

## 2021 Football Cheer Director Checklist

| <input checked="" type="checkbox"/> | Task   | Description  | Forms Required   | Location | Forms Due Date           |
|-------------------------------------|--|--|--|----------|--------------------------|
| <input type="checkbox"/>            | Read CCL's rules   | Familiarize yourself with the general rules for member associations and Directors  | CCL Bylaws<br>General Rules for Football and Competition<br>General Rules for Basketball<br>Responsibilities of a Director | Website  | ASAP                     |
| <input type="checkbox"/>            | Provide association's contact info   | CCL will need association board members', cheer directors', cheer coaches' and teen helpers' information for the current year                                    | Association Contact Info   | Website  | ASAP                     |
| <input type="checkbox"/>            | Conduct signups with your association  | Associations register participants for their football cheer teams  | CCL Medical Form   | Website  | ASAP                     |
| <input type="checkbox"/>            | Turn in rosters and medical waivers<br><i>(rosters can be updated as you continue to add cheerleaders)</i> | Email rosters and medical forms for FOOTBALL CHEER to your Commissioner  | CCL Participant Roster*<br>CCL Medical Form  | Website  | ASAP                     |
| <input type="checkbox"/>            | Contact Coaches and have them complete the CAMP SURVEY   | Complete one camp survey for each team. If you do not have a Coach yet for a team, complete the survey on the team's behalf                                      | Camp Survey  | Website  | 07/01/2021               |
| <input type="checkbox"/>            | Submit Kitty Belcher Angel fund applications   | Request for monies to assist cheerleaders with financial hardships   | Angel Fund Info<br>Angel Fund Application  | Website  | 07/01/2021<br>09/01/2021 |
| <input type="checkbox"/>            | Cheer camp registration  | Associations register participants for CCL cheer camp  | Camp Registration Roster<br>Camp Waiver  | Website  | 07/29/2021               |
| <input type="checkbox"/>            | Turn in rosters, medical waivers and CCL Dues <i>(invoices will be sent out by the Treasurer)</i>          | Email medical waivers and updated rosters for cheerleaders added to FOOTBALL CHEER after the initial turn-in. You can continue to add cheerleaders up until 10/1 | CCL Participant Roster<br>CCL Medical Form   | Website  | 09/01/2021               |
| <input type="checkbox"/>            | Competition registration turn-in and advanced wristband purchases  | Submit all CCL Spectacular paperwork   | Spectacular Registration<br>Award Notification Form<br>Spectacular Opt Out Form  | Website  | 09/30/2021               |
| <input type="checkbox"/>            | Turn in rosters and medical waivers  | Email medical waivers and <b>final</b> , updated rosters for cheerleaders added to FOOTBALL CHEER after the September turn-in.                                   | CCL Participant Roster<br>CCL Medical Form   | Website  | 10/01/2021               |
| <input type="checkbox"/>            | Send out CCL Scholarship notifications   | In October, begin contacting eligible, graduating seniors to apply for the CCL Scholarship   | Scholarship Information<br>Scholarship Application   | Website  | 04/01/2022               |

- \* For insurance purposes, medical forms for the athletes participating in your practices must be given to your Commissioner **before** they take the field.
- \* It is recommended that you set your practices to begin at the start of the sport's designated season start date. Football Cheer is typically August 1st.
- \* If an association wants to begin practicing prior to the start of their sport's designated season start date, they should obtain approval from the CCL Parks & Rec liaison.
  
- \* It is recommended that you collect any CCL fees (camp and competition) at the time of registration to assist with meeting deadlines.
- \* An association's cheerleaders' participation in a CCL camp or competition during a given calendar year earns that association a discount on CCL dues in the following calendar year.
- \* CCL does not prohibit an association from having a different cheer director for each sports season