



## Spirit Groups | Policies & Procedures | 2017-2018

*The LSUA Spirit Groups (Cheerleaders & Lieutenants) serve to promote, support, and represent the University and its constituents, particularly the Generals' athletic teams.*

Spirit Group Rules & Regulations .....	Pg. 2-3
Lieutenants: Financial Information .....	Pg. 4
Lieutenants: Important Dates .....	Pg. 5
Lieutenants: Audition Information .....	Pg. 6-7
Lieutenants: Audition Application .....	Pg. 8-11
Cheerleaders: Financial Information .....	Pg. 12
Cheerleaders: Important Dates .....	Pg. 13
Cheerleaders: Tryout Information .....	Pg. 14-15
Cheerleaders Tryout Application .....	Pg. 16-21

*Being a member of the Cheerleaders or Lieutenants is a commitment that requires attendance at team workouts, practices, activities, and meetings, along with University functions and athletic events. Team activities must be a priority and may not be a second priority to other non-academic activity.*

*Failure to adhere to the following rules and guidelines may result in dismissal from spirit groups. In the event that a team member is removed, dismissed, or voluntarily resigns from the program, at any point during the season, the member will also forfeit any monies paid to the squad; all issued equipment will be returned to the sponsor or coach immediately. The season starts with the acceptance of a position after auditions and continues until the 2018-2019 auditions for the following year. Due to the nature of athletic teams' schedules, Cheerleaders and Lieutenants will be committed to performances during both the Fall and Spring semesters.*

## Rules and Regulations

1. Promote and support team spirit, encourage crowd enthusiasm and spirit through positive support, and showcase good sportsmanship at home basketball games, pep rallies, public appearances, and special athletic events.
2. Serve as ambassadors and official representatives of LSUA, its students, faculty, staff, and alumni by upholding and projecting the goals and ideas of the university; represent LSUA and the mission of the university as a student representative.
3. Promote LSUA and its intercollegiate athletics at the university and public functions, when applicable.
4. Abide by all rules and guidelines and follow all decisions made by the university, sponsors, committee, and coach(es).
3. Be willing to work with anyone regardless of race, religion, ethnicity, etc.
4. Conduct oneself in an appropriate manner, which is consistent with the character, tradition, integrity, and spirit of LSUA. A spirit group member may not position himself or herself in an offensive manner towards anyone.
5. Maintain a neat, well-groomed appearance for all games and events. Each member must remain in top physical condition, which includes maintaining and/or improving one's skill level as well as physique. Non-adherence to this policy will result in a suspension from that practice, game, and/or function, and the team member will not perform until one's appearance is deemed acceptable by the coach.
  - Jewelry and body piercings are not allowed with the exception of specified uniform costume jewelry for the squad. Belly button rings are not to be worn. This applies for practices, appearances, games, and other functions. Facial piercings are not allowed.
  - Spirit group members may not alter hair color without speaking to the coaches first. Nails must be kept short and of natural color (i.e. bright nail polish may not be worn).
  - Tattoos are discouraged and are not to be visible.
6. May not use profanity at practices, games, university and/or public appearances.
7. Must use common sense when using social media (i.e. Facebook, Instagram, Twitter, etc.). Party images or derogatory comments towards team members, sponsors, coach(es), athletic teams, and/or the University will be grounds for dismissal from the team.
8. Refrain from the possession of, distribution of, manufacture of, and/or the use of any form of alcohol, nicotine, and/or illegal substances while representing the University at practices, games, university and/or public appearances.
9. Submit to random drug testing by the LSUA spirit group coaches or University administration. A positive test for illegal substances will be grounds for immediate dismissal from the team. A DUI or arrest will also be grounds for immediate dismissal from the team.

## Travel:

On special occasions, spirit groups may have the opportunity to travel to away contests.

## Uniforms:

1. Properly care for all equipment and uniforms, and wear them in the manner in which they are intended.
2. Replace any item that is lost or damaged.
3. Refrain from wearing uniforms or representing LSUA without permission of the coaches. This includes, but is not limited to advertisements, promotions, photography sessions, public appearances, etc.
4. Wear the practice or performance attire with pride!

## Attendance:

1. Attend all scheduled games, practices, promotions, and workout sessions. Excuses will be granted for the following:
  - a. Class conflict, such as a scheduled exam during a practice time. One will not be excused or allowed to leave early to prepare for exams, research projects, study groups, advising, etc. Team members cannot schedule classes during times of practices, games, and known activities.
  - b. Serious injury or illness. One must call a Lieutenant sponsor prior to practice, game, or appearance, and provide documentation with instructions from a physician, in the event of a serious injury or illness. One will still be required to attend practice(s), but will be excused from participating, unless contagious or in extreme pain.
  - c. Death of a family member. One must call the coach prior to practice, game or appearance to alert the coach of this situation.

## Academics:

1. Be a high school graduate.
2. Be enrolled and remain enrolled as a full-time student at LSUA during both the fall and spring semesters. Full time status is 12 or more hours, unless otherwise specified by the university.
3. Notify coach PRIOR to dropping any class. It is recommended that students carry a minimum of 15 hours.
4. Pass a minimum of 24 semester hours during the academic year.
5. Maintain a 2.0 cumulative GPA throughout the year.

*Failure to adhere to these guidelines will result in suspension from the squad. Spirit group coaches and sponsors will check grades and enrollment status throughout the academic year.*

## Captains/Co-Captains:

1. To be eligible for captain, member must have at least one (1) year of experience of participation with an LSUA spirit group.
2. Captain and co-captain shall be selected by one of these methods (coach's discretion)
  - Team vote
  - Individual tryouts with decision made by coach

# Lieutenants Financial Obligation

Lieutenant Members must:

1. Submit payment of all Lieutenant monies by the dates specified by the Lieutenant sponsors. In the event of removal, dismissal, or voluntary resignation from the team, all monies paid to the Lieutenant will be forfeited.
2. Be responsible for purchasing uniforms, dance shoes, practice clothes, warm-ups, backpacks, etc., as specified.

Fundraising activities will be offered to help defray each member's personal financial investment, when possible. All members are required to attend all fundraising activities, unless otherwise excused by the Lieutenant sponsors.

A tentative list of expenses for Lieutenants includes:

Home Camp	\$250.00
Practice t-shirts	\$ 75.00
1 Dance Halter	\$ 79.00
1 Pair Black Jazz Pants & a Dance Top	\$102.00
1 Jersey	\$ 32.00
1 Kiltie	\$ 35.00
1 Skirt	\$ 70.00
1 Pair Black Tennis Shoes	\$ 75.00
*1 Pair Black Jazz Shoes	\$ 40.00
1 Backpack with monogram	\$ 35.00
1 Set of Poms	\$ 21.00
*1 Pair of earrings	\$ 15.00
1 Jacket	\$ 92.00
Approximate Total:	\$921.00

**\*Members are required to purchase the pre-approved items.**

**The first payment of \$325.00 is due before June 1 \*\***

**The second payment of \$250.00 is due before July 1**

**The final payment is due by August 1**

**\*\*The first payment will cover the cost of our Home Camp and squad practice shirts.**

# LSUA Lieutenants

## 2017/2018 Important Dates

April 9, 2017	4:00-5:00 p.m.	* Informational Meeting	LSUA Fitness Center
June 6, 2017	5:30-8:30 p.m.	**Auditions	Mulder Hall (Rm 105)

\* The Informational Meeting is not mandatory, but is highly encouraged.

\*\*Please arrive 30-45 minutes early for registration/check-in on the day of Auditions.

**PLEASE NOTE:** The Auditions are closed to the public! Participants are encouraged to bring water/sports drinks and a snack.

June 2017: Home Camp  
\*uniform sizing (Varsity)

August 2017: Home Camp  
Classes start

September 2017: Practices begin

Fall semester (tentative) practice times: Mondays from 1:30pm to 2:30pm  
Thursdays from 1:30pm to 2:30pm

**All practice days and times are subject to change. All schedules will be reviewed in August to set a definite practice schedule. All Members will be required to complete two strength/conditioning workout sessions per week in the LSUA Fitness Center or other approved fitness center.**

# Lieutenants Audition Information

## Squad Description:

The Lieutenants will consist of a minimum of seven and a maximum of 12-15 participants. This number may fluctuate from year to year.

The Lieutenants are a dance squad representing LSUA. Styles of dance will include jazz, hip-hop, and pom dance. The Lieutenants will perform at home athletic events and will represent the university through appearances and performances, when appropriate.

Practices will be twice a week to learn and perfect choreography and may include practices on Saturdays or Sundays, if necessary.

## Basic Requirements:

- **DANCE EXPERIENCE IS STRONGLY ENCOURAGED**
- Incoming freshmen ARE eligible to audition.
- Current LSUA students and transfer students with a minimum 2.0 GPA are eligible to audition.
- Current LSUA students must be enrolled full-time (12 hours).
- Audition packets must be submitted before auditions.
- A \$30 (cash) fee must be submitted with your audition packet.
- All participants must include proof of admission (i.e. student ID or admission letter) in the Audition packet.
- There is an official point system, but the coach will make the final team selection; participants will be evaluated on dance experience, performance, spirit, adaptability during the audition process, and potential contribution to the foundation of the program

## AUDITION SKILLS:

The following skills are required to make the team, but do not guarantee a position on the Lieutenant squad.

	Point Value:
• Leaps (right and left)	10
• Leaps in second (right and left)	10
• Single Pirouette/Turn (right and left)	10
• Double Pirouette/Turn (right and left)	10
• Splits (right and left)	10
• High Kicks (right and left)	10
• Chainé Turns (right and left)	10
• Additional dance technique (up to 5 skills)	10

Participants will also be judged on the following:

- Entrance/Appearance
- Showmanship
- Execution
- Style Adaptability
- Stamina
- Attitude

ATTIRE FOR AUDITIONS:

All dancers **MUST** wear the following:

- Any color dance top; **NO** visible bras or sports bras!
- Black dance shorts or jazz pants
- Tan tights
- Black or tan jazz shoes
- Tennis shoes
- Audition hair (half up/half down) and make-up; no buns or pony tails
- No jewelry (including body jewelry) is allowed and all tattoos should not be visible.

\*University, high school, or dance studio attire is not allowed for either date.

Video Auditions:

Video auditions will not be accepted.

***Audition selections are FINAL and results will be posted on the evening of the Auditions.***

Please direct all questions to Mandy Frazier | 318-446-1842 | [mandy.huebner@yahoo.com](mailto:mandy.huebner@yahoo.com)

# 2017-2018 LSUA Lieutenants Audition Application (4 pages)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

GENDER: \_\_\_\_\_ M \_\_\_\_\_ F DATE OF BIRTH: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_ AGE: \_\_\_\_\_

COLLEGE/CURRENT HIGH SCHOOL: \_\_\_\_\_

MAJOR: \_\_\_\_\_ GPA: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP TO YOU: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

PROVIDE ANY MEDICAL CONDITIONS/INJURIES THAT THE SPONSORS SHOULD BE AWARE OF:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



PLEASE COMPLETE THE FOLLOWING QUESTIONS:  
(print neatly)

1. Why do you want to be a member of the Lieutenants?

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2. List the organizations and service opportunities in which you are currently active.

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3. List previous dance training and experience.  
(include studio/academy name, length of training, actual years of  
experience, and style of training for each training and experience)

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4. What assets would you bring to the team?

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5. What areas of improvement do you anticipate?

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**Physician Consent Form**

Dear Physician,

All individuals participating in a Louisiana State University of Alexandria spirit squad will receive a physical examination prior to any participation in scheduled activities. By signing this letter, you have stated that the individual is physically capable of participating in the audition, practices, and performances of the LSUA Cheerleaders and LSUA Lieutenants for the 2017-2018 academic year.

Student's Name: \_\_\_\_\_

Examination to Include:

\_\_\_\_\_ General Examination

Certifying Physician: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician

In order to audition, all participants **MUST** submit the following before, or on, the day of auditions:

- Proof of insurance
- A current transcript
- \$30.00 application fee (checks made out to: Lieutenants)
- Completed application
- Proof of admission to LSUA (not for preparatory student admission)
- LSUA Lieutenant Consent Release
- Physician's Referral/Consent Release

I have read and certify that all of the above information is true and correct. I have included proof of insurance, a current transcript, the \$30.00 application fee, my application, proof of admission to LSUA, the Consent Release, and the Physician's Referral/Consent Release. I give my permission to the judging panel to verify any/all of my information. I will participate in all activities and practices throughout the year. I will follow the LSUA Lieutenant policies and procedures, as specified.

I hereby consent to have my (or my child's) photograph, name, and comments appear at no charge in any publication produced by LSU Alexandria to promote the University and its programs. I understand that these publications may be distributed to individual citizens, news media, community and political leaders throughout the state.

Signature of Applicant: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

# Cheerleaders Financial Obligation

Cheerleaders must:

1. Submit payment of all Cheerleading monies by the dates specified by the Cheerleading sponsors. In the event of removal, dismissal, or voluntary resignation from the team, all monies paid to the Cheerleaders will be forfeited.
2. Be responsible for purchasing uniforms, shoes, practice clothes, warm-ups, etc.

Fundraising activities will be offered to help defray each member's personal financial investment, when possible. All members are required to attend all fundraising activities, unless otherwise excused by the Cheer sponsor/coach.

A tentative list of expenses for Cheerleaders includes:

## **Girls:**

Home Camp-	\$125
Practice Clothes-	\$83
1 <sup>st</sup> Uniform-	\$118
2 <sup>nd</sup> Uniform-	\$108
Boycut Brief-	\$15
Poms-	\$21
Cheer Shoes-	\$75
Cheer Ribbon-	\$5
Face Tattoos-	\$15
Art Fee for Uniforms-	\$10
Tax and Shipping-	\$75
<b>Approximate Total-</b>	<b>\$650</b>

*1<sup>st</sup> Payment due by June 1- \$250*

*2<sup>nd</sup> Payment due by July 1- \$200*

*3<sup>rd</sup> Payment due by August 1- \$200*

## **Guys:**

Home Camp-	\$125
Practice Clothes-	\$60
1 <sup>st</sup> Uniform-	\$160
2 <sup>nd</sup> Uniform-	\$160
Cheer Shoes-	\$80
Art Fee for Uniforms-	\$10
Tax and Shipping-	\$75
<b>Approximate Total-</b>	<b>\$670</b>

*1<sup>st</sup> Payment due by June 1- \$250*

*2<sup>nd</sup> Payment due by July 1- \$220*

*3<sup>rd</sup> Payment due by August 1- \$200*

## Cheerleaders Important Dates

April 9, 2017	4:00-5:00 p.m.	* Informational Meeting	LSUA Fitness Center
April 21, 2017	5:00 p.m. - until	**Tryouts	LSUA Fitness Center
April 22, 2017	9:00 a.m. – until	**Tryouts	LSUA Fitness Center

\* The Informational Meeting is not mandatory, but is highly encouraged.

\*\*Please arrive 30-45 minutes early for registration/check-in on the day of Tryouts. Attending both days of tryouts is mandatory.

**PLEASE NOTE:** The Auditions are closed to the public! Participants are encouraged to bring water/sports drinks and a snack.

April & May 2017: T-shirt Sponsor fund raiser

July 21-22, 2017: Home Camp  
\*uniform sizing (Varsity)

August 2017: Classes start

September 2017: Practices begin

Fall semester (tentative) practice times: Tuesdays from 4:00 to 5:30 p.m.  
Thursdays from 4:00 to 5:30 p.m.

**All practice days and times are subject to change. All schedules will be reviewed in August to set a definite practice schedule. All Members will be required to complete two strength/conditioning workout sessions per week in the LSUA Fitness Center or other approved fitness center.**

# Cheerleaders Tryout Information

## Squad Description:

The LSUA Cheerleaders are a co-ed squad that promotes school spirit and support for LSUA. The number of members will fluctuate from year to year, as determined by the LSUA cheerleading coach. Practices will be scheduled throughout the week but will be scheduled in advance as often as possible. Participating in cheerleading at LSUA requires a significant time commitment. However, the philosophy that cheerleading comes second to academics is strongly encouraged and expected. All other activities must be scheduled around LSUA cheerleading events, unless excused by the coach.

Representing LSUA is a privilege that the LSUA cheerleaders will take great pride in. Leadership, performance in and out of the classroom, and support for our university are important aspects of being an LSUA cheerleader. No former squad members are given an automatic position. All cheerleaders must tryout each year. All will be chosen on the basis of ability. No preference will be given on the basis of sex, race, or classification.

## Basic Requirements:

- **CHEERLEADING EXPERIENCE IS STRONGLY ENCOURAGED**
- Incoming freshmen ARE eligible to audition.
- Current LSUA students and transfer students with a minimum 2.0 GPA are eligible to audition.
- Current LSUA students must be enrolled full-time (12 hours).
- Audition packets must be submitted before auditions.
- A \$20 (cash) fee must be submitted with your audition packet.
- All participants must include proof of admission (i.e. student ID or admission letter) in the Audition packet.
- There is an official point system, but the coach will make the final team selection; participants will be evaluated on dance experience, performance, spirit, adaptability during the audition process, and potential contribution to the foundation of the program

## Tryout Attire:

- Plain white shirt (no logos/names/picture)
- Black athletic shorts
- Tennis shoes
- Hair pulled out of face
- Girls may wear make-up
- No jewelry may be worn and no tattoos should be visible

## Scoring Categories:

- Individual cheer taught at clinic
- 2 chants (one taught at the clinic and one made up on your own)
- Dance taught at clinic (you will make up one eight count)
- 3 jumps (toe-touch and front-hurdler are mandatory)
- Posture and personal appearance
- Personality and enthusiasm
- Tumbling (not required but encouraged; extra points will be awarded)
- Stunting (will be evaluated at the clinic and possibly at tryouts, as well)

A panel of judges will assess the applicants. The applicants will be judged based upon skill level, creativity, and crowd appeal. The LSUA cheerleading coach will make the final team selection.

## Video Auditions:

Applicants who cannot make tryouts should have a relevant excuse for missing and may submit a video/DVD highlighting the skills in the areas listed above. This video should be no longer than 15 minutes in length. Applicants may add clips from competitions in order to compliment their capabilities. The video must have all the required elements and must be received before the tryout dates.

***Tryout selections are FINAL and results will be posted on the evening of tryouts.***

**Please direct all questions to Lauren Morgan | 318-787-7651 | [cheer@lsua.edu](mailto:cheer@lsua.edu)**

# 2017-2018 LSUA Cheerleaders

## Tryout Application (5 pages)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Gender: \_\_\_\_ M \_\_\_\_ F      Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      Age: \_\_\_\_\_

Classification: \_\_\_\_\_ College/Current High School: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Expected Graduation Date (month and year): \_\_\_\_\_

Student ID # (current LSUA students): \_\_\_\_\_

Cheerleading Experience (if any):

\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

For safety and athletic training purposes, list any prior injuries, dates of injuries, and/or any medical conditions that the coach should be aware of:

\_\_\_\_\_  
\_\_\_\_\_

Medical Insurance Policy Number: \_\_\_\_\_



## Statement of Understanding Waiver

The undersigned is aware of and acknowledges the risks associated with the participation in cheerleading activities, included but not limited to, the risk of catastrophic injury, paralysis, and even death. Nevertheless, it is the undersigned's desire to participate in tryouts and clinics and to try out for the LSUA cheerleading squad at Louisiana State University of Alexandria. The undersigned assumes all risk of injury associated with these clinics and tryouts and specifically agrees to indemnify and hold free and harmless Louisiana State University of Alexandria, its agents and employees, including without limitation the LSUA cheerleaders, staff, coach, sponsors, and all other members of the Department of Athletics staff from any and all claims or causes of action arising out of his/her participation in these clinics and tryouts, no matter the cause.

The undersigned further acknowledges and certifies that he/she is at least 18 years of age, agrees to participate fully in the LSUA cheerleading squad for one year, gives permission for the judging panel to verify all of his/her information, and agrees to follow all rules and regulations set by the LSUA cheerleading coach, sponsor, athletics staff, and Louisiana State University of Alexandria.

**I HAVE CAREFULLY READ AND UNDERSTAND COMPLETELY AND CLEARLY THE ABOVE PROVISIONS AND AGREE TO BE BOUND THEREBY.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If under the age of 18, this form MUST be signed by a parent or guardian prior to participation.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Why do you want to become an LSUA cheerleader?

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2. Describe previous cheer experience. Include location and years.

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3. Describe tumbling experience and list skills if any.

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4. Describe stunting experience. Include position in stunts (flyer, main/secondary base, or back spot) and highest stunting skill.

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5. What specific strengths can you contribute to our team?

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6. Why do you think it is important to maintain excellent character as a cheerleader?

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7. Why is dedication and always giving 100% so important in cheerleading?

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8. What are some goals you would like to set for yourself and for the LSUA squad?

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9. Describe your current occupation and/or if you plan to work during the school year.

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10. How did you find out about the 2017 LSUA cheerleading tryouts?

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**Physician Consent Form**

Dear Physician,

All individuals participating in a Louisiana State University of Alexandria spirit squad will receive a physical examination prior to any participation in scheduled activities. By signing this letter, you have stated that the individual is physically capable of participating in the audition, practices, and performances of the LSUA Cheerleaders and LSUA Lieutenants for the 2017-2018 academic year.

Student's Name: \_\_\_\_\_

Examination to Include:

\_\_\_\_\_ General Examination

Certifying Physician: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician

## LSUA Cheerleading Participation Agreement

The LSUA cheerleading guidelines shall assist in the governing of the cheerleading program. The members of this program shall follow these terms in order to be in good standing and remain active participants.

I realize that membership on the LSUA cheer team is a full year commitment. Should I not be able to fulfill this commitment, I will be responsible for the return of all issued equipment.

In becoming a participant, I voluntarily assume the risk that LSUA cheer accidents may result in catastrophic injury, paralysis, or even death.

I understand that I must maintain a minimum cumulative GPA of 2.0 and that I must not drop below 12 hours in a semester. It is encouraged that I take 15 hours, in the event that I must drop a class. I will inform the LSUA cheerleading coach of my intent to drop a course.

I, \_\_\_\_\_, have truthfully read and responded to this application regarding the standards and qualifications of an LSUA cheerleader. I understand the information and the requirements contained in it. Upon signing this document, I promise to uphold and maintain all rules and regulations set forth by the university and the LSUA cheerleading coach.

The LSUA cheerleading coach has discussed the policies and procedures with the team, and all questions have been answered. I further understand that failure to abide by these rules and guidelines may result in immediate disciplinary action, suspension, and/or termination from the team.

I hereby consent to have my (or my child's) photograph, name, and comments appear at no charge in any publication produced by LSU Alexandria to promote the University and its programs. I understand that these publications may be distributed to individual citizens, news media, community and political leaders throughout the state.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID Number

**All applicants must have the following for tryouts:**

- All completed forms, including:
  - o Tryout Application and Application Questions
  - o Statement of Understanding Waiver
  - o Signed Physician Form
  - o Signed Participation Agreement
- \$20 tryout fee (Cash or Checks made out to LSUA Cheer)
- Student ID or letter of acceptance for new students
- Current college transcript for transfers or current students
- Proof of medical insurance

More rules, responsibilities, and guidelines will be established and explained once the squad members are selected.

**Tryout paperwork can be mailed or turned in to:**

Louisiana State University of Alexandria  
Attention: Lauren Morgan  
8100 Hwy 71 South  
Alexandria, LA 71302