

Suggested Date	Your Date	Action	Done
6 weeks prior		Set tryout date/time. Check date with school/sports calendar and avoid exams, spring break and other major conflicts	
<i>Backup Plan</i>		Have a backup plan for dates in case of conflicts with school events, holidays and athletic events. Communicate openly with coaches in the school and earn their support early.	
<i>Make Reservations</i>		Reserve the facility for all days involved. Provide 20' between candidates and judges also taking into consideration of tumbling passes.	
<i>Music</i>		Is there an electrical socket for the stereo? Do you need an extension cord?	
<i>Uniform</i>		Schedule Uniform appointment.	
5 weeks prior		Get administration approval of tryouts process, judging forms, constitution, etc...	
4 weeks prior		Select impartial/qualified judges. Get confirmation of the tryout date and compensation to each judge.	
<i>Judges</i>		Contact the SCA office at 337-477-5218 or our website at scacheerleading.com for help securing unbiased and qualified judges.	
<i>Confirmation</i>		Confirm faculty help (tabulator, etc.) Find out what the school needs in order to issue a check (social security number, etc.)	
<i>Publicize</i>		Publicize dates through school website, newspaper, bulletin boards, etc. Flyers posted in high-traffic areas, school announcements and local newspaper.	
		Announce location where students can sign-up/pick-up applications. Have a deadline for signing up and enforce that deadline.	
<i>Payment</i>		Request judges checks. Aim to have them at least one week prior to tryouts. Some charge a small fee to help cover extra costs like snacks, fees, etc.	
2 weeks prior		Have a Tryout meeting to communicate the requirements necessary for trying out. The information is taken home to be read by parents/guardians with regard to the time, cost and travel with being a cheerleader.	
<i>Meeting</i>		A completed medical release form and parent consent form need to be returned prior to the first clinic practice.	
<i>Forms</i>		The consent form is to be signed by both the parent/guardian and candidate giving permission to tryout. It also indicates the understanding of the required commitment and agreement to follow tryout procedures and squad constitution.	

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2 weeks prior		Assign duties to your graduating seniors. When delegating authority, choose wisely. Duties can include teaching material, conducting warm-ups, playing of music, and directing individuals/groups during tryouts, making copies of paperwork.	
<i>Prepare Seniors</i>		Be aware of perception of relationships between graduating seniors and returning members.	
1 week prior		Update/distribute teacher grade sheets/evaluation forms.	
<i>Prepare Paperwork</i>		Put together a sample score sheet for candidates/judges.	
<i>Confirmation</i>		Confirm with judges asking to arrive 30 min. prior to tryouts to review procedures and score sheets. Send directions if necessary and cell number.	
Week of Tryouts		Collect all applications, teacher evaluations and grade sheets.	
<i>Verification</i>		Verify eligibility requirements for applicants.	
<i>Checks</i>		Pick up judges' checks.	
<i>Stereo/lights</i>		Make sound system arrangements for practices and tryouts. If battery operated, don't forget the batteries. Confirm lights with custodian or coach.	
1st Day of Clinic		Reinforce the tryout procedures/squad regulations.	
<i>Males</i>		Emphasis for males should be placed on masculinity, strength, motion technique, tumbling and jump technique.	
<i>Roll Call</i>		Take roll. Collect completed medical release and consent forms	
<i>Warm-up</i>		Warm-up to help keep injuries to a minimum.	
<i>CD's</i>		Prepare extra copies of music or give candidates the option of bringing a blank cd to make their own copy.	
<i>Photos</i>		Require a snapshot to attach to their application. It may take some work but will be worth it in case of discrepancies or ties.	
Each Clinic Day		Take roll daily.	
		Be available each day to answer questions/make decisions.	

To get the most out of your tryouts, preparation and management are essential. Also, remember that the tryout methods and scoring meet the requirements of your entire program.

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Tryout Attire		Candidates should dress in similar attire to not call attention to returning candidates. This will make the new candidates more at ease.	
<i>No jewelry</i>		No jewelry should be allowed of any kind. Hair should be secured up and back away from the face.	
<i>Natural</i>		Natural make-up is appropriate.	
<i>Numbers</i>		If using a number system, make sure number can be seen on the candidates at all times.	
Tryout Day		Meet early with seniors/those helping with tryouts.	
<i>Not open</i>		Make sure tryouts are closed and concealed at all times.	
<i>Snacks</i>		Provide snacks/refreshments for judges/those assisting with tryouts.	
<i>Duties</i>		Assign duties. Provide water for candidates.	
<i>Numbers</i>		Pass out candidates' numbers.	
<i>Comments</i>		Meet with judges and distribute score sheets, pencils, calculators, scratch paper, etc. Encourage judges to make comments (constructive/positive) in case a concern is raised in the future.	
<i>Lets begin</i>		Begin tryouts on time!	
Tryout Procedure		Graduating seniors may be there to help, but must not be distracting to the judges or candidates.	
<i>Record</i>		Set up tripod and camcorder or videoing device to tape tryouts in case of discrepancies.	
<i>Groups</i>		Candidates come out in groups 2-4 to perform material.	
<i>Call backs</i>		Call backs may be needed for judges so please make candidates aware of this possibility beforehand and understand how the process will work.	
<i>Post Tryouts</i>		Announcing or posting within a day will help avoid concerns regarding unfair scoring. Post on the web, by phone or by letter in a sealed envelope.	
<i>Thank you</i>		Follow-up with Thank You cards to the judges and administration.	
Enjoy your season!		For more information on camp, contact our office at 337-477-5218 or visit our website at scacheerleading.com	