



Co-ed Cheer Terms and Conditions 5th-8th Grade 2024-2025

Welcome!

The Office of Sports Administration (OSA) is excited to welcome you to another season of CPS SCORE!

Please review the included Terms and Conditions document for key program information and requirements.

Non-compliance with any of the following information may result in the forfeiture of coaches' season stipend.

Any and all questions can be directed to the Athletic Program Administrator (APA) or Commissioner of your Network.

Thank you for your support of our student-athletes and programs across the District!

Contact Information

A CPS Elementary Athletic Program Administrator (APA) is assigned to assist each of the 13 networks across the District. Please send any general questions regarding this document or the CPS SCORE! Program to sportsad@cps.edu or contact the Office of Sports Administration at 773-534-0700.

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Sportsmanship Statement & Guidelines

The Chicago Public League asks all of its students, officials, coaches, spectators and school staff to promote sportsmanship before, during and after every game. Offensive language including profanity and/or derogatory or intimidating remarks of any kind directed at officials, event staff, student-athletes, coaches or team representatives will not be tolerated. In order for sportsmanship to prevail, all coaches, students, staff, and spectators must display respect and civility in an effort to enthusiastically support our student-athletes to create a safe and inclusive environment.

[Click Here For Full Sportsmanship Policy](#)

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2024-2025 Points Of Emphasis

The Office of Sports Administration is prioritizing these points of emphasis for the 2023-24 season. **Non-compliance with any of the following may result in a coach/liaison delay or forfeiture of their athletic stipend. Any of the following may also require the school to have a supervisory conference with OSA.**

- Students, Officials, Coaches, Spectators and School Staff are expected to promote **sportsmanship**. Any unsportsmanlike behavior may result in immediate removal from the property, and further investigation may result in the potential suspension of SCORE! program at your school.
- Teams that opt-in are expected to participate in the program in its entirety. Teams that drop out will be **subject to further** consequences. More details can be found in the **Forfeits and Penalties** section. [See Page 7 for details.](#)
- All participating teams that have met roster minimums are **required to upload** rosters to Aspen, complete the Coaches Directory, fill out the Coaches Attestation Form, and upload this information into the correct school folder located in the Google Classroom, by the communicated deadline. Updated, signed rosters by the principal, must be turned in to the designated site official every competition.
- **A certified coach may receive up to four stipends each athletic season pending the sport (fall, winter, spring) maximum of twelve for the entire SY24/25.** *Please see payment criteria breakdown for more details.

Mandatory Certification- Sports Liaisons must keep certificates in a file pending OSA audit and can be found under the Extra Training Tab in [SafeSchools](#).

- ☐ PCA Workshop Completion - Separate Training Outside Of Safe Schools
- ☐ Concussion Training *required every 2 years - Athletics Sub Tab In Safe Schools
- ☐ CPR/AED Training - Health Sub Tab in Safe Schools

[Roster/Attestation Upload Folder](#)
| [Athletic.net](#) | [Aspen Guide](#)

Media / Social Media Expectations

The Chicago Public League (CPL) is proud to offer in-depth coverage of all of our student-athletes across each sports season. In order to continue to tell these stories, the CPL Sports Communications team asks the following of all participating coaches and student-athletes:

- Ensure all student media consent forms are signed via the standard CPS enrollment packet.
- Make coaches / players available as requested for pre and post game interviews.
- Share accomplishments and milestones with the CPS Sports Communications Team so they can highlight your school.
- Interact and follow all CPL athletics content via our website CPSAthletics.com or via Twitter [@CPLAthletcs](https://twitter.com/CPLAthletcs).

CPS Sports Communications Team:

Communications Manager - Joey Gelman - jdgelman@cps.edu
Communications Specialist- Dominic Scianna - dscianna@cps.edu
Communications Specialist - Michael Wojtychiw - mmwojtichiw@cps.edu

Disqualification, Penalties

- If a team is not present for a contest, OR is not ready to participate within **10** minutes of the assigned start time, the Office of Sports Administration will reserve the right to disqualify the team. **IF** time permits, judges **WILL** allow teams to participate at the conclusion of the competition, at the discretion of the Office of Sports Administration.

Payment Criteria

A certified coach may receive no more than four stipends during each athletic season (fall, winter, spring) maximum of twelve for the entire SY24. Each athletic season will consist of 2 parts separated by grade level. ***With the exception of Cross Country, Cheer, and Track**

- Teams **must** meet the minimum number of student athletes to participate in SCORE!
 - *see page 12 for min/max
- Any team sport with over 40 athletes **must** add a second certified coach
- Cross Country does NOT have a SCORE! And SCORE!+ team, there are NO MAXIMUM numbers for this sport

Multiple Sport Coaches

- An individual may receive one stipend per team with a maximum of two per grade level Coaching more than one sport at any given time may result in the forfeiture of the lesser stipend of the two in cases of competition conflict.
- Cross Country, Cheer, and Track coaches may **NOT** coach multiple sports as it will run through both sessions.

Multiple Sport Players

- Players that want to participate in more than one sport may do so with the understanding that schedules created will NOT accommodate for game time conflicts.

Season One: 7th & 8th Grade Boys and Girls

- Maximum **2** stipends can be awarded per coach for 7th/8th grade season
 - Boys and Girls Teams **or** SCORE!+ and SCORE! teams.

Season Two: 5th & 6th Grade Boys and Girls

- Maximum **2** stipends can be awarded per coach for 5th/6th grade season
 - Boys and Girls Teams **or** SCORE!+ and SCORE! teams.

Calendar

CPS Calendar - Regular Season Information

First Official Practice	Nov 11, 2024
Aspen Roster/Coaches Directory/Pre-Attestation Deadline	Dec 4, 2023
CPS SCORE! Basketball Season Begins	, Dec 7, 2024
CPS SCORE! Basketball Season Ends	Mar 20, 2025

CPS Calendar - Post Season and Championship Information

SCORE! N10, 12	Jan 11, 2025
SCORE! N3,5, 8	Jan 18, 2025
SCORE! N11, 13	Feb 1, 2025
SCORE! N6, 7, 8	Feb 8, 2025
SCORE! N1, 2, 4	Feb 15, 2025
City Semifinals (UIC Forum)	Mar 1, 2025
City Championships (UIC Forum)	Mar 8, 2025

Coach Certification Statement

All individuals working in a coaching capacity must be formally hired as CPS Employees or CPS Level 1 Volunteers, as well as hold the following certification/training for the current year prior to coaching:

- ☐ Complete the SafeSchools Concussion Training
- ☐ Complete PCA Training Workshop
- ☐ Complete SafeSchools CPR/AED Training

League Terms and Conditions:

Section One: Forming A Team

This section identifies general program rules and requirements associated with the SCORE! Elementary School Sports Program. The rules and requirements contained in this section apply to all CPS SCORE! Elementary school sport offerings.

CPS SCORE!+

The CPS SCORE!+ program is the official interscholastic athletics league for 5th-8th graders. Students will participate in practices during the week and gameplay each Saturday at a select site, featuring other schools from within their network. Teams are broken up into respective grade level teams and leagues (Cross Country 5-8) and will compete in a regular season, playoffs and CPS SCORE!+ City Championship. 15 players are eligible to be on the roster for Saturday games for indoor events and 20 players are eligible to be on the roster for outdoor events. Coaches may rotate players should they have 15+ / 20+ students in the program or CPS SCORE! intramural teams below. Schools may choose to participate in additional non-conference gameplay at their discretion.

CPS SCORE! IntraSchool Play (weekday games)

The CPS SCORE! Program follows a “no cut” policy. Accordingly, all eligible students who register to participate shall be permitted to participate assuming a sufficient number of students register to allow for the formation of a team at the students’ gender and grade level. If an elementary school has enough registered students to form multiple teams, said elementary school may participate in the CPS SCORE! program that will be held during the week. It is the school’s responsibility to provide a location/gym, coach, schedule games, and pay officials for all SCORE! competitions. You must share your competition and intramural schedule with the APA and Commissioner.

Participation Time

The CPS SCORE! Program strongly encourages that all student-athletes have an opportunity to participate during competition where time permits. Students who register to participate in a sport will be provided the opportunity to participate during both practices and games. Coaches are encouraged to provide each athlete with the opportunity to learn and compete in different positions during the practices and games.

Student-Athlete Eligibility

Students must satisfy several criteria to be eligible to participate in the CPS SCORE! Program. The student criteria is as follows:

- Age / Grade
 - CPS SCORE! Sports are for 5th, 6th, 7th, or 8th grade students **only**. Students must be registered at the school in which they are participating.

5/6th Grade Level

- All 5/6th grade students are eligible for CPS SCORE! Sports.
- 5/6th grade students are not allowed to play up on the 7/8th grade level during the regular season and conference playoffs.
 - **EXCEPTION:** 6th graders are allowed to participate on the 7th/8th grade level. But they cannot go back down a level once they come up.
- Any student that starts the academic school year at the age of 13 has "aged out" of participating at the 5/6th grade level and **must be enrolled and participate** on the 7/8th level.
- If there are not enough 5/6th grade registrants at a particular school, this **does not** permit a school to allow 5th grade students to play up on the 7/8th grade level. **EXCEPTION:** 6th graders are allowed to participate on the 7th/8th grade level. But they cannot go back down a level once they come up.

7/8th Grade Level

- Any student that starts the academic school year at the age of 15 has "**aged out**" of participating in CPS SCORE! Sports.
- All current 7/8th grade students registered at the school in which they are participating.
- All 7/8th grade students are prohibited from playing down on the 5/6th grade level.

NOTE: Schools violating any student-eligibility rules shall receive a forfeit for that game and all games in which the rules were violated (violation of the spirit of the rules may result in removal from playoffs per the discretion of OSA). Teams will be removed from the remainder of the schedule upon their 2nd forfeiture.

- School
 - Be a full-time student or registered as a homeschooled student at the registered CPS elementary school.
- Academic Standing
 - Be academically eligible based on their school's eligibility standards.
NOTE: Each participating elementary school principal shall set academic eligibility standards for their school.
- Medical Requirement

- According to school records, student-athletes must have approval by a physician to participate in physical education to participate in SCORE! sports.

Student Registration

- Participating elementary schools are responsible for registering participating students using the method(s) designated by the Office of Sports Administration:
 - Schools are required to submit students and coach registration information in ASPEN.
- Each participating school's final roster must be signed by the school principal and submitted to their assigned CPS Conference Commissioner prior to the start of the season. The liaison shall make team rosters available to the assigned coach(es).
- Each student registered in ASPEN to a sport/team MUST remain on that team roster for the remainder of that athletic sport season.

Team Rosters

- The sports liaison shall be solely responsible for the formation of team rosters.
- In order for a school team to be recognized for participation in SCORE!+ Conference league play, that school must field a team consisting of at least

- ***Small Varsity Cheer -- Min. of 9 and up to 12 roster participants***
- ***Medium Varsity Cheer -- Mn. of 13 and up to 16 roster participants***
- ***Large Varsity Cheer -- Min. of 17 MAX 20 roster participants***

- ASPEN Rosters must be signed by the principal and submitted to the Office of Sports Administration prior to the start of each game
- Once all interested participants are entered in ASPEN and an Official Roster has been submitted into the google folder (Winter Roster), a coach may begin conditioning and practice. Conversely, if an Official Roster has not been submitted, students are not insured by the Chicago Public Schools insurance policy and coaches are not allowed to begin conditioning and practices until above stated requirements have been completed.
- The coach is responsible for bringing the most recent signed ASPEN team roster to each contest. The roster must be signed by the school principal or AP. Any athlete whose name does not appear on the roster on the day of the meet, **is not permitted to participate.**

NOTE: Schools violating any roster rules are subject to receive penalties and up to DQ for that competition and all meets in which the rules were violated.

Section Two: Program Regulations

Regular Season Dates

- No practices will be permitted before the official start date of each season or after the official end date of each season, as communicated by the Office of Sports Administration.
- The Office of Sports Administration will establish and communicate the co-ed cheer season dates each year.
 - Note- It is the responsibility of the coach/school to read the program requirements regarding payment
 - The coaches are responsible for signing the scoresheet at every game participated or entering into the log in sheet
 - **Payment requirements for Cheer:**
 - **1. Minimum of 3 SCORE! basketball games**
 - **2. One Regional competition**
 - **3. All coaches must be in compliance with all SCORE! required training**

Competition/City Championship

- Each network competition will have different winners that will advance to the Semi-Final and City Championships.
- The Office of Sports Administration reserves the right to adjust the structure and approach of post-season competition at any time during the regular season to accommodate changes in school, team, or player participation or due to other unforeseen circumstances.

Coaches Responsibilities and Safety Requirements

- Prior to the start of the sports season:
 - Attend the Coaches Meeting.
 - Provide proof that the Concussion Certification training has been completed within the last two (2) years. (Must be on file with the school principal/liaison).
 - Complete the Protecting Chicago Children training (PCC)
- During the course of the sport season
 - Prepare your student-athletes through daily practice sessions during the season.

- o Monitor your student-athletes progress on the field and in the classroom.
- o Accompany your team to all games.
- o Monitor the conduct of your athletes for the duration of each contest/competition.
- o Always have in your possession:
 - A copy of your official roster
 - A copy of the terms and conditions
 - Emergency contact information for each student-athlete

Games and Competitions

- **Competition Cheer Mat total 9 panels (Dimensions 42x54)**
- If possible, spirit/game squads should be at least 3-4 feet from any boundary line.
- When cheering at basketball games, squads must stand outside the free throw lanes extended toward the sidelines throughout the game.
- Spirit/game teams are prohibited from coming on the playing area/floor during a 30 second timeout in a basketball game.
- Stunting might have to be delayed until after halftime of the first game if halftime is the first time an appropriate warm up area is available.
- The coach or other school-approved representative must be in attendance and accessible at all practices, games, performances, competitions, and other spirit activities.
- All spirit/game activities should be held in a location suitable for spirit activities with the use of mats, free of obstructions, and away from excessive noise or distractions.
- All hard surface practice areas should be covered with adequate matting(a minimum thickness of 1 1/4"), particularly for tumbling activities and stunts over two (2) persons high.
- Participants must warm up before all performances
- The coach should enlist others to stand between player warm up and stunting warm ups on the sidelines to deflect balls or individuals.
- Coaches should recognize a squad's particular "ability level" and limit its activities accordingly. "Ability level" refers to the squads' talents as a whole, and to individuals who should not be pressed to perform specific activities nor be limited by the ability level of the squad.
- Coaches and participants should be trained in proper spotting techniques.
- Proper progression, spotting techniques, and matting should be used until stunts are mastered.

- Coaches must not permit loose, slick, baggy clothes, nylon hose/tights that are not appropriate for stunting.

Uniforms

- All schools are recommended to wear school-issued uniforms for competition. All uniforms shall be devoid of commercial advertising except for the manufacturer's logo/trademark, which shall not exceed two and one quarter (2 1/4) square inches with no dimension exceeding 2 1/4 inches. It may appear only once on each piece of clothing. All briefs should be a solid color and devoid of any markings, including but not limited to sequins, prints, wording, and symbols larger than NFHS specifications. Teams shall wear official school-issued uniforms that are of similar color and marking.

- --Midriffs cannot be shown when standing at attention.
- **NO EARRINGS. No jewelry is allowed of any kind, and no hair ties on the wrist. The tape covering earrings will not be permitted.**
- No glitter that does not readily adhere to the hair, face, uniform, or body
- Hair must be worn away from the face and off of the shoulders.
- IHSA Officials are responsible for enforcing these uniform regulations.

Advanced Contest Cancellations

- The Office of Sports Administration will administer all advanced cancellations.
- All participating schools are responsible for developing a communication policy and procedures for all participants and their families regarding notifying them of a cancellation.
- Coaches, elementary school liaisons, conference commissioners, and/or principals may not cancel or reschedule games.
- Schools must notify the Office of Sports Administration by close of business (4:00pm) on the Thursday before that game for any school-sanctioned cancellations.
- Weather cancellations will be determined by the Office of Sports Administration and communicated to the Site Manager.

Advancement of teams

CPS SCORE!+ Competition Format *Each Regional competition will produce winners

(Small Teams=2, Medium Team=3, Large Team=3 for semi's

Top 5 for Championships advancement *pending number of participating teams

- Schools that advance out of their regional competition, will meet during Semi-Final competition on March 1st at UIC Forum

Contest Outcome Tracking & Reporting

- The Officials judge(s) will complete the scoring process and report to The Office of Sports Administration
- The judges are responsible for reporting all final contest scores to the Office of Sports Administration within 48 hours after the scheduled contest date.

Coaches Responsibilities

- Prior to the start of the sports season:
 - o Attend the Coaches Meeting.
 - o Be able to provide proof that the Concussion Certification training has been completed within the last two (2) years. (Must be on file with the school principal/liaison).
 - o Complete the Protecting Chicago Children training (PCC)
 - o Complete the mandatory PCA training workshop(Positive Coaching Alliance) *once per school year
 - o Complete the KIPP training (highly recommended)
- During the course of the sport season
 - o Prepare your student-athletes through daily practice sessions during the season.
 - o Monitor your student-athletes progress on the field and in the classroom.
 - o Accompany your team to all games.
 - o Monitor the conduct of your athletes for the duration of each game.
 - o Always have in your possession:
 - A copy of your official aspen roster
 - A copy of the terms and conditions
 - Emergency contact information for each student-athlete completed within the last two (2) years. (Must be on file with the school principal).

Coaches Stipend- still negotiating with CTU

- Teams can receive up to a maximum of 2 stipends per season

- o Head Coach Stipend: \$767.00(All team sizes)
- o Asst. Coach Stipend: \$613.60 (medium & large divisions only)

***Coaches/liaisons that are on a leave of absence at any time during a SCORE! season will NOT receive payment**

Liaisons will confirm the coaches and team size at the completion of the season to determine payment.

Section Three: Competition Regulations

This section identifies rules and requirements that are specific in nature to the CPS SCORE! Co-ed Cheer Program. *We are **not** governed by IESA or IHSA, rules are interpreted by The Office of Sports Administration. The Office of Sports Administration will assign at minimum one IHSA judge(s) per competition panel.

Cheer Music: Cheer music must be appropriate to a game situation. Lyrics can be used during routines; however, Appropriate music must be used. **For competition, music that is used should not exceed 2 minutes and does not have to be continuous.**

Cheer Routines: Dances must be appropriate to a game situation. For competitions, the total routine shall not exceed 3 minutes, but not less than a minute and half (1:30).

Competition Music: "The Association assumes no responsibility for the payment of copyright, royalty, or any other fees connected to the performances of any material in the cheer/dance competitive series." This language is intended to assure that the music used at competitions is in compliance with U.S. copyright law.

Section Four: Safety & Sportsmanship

Sportsmanship:

CPS SCORE! Sportsmanship Policy:

- All participating student-athletes, coaches, and staff are expected to exhibit good sportsmanship.
- CPS enforces a zero tolerance policy as it relates to unsportsmanlike conduct, especially fighting. Any participant who is involved in a fight or similar unruly or threatening behavior before, during, or after an activity may be barred from continued participation in the sport for the remainder of the season at the discretion of the Office of Sports Administration.

When to cheer during contests:

- As your team enters the floor for competition
- Your teammate nails a move
- As encouragement or tribute to an injured player on your team or the opposing team
- An opponent completes competition
- As encouragement to your team

When not to cheer during contests:

- Any player is injured
- As announcements are being made

Safety:

Coaches are expected to act in the best interest of the health and safety of the injured child. That means exercising reasonable caution, particularly as it relates to loss of consciousness, tears, strains, or suspected breaks or fractures.

According to school records, student-athletes must have approval by a physician to participate in physical education in order to participate in the CPS SCORE! Volleyball Program.

Injuries and Serious Incidents

- The safety and security of students is always of paramount importance and cannot be over-emphasized.

- In the case of student injury, it is the responsibility of each coach to seek appropriate care.
- If of a serious nature, the coach should call 911 immediately.

Emergency Ambulance Transport

Any student-athlete who is not accompanied by a parent/guardian on contest day and has to receive transport to the hospital due to a severe injury, the following must occur:

- The Head Coach or Volunteer Coach must ride with the student-athlete to the hospital.
- Site Manager, CPS or CPD Commissioner or Office of Sports Administration staff must supervise the remaining teammates at designated sites.
- Above personnel must notify school officials and parent/guardian to arrange for student-athlete pick-up.

Blood Protocol

- If blood is involved, it may endanger others as well as the injured.
 - Individuals who have uncovered or open wounds or blood on themselves or clothing must leave the contest or practice immediately.
 - A participant may return only when the bleeding has stopped, the wound is covered, and/or the clothing has been changed.

Head Injuries

- In the event of a concussion, the coach must follow the appropriate procedures identified in the CPS Concussion Management Policy:
<http://policy.cps.edu/download.aspx?ID=258>

Reporting Incidents

- All serious incidents must be reported to the Office of Safety and Security by completing the appropriate Incident Reporting Form.
 - The coach of the athlete(s) involved in the incident is responsible for completing the Incident Reporting Form provided by the Office of Sports Administration.
 - The coach must provide the Incident Reporting Form to the appropriate elementary school liaison(s).
 - It is the responsibility of the elementary school liaison to report the incident within Verify, the CPS Incident Management System.
- All Incident Reporting Forms must be filed with the injured student's school liaison on the next business day.

First Aid & Safety

- Coaches are responsible for hydrating their student athletes.

- All schools must travel with a first aid kit and emergency contact information for every student athlete.

Spectator Conduct

- Parents, guardians, and other spectators are expected to exhibit good behavior.
- If a spectator, in the opinion of a contest IHSA Official or site manager, exhibits inappropriate or unsportsmanlike behavior, they may ask the spectator to leave the contest location. The Coach, IHSA Official, or Site Manager should work with the assigned CPS security personnel to assist in these situations.
- The contest IHSA Official shall make the High School Site Manager aware of any issues regarding spectator conduct.
- The High School Site Manager, as appropriate, shall report issues concerning inappropriate spectator conduct to the Office of Sports Administration.
- ALL spectators will be asked to exit the gym at the conclusion of each division segment noted by a break. Coaches and teams should NOT arrive early for competition.

Section Five: Protests

- All protests must be written to Jenni Dant at jldant@cps.edu and include sportsad@cps.edu.
- Must be submitted within 24 hours of the contest.
- If the contest is on a Saturday, the protest must be submitted by close of business (4:00pm) on the following Monday.
- No protest will be considered regarding judgment calls made by the official.
- Protests will only be considered where there is a question of rules interpretation, which affects the outcome of the game.
- No protest will be considered if the coach could not immediately produce a copy of the league rules for the contest official at the time of the questioned call.
- The protest letter must include the following:
 - School check (\$50.00) made out to the Office of Sports Administration.
 - Reason and details of protest.
 - Proof of protest.
 - Signature of person protesting.



The Office of Sports Administration

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