

# 2025

## ACA Optimist Club Cheerleading Program Rules, Policies and Guidelines



VP of Cheer:  
Anglea Box  
Acaocheer@gmail.com

# 2025 ACAO CHEER SPONSOR PACKET

KICK OFF FOR 5U/7U/9U/11U IS SATURDAY, SEPTEMBER 13<sup>TH</sup>

## CONTENTS:

- IMPORTANT INFO
- FULL SPONSOR RULES
- CHAIN OF COMMAND FORM

## NAME USE FORM

- ALL PARENTS MUST SIGN-ONE FORM PER TEAM
- ACKNOWLEDGEMENT OF RULES FORM **ALL PARENTS MUST SIGN-ONE FORM PER TEAM**
- SOCIAL MEDIA WAIVER (9U and 11U) **ALL PARENTS MUST SIGN-ONE FORM  
PER CHEERLEADER**

## 2025 ACAO Cheer Sponsor Important Information

### Board Contacts

Start Here 

- Angela Box Vice President of Cheer (817)832-5223 | acaocheer@gmail.com
- Glenda White, Assistant Cheer Director. (682)365.0816
- Still need help? Joe Espinosa, President. acaoinformation@gmail.com

### Other Board Contacts

- Patsy Garner, Treasurer acaoptimistclubtreasurer@gmail.com
- Kayla Gonzales, Secretary. acasecretary1@gmail.com
- Anthony Rios, VP of Football. acaofootball@gmail.com

### **Sponsors shall be expected to:**

- Register as a sponsor with ACAO, which includes
  - o Submitting the online application
  - o Paying the \$80 fee
  - o Scanning and submitting driver's license and car insurance information to the club secretary
- Refrain from smoking, drinking alcohol, taking illegal drugs or using foul language or racial slurs, making obscene or negative facial gestures or conducting any discrimination act while around cheerleaders or in the role of sponsor in any fashion.
- Submit practice schedule, including days, times and location(s), to the VP of Cheer prior to the first practice
- Document everything including but not limited to absences and any kind of disciplinary action/consequence given. Include date, problem that occurred, communication with parents, what action was or will be taken, and if the parent agreed or disagreed.
- Notify the VP of Cheer IMMEDIATELY by text (and then email) if any injury occurs at a practice, game, squad event or any ACAO sponsored event. Email should include specific information regarding the incident including:
  - Child's name
  - What occurred
  - Where it occurred
  - Actions taken
  - Parent Communication
  - Manner in which child left the incident
- **TWO SPONSORS ARE ALWAYS REQUIRED TO ATTEND EVERY GAME AND EVERY PRACTICE. IF ONE SPONSOR HAS A CONFLICT YOU MUST ARRANGE FOR A BOARD APPROVED ACAO MEMBER TO STAND IN FOR YOU!**
- ONE SPONSOR PER VISITING CHEER TEAM WILL BE REQUIRED TO STAY AT THE FIELDS ONE HOUR AFTER THEIR GAME EVERY WEEK-NO EXCEPTIONS!

### **Getting your team's roster**

- Your roster will be released to you once the following things have happened
  - o All sponsors from your team have completed the registration process and gotten the all clear from the VP of Cheer
  - o All sponsors from your team have paid their \$80 dues
  - o All sponsors from your team have submitted their driver's license and car insurance information to the club secretary
  - o YOUR FOOTBALL TEAM HAS "MADE"

**Once you have your roster in hand, decide on a date to have your parent meeting and contact your parents! We recommend that you either create a group text or create a GroupMe group for your team. When announcing your meeting date be sure to let parents know that this is when they will be expected to pay their \$300 uniform fee.**

### **Prior to your meeting**

- Consult with your parents on what days' work best for the majority for practice and decide on a location for practice.
  - NOTES ON PRACTICES
    - Practices can begin any time after you have received your roster. These are CLOSED practices. ▪ Practices are not to exceed 2 hours per week UNTIL one month prior to competition at which time they can increase to 4 hours for 5U/7U and 6 hours for 9U/11U. YOU MUST HAVE 100% PARENT CONSENT IN WRITING TO INCREASE TO 6 HOURS PER WEEK
    - Practices are not to be held on game days UNTIL one month prior to competition
- Refer to the forms at the end of this packet
  - Print a copy of the social media conduct policy form (if 9U or 11U) for each cheerleader. ◦ You only need to print ONE copy of each of the following forms for your entire team to sign
    - The chain of command form
    - The acknowledgment of name use form
    - The acknowledgment of rulesform
  - Keep a copy of all of these forms should the board need to request them from you

### **Ordering your items**

- Parents are required to pay UP TO \$300 for their child's uniform fee and with this fee the sponsors are required to provide
  - Uniform skirt and top
  - BOYSHORT style bloomers
  - Hair Bow
  - Cheer style shoes
  - Poms
  - Bag or Bucket
  - Sports bra for 9U and 11U teams
- The method by which sponsors manage funds is up to each sponsor. It is not required that you set up a separate bank account HOWEVER we encourage this as it will ensure that cheer funds are always separate from personal funds.
- BEFORE you decide on the amount that you're going to have parents pay (\$300 or less) SHOP AROUND!\$300 goes quick!
- Some popular uniform companies are
  - Varsity
  - GTM
  - Cheerleading.com
  - Omni Cheer

**DO NOT PLACE ANY ORDERS UNTIL YOU HAVE HEARD FROM THE ACAO BOARD THAT YOUR FOOTBALL TEAM HAS MADE AND YOUR OFFICIAL ROSTER HAS BEEN RELEASED TO YOU. THE ACA OPTIMIST CLUB WILL NOT REFUND ANY MONIES SPENT ON UNIFORM PIECES IN THE EVENT OF A FOOTBALL TEAM NOT FORMING.**

### **Purchasing Extras**

- While not a requirement, many sponsors will choose to purchase additional items with the uniform fee,

some examples are:

- o Pink Out accessories (bow, socks, etc)
- o Jackets/Warm Ups
- o Practice wear
- o End of year team party/gift for cheerleaders

### **Fundraising**

- Many teams will participate in fundraisers to help with the purchase of these additional items • Funds raised cannot exceed \$300 per cheerleader
- If a squad does not use all the money raised, that money will go to the ACAO
- If soliciting company sponsorships, you are required to tell any donor what the funds will be used for and you cannot use the funds for anything else unless you get the donor's permission. You are required to give a receipt to a donor if the donation is equal to or exceeds \$300
- **ANY FUNDRAISING CAMPAIGN THAT YOU CHOOSE TO PARTICIPATE IN MUST BE APPROVED BY THE ACAO BOARD**

### **Financials**

- The sponsors are acting in a fiduciary capacity by taking money from the participants and are required to account for all money collected. Misuse of money taken is a criminal offense. No money collected by the sponsor can be used for personal reasons. If a sponsor does not account for all the money or uses the money for personal reasons the Club will take actions against the sponsor including reporting such abuse to the police and/or district attorney's office. The sponsors are **REQUIRED** to prepare and have ALL parents or guardians sign financial statements and then turn them in along with ALL receipts attached by the November meeting. **YOU CANNOT COMPETE AT COMPETITION IF YOUR FINANCIALS ARE NOT RECEIVED.** The Club will take disciplinary actions against the sponsor for failure to turn in these financial statements on time and accurately. In addition to providing a HARD COPY to the Club, the sponsor must also provide a hard copy to the parents.

### **DUE DATES FOR FINANCIALS**

- **UNIFORM FINANCIALS: Due date is tbd**
- **END OF YEAR FINANCIALS: Due date is tbd**

## **ACAO 2025 Official Event Calendar**

### **September 13 – Red White & Blue Day**

- Season-opening football scrimmages
- All participants and attendees are encouraged to wear Red, White & Blue

### **September 20 – Gold Out**

- Childhood Cancer Awareness Day
- Wear Yellow/Gold
- Donation Drive benefiting Cook Children's Hospital

### **October 4 – ACAO Homecoming**

- Pregame player and team introductions
- Optional Mums & Garters
- Additional details will be announced

### **October 11 & 18 – Pink Out Days**

- Breast Cancer Awareness Days
- Everyone is encouraged to wear Pink

### **November 16 – Cheer for a Cure Competition**

- Annual cheer competition event
- Stay tuned for confirmed location and event details

### **November 22 – Super Bowl Saturday**

- Final championship game day
- Official game day schedule will be released following playoff results

# 2025 Sponsor Rules

VP of Cheer:

Angela Box

acaocheer@gmail.com

## General Rules

- Each squad will have a minimum of two sponsors. 5U squads are allowed a maximum of 12 cheerleaders. 7U squads are allowed a maximum of 14 cheerleaders. 9U squads are allowed a maximum of 16. 11U squads are allowed a maximum of 18 cheerleaders. Squads with **16** or more girls **MUST** have three sponsors. **Exceptions To be approved by the ACAO Board.**
- A sponsor cannot sponsor two squads during the same season. **Exceptions to be approved by the ACAO Board.**
- Sponsor dues are \$80 and **payable when the sponsor application is submitted to** the Club. NO refunds will be given. Membership fee is to cover the Optimist International dues and insurance.

## Sponsor Rules and Expectations

1. All sponsors must submit an application that includes their driver's license and car insurance information and will be subject to a background check. No individual can sponsor if they have been convicted of any crime against a person age 18 or younger or convicted of a felony. A sponsor is required to disclose to the ACAO Board of Directors immediately if they become convicted of such crimes or if they are in the process of defending themselves against any such crimes.
2. All sponsors must sign a hold harmless agreement, which is included in the sponsor application.
3. **TWO sponsors must attend every game and every practice.**
4. The sponsors shall work for the good of the Club, their squad and cheerleaders and always keep in mind good sportsmanship and the safety and wellbeing of everyone. 5. Sponsors will not smoke, drink alcohol, take illegal drugs or use foul language or racial slurs, make obscene or negative facial gestures, or conduct any discrimination act while around cheerleaders or in the role of sponsor in any fashion.
6. The sponsor will select any and all coaches for the squad and provide those names to the VP of Cheer.
7. For the protection of the club, sponsors are required to document everything including absences, and any kind of disciplinary action/consequence given. For written documentation, include the date, when the parent/guardian was told, what was the problem or concern, what was discussed, what action was or will be taken, and if the parent/guardian agreed/disagreed. If you have a verbal discussion it should be followed up with an email or text documenting the event and discussions and it should be sent to the parent/guardian as written documentation.
8. For legal purposes, sponsors are **REQUIRED** to report to the ACAO Board any injury during any practice, game, squad event, or any ACAO sponsored event. Report must be made in writing to the VP of Cheer.
9. **ONE SPONSOR PER VISITING CHEER TEAM IS REQUIRED TO STAY ONE HOUR AFTER THEIR GAME EVERY SATURDAY TO HELP RUN THE FIELDS**

## Coaches

1. Adult coaches (over 18) must register as a sponsor and can attend practice as a

## Resignation or Removal

1. Any sponsor who wants to resign should notify the VP of Cheer in writing. If a sponsor resigns or

is removed, the parents or guardians of the squad will be notified by the Board of Directors. Should a sponsor resign or be removed, the sponsorship will be filled at the discretion of the ACAO Board of Directors.

2. Failure of the sponsor to follow these and all rules of the Club will result in that sponsor being immediately placed on probation for a time to be determined by the Board of Directors or removed from ACAO membership. If a sponsor is removed from ACAO membership, the Board of Directors will assume the responsibilities of the squad until another sponsor is appointed or found. Should it be necessary for a sponsor to be removed from membership, they would not be allowed to attend any Club meetings or events or attend any practices or take the field at any games. If removed or if the sponsor resigns, the sponsor will NOT be acknowledged as a sponsor or be eligible to receive any rewards or awards from any ACAO event. Any exception to this must be approved by the ACAO Board of Directors.

## **Rosters**

### **1. Sponsors will be given their squad roster after:**

- a. ALL sponsors have
  - i. Submitted application, including car insurance and driver's license
  - ii. Paid \$80 dues
  - iii. Been approved by ACAO Board of Directors
- b. Their squad/football team has been finalized.

c. There are NO outstanding financials from previous years to be submitted 2. Sponsors should notify the VP of Cheer immediately of any changes to the roster during the season. This includes a cheerleader or coach dropping out.

## **Guidelines for parent communication**

1. Ask parents the best way to communicate with them (Text, email, GroupMe, etc) 2. Inquire about participant's vacation schedules BEFORE attempting to create a summer practice schedule.

(Remember, practice is not mandatory until one month prior to school starting). 3. Ask parents to volunteer for jobs such as making signs or spirit sticks, bringing snacks, etc. 4. It is recommended to send notes to parents frequently about their individual participants. Encourage parents to ask their child about practice or game. Keep parents informed about upcoming events, changes and progress.

5. Communicate as clearly as you can where and what time you want parents and participants to meet you for games and practices.
6. NEVER argue with a parent/guardian in front of participants. Move to another location where the coaches or participants cannot witness or hear any confrontation. If no private place is available, agree upon a time to meet each other to resolve any differences or problems. If no resolution can be obtained, then refer the parent/guardian to the VP of Cheer. Everyone should exercise caution when talking about issues where your own child can hear such as on the phone, in person, or in a conversation to someone else in the car or home, or posting on social media
7. If a parent/guardian threatens you in any way-physically or threatens you with hiring an attorney-inform them that you are not allowed to speak to them related to the matter and walk away and then inform the ACAO Board immediately. If you need assistance at the fields, you can always find a board member, or you can call the VP of Cheer.
8. Make sure parents have your cell number and keep your phone within reach during practice or at games.

## **Practices**

1. A copy of your squad's scheduled practices should be provided to the VP of Cheer. This is for your protection in case it needs to be referred to at a later date.

2. Both sponsors will be at practice before the participants/coaches arrive and stay until the last participant leaves including the coaches
  - a. While it IS the sponsor's responsibility to ensure that all children and coaches are picked up and are always safe during an ACAO event or practices, it is NOT the sponsor's responsibility to wait for a parent to pick up their child for a long period of time. Give a time limit as to how late you will stay and tell parents that if they are late, they should call you to make other arrangements to pick up their child. For example, if they arrive late to pick up their child (ie, 10 or 15 minutes) then notify parents that you will take their child to your house.

Remember these are **CLOSED** practices. Parents may not stay and watch their child.

### **Chain of Command, Acknowledgment of Name Use and Social Media Conduct Forms**

1. Parents/guardians, coaches and participants **MUST** sign the attached Chain of Command form. The sponsor keeps a copy of everything the parent's sign in the event it needs to be viewed by the ACAO board.
2. The child's name can appear on any part of their uniform or anything else that is worn or carried onto the field if the child's parent/guardian has given written consent to include the name or the name cannot appear anywhere on the uniform. You must receive consent from 100% of parents or no cheerleader can have their name on any uniform item. The attached Acknowledgment of Name Use form must be signed by all parents and a copy should be made and given to the VP of Cheer
3. The attached Social Media Conduct Policy form should be read and signed by all parents from 9U and 11U teams.

### **Competition**

More details to come.

### **Financials**

1. The sponsors are acting in a fiduciary capacity by taking money from the participants and are required to account for all money collected. Misuse of money taken is a criminal offense. No money collected by the sponsor can be used for personal reasons. If a sponsor does not account for all the money or uses the money for personal reasons the Club will take actions against the sponsor including reporting such abuse to the police and/or district attorney's office. The sponsors are **REQUIRED** to prepare and have ALL parents or guardians sign financial statements and then turn them in along with ALL receipts attached by the due date. **YOU CANNOT COMPETE AT COMPETITION IF YOUR FINANCIALS ARE NOT RECEIVED.** The Club will take disciplinary actions against the sponsor for failure to turn in these financial statements on time and accurately. In addition to providing a **HARD COPY** to the Club, the sponsor must also provide a hard copy to the parents.
2. If a sponsor chooses to set up a bank account for their team, it **MUST** be in the sponsor's name and social security number. No squad can set up an account using the ACAO name or tax id. Squad checking accounts cannot be used for anything other than squad reasons. Personal matters such as bills, personal purchases or withdrawals are prohibited from being made from the squad's account.
4. If you must turn in an amendment to any of your financial statements, use a photocopy and make any changes or additions in another color ink.
5. Sponsors are **SOLELY** responsible for any debt incurred about their squads. However, any debts that are not paid in full will be the reason for not being allowed to sponsor the following year.
6. The ACAO Board of Directors will review any questionable activity or behavior by the sponsor/co-sponsor regarding their financial statements.

## **7. NO REFUNDS UNDER ANY CIRCUMSTANCES**

### **Fundraising**

**1. BEFORE STARTING A NEW FUNDRAISING CAMPAIGN, YOU MUST CONTACT THE ACAO BOARD AND ACQUIRE APPROVAL. IF THE FUNDRAISING CAMPAIGN IS ONE THAT WE HAVE NOT SEEN BEFORE OR ARE NOT FAMILIAR WITH YOU WILL BE REQUIRED TO SHOW DOCUMENTATION THROUGHOUT THE PROCESS.**

2. Funds raised are not to exceed \$300 per cheerleader.

3. If a squad does not use all the money raised, that money will go to the ACAO. 4. If soliciting sponsorships, the squad is required to tell any donor what the funds will be used for and cannot use the funds for anything else unless they get the donor's permission. The squad is required to give a receipt to a donor if the donation is equal to or exceeds \$300.

### **NOTICE**

**a. The Cheerleading Committee, with approval from the Board of Directors, has the authority to waive, interpret, or amend any rule when doing so is deemed to be in the best interest of the program. Waivers may be granted on a case-by-case basis to provide every child who wishes to participate the chance to play.**

**b. Any head sponsor or assistant sponsor who violates the Arlington Community Athletics Optimist Club rule book or Coach's Application must appear before the Cheerleading Committee and/or Board of Directors for review prior to continuing participation in any football activities.**

**c. The Cheerleading Committee will determine whether disciplinary action is necessary. This action can range from a warning to dismissal from the program.**

**d. All disciplinary matters must be presented to the Board of Directors for review and final approval.**

**e. Referees have the authority to stop a game if ongoing violations by a coach, parent, or player occur. In such cases, the opposing team will automatically be awarded the win, regardless of the current score at the time of stoppage.**

**Optimist Members, Optimist Clubs, Optimist Districts, Optimist Youth Club Members and Optimist Youth Clubs are named insured. Volunteers who are not Optimist Members are NOT named insureds.**

# Arlington Community Athletics Optimist Club

## Chain of Command

The Arlington Community Athletics Optimist Club wants everyone to have a fun experience with its organization. The ACAO takes very seriously any problems, concerns or suggestions. In order for these types of things to be considered, the following chain of command procedure must be followed:

Step 1- Talk with one of both of your sponsors. If they are not aware of the problem, they cannot resolve it.

Step 2- If you do not feel the issue was solved with your sponsors, contact the VP of Cheer, at [acaocheer@gmail.com](mailto:acaocheer@gmail.com)

Step 3-If you feel the issue still has not been resolved or addressed, please submit your concern in writing to the ACAO Board of Directors, PO Box 120003, Arlington TX 76012. You will need to sign your name and provide contact information when addressing written issues.

Please have each parent sign this form acknowledging the chain of command.

TEAM NAME:

Circle one: 5U 7U 9U 11U

	Participant's Name	Parent's Signature Phone Number
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# Arlington Community Athletics Optimist Club

## Acknowledgment of Name Use

The Arlington Community Athletics Optimist Club wants everyone to have a fun experience with its organization. The ACAO takes very seriously the protection of the youth involved in our program. For the protection of those involved in our program, each parent must agree and acknowledge the use of their child's name, which may be placed on any or all items they wear during the season.

Please have each parent sign this form acknowledging the use of their child's name or initials.

TEAM NAME:

Circle one: 5U 7U 9U 11U

	Participant's Name	Parent's Signature Phone Number
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# Arlington Community Athletics Optimist Club

## Acknowledgment of Rules

I have read and understand the ACAO Cheer Rules and promise to follow them. I have also gone over the rules with my child and he/she understands what is expected of him/her.

We also understand that cheerleading is a team sport and that his/her attendance at games and practices is a must in order for the best of the team. We understand that we will be allowed 2 pre-approved excused absences per season and that anything more than this could be grounds for removal from the team.

In addition, my child and I promise to act in a good sportsman-like manner and have respect for everyone.

TEAM NAME

Circle one: 5U 7U 9U 11U

	Participant's Name	Parent's Signature Participant's Signature
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# ACAO Social Media & Conduct Policy

Any violations of the *ACAO Social Media Conduct Policy* will be subject to disciplinary action. Coaches and Sponsors will review all the facts and circumstances surrounding a violation and impose appropriate disciplinary action. Coaches and Sponsors will strive for consistency in assigning punishment for extracurricular code of conduct violations but will also exercise sound professional discretion. Violation of any of the below mentioned rules by a participant of the *ACAO Program* will be subject to disciplinary action. All 9U and 11U cheerleaders and parents will be required to sign a copy of the social media policy provided by the sponsor.

- ACA Optimist Club follows all AISD guidelines for bullying. Should something occur outside of cheerleading, caused by bullying, and the ACA Optimist Club is advised, IN WRITING, this will result in immediate termination and a result of not being placed back on the squad for the year following the incident which occurred.
- At all times, participants will refrain from posting, submitting, sending, or publishing any inappropriate, derogatory, sexually suggestive, sexually explicit, or any form of negative comments, photos, texts, etc, to **ANY** social media or any electronic, public, or private entity which includes, but is not limited to: **FaceBook, YouTube, Twitter, Instagram, SnapChat, YouNow, Kik, personal email accounts, personal web pages, personal or private chat room, personal texting/cell phone accounts, etc.** Sending any form of inappropriate photos, comments, etc, will not be tolerated regardless of who the intended recipients may be. Violations will result in suspension, benching, or removal.
- All participants are expected to attend with an open mind and positive attitude. • All participants are expected to be loyal and show respect to their sponsors/coaches/and teammates. Each participant is expected to listen and follow directors without questioning the coach or sponsor.
- NO Gossiping, negative comments, foul language, obscene gestures, or bullying • Cell phones must be turned off during practice and games.

I understand the above guidelines and realize that if I do not follow these rules there will be consequences. I will be asked to sit out at practice / games. If I continue to not follow these rules I could be removed from the team.

Participant Signature Parent Signature Date