



# Cheer Athletics Telford

## Information Packet

### **CODE OF CONDUCT AGREEMENT**

All Parents/ Guardians, (their guests at events), Coaches, Volunteers and Athletes agree to our CA DA Code Of Conduct agreement available on our website [Telford, UK — Cheer Athletics](#)

### **CHAIN OF COMMUNICATION**

In a program our size, we want to ensure that communication between athletes/families and our staff is open, cooperative and efficient.

First and foremost, your team coaches should be addressed for any situations that arise. If resolution is not found, consult would include the genre Director. If a situation warrants additional attention and guidance, the Director / Owners would work with that group for final resolve. Team coaches, genre Directors and owners will all work together.

The staff at CA Telford encourages communication and has key leaders in place to absolve situations that may arise.

Any communication received directly by owners will be resubmitted through the proper communication channels.

We have listed the leadership groups below for your awareness:

Program/Worlds Director & Management/Owner Rachael Smart –  
[rachael@cheerathletics.uk](mailto:rachael@cheerathletics.uk)

Financial Director & Owner & Safeguarding Lead – Jonathan Smart –  
[Jonathan@cheerathletics.uk](mailto:Jonathan@cheerathletics.uk)

Allstar & Prep Director/Recreational Director – Emily Overton – [eoverton@cheerathletics.uk](mailto:eoverton@cheerathletics.uk)

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Assistant Allstar Cheer Director & Tumble Co-Director – Jason Tiede –  
jasontiede@gmail.com

Co-All tumble Director – Steven Dugmore – stevenneilharolddugmore@hotmail.co.uk

Assistant Allstar Lyrical Director – Chloe Bailey - [chloealice\\_bailey@icloud.com](mailto:chloealice_bailey@icloud.com)

Apprentice Allstar Director - Harriet Brewer - [telfordinfo@cheerathletics.uk](mailto:telfordinfo@cheerathletics.uk)

ALL Coaches – (Please include “FAO coaches name in title) – [telfordinfo@cheerathletics.uk](mailto:telfordinfo@cheerathletics.uk)

Desk Staff Lead – (please include “FAO desk staff in title) Julia Saunders –  
[telfordinfo@cheerathletics.uk](mailto:telfordinfo@cheerathletics.uk)

### **Office Hours and Contact Methods –**

Office Hours are from 9-3:30pm Mon to Friday. Any correspondence outside of this window may have a delayed response time.

**EMERGENCY CONTACT NUMBER – 07966966026**

### **FOOD & DRINK**

– No Food or Drink Permitted on the Sprung floor or equipment. Drinks must be kept in the storage area on arrival. Always tidy up after yourselves.

### **MOBILES**

must be turned OFF once practice starts and must NOT be used unless given permission from the coach;

### **WHAT TO WEAR**

Athletes should dress in athletic attire (t-shirt, tank top, shorts, sports top, etc.) that allows them to move freely and comfortably. CA/DA merchandise is preferred at all practices for competition athletes.

Athletes should wear cheer/dance shoes and have long hair pulled away from the face.

NO chewing gum or dangling jewelry while participating in the gym.

Personal items should be placed in the designated area in the gym.

Cheer Athletics and its staff are not responsible for ANY items that may be lost or stolen.

Be sure that your athlete's personal items are marked with their name or not brought to the gym.

At competitions, athletes are to wear CA branded merchandise when not in their competing outfits. Hair must be neat at all times. Specific team wear may be communicated prior to an event. Competition hair will be communicated.

### **LOSS OF PLACEMENT WITHIN THE PROGRAM**

Cheer Athletics Telford and all affiliates reserve the rights to refuse service for any reason, this includes but is not limited to disrespect/aggressive behaviour towards coaches or other athletes from yourself or affiliates, failure to pay financial commitments, attendance issues, etc. Please read all information within this code of conduct policy for further information.

### **CLOSED TRAINING**

We operate a closed training policy during classes – this means: No spectators during training sessions, unless invited. If parents choose to meet outside please help us continue our culture of positivity and kindness towards everyone.

On the run up to competition season we will aim to regularly invite parents into the end of sessions.

When the CA rebel shop is open during training please do not linger unnecessarily as it can be off putting for our athletes.

### **REBEL SHOP**

During shop opening hours, all are welcome to browse the shop area, please be respectful to the teams training on the floor and do not approach coaches during this time.

### **EXPECTATIONS OF SPECTATORS AT EVENTS**

- Cheer and applaud all athletes/team successes, where possible be at the front of the mat for all CA teams making as much noise as possible
- Speak positively, especially when team performances do not go to plan
- Clean up after yourself
- Support the Coaches and volunteers
- Encourage the athletes as much as possible
  - Be respectful to all venue staff

### **ROLE MODELS**

All Athletes, Parents and Affiliates are always representatives of Cheer Athletics Telford. We expect exceptional sportsmanship towards your team, program and other programs at all times.

### **PUNCTUALITY AND DROP OFF/COLLECTION**

Participants should arrive 5/10 mins prior to their class time, being respectful of the team on the floor. All are to use the main entrance for entry and exit, located at the rear of the building, ONLY key holders may use the front entrance for entering/exiting the building. Participants who are collected must be picked up promptly at the finish time. Some sessions may run over slightly due to the many variables of our sport, where possible this will be communicated to you in advance using BAND – we ask you wait at the main entrance/exit for your athlete to leave should their session run over by a few minutes.

Participants under 18 years of age must be collected from the main entrance of the gym, gaining coaches consent before leaving the premises. After session disclaimers (available to on request are available to school year 7 and above athletes).

You may inform the coaches via band if you know you will be late picking up. Instruct your athlete to wait inside the building and you should escort them from the building to the car. During peak times the parking lot is crowded! Please take extra caution for pedestrians and cars backing out, etc. Drive slowly, carefully, and always park with consideration to our neighbours.

**SOCIAL MEDIA AWARENESS ( Please read and understand our social media policy)**

It is your responsibility as athletes and parents to be aware of what you post on social media and how this represents yourself, your family, your team and your program. You are not permitted to post any routines on social media from the season we are currently in. You can post within our Facebook/Band group communities and share all social media posts released. (Clarification – you can post individual skills at any time in any format. Don't forget to tag us!)

Please read and understand our social media policy.

Official Cheer Athletics Social Media such as Facebook, Instagram and Tik Tok are great tools for us to engage with new and current members, once a member, any direct messages should be sent to the relevant email addresses.

ALL Coaches will not respond to and are not permitted to respond to any messages on any other forms of social media Including Facebook messenger or message athletes directly. If a coach wishes to communicate with an athlete this must be done via group messaging services or another coach must also be included in the message. If an athlete messages a coach directly this will be ignored.

Any messages across social media/ texts will be directed to the relevant email address, and if a call is then needed this will be arranged with the relevant coach. \*exception to this – Coaches may respond to correspondence in team Facebook/band groups. But not direct messages.

Please see our line of communication within this code of conduct policy.

**REGISTERED TRADEMARK**

“Cheer Athletics,” the “Claw” logo, “G3FCA2A,” “The Best of the Best,” “The World Needs More Cheer,” “Dance Athletics”, and the Dance Athletics logo are protected by registered trademarks and are not to be reproduced or copied in **any** manner. CA Brands has licensed vendors, and individuals must adhere to proper protocol for potential new products. Please contact CA Management for details.

**COMPETITION ATHLETE TUITION**

Tiny Novice Team (age 3-4) £50 None tumble Team monthly £52.50 1-2 Cheer teams £70 3 Cheer teams £105 1-2 Dance teams £61 3 Dance teams £91.50 4 Dance teams £122 Worlds athlete supplement £25

**-TUITION MONTHLY PAYMENTS**

During the 2023-24 season, there will be 12 monthly charges beginning June 2023 through May 2024. The first month's tuition will be charged on or around Friday, June 16th. For the remaining months, tuition is payable on the 1st of each month. (July tuition due on July 1, etc.) This monthly fee covering tuition and most other expenses does not fluctuate from month-to-month. Tuition does not change based on the number or length of practices in any particular month and is a breakdown of your yearly charge, taking into account any shorter/longer months due to tryout dates, Christmas closures, Easter break, Choreography sessions and extra training.

**COMPETITION ATHLETE ANNUAL PROGRAM MEMBERSHIP**

One off payment due on accepting team placement £155 (Tiny Novice team athletes pay half) Includes athlete contribution to multiple international

choreographer/coaching/training visits, showcase costs, music licensing costs/mixing fees, and insurances.

### **COMPETITION ENTRY FEE MONTHLY PAYMENTS**

To ensure your Competition entry fee payments do not fluctuate month by month we will add up an individual athlete's total competition entry fee bill for the 2023-24 season and divide their total by 10 resulting in their monthly competition entry fee charge beginning June 2023 through March 2024. The first month's competition entry fee will be charged on or around Friday, June 16th. For the remaining months, competition entry fee is payable on the 1st of each month. (July competition entry fees due on July 1, etc.) This monthly fee covering competition entry fees does not fluctuate from month-to-month. Competition entry fees does not change based on the number of competitions in any particular month and is a breakdown of your individual yearly charge. There will be no competition entry fee monthly payments due in April and May.

\*Athletes joining mid season will have their competition entry fee payments communicated with the directly and based on the amount of months in the season remaining.

### **DISCOUNTS**

10% Sibling discount on 2nd sibling tuition fee 20% Sibling discount on 2nd sibling membership fee

### **ADDITIONAL COSTS**

CHEER PREP CHEER UNIFORM approx. (£120)

ALLSTAR (ELITE) CHEER UNIFORM approx. (£260)

POM DANCE approx. (£160)

LYRICAL DANCE Team dependent approx. (£55-£75)

WORLDS DANCE (TBC) Fundraising/sponsorship contributes to total cost

HAIR ACCESSORIES (TBC) Minimal

POMS (TBC) dependent on team approx. £40 a pair

### **PRACTICES**

Most teams have 1 regular practice day per week schedule with an additional tumble class (CA) or technique class (DA) allocated per athlete per week schedule. Typically, team practice will be held during the week and the additional allocated class will be a 50 min/1 hour slot on either a Monday, Tuesday, Friday or Saturday morning depending on athlete skill level.

Allstar and elite team technique and tumble sessions are mandatory.

Additional choreography/extra training session date commitments will be released alongside a team's competition commitment schedule during team selections. Please expect between 3-4 additional choreography/extra training sessions across the 2023-24 season.

These sessions are mandatory and typically take place on weekends.

Additional training sessions may be required from time to time, coaches will communicate these sessions using BAND and emails.

International (Worlds) dance teams please count 1 additional practice session per month, taking place on a Sunday. Plus, one full weekend choreography session.

International none tumble team practice monthly on Saturdays with 1 further choreography session set on a weekend day, and a potential for more extra training sessions.

**ABSENCE POLICY**

Attendance and full participation are what makes our team strong and successful!

Attendance is mandatory for all sessions.

The absence request form can be found on the CA website as well as pinned in your team band. This is to be used for absences which are considered as 'authorised', (Please see the table below).

When requesting an absence approval, please complete the Absence Request Form and email to [telfordinfo@cheerathletics.uk](mailto:telfordinfo@cheerathletics.uk) .

Anyone with a fever over 38, vomiting, or contagious illness should stay away from the facility. Anyone who chooses may continue to wear a face covering as long as they wish. If an athlete simply does not feel well but does not have excessive symptoms or fever may come to practice, (wear a mask if preferred) and watch in order to show commitment.

If an athlete needs to sit out for an injury, please send in a doctor's note.

If you are running late to practice, please post in the team BAND unless otherwise instructed by your coaches.

Absences that occur within 3 weeks of a competition may result in the athlete being named as an alternate for that event and future events.

**FURTHER INFORMATION REGARDING ATTENDANCE**

Allstar cheer and dance is a demanding sport that requires full commitment from both athletes and parents.

As CA DA is a competitive program it is crucial that athletes take part in all schedules, competitions and training sessions.

The following EXCUSED and UNEXCUSED policy is none negotiable and applies to every athlete. Please remember that one person can affect a whole team.

<b>authorised</b>	<b>Unauthorised</b>
Graded school/college/uni event	Homework/revision (feel free to bring homework to training).
Illness with fever/Vomiting	Birthdays/birthday parties/family meals
Family death	Recreational sports
Family holiday – where pre notified	Work shifts

- 1) Athletes may not miss any training dates in the 3 weeks leading up to a competition for any reason. (red zones)
- 2) Athletes may not miss competition/performance dates
- 3) Athletes may not miss choreography or extra training dates

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- 4) Any events that conflict with dates on the calendar must be communicated by email by a parent/guardian no later than 4 weeks before an event. Approval of the absence is always at the coaches discretion.
- 5) 3 unauthorised absences within the season may result in a loss of position within the team

It is the athletes' (and parents) responsibility to check the team band group following an absence to ensure anything missed is caught up on.

Desk Staff will now email athletes who are absent from sessions, this is to ensure communication is always clear and we are giving our families the tools to be able to catch up on anything missed when absent.

### **PRIVATE LESSONS**

CA /DA coaches may conduct Semi/Private Lessons for registered athletes. Lessons take place in the facility only during regular business hours, unless otherwise approved by Owners. The coach offers instruction under his/her own identity, not CA Brands. Athlete participation is at their own risk. Scheduling and payment are all conducted directly with the coach. As part of the CA Employee Agreement, each coach is required to carry current, minimum coverage insurance as a Private Instructor. Any athlete taking a Semi-private or private lesson must be a registered athlete at CA-Telford

### **PARKING**

Athletes should arrive 5-10 minutes before (no earlier) to his/her scheduled practice time. Please pick up your athlete on time.

You may inform the Coaches via Band if you know you will be late picking up. Instruct your athlete to wait inside the building and you should escort them from the building to the car. During peak times the parking area is crowded! Please take extra caution for pedestrians and cars backing out, etc.

Drive slowly, carefully and park in designated spots, do not block entrances/exits to other units

Drive slowly, yield to pedestrians, even distracted ones

Walk with your eyes up & open, pay attention to your surroundings.

### **WAITING AREA/ATHLETE LOUNGE AREA**

We expect this place to be positive, caring and safe. It is intended to be a waiting area for athletes, a temporary viewing area for those visiting the gym, a place to hold informal meetings, and an area parents can use where previously requested.

Tables are available for athletes to use for work, school, or team projects.

Please give athletes/teams priority of the chairs and tables when they are sharing a meal or snacks rather than having athletes sit on the floor to eat. Please do not leave items unattended. Spectators should not video or photograph into the gym from the balcony Area. Please be respectful of routines, stunt sequences that are being worked on. If you want to film a specific skill of your athlete, please consult with a coach for permission BEFORE doing so. Additionally, please do not video or photograph footage on the TV

monitors located in the Viewing Area. If you feel that these expectations are not being upheld, please address the directors with any concerns immediately. This area is to be kept clean at all times.

### **GROUP COMMUNICATION BAND**

CA Telford will use group communication on "BAND" (in addition to email distribution through iClassPro & The Closed team Facebook group).

The main purpose of having this format is for convenience and efficiency, versus having multiple group texts and/or emailing threads.

BAND is to be used ONLY for team related practices, events, competitions and similar. When making posts/comments/chats; coaches, parents/guardians and athletes should be concise and considerate.

Posts/comments in BAND can be impactful for team morale, therefore, we should always write in a kind and thoughtful tone.

BAND should be checked regularly, especially during competition season, and ON days of competition. Please try not to post earlier than 9:00 am and no later than 11:00 pm. UNLESS you have an early meet time/practice on that day.

In no way, shape or form, should an individual be singled out negatively based on performance.

Members of BAND should maintain a nurturing, friendly and professional tone.

If there is discussion and/or a decision to be determined, ONLY coaches should begin this conversation.

Additional BANDs - While CA cannot legally control the formation of sub-channels or "Chats" (direct messages) formed from the Team or Parent BAND, we ask that you think carefully before joining or forming these groups. Please make sure that the true nature and tone of the group stays positive, supportive, and beneficial to the team or group from which it was created. We encourage you to not create nor get wrapped up in unnecessary drama. If there are issues that need to be discussed, please approach the coaches, Level Director, or Owners who can help find resolution.

PLEASE DO NOT use BAND or any email distribution groups to sell products of any kind. This includes previously worn practice wear/ shoes, etc.

BAND video uploads following sessions – Please give your coaches 3 days to post any training videos onto BAND groups. If your group is missing a video as promised by the coaching staff following a session, please feel free to post on the BAND group requesting the video, If after 24 hours the video has not been uploaded, please email a genre director who will be happy to communicate with the coaches.

BAND flyer feedback – please give coaches 3 days to post feedback following your last flyer video submission of that week. Flyer video submissions homework is set to be completed by 9pm on Sunday evening Latest.

### **SPORTS COMPLIANCE / SAFEGUARDING**

We align our safety training with Sport Cheer UK, and USASF, as well as our own enhanced CA protection of minors policies. All coaches, volunteers, and support staff are required to complete the safeguarding training annually, and we at CA will be training on this continually throughout this coming season. As an organization, we will continue this



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education with staff & coaches on a regularly scheduled basis and continue to guide our older athletes to understand the rules restricting athlete/athlete communication and relationships.

Adult athletes (those who are 18 years old or will turn 18 before June 1, 2023) must have a current DBS check. This is at the expense of the athlete. Cheer Athletics Telford will signpost athletes to providers of DBS checks to try and keep costs down for athletes.

Please see our safeguarding policy for further information, Our Safeguarding lead is: Financial Director & Owner & Safeguarding Lead – Jonathan Smart – [Jonathan@cheerathletics.uk](mailto:Jonathan@cheerathletics.uk)

Additionally, CA works with The Sports Compliance Company to provide an independent hotline for athletes, families, and staff to confidentially report ethics or misconduct concerns. Whilst this is a USA Company, the content is built around child safe guarding from the UK. You can reach a representative if required on the following email: [report@sportscompliance.com](mailto:report@sportscompliance.com) – Website - [www.sportscompliance.com](http://www.sportscompliance.com)

### **UNIFORMS/PW/LICENSED VENDORS**

Cheer Athletics partners with Rebel Athletic for team uniforms, practice wear and warm-ups. Please review payment, cancellation and return policies with each CA licensed vendor. All transactions are handled directly with the vendor, not through Cheer Athletics. A complete list of CA Brands Licensed Vendors is available upon request.

### **CURRENT SEASON (23'-24') CALENDER OF EVENTS (and guideline for future seasons)**

*Please see below a general map of our current season, we expect future seasons to be structured in a similar way, dates for future seasons will be confirmed upon the release of the Tryout information packets in Spring 2024.*

<b>Camps/Tryouts/Team Selections</b>	<i>(following BCA Nationals 27-29<sup>th</sup> May) 30<sup>th</sup> May - 16<sup>th</sup> June 23'</i>
<b>Teams confirmed/Season begins</b>	<i>16<sup>th</sup> June Season starts 19<sup>th</sup> June</i>
<b>Out of season competitions for eligible worlds/summit elite teams (from previous season)</b>	<i>11<sup>th</sup> May – Legacy 2<sup>nd</sup> July - Jamfest</i>
<b>Allstar Cheer Routine Choreography (for Allstar cheer teams only)</b>	<i>Set immedietly after season starts, over weekends in June and July</i>
<b>Summer Choreography - Potential for further team choreography sessions for dance teams</b>	<i>Pre-planned dates in the summer holidays or half terms – communicated with teams individually</i>
<b>Autumn Dance Choreography Sessions</b>	<i>Dates set during team selections, with a potential for further sessions if required</i>
<b>Allstar Cheer Pyramid Choeography</b>	<i>Usually the 2<sup>nd</sup> week of September, usual practice times may differ</i>

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<b>All competing teams extra Blue Debut training – Allstar Cheer, Prep &amp; Novice Cheer &amp; Dance</b>	<i>4<sup>th</sup> November – Dance teams 12<sup>th</sup> November – Cheer teams</i>
<b>International Dance Teams first competition</b>	<i>Future Cheer Jungle Fever (Bolton) 18<sup>th</sup> November</i>
<b>Blue Debut Pre-Celebration Event</b>	<i>Including Kit collection 19<sup>th</sup> November (weekend prior to Blue Debut)</i>
<b>Dress Rehearsal weeks</b>	<i>Week Commencing 20<sup>th</sup> November(Week prior to Blue Debut)</i>
<b>Blue Debut/Showcase Event</b>	<i>25<sup>th</sup> &amp; 26<sup>th</sup> November</i>
<b>Allstar Cheer and Dance First Competition</b>	<i>BCA Winter Weekender (Blackpool) 9<sup>th</sup>&amp;10<sup>th</sup> December</i>
<b>Christmas Break</b>	<i>22<sup>nd</sup> December – returning to gym on 8<sup>th</sup> January</i>
<b>Prep &amp; Novice Cheer Extra Competition training</b>	<i>27<sup>th</sup> January</i>
<b>Prep &amp; Novice Cheer First Competition</b>	<i>BCA Super Classic (Coventry) 28<sup>th</sup> January</i>
<b>Dance extra competition training</b>	<i>3<sup>rd</sup> February</i>
<b>Allstar Cheer extra competition training</b>	<i>11<sup>th</sup> February</i>
<b>Allstar Cheer Second Competition</b>	<i>Future Cheer Heart Of England (Manchester) 17<sup>th</sup> February</i>
<b>Dance teams Competition</b>	<i>Jamfest Northernns (Blackpool) 2/3<sup>rd</sup> March</i>
<b>Season 2 Information Packet release</b>	<i>SPRING</i>
<b>Dance teams competition (except mini pom)</b>	<i>ICC Nationals (Nottingham) 16<sup>th</sup> March</i>
<b>Mini pom &amp; Tiny pom only Dance competition</b>	<i>BCA Dance Revolution 17<sup>th</sup> March (Telford)</i>
<b>Worlds Dance teams 'Bid battle' showcase</b>	<i>BCA Bid Battle 17<sup>th</sup> March (Telford) (afternoon/evening)</i>
<b>Allstar &amp; Prep &amp; Novice Cheer Competition (Prep &amp; Novice's 2<sup>nd</sup> comp, Allstar's 3<sup>rd</sup>)</b>	<i>Legacy (B'ham) 23<sup>rd</sup> and 24<sup>th</sup> March</i>
<b>Spring gym closure (Whilst coaches and International dance teams are at the world championships)</b>	<i>TBC 20<sup>th</sup> April – 28<sup>th</sup> April tentative</i>
<b>Dance extra competition training</b>	<i>11<sup>th</sup> May</i>
<b>All Cheer Teams extra competition training (Prep, Novice &amp; Allstar)</b>	<i>19<sup>th</sup> May</i>
<b>All competing teams</b>	<i>BCA Nationals (Telford) 24-26<sup>th</sup> May</i>
<b>Season 1 Ends</b>	<i>Following BCA Nationals</i>
<b>Season 2 Camps and Tryouts</b>	<i>Following BCA Nationals Dates TBC</i>
<b>Out of season competitions for eligible worlds/summit elite teams (from previous season)</b>	<i>9<sup>th</sup> June – Legacy 22<sup>nd</sup>/23<sup>rd</sup> June? Jamfest Others may be confirmed ASAP</i>
<b>Allstar Cheer Routine Choreography (for Allstar cheer teams only)</b>	<i>Set immedietly after season starts, over weekends in June (15<sup>th</sup> &amp; 16<sup>th</sup> &amp; 22<sup>nd</sup> &amp; 23<sup>rd</sup> &amp; 29<sup>th</sup> &amp; 30<sup>th</sup> )</i>

### **THE DANCE WORLDS/ CHEER WORLDS (USASF/ISASF)**

Worlds eligible teams will receive additional information regarding the competition, this summarised below:

The Dance/ Cheer Worlds competition is a competition that teams must earn a bid to during the previous season.

Teams can earn an "At-Large" or "Paid" bid to Worlds.

The competition days are Friday, April 26 – Monday, April 29, 2024, with specific travel days preceding and following in Orlando, FL

As soon as a general competition schedule is provided by the Event Producer, CA Leadership will share specific further information.

Travel dates have been outlined in all correspondence to athletes within these teams.

In addition to the teams regular practice schedule, it is common for Worlds-eligible teams to add a regularly scheduled extra practice in the gym, extend practice time(s) and/or be expected to complete extra reps outside of their team practice. These are communicated as soon as possible by the team coaches.

All athletes (regardless of their position on the team, on the mat or alternate) are expected to be at ALL practices. You were chosen for a reason; you belong here and are part of this team!

In 2023, Worlds athlete registration was \$579, we can anticipate registration to be at least this amount for Worlds 2023. A "paid" bid is typically only worth \$650 per the maximum number of rostered athletes on the mat, and DOES NOT cover travel and lodging costs. It is a standard amount provided by the Event Producer, regardless of the team size, etc. Paid bid monies will first be applied to the athlete registration for Worlds

An "At-Large" bid does not award any prize money but is an invitation for the team to compete. Athletes on a team earning an At-Large will pay the full registration amount. Once registration fees are published by the Worlds Event Producer, Cheer Athletics will share the information.

A separate 'Worlds' information letter has been sent to all Worlds athletes regarding payment schedules and training plans whilst at Worlds.

Changes to the active roster (athletes competing on the floor) may occur to fit the best needs of the team. All decisions will be made by the appropriate level of leadership as pertains to the circumstance. Reasons for a change to the active roster include but are not limited to the following: • Lack of attendance • Injury • Lack of successful execution of skill set • Attitude and effort fall below expectations • Behavior unbecoming of a CA athlete/teammate • Private or public postings on social media or communication that is unbecoming of a CA athlete/ teammate It is important for athletes to maintain a healthy lifestyle and take care of themselves. An injury may lead to a change in the roster if an

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athlete is not healthy enough to complete all routine reps that are necessary for practice and/or if any reps could result in further weakening the athlete. The health and safety of all our athletes is a top priority.

Athletes/families should also budget for roundtrip transportation, their own accommodations (choice of hotel/Airbnb, etc.), all meals, and any additional spending money for the duration of the stay in Orlando.

All Worlds athletes are required to take an active role in fund raising for Worlds, and any funds not raised will be due before travel.

All athletes attending Worlds must have a VALID form of identification. It is imperative that athletes present their ID, or they will not be able to compete. This ID will be checked upon entering the warmup room. To ensure compliance, we ask that each athlete provide a picture of their VALID ID. (Passports).

All athletes must ensure that they have the appropriate insurance for the trip, and an in date ESTA, please see the worlds information letter for further notes.

Athletes who are to compete as part of ICU teams must prioritize their training with DA at all times, and will have a meeting with the Worlds director prior to the trip to ensure they are planning enough rest time between training requirements. There may be 'risk assessments' put in place to ensure athlete mental and physical wellbeing throughout the trip. Athletes who 'crossover' onto ICU teams must ensure that training schedules for DA are fully communicated to their ICU team manager.

Cheer Athletics Coaches and Staff again congratulate you on earning your spot on a Worlds team! We are looking forward to a wonderful season, full of energy, passion and shining to truly be one of The Best of the Best! If you have any questions, please reach out to your coaches, or Genre Directors. THANK YOU

### **SURVEILLANCE NOTIFICATION**

CA Brands, LLC and Cheer Athletics make limited use of surveillance equipment to include camera and audio recordings. Media is collected from cameras that overlook training areas, common areas, meetings rooms. Cameras are NOT located in areas where privacy is expected, E.G., the restroom.

Our systems are used for liability purposes, insurance claim validation, injury review, and incidents where authorities are called, or violence has occurred. We may also, from time to time, live stream footage into our closed band groups/facebook group or allow other coaches/staff at other locations to view practices or routines. Footage will not be released to any patron or staff member directly. Local authorities, i.e., law enforcement or investigating authorities, with the appropriate level of authority may obtain footage. By signing and entering the facility, including guests and other family members that may enter also, you acknowledge and consent to surveillance in accordance with our stated purpose and use. For inquiries or questions about these notifications contact: Chad Wright ([chad@cheerathletics.com](mailto:chad@cheerathletics.com))

### **CONDUCT EXPECTATIONS AND DISCIPLINE PROCESS**

Appropriate conduct from all athletes, family members, and their guests is always expected. Should any Cheer Athletics member or their family and/or guests choose behaviour that is inconsistent with the Cheer Athletics standards, management reserves the right to remove anyone from our program and premises. This includes but is not limited to verbal, electronic, and physical threats or altercations, derogatory comments about other Cheer Athletics athletes or staff. This policy extends to all members families and at all company and company-attended events.

### **PROGRAM VIOLENCE POLICY**

Cheer Athletics provides a safe place for all athletes and employees. To ensure a safe athletic space and to reduce the risk of violence, all Cheer Athletics athletes, and their families and/or guests should review and understand all provisions of this program violence policy.

#### **-PROHIBITED CONDUCT**

Cheer Athletics does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviours provides examples of conduct that is prohibited: \*Causing physical injury to another person. \*Making threatening remarks. \*Displaying aggressive or hostile behaviour that creates a reasonable fear of injury to another person or subjects another individual to emotional distress. \*Intentionally damaging property or property of another Cheer Athletics member. \*Committing acts motivated by, or related to, sexual harassment or domestic violence.

#### **-REPORTING PROCEDURES**

Any potentially dangerous situations must be immediately reported to a staff member of Cheer Athletics. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counselled, and the results of investigations will be discussed with them.

### **TEAM ROSTERS**

No athlete is guaranteed a spot on our competition teams. Coaches reserve the right to change rosters, choreography, skills in routines, stunt groups, divisions, and/or the competition schedule at any point.

As member of Cheer Athletics, you hereby agree to all membership policies, billing policies, enrollment, drop procedures, terms conditions, registration fees, rules, and regulations as set forth by Cheer Athletics Inc., CA Brands, LLC, and/or partner entities. Cheer Athletics reserves the right to remove athletes from the program if their financial obligation is not upheld. Past due tuition/fees may be subject to a third-party debt collector after 90 days, and parent/legal guardian are liable for all fees, including attorney fees. Accounts sent to collections may be reported negatively on the personal credit report of the primary account holder, including parents/guardian and members over 18 years of age.

**Progressive Discipline Policy** –

Cheer Athletics's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable conduct.

Outlined below are the steps of Cheer Athletics's progressive discipline policy and procedures.

Cheer Athletics reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense.

Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the severity of the conduct or infraction may have on the team, the gym, and the CA organization.

Management reserves the right to change and/or skip steps below depending on the severity of the incident, including and not limited to removal from the program. Nothing in this policy provides any contractual rights regarding member discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the voluntary relationship between Cheer Athletics and its members.

**Procedure Step 1: Counseling and verbal warning.**

Step 1 creates an opportunity for the team coaches and possibly a Level Director to bring attention to the existing performance, conduct or attendance issue. The team coaches should discuss with the member the nature of the problem or the violation of company policies and procedures. The coach is expected to clearly describe expectations and steps the member must take to improve his or her performance or resolve the problem. Within five business days, the coach will prepare written documentation of the verbal counseling. The athlete/parent (for athletes under age 18) will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

**Step 2: Written warning**

The Step 2 written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences. During Step 2, the team coaches and a Level Director will meet with the member to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the member of his or her continued failure to meet performance or conduct expectations. A formal performance improvement plan (PIP) requiring the member's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. The written warning may also include a statement indicating that the member may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

**Step 3: Suspension and final written warning.**

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the member from the gym. When immediate action is necessary to ensure the safety of the member or others, an owner may suspend the member pending the results of an investigation. Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from a Level Directors and a team coach. Depending on the seriousness of the infraction, the member may be suspended without refund. Any refunds will require approval by an Owner.

Step 4: Recommendation for termination of membership The last and most serious step in the progressive discipline process is a recommendation to terminate membership. Generally, Cheer Athletics will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the member from the gym before proceeding to a recommendation to terminate membership. However, Cheer Athletics reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, members may be terminated without prior notice or disciplinary action. Director's recommendation to terminate membership must be approved by the program owner.

Appeals Process Members may have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the member's performance or conduct issues while allowing for an equitable solution. If the member does not present this information during any of the step meetings, he or she will have five business days after each of those meetings to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

**LIABILITY RELEASE (For your information, as previously signed on Iclass)**

As the legal guardian of my designated student(s), I hereby consent to my student(s) participating in this facility's program(s). I recognize that potentially severe injuries can occur in any activity involving height or motion, including tumbling and related activities including cheerleading, tumble track, trampoline, stunting, pyramids, dance, martial arts, gymnastics, and physical activity, in general. I understand that it is the expressed intent of all staff and personnel to provide for the safety and protection of my student(s) and, in consideration for allowing my student(s) to use these facilities, I hereby COVENANT NOT TO SUE and FOREVER RELEASE this facility, affiliated and partner companies and organizations, property owners and lessors, staff, contractors, subcontractors, teachers, coaches, owners, directors and other members involved in this facility's program(s), from all liability and for any and all damages and injuries suffered by my student(s) during instruction, supervision, and/or control during any and all classes, practices, camp/special event or extra activities.

**MEDICAL CONSENT (For your information, as previously signed on Iclass)**

I authorize Cheer Athletics, Inc., and its representatives to consent to medical treatment for me or my child when I cannot be reached to consent. I also give Cheer Athletics, Inc. and its representatives consent to administer the necessary emergency care to stabilize and/or improve the current injury or condition that I or my child may have sustained during activities related to Cheer Athletics instruction, practices, or performances. No prior determination of life threatening emergency or danger of serious permanent injury resulting from treatment need be made under this authorization.

**PHOTO/VIDEO RELEASE (For your information, as previously signed on Iclass)**

I authorize Cheer Athletics, Inc./CA Brands, LLC to use photographs, video, and/or other likenesses of myself or my child(ren) for use in its promotional materials or sales and waive any rights of compensation or ownership thereto

**BILLING AUTHORIZATION (For your information, as previously signed on Iclass)**

I represent and warrant that if I am purchasing an item(s) or paying for a service from Cheer Athletics, Inc./CA Brands LLC or other merchants through this facility that (i) any credit card or debit card information I supply is true and complete, (ii) charges incurred by me will be honored by my credit card company or financial institution, and (iii) I will pay the charges incurred by me at the posted prices, including any applicable taxes, fees, and penalties. CA reserves the right to cancel this authorization and will notify the responsible party by email of such action. I understand that a notice is required to terminate billing, and lack of participation and attendance is not an acceptable form of resignation or "drop request," and I am financially responsible for payment until the athlete is successfully withdrawn from CA as outlined in the Terms and Conditions.

**MEMBERSHIP AGREEMENT**

All enrollments are made via the online registration system. Primary account holders MUST be parents/guardians and/or athletes 18 years of age or older. Primary account holders are responsible for the management and maintenance of account information, including enrollments, billing information, contact information, and athlete information. Parents/guardians and/or athletes 18 years of age or older accept full financial responsibility for any enrollments, all charges, as well as any past due balances, late fees, etc. All tuition/fees are non-refundable and non-transferable. Past due tuition/fees may be subject to a third-party debt collector after 90 days, and parents/guardians are liable for all fees associated, including solicitor fees. Cheer Athletics requires all primary account holders to keep a VALID stored payment method on file, which includes a credit/debit card.

**(For competition teams)** Monthly tuition on recurring services, such as class and team, are due in full on the first of each month. Recurring billing is processed on the 1st of the month and again on the 15th of each month if payment did not clear. Special events and added competitions may be billed on a different schedule. Recurring billing will process the total balance due, including current and past due balances. Accounts with a past-due balance will be charged a £5 late fee on the 2nd of the month and a £10 late fee on the 15th of each month if payment is not processed. All Star tuition/Catch-up and Resignation fees are non-refundable and non-transferable.

In the event of a pandemic-related or similar situation, OR if the season is pushed back, OR shortened a significant amount of time, that could possibly affect tuition rates and/or season end dates: we will consider adjusting the dates/rates if needed and make announcements via email if changes are necessary.

**SPECIAL EVENT/CAMP/WORKSHOP POLICIES**



Tuition for camp, clinics, special events and/or workshops is per athlete and per event. Tuition is due in full at the time of enrollment. The annual registration fee is waived for those participants only attending camp, clinic, special event and/or workshop. Fees are non-refundable and non-transferable.

### **ALL STAR TEAM MEMBER FINANCIAL COMMITMENT & POLICIES**

All Star team tuition is all-inclusive of monthly training tuition (team practices), choreography etc. Team tuition is based on a 12-month period and is not based on attendance, or the number of practices held in any given month. The first month's tuition will be drafted prior to the first practice. All other payments will be processed on the 1st of each month. You agree to the financial commitment of the 12-month season upon enrolling in a tryout and verbally accepting the spot on the team when the guardian/athlete receives a call and/or email from the coach with the team details (i.e., team name, coach names, practice times, etc.). Tuition/fees are non-refundable and non-transferable. Payments received will be applied to team tuition balances first. Athletes with past due balances and no communication may not participate in private lessons, classes, and/or team practices.

All Star team Competition fee is all-inclusive of all competitions for the whole season. Competition fee is based on a 12-month period and is not based on attendance. The competition fee is payable over a 10 month period commencing June. The first month's Competition fee will be drafted prior to the first practice. All other payments will be processed on the 1st of each month. You agree to the financial commitment of the 12-month season upon enrolling in a tryout and verbally accepting the spot on the team when the guardian/athlete receives a call and/or email from the coach with the team details (i.e., team name, coach names, practice times, etc.). fees are non-refundable and non-transferable. Athletes with past due balances and no communication may not participate in competitions.

Cheer Athletics reserves the right to remove an athlete from the program if the financial obligation is not upheld. Fees are non-refundable and non-transferable. Accounts must be current to apply payments to additional events.

General information regarding additional fees for Worlds, Summit, competitions or similar end of season competitions is provided in the All Star Information Packet. Additional details (including registration costs and payment deadlines) are shared once confirmed from the respective Event Producers. Please note that these events implement non-refundable/non-transferable policies or policies with penalties to Cheer Athletics; thus, these fees are non-refundable and non-transferable.

I understand that a notice is required to terminate billing, and lack of participation and attendance is not an acceptable form of resignation or "drop request," and I am financially responsible for payment until the athlete is successfully withdrawn from CA as outlined in Terms and Conditions.

**RESIGNATION: June - August**

Resignation requests MUST be submitted by email to the athlete's team coaches AND [telfordinfo@cheerathletics.uk](mailto:telfordinfo@cheerathletics.uk) . Handwritten, verbal, social media, text message, or leaving the team BAND, is NOT an acceptable form of resignation. Lack of participation does not qualify as a notification of resignation. The online drop procedure for classes is NOT an acceptable form of resignation from an All Star team (Elite or Catalyst/Prep).

Upon receipt of the emailed resignation, parents/guardians and/or athletes 18 years of age or older are FINANCIALLY RESPONSIBLE FOR (1) ADDITIONAL FULL MONTH OF TUITION, regardless of the date of resignation, this fee will be billed immediately upon receipt of the emailed resignation. PLUS FULL BALANCE OF ANY UNIFORMS/TRAINING WEAR/ACCESSORIES required where orders for the athlete have been made already.

**RESIGNATION: September - May**

Resignation requests MUST be submitted by email to the athlete's team coaches AND [telfordinfo@cheerathletics.uk](mailto:telfordinfo@cheerathletics.uk) Handwritten, verbal, social media, text message, or leaving the team BAND, is NOT an acceptable form of resignation. Lack of participation does not qualify as a notification of resignation. The online drop procedure for classes is NOT an acceptable form of resignation from an All-Star team (Elite or Catalyst/Prep).

Upon receipt of the emailed resignation, parents/guardians and/or athletes 18 years of age or older are FINANCIALLY RESPONSIBLE FOR THE REMAINDER OF THE SEASON THROUGH MAY 2024, (INCLUDING ALL UNIFORMS/TRAINING WEAR/ACCESSORIES/TUITION FEES/COMPETITION FEES) - regardless of the date of resignation, this fee will be billed immediately upon receipt of the emailed resignation.

Policy written by Jonathan Smart & Rachael Smart- Review date – as necessary commencing new season