



# 2020-2021 Keller High School Cheer Manager Policies and Procedures



## General Participation Expectations

1. Managers are expected to set a good example. The following characteristics are required and must be displayed at all times:
  - Must be honest and truthful
  - Must exhibit good sportsmanship
  - Must exhibit high moral standards
  - Must willingly display positive school spirit
  - Must exhibit a very positive attitude toward the cheerleading program
  - Must be respectful toward fellow managers, mascots, cheerleaders, coach, athletic teams, administrators, and other school groups
2. Cheer Managers are considered leaders of the student body. Certain responsibilities accompany any position of leadership. All KHS Cheer Managers are expected to abide by the following documents:
  - UIL Academic Requirements – no pass, no play
  - KISD Student Handbook
  - KISD Extra-Curricular Code of Conduct
  - KISD High School Cheerleading Constitution
  - KHS Cheer Manager Policies and Procedures
3. Managers are expected to display good sportsmanship and conduct **at all times** including at school, practices, pep rallies, games, performances, appearances, fundraiser events, and all other assigned functions.
4. Managers must participate in and give freely of their time for any cheerleading activity deemed appropriate by the coach throughout the year. This includes but is not limited to attendance at all practices, pep rallies, games, performances, appearances, fundraiser events, and all other assigned functions.
5. Managers are expected to maintain required school attendance.
6. Managers are expected to attend summer practices and any other before/after school, weekend or holiday practices called by the coach.
7. **Managers are expected to notify the coach ahead of time of an absence from any cheer event (at least two weeks in advance or absence may not be excused).** The following are excused absences: personal illness (with parent note the first day absent and doctor's note for any day absent after), funeral or death in the family, weddings/major life events, special school activities (with prior notice to the coach), and religious holidays. **All other reasons for being absent or leaving early from a cheerleading event will be unexcused.** All absences must be submitted, by email, to the coaches for approval two weeks in advance.
8. Managers are expected to attend school all day in order to maintain eligibility for participation in an organizational activity with coach discretion.
9. Managers are expected to attend all major cheerleader fundraising projects/events.
10. Managers are required to attend and/or cheer at all activities scheduled by the coach. This includes all events on the cheer calendar and any other events deemed necessary that may be called on short notice (playoff games, extra practices, etc.).
11. Managers are expected to ride the bus to and from all away events, if a bus is provided. Exceptions to this rule will be made on an individual basis and requires prior approval by the coach.
12. Managers are expected to complete tasks on time and meet deadlines when required.

13. **Tutorials:** If needed, managers are expected to attend tutorials at a time other than practice.
14. Managers are expected to maintain a passing grade of 70 in each class. Any manager receiving an individual grade lower than 70% in any of his or her classes is ineligible to cheer and will be placed on probation for three weeks.
15. **Academics comes before extracurricular activities.** However, study groups, tutoring, homework, studying for a test, etc. is not an excuse to miss a practice, game, pep rally, performance, or appearance – plan ahead! At the beginning of each semester, managers are expected to check for any conflicts with the cheer calendar and provide immediate notice to the coach of any outstanding conflicts.
16. Any inappropriate behavior, including representation on social media, that is disrespectful to the district, school, cheer program, or coaching staff may result in immediate removal from the program as per the athletic director.

### **Practice Expectations**

1. Managers are expected to have all supplies/props needed for practice in the DWC **before** practice begins (i.e. poms, megaphones, sign, etc.).
2. If a manager is to be absent from practice, **it is expected that the manager notifies the coach ahead of time of the absence (at least two weeks in advance or absence may not be excused) by email.** See general participation expectations for a list of approved excused absences.
3. Managers are expected to leave all belongings locked up in the locker room during practice. Absolutely no cell phones allowed.
4. Managers are expected to complete all duties given by the coach.
5. Managers are expected to stay for the duration of the practice unless instructed otherwise by the coach.
6. Managers are expected to follow all rules when in the DWC.
  - No food and drink is allowed on the cheer mat AT ANY TIME or in the locker room, make-up and hair must be done in the locker room only, and the locker room must be kept clean and organized at all times.
7. Managers are expected to remain in the designated practice facility unless given permission to leave.

### **Pep Rally Expectations**

1. Managers are expected to have all supplies/props needed for the pep rally in the DWC **by indicated arrival time** (i.e. poms, megaphones, sign, etc.).
2. If a manager is to be absent from pep rally, **it is expected that the manager notifies the coach ahead of time of the absence (at least two weeks in advance or absence may not be excused) by email.** See general participation expectations for a list of approved excused absences.
3. Managers are expected to arrive at a performance prepared and in full uniform. Any manager who fails to appear in FULL and correct uniform will be issued a consequence.
  - FULL game uniform includes no show white socks, white tennis shoes, KHS Manger polo/or KHS Manager T-Shirt, nice denim jeans (no holes allowed). Hair can be down or up in a ponytail (Headband for GOLD only). NO chewing gum allowed. NO cell phones allowed
4. Managers are expected to sit in the stands behind the coaches during the duration of the pep rally.
5. Managers are expected to take any props (poms, megaphone, signs, etc.) back to the cheer closet after the conclusion of the pep rally.

## Football Game Expectations

### Before the Game:

1. Managers are expected to arrive at games prepared and in full uniform. Any manager who fails to appear in FULL and correct uniform will be issued a consequence.
  - FULL game uniform includes no show white socks, white tennis shoes, KHS Manger polo/or KHS Manager T-Shirt, nice denim jeans (no holes allowed), correct over-garment (rain gear, sweatshirt, etc.). Hair can be down or up in a ponytail (Headband for GOLD only). NO chewing gum allowed. NO cell phones allowed.
2. If a manager is to be absent from a game, **it is expected that the manager notifies the coach ahead of time of the absence (at least two weeks in advance or absence may not be excused) by email.** See general participation expectations for a list of approved excused absences.
3. Managers are expected to bring the following items to all football games (cheerleaders will be assigned to assist managers in this process):
  - Megaphones
  - Poms
  - Signs
  - Run-thru sign with poles (gold games only)
  - Two coolers with water (must be iced down the morning of any game)
  - Two large trash bags
  - Chairs for coaches
  - Cheer "Emergency" Kit
4. Managers are expected to be on the field, with all materials one hour prior to the start of the football game.
5. At home varsity home games, managers are expected to help booster club parents set up the t-shirt sale table preceding the one hour arrival time prior to kick-off.
6. At Gold games, managers are expected to assemble the run-thru sign prior to the start of the game and again at the end of halftime. With the help from cheerleaders, managers are expected to facilitate the run-thru sign process by carrying the sign on the field to the assigned position and carrying the sign off the field after the team runs out. After the first run out, the managers are expected to roll the sign up and place in a safe spot on the sideline until halftime.
7. Managers are expected to set up all chairs prior to the start of the game.
8. Managers are expected to distribute all megaphones, poms, and signs to the cheerleaders prior to the start of the game.

### During the Game:

1. Managers are expected to accompany cheerleaders to the bathroom when needed between quarters or during play.
2. When not completing a task, managers are expected to be seated and watching the game. They are NOT talking to one another excessively or talking to the crowd.
3. Bathroom breaks are expected to be taken at halftime only. In the case of emergency, with coach approval, is a bathroom break allowed between quarters or during play (no one is allowed to walk to the bathroom alone - manager must take a buddy).
4. Water breaks are allowed as needed but should be done as swiftly as possible.
5. Managers are expected to help pick up empty water bottler and trash during and after the game.
6. Managers are expected to stay for the entirety of the game. Early dismissal from a game must be in the case of a true emergency, with coach approval.

#### Halftime:

1. Managers are expected to be on the field to watch the Indianettes perform at halftime.
2. Managers will be released to use restroom, get a snack, see family and friends, etc. during halftime.
3. Managers are expected to be on the field five minutes prior to the end of halftime (when the countdown clock says 5:00) and are expected to assemble the run-thru sign upon their return.
4. After the halftime run out, the managers are expected to disassemble the run-thru sign, fold and store it in the run-thru sign container.

#### Post-Game:

1. Managers are permitted to take the field with the cheerleaders/football team and remain with them for the after-game prayer, photos, and school song.
2. Following this, managers are expected to pick up trash and carry all supplies back to locker room (cheerleaders will be assigned to assist managers in this process).

#### Away Game Expectations

1. Managers (and assigned cheerleaders) are expected to load all cheer materials on the bus (see above for required game items).
2. Managers must be on the bus at the designated departure time. Any manager not on the bus on time WILL BE LEFT. This will count as an unexcused absence from a game and consequences will apply.
3. Food is allowed on the bus, but NO FOOD OR FOOD TRASH will be left on the bus. The entire squad will have a consequence for a messy bus.
4. All managers are expected to ride to AND from the game on the bus. Managers are not allowed to leave the game/ride home with anyone else.
5. Managers (and assigned cheerleaders) are expected to unload all cheer material from the bus upon arrival to the school.

#### **Volleyball/Basketball Game Expectations**

1. Managers are expected to arrive at games prepared and in full uniform. Any manager who fails to appear in FULL and correct uniform will be issued a consequence.
  - FULL game uniform includes no show white socks, white tennis shoes, KHS Manger polo/or KHS Manager T-Shirt, nice denim jeans (no holes allowed), correct over-garment (rain gear, sweatshirt, etc.). Hair can be down or up in a ponytail (Headband for GOLD only). NO chewing gum allowed. NO cell phones allowed.
2. If a manager is to be absent from a game, **it is expected that the manager notifies the coach ahead of time of the absence (at least two weeks in advance or absence may not be excused) by email.** See general participation expectations for a list of approved excused absences.
3. Managers are expected to bring the following items to all volleyball/basketball games:
  - Poms
  - Signs
  - Cheer "Emergency" Kit
4. Managers are expected to distribute all megaphones, poms, and signs to the cheerleaders prior to the start of the game.
5. When not completing a task, managers are expected to be seated and watching the game. They are NOT talking to one another excessively or talking to the crowd.
6. Bathroom breaks are expected to be taken at halftime only. In the case of emergency, with coach approval, is a bathroom break allowed between quarters or during play.
7. Water breaks are allowed as needed but should be done as swiftly as possible.

8. Managers are expected to help pick up empty water bottles and trash during and after the game.
9. Managers are expected to stay for the entirety of the game. Early dismissal from a game must be in the case of a true emergency, with coach approval.
10. At the conclusion of the game, managers are expected to pick up trash and ensure all supplies are back in the locker room

### **Playoff Game Expectations**

1. Playoffs is a very exciting and busy season, but also an ever-changing one. For that reason, managers are expected to remain flexible with their schedules.
2. Managers are expected to attend volleyball, football and basketball playoff games throughout the year.
3. **ATTENDANCE:** All managers are expected to be at all assigned playoff games. Travel/vacations are **NOT** considered an excused absence so please plan accordingly. Consequences will be issued for unexcused absences.
4. **IMPORTANT NOTE:** There is always a potential that a playoff game could be played during official school holidays. Should this scenario ever occur, all managers scheduled are expected to be in attendance. As is the case with all playoff games, we never know the exact day or time of a game until about a week prior. That information will be given to you as soon as it becomes available. Plan trips accordingly.