



Assistant Director of Cheer

Voting member - 3 year term

Responsibilities may include but are not limited to assisting the Director of Cheer with the following:

- Attends all NYFL cheer meetings via zoom or in person
- Works with VP to manage cheer roster on TeamSnap
- Gives cheer updates (practice reminders, game reminders, info from coaches) to president each week during the season to be included in Sunday's Cougar Connection letter
- Works with cheer liaison and current coaches to determine how many coaches are needed and has president send out info email about open coaching positions after registration
 - Works with cheer liaison and current coaches to appoint new coaches
- Schedule 4-5 pre-season coaches meetings to plan evaluation day camp, choose and purchase music for round 3, review competition requirements jumps/stunts/tumbling/current 10 count for round 2, Mini and Mega Cheer rules and score sheets
- Creates a cheer binder for each coach that contains team rosters with phone numbers, SCJC chant list, Mini and Mega Cheer rules and score sheets from NYFL website, copy of NYFL cheer rules from NYFL website, orders and copies current MHSAA cheerleading book that include the 10 count.
- Work with Spirit Wear Coordinator to order full warm-up sweatsuits
- Orders Pom Poms, bows, misc cheer items
- Creates a list of personal uniform or equipment items that parents need to purchase- and where to purchase them.
- Evaluation day with coaches and athletes to create teams
- Distributes uniforms, warm ups, bows, and any new poms
- Coordinates with Stoney Creek High School Program for Youth Night and Cheer Clinic Program
- Collects all of the SCJC required paperwork (due before the first game- roster exchange date determined by NYFL). Works with the Secretary and VP to collect all cheer paperwork and helps to organize the roster exchange binders. Works with Team Moms to create and organize team roster binders
- Prepares for "Mini Cheer". Meet with coaches and review and fill out score sheets.
- Prepares for "Mega Cheer". Meet with coaches and review and fill out score sheets.
- Collects uniforms at the end of the season
- Inventories uniforms for end of season report