

RRHS Captain & Officer Packet

Being a captain or officer is a privilege, and with that privilege comes great responsibility. You are expected to be in attendance and early to every event, help the coaches run the program, make sure all squad members are on task, and complete many extra duties. As a captain/officer, you will be the MODEL of what we expect all the members of our cheer program to emulate (in both behavior & skill). You will be held to a higher standard of attitude, behavior, responsibility, and dependability. If you continually fail to complete your duties and/or your behavior becomes a problem, the coaches will remove you from your leadership position.

Captains

1. Plan pep-rally agendas
2. Choose and notify pep-rally participants well in advance
3. Call cheers/chants during game. Have your captain card!!!
4. Direct stunting, tumbling, spiriting, etc.
5. During football games, make sure the formation is moving to all parts of the stadium.
6. Ensure all equipment is ready and taken out to field/bus. Make sure all is brought back and stored in its place before you leave.
7. Get squad stretched and warmed up for events. Make sure everyone is ready on time.
8. Lead practice when the coach is not there or busy with something else
9. Make sure all equipment is taken care of for events* (mats, poms, megaphones, music).

Spirit Officer

1. Plan & organize signs to be painted
2. Bring the spirit gift for the opposing cheerleaders
3. Handle locker decorations for the cheerleaders
4. Help the booster "Hospitality" board member with anything needed (camp, homecoming, banquet, etc)

Fundraising Officer

1. Help plan and run fundraisers for cheer program
2. Help with fundraisers for boosters
3. Organize tattoo sales every week & bell sales during Westwood Week
4. Lead "I "heart" my Rock Cheerleaders" shirt sales

Social Officer

1. Organize Big/Little Sis activities
2. Organize squad activity for Summer Social
3. During the school year, plan at least one social per month for the program
4. Organize the cheer team to walk at Susan G Komen Race for the Cure
5. Plan/organize 2 community service projects per year

All Captains/Officers

1. Choreograph cheers & routines as needed
2. Make sure the squad is staying on task. This includes keeping everyone quiet, attentive, productive, and focused.
3. Make sure everyone is up to date with information about events (make cheer memos, phone calls, etc).
4. Encourage and initiate: a hard work ethic, a good attitude, responsibility, etc.
5. Be the liaison between the squad and the coach. Keep the coach updated on problems, concerns, and ideas of squad members.
6. Be the first one at events and the last one to leave.
7. Be at every event unless extreme emergency arises.
8. Do additional work the coach asks of you as situations arise (make posters, call girls, attend special meetings).

RRHS Captains/Officers must:

- Be dependable
- Lead by example
- Be a hard worker
- Be responsible
- Have a great attitude
- Be an encourager
- Be early/on time
- Be organized
- Be a vocal leader
- Be patient
- Delegate responsibilities
- Not be afraid of confrontation
- Be willing to rebuke the squad and/or members
- Be an effective communicator

Selection Process

If you would like to apply for captain or officer, you must turn in the following packet:

1. Application with completed responses
2. Signature Page
3. Recommendation Form from TWO teachers (form attached- copy as necessary)
4. A short letter including:
 - a. Why you want this position?
 - b. Why you would be the best choice?
 - c. Any ideas or goals you have for the season
 - d. Explain your "leadership" philosophy
 - e. What two qualities do you believe are the most important in a leader? Why?
 - f. What do you think your biggest challenge will be in this position? How would you overcome it?
 - g. How can cheerleaders' best represent their school and student body?

Captain(s)/Officers: Will be selected by the director/coach and may be determined by:

- Attitude, behavior, actions and skills demonstrated while a member
- An interview with the coach and/or squad
- The submission of a packet by those interested in securing the position(s)

The coach makes all decisions on matters regarding captains/officers. The coach reserves the right to appoint the captains/officers and/or remove/replace the captains/officers if needed.

1. Except for incoming freshmen, they must have served in the RRHS cheer program for at least one year
2. Captains/officers are expected to demonstrate the attitude & behavior they desire all team members to model
3. Will be responsible for all duties and assignments as delegated by the coach
4. Will expect all squad members to adhere to the decisions of the coaches, captains, and officers in cooperation with the coach
5. Will be expected to have frequent meetings with the coach

Captain Rubric

RRISD Cheer

The coaches will use the following rubric as **one** device to determine team captains. They may also use squad vote, teacher recommendation, candidate interview and/or any other device they deem necessary to make their decision(s). Coaches have complete authority in choosing captains. They may appoint and remove captains as they see fit.

ATTITUDE

1	2	3	4	5
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LEADING BY EXAMPLE

1	2	3	4	5
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CHARACTER

1	2	3	4	5
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RESPECTFULNESS OF AUTHORITY

1	2	3	4	5
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WORK ETHIC

1	2	3	4	5
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RESPONSIBILITY

1	2	3	4	5
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LEADERSHIP ABILITY

1	2	3	4	5
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MATURITY

1	2	3	4	5
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KINDNESS/RESPECTFULNESS TO PEERS

1	2	3	4	5
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ABILITY TO COMMUNICATE EFFECTIVELY

1	2	3	4	5
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Captain/Officer Application

Cheerleader Name: _____ Current Grade: 8th 9th 10th 11th

Varsity: Please RANK ALL positions you would be willing to serve in. (ex: 1= 1st choice, etc).

I'm trying out for the position(s) indicated:

_____Varsity Captain _____Varsity Co-Captain _____JV Captain _____Fresh Captain

Varsity Only: _____Spirit Officer _____Fundraising Officer _____Social/Community Service Officer

Please respond to the following questions.

1.) A squad member tells you (as a captain/officer) to shut up, or rolls her eyes at you during a practice.

2.) Two members get in a fight in front of the team and the Coach is not around.

3.) A squad member is acting improperly at a game.

4.) Several girls are talking excessively during warm ups or practice and it is disruptive.

5.) The Coach makes an unpopular decision even you disagree with.

Captain/Officer Signature Page

I, _____, apply for Captain/Officer of the (circle appropriate squad)
Varsity / JV / Freshmen RRHS Cheerleaders. I understand and respect the
requirements, expectations and appointment process. I understand that the coach(es) have
complete discretion in choosing team captains.

I am fully aware of the extra time and effort that being a Captain/Officer entails. I agree to fulfill
the position to the best of my abilities.

I am aware that this position is a privilege and that not fulfilling the role to the coaches' and
squads expectations (as outlined in the Captain Packet) will result in a re-assignment or
removal from the position. I will conduct myself with dignity, style and grace at all times and be
an exemplary role model for this program.

Candidate Signature

Date

PARENTS:

_____ has my permission to seek a Captain position. I have read and
discussed the above statements with my child and I am assured that she/he understands and is
capable of fulfilling the requirements and duties. If my child is chosen as a Captain/Officer, I will
support them in their additional responsibilities and extra commitment to the team.

Parent Signature

Date

Teacher Recommendation Form for Cheer Captain/Officer Application

Name of Candidate _____ Current Grade: 8th 9th 10th 11th

Name of Teacher _____ Phone Extension _____

Please rank this student on a scale of **1 (lowest)** to **5 (highest)**.

Please return this form through intercampus mail or put it in my box. **FORMS GIVEN TO STUDENTS WILL NOT BE ACCEPTED.** This is confidential and no one but the cheer coaches will see these responses.

Thanks! Stephanie Evans, RRHS Cheer Coach

Please score this candidates ATTITUDE.

1	2	3	4	5
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Please score this candidates' RESPECTFULNESS OF AUTHORITY.

1	2	3	4	5
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Please score this candidates RESPONSIBILITY.

1	2	3	4	5
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Please score this candidates LEADERSHIP.

1	2	3	4	5
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Please score this candidates CHARACTER.

1	2	3	4	5
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Please score this candidates MATURITY.

1	2	3	4	5
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Please score this candidates' KINDNESS TO PEERS.

1	2	3	4	5
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Please leave additional comments that will recommend (or NOT recommend) this student to serve as a RRHS cheerleading captain or officer for the next school year. Thank you so much for your time!
