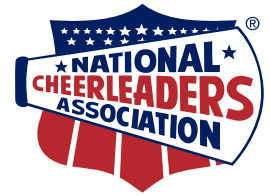


# TRYOUT CHECKLIST ★ ★ ★ ★ ★



Organize and plan the perfect tryout with NCA's expert advice.

## JANUARY

### 1. SET TRYOUT DATE

- Select a date and time for tryouts.
- Check this date with the school activity calendar and athletic director's office.
- Avoid exam week, spring break and other major conflicts.

### 2. SET PRE-TRYOUT CLINIC DATES

- Check dates with school activity calendar.
- Have back-up plan for dates in case interested candidates play other sports in the spring that run a risk of conflicting with your tryouts.
- Remember to communicate openly with other coaches in the school. This will help foresee any conflicts as well as earn their support early.

### 3. RESERVE TRYOUT FACILITY

- Reserve the gym or auditorium for tryouts and clinics.
- Take into consideration the amount of room needed to perform tumbling passes.
- Test sound system or stereo in advance

## LATE JANUARY & EARLY FEBRUARY

### 4. CONTACT JUDGES

- Confirm in writing the date of your tryout and compensation for each judge.
- Contact your NCA State Director for help in securing unbiased qualified judges.
- Find out what information your school district needs in order to issue a check (i.e. social security number, etc.).

## FEBRUARY

### 5. PUBLICIZE DATES

- Use the school website, social media, newspaper, bulletin boards, flyers posted in high-traffic areas, school announcements and the local newspaper (if applicable) two weeks prior to sign-up day.
- When applicable, publicize tryouts at the junior high school

### 6. POST SIGN-UP SHEETS

- Announce location where students can sign-up and pick-up applications.
- Have a deadline for signing up and enforce that deadline.

### 7. ARRANGE FOR JUDGES' CHECKS TO BE DRAWN

- Many schools require all payments to be passed at the monthly school board meeting.
- Aim to have the checks at least one week prior to tryout date to be on the safe side.

## TWO WEEKS PRIOR

### 8. TRYOUT MEETING

- Communicate the requirements necessary for trying out.
- It is important that information is taken home to be read by parents/guardians with regard to the cost of being a cheerleader, commitments of time, travel and insurance.
- Both a completed medical release form and a parental consent form need to be returned to the coach before the first tryout clinic practice.
- The consent form should be signed by both the parents/guardians and dated. It gives permission for the student to tryout, as well as indicates an understanding of the required commitment. Signing the consent form can also be used to signify an agreement to follow tryout procedures.

### 9. ASSIGN DUTIES TO GRADUATING SENIORS

- Select material from the NCA Tryout Video.
- Possible jobs include: teaching material, conducting warm-ups, playing music during tryout, helping bring in groups during tryouts, creating the itinerary for clinic week, making copies of paperwork, etc.

## ONE WEEK PRIOR

### 10. PREPARE ALL FORMS

- Update and distribute teacher evaluation and grade check sheets.
- Update and copy parental consent forms, medical release forms and tryout score sheets



