

Running a Successful Cheerleading Tryout Checklist



Are you ready to put together a successful tryout event that will make your organization proud? Check out the tips and “to do’s” in this checklist and get started!

We outline everything you need to consider to have a super successful tryout including:

- Choosing Your Tryout Dates
 - Tryout Facilities
 - Clinic Facilities
 - Judges
 - Curriculum
 - Paperwork
 - Clinic Info
 - Tryout Set Up
 - And MORE!

For ALL of your Tryout Information including your forms, curriculum and MORE,

**Check out our TRYOUT KIT on
CheerAndDanceOnDemand.com**



Running a Successful Cheerleading Tryout Checklist



Timeline: Approximate 2 months before tryouts - Date _____

Date Completed	Task	Notes
	Choose a Tryout Date: <ul style="list-style-type: none"> Is an after school time best vs a Saturday time? Do you have participants coming from other schools where it may be difficult to make your after school time - for example middle school participants trying out for JV teams. Check with your Athletic Director and School Calendar for possible conflicts. Avoid holidays, exam weeks and Spring Break days. 	
	Choose a Clinic Date (s): <ul style="list-style-type: none"> When choosing a clinic date or dates, think of again who is coming - so maybe a Saturday may be best. Also, you should hold 2 or 3 clinics so the participants will have time to learn everything and ask questions. 	
	Choose Tryout Facility: <ul style="list-style-type: none"> When selecting your facility make sure you have plenty of room for the various skills including tumbling passes and stunts. Make sure the judges will be at least 20 feet away from the participants for ideal evaluation. Make sure that a quality sound system is available. Also, mats should be available. The ideal place is the a gym or auditorium. Remember, outdoor facilities are not ideal as the weather may no cooperate that day. 	
	Choose Clinic Facility: <ul style="list-style-type: none"> When selecting your Clinic Facility, make sure it has all of the above space, sound, mats and weather shelter. Another option would be to hold only 2 clinics and to have your material on video that can be found on your website for participants to practice with. 	

Running a Successful Cheerleading Tryout Checklist



Timeline: Approximate 1 month before tryouts - Date _____

Date Completed	Task	Notes
	<p>Judges:</p> <ul style="list-style-type: none">• Start reaching out to potential judges to see if the Tryout Date works for them.• Confirm at least 3 judges in writing and have alternate judges available in case someone cancels.• Offer your judges some type of compensation and start getting that together; financial compensation as well as gift bags are normal offerings.• Forward CIC Judging Information to your judges so they know what to look for as well as have plenty of time to view it.	
	<p>Advertise Your Tryouts:</p> <ul style="list-style-type: none">• Utilize your school's social media, website, announcements, etc. to get the word out.• Use bulletin boards, posters and flyers placed around your school and potential feeder schools including local middle and private schools.• Post Sign up Sheets in person and on line outlining the tryout and clinic dates and details.	
	<p>Organize the Tryout Meeting:</p> <ul style="list-style-type: none">• Select the date and location to have your meeting.• Make Parent Packets and copies of all forms.• Upload all forms to your website for download.	

Running a Successful Cheerleading Tryout Checklist



Timeline: Approximate 2 weeks before tryouts - Date _____

Date Completed	Task	Notes
	<p>Tryout Meeting - meet with your cheerleading candidates and parents:</p> <p>During this meeting, review the following:</p> <ul style="list-style-type: none">• Tryout and Clinic Dates• Tryout Attire• Parent Packet Forms and the signatures REQUIRED before tryouts.• Teacher Reference Forms and GPA requirements.	
	<p>Tryout Curriculum:</p> <ul style="list-style-type: none">• Now is the time to get your curriculum together - check out our Tryout Videos for all your tryout materials.• Select the individuals that will be teaching the material at the clinics; potential instructors include graduating Seniors and the cheerleading coach. Remember, when using your graduating Seniors, be aware of relationships between them and returning cheerleaders.• Once you have selected your teachers, divide up the tasks to be taught: warm ups, dance, jumps, cheers, chants, stunting, etc. Also designate individuals to help collect paperwork as well as sign in the participants.	



**For everything you will need for your ENTIRE SEASON,
join us on the Cheerleading Coaching Center:**

Cheerleading Coaching Center Members - [CLICK HERE!](#)

To Join the Cheerleading Coaching Center - [CLICK HERE!](#)

For individual curriculum pieces including dances and chants -
[CLICK HERE for CheerAndDanceOnDemand.com](#)

Running a Successful Cheerleading Tryout Checklist



Timeline: Approximate 1 week before tryouts - Date _____

Date Completed	Task	Notes
	<p>Facilities, Paperwork and Judges:</p> <ul style="list-style-type: none">• Confirm Clinic and Tryout Facilities• Confirm any assistance with the Sound System.• Confirm your judges including the alternates. Ask them to arrive 30 minutes early on the tryout day to review the score sheets.• Resend the judging material so they will have an idea of what to look for.• Make copies of all judging score sheets• Create comments that you would like your judges to use on their score sheets.• Organize all of the Participant Forms that have been turned in and make sure they are all signed appropriately.• Organize judge's compensation and refreshments (water).	
	<p>Clinic:</p> <ul style="list-style-type: none">• Some teams will start their clinic 1 week prior tryouts.• Create signs to be displayed at the facility to direct candidates to the clinic area.• Create sign in forms for the clinic.• Create numbers for each participant. These numbers should be assigned to a participant for the entire tryout process.• Have a camera ready to take a picture of each candidate along with their number.	

Running a Successful Cheerleading Tryout Checklist



Timeline: Week of the Tryouts - Date _____

Date Completed	Task	Notes
	<p>Clinic (s):</p> <ul style="list-style-type: none"> Set up a sign in area to check in participants, pass out numbers and take their photo. Collect any forms from participants that are still outstanding. At the beginning of the clinic, start with a brief meeting to review tryout procedures, tryout attire, tryout material and clinic (s) agenda. Also remind all participants if the material is on line so they can practice at home. Review Tryout out Do's and Don'ts Start with a warm up and appropriate stretches. Start with curriculum. At the conclusion of the clinic (s), review the tryout location and times. If your are going to assign a tryout "window" of time for the participants to arrive, now is the time to hand out times. 	
	<p>Tryouts Set Up:</p> <ul style="list-style-type: none"> Put out signs to direct participants to the sign in area and practice / warm up / holding location. Set up tryout area: make sure mats are properly secure; have all windows covered so it is private for the participants and judges; test the sound system, set up the judges' area with refreshments. Have the roster available for sign in. Also have new numbers available for the participants along with safety pins to attach to their clothing. Meet with your clinic teachers or those people that are helping you and assign them duties. Meet with your judges to review the score sheets. Make sure they have pens or pencils, calculators and scrap paper. Also, review the comments that you would like for them to use. 	

Running a Successful Cheerleading Tryout Checklist



Timeline: Tryouts - Date _____

Date Completed	Task	Notes
	<p>Tryout Procedures:</p> <ul style="list-style-type: none">• Have the participants tryout in small groups between 3 and 5 members. - CLICK HERE for a video on How to Select Tryout Groups• Try to video the tryouts in case of disputes.• The tryout area should be private with just the judges, participant group, the coach and a person helping to tabulate the scores.	
	<p>Announcing the Tryout Results:</p> <ul style="list-style-type: none">• Try to announce the results AS SOON AS POSSIBLE and no later then 24 hours. If you have your scores tabulated during the tryout process, you should be able to announce with in a few hours of the conclusion of the process.• When posting the results, only post the result of the participants who made the team and post them in random order.• Posting options include at the tryout location, school bulletin board and on line.• It is also a great idea to make a personal phone call to all of the participants and welcome them to your team and let them know when your next meeting will be.• To further conclude your tryouts, send a written Thank You card to your judges, teachers and any one who was helping with the tryout.• CLICK HERE for a video on How to Post Tryout Results	

For TONS of help with your season, check out the following resources:

CheerleadingCoachingCenter.com - CLICK HERE!

CheerAndDanceOnDemand.com - CLICK HERE!