cheer events without prior approval

Three Demerits will be given for:

- Failure to attend practice
- Failure to dress out Fridays before ALL football and (if applicable) basketball games, as designated by by the Executive Board
- Unnatural marks on the body (including tattoos) that are not covered
- Lending cheer items to non-cheerleaders

Six Demerits will be given for:

- Any inappropriate behavior which reflects poorly on the reputation of the squad or organization (see bylaws for further details)
- Any inappropriate and/or disrespectful behavior toward other squad members, squad sponsors, coaches, parent designee or Board members
- Any inappropriate behavior on social media, email, text, etc. (see bylaws for further details)

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Sidelines Demerit System (con't)

- Failure to attend a mandatory game/event unless it is an excused absence (excused is an illness with doctor's note or death in the family)

Immediate Dismissal

- Accruing 12 or more demerits
- Two or more F's or a U in conduct on a report card
- Any significantly inappropriate behavior as determined by the Executive Board

Important Notes regarding the Sidelines Demerit System

- Demerits are carried out through the banquet season. For demerit purposes, there are no cut-offs or reset periods between sports. Demerits carry over from football to basketball.
- Squad sponsors, coaches and the Board reserve the right to assign demerits for infractions not listed above on an individual basis and may upgrade any penalty depending on the severity of the situation.
- Cheerleaders may not participate in practice or cheerleading functions on days they are given ISS or OSS.
- Absences due to ISS or OSS are unexcused and will result in issuance of the appropriate demerits.
- Cheerleaders suspended or removed from the program are NOT entitled to a refund of any monies paid.
- All concerns should be directed to your squad sponsor first and then to the Vice President – Communications who will advise the President and the Board of these concerns as needed.
- The Jr. Trojan Cheer program operates independently of the Lassiter High School program. All decisions made by the Executive Board are final.
- If you are dismissed or leave the program before the banquet, you forfeit your right to tryout the following year. You may petition the board to tryout after the year off.

Notes regarding absences:

- **EXCUSED ABSENCES**

Missing a mandatory event as a result of a death in the immediate family, personal illness with doctor's note, religious holiday and/or personal sacrament requirements.

- **SPECIAL ABSENCES**

During mandatory season, one (1) special absence* from a mandatory event may be granted to a cheerleader. An [Absence Request Form](#) must be submitted online **at least three weeks in advance** for approval by the Board.. Once approved, the special absence will result in three (3) demerits. Failure to notify squad sponsors in writing at least three weeks in advance, will result in six demerits. NO EXCEPTIONS.

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Sidelines Demerit System (con't)

Please note: The "Special Absence" is an effort to allow families to attend events such as family weddings, baptisms, reunions, etcetera without receiving severe punishment. This absence should not be viewed as a "freebie" or opportunity to miss just because you want a day off or would rather be on vacation. We trust the Jr. Trojan families will honor their commitment to the program and attend every practice, game and competition as set forth by the Board or Squad Sponsors.