

Mission Statement of the NCAA

Our mission is to educate, promote, preserve and protect the highest standards of business ethics and practices that will be a model to our clients setting the highest degree of integrity for the All Star Cheer Industry.

STANDARD BUSINESS PRACTICES ARE BUILT THROUGH A FOUNDATION OF LEADERSHIP AND RELATIONSHIPS. THE NCAA WOULD LIKE TO LEAD THE WAY BY FOCUSING ON THESE RELATIONSHIPS:

- **SUGGESTED EMPLOYEES/HIRING PRACTICES (Category 1) (cannot be brought up for non-compliance review)**
 1. Check References- A courtesy call is encouraged to members within the NCAA upon proposed hiring of a competitor's employee.
 2. Background checks on all employees that work with children is encouraged
 3. Fingerprinting for all employees that work with children is encouraged
 4. Educate and encourage a proper chain of command between the employees and the clients, employees and competitors, employees and event producers.
 5. Educate Employees regarding inappropriate conduct between employees and the clients through modern technology:
 - a. Establish and implement clear policies regarding interaction between employees/clients
 6. Establish and implement clear policies regarding social networking sites such as MySpace/Facebook between employees/previous and current clients.
 7. Establish and implement clear policies regarding texting interaction between employees and previous and current clients .
 8. Promote/and encourage current/up-to-date qualifications, credentialing and certification to include:
 - a. CPR/First aid training
 - b. USASF Credentialing
 - c. AACCA Certification for gym owner/cheer director
 - d. Gym Certification by the USASF

- **SUGGESTED PRACTICES WITH : CLIENTS/PARENTS/ATHLETES (Category 2)**
 1. Educate your clients/parents/athletes regarding proper protocol at all events bearing your gym name.
 2. Educate your clients/parents/athletes regarding inappropriate use of technology
 - a. Client contract is encouraged to include not utilizing/sharing client information including phone lists, email addresses and a zero tolerance policy for unsportsmanlike conduct on message boards, blogs, email or at events.
 3. Client in Good Standing Policy- NCAA members are encouraged, as a courtesy, to contact the previous gym owner upon the intent of an athlete to change gyms to verify if the athlete left in good standings.

- **SUGGESTED PROTOCOL FOR ATHLETES (Category 3) (cannot be brought up for non-compliance review)**
 1. Promote and encourage that athletes representing your gym are USASF Members
 2. Promote and encourage that athletes representing your gym are age compliant with the guidelines established by the USASF.
 3. Promote and encourage that athletes representing your gym will sign contracts stating they will not represent any other gym during the terms of your contract.
 4. Promote and encourage that you have been provided with verification of the athlete's age by client.
 5. Promote and encourage that you have provided your athletes with your written policies regarding your gyms expectations of their behavior whenever they represent your gym.

• **GYM OWNERS/CHEER DIRECTORS (Category 4)**

1. Preserve the integrity of the industry at all cheer related events.
2. Protect the integrity of the judges by not approaching them during an event.
3. Educate yourself on the rules and question them only when appropriate ie... before the event or after.
4. Preserve the integrity of the event itself by not requesting modifications to the schedule that ultimately will affect others.
5. Attend events that promote, preserve and protect the integrity of the All Star Industry from event producers who present the highest moral and ethical standards.
6. Communicate to event producers your unwavering commitment for them to provide unbiased events.
7. Protect your gyms integrity by not changing divisions from event to event unless injury or extreme circumstances are presented.
8. Promote the consistency of judging by encouraging the industry to establish, and maintain a standardized score sheet and judging credentialing process.
9. Participate fully with the NCAA membership on the protocol for Athlete Verification process, including providing documentation, and on the spot identification (with the team member) and procedures set up by the legitimacy committee.

As a member of the NCAA I understand the mission of the members is to educate, promote, protect and preserve the integrity of the All Star Industry. I also have read the standard business practices listed above and it is my intent to participate in this mission to the best of my abilities as long as I am a member of the NCAA. I also understand that if at anytime the members of the NCAA perceive that I have negated my commitment or violated the above listed standard code of ethics, I will follow and accept the Non Compliance Protocol set forth by the NCAA Membership. Any concerns I have will be addressed directly with the NCAA member.

Non Compliance protocol:

Step 1. Contact the NCAA member whose conduct is in question and request a private meeting either by phone or in person to discuss the alleged misconduct. These disputes are not to brought up a general NCAA meeting.

If Step 1 does not result in an equitable resolution move to step 2.

Step 2. Contact another NCAA Member and ask them to mediate the dispute in question. Both parties must agree as to who the mediator will be.

Step 3. After a meeting with the mediator and both parties, if there is still not an equitable resolution the mediator may request a review by the Executive board. The parties in dispute must agree to the decisions/recommendations of the mediator.

If an Executive Board Review meeting is called each party will be asked to be present their position and then a summary of step 2 by the mediator.

a. if any of the parties involved is an executive board member, the same process takes place, with the exception that the executive board member is present in the meeting but not allowed to vote on the final decision or make recommendations for the review meeting. (essentially, if called up for review the executive board member is not viewed any differently than a Tier 1 or Tier 2 member).

Signature of gym owner/Cheer Director _____ Date _____ Please sign and return to the membership committee by July 30th, 2009

Please fax to 925-685-8899.

NCAA PROCEDURE FOR NON COMPLIANCE OF THE NCAA MISSION

Step 1. Contact the NCAA member whose conduct is in question and request a meeting either by phone or in person to discuss the alleged misconduct.

If Step 1 does not result in an equitable resolution move to step 2.

Step 2. Contact another NCAA Member and ask them to mediate the dispute in question. Both parties must agree as to who the mediator will be.

Step 3. After a meeting with the mediator and both parties, if there is still not an equitable resolution the mediator may request a review by the Executive board. The parties in dispute must agree to the decisions/recommendations of the mediator.

If an Executive Board Review meeting is called each party will be asked to be present their position and then a summary of step 2 by the mediator.

a. if any of the parties involved is an executive board member, the same process takes place, with the exception that the executive board member is present in the meeting but not allowed to vote on the final decision or make recommendations for the review meeting. (essentially, if called up for review the executive board member is not viewed any differently than a Tier 1 or Tier 2 member).

COMPLETE THE FOLLOWING:

1. Name of the person filing the complaint: _____ GYM _____

2. Name of the person accused of being non compliant: _____ GYM _____

3. Please site the Category and the number in which the person allegedly is in non compliance.

Category _____ Number _____

4. Please indicate the date you made contact with the gym owner and summarize the results of this communication.

Date: _____ Contacted via Telephone or Email

Summary _____

5. If the initial attempt to resolve it is not equitable please note the agreed upon mediator:

GYM OWNER MEDIATOR _____ Agreed to by both parties YES

6. Mediator: Summarize the complaint and your attempts to reach an equitable solution:

7. Mediator: Is it your recommendation that this conflict was resolved equally by both parties? YES OR NO

If yes, is there any recommendation you made to resolve the conflict? _____

Do you feel that one or both of the parties need to present their conflict to the executive board? YES or NO

8. It is up to the mediator to determine if the complaint needs to be reviewed by the Executive Board. If so, all documentation (this form) must be completed and presented to the Executive Board whereby they will set up a review meeting within 14 days of acceptance. Any decisions and resolutions of the executive board will be final.