



Handbook 2021-2022 Cheer Extreme Fairfax Cheerleading

Mission Statement

To train athletes to 1) be self-confident, 2) do “their” best and 3) perfect their skills before progressing skills.

Description of the Competitive Program

Each Cheer Extreme Fairfax competitive team’s focus is to train for and compete in National Competitions. Athletes are encouraged in both All-Star cheer but also as student-athletes. We focus on progressing athletes through applied standards for progression and through direct coaching.

Facility Guidelines

For the safety of all participants, only coaches and athletes are allowed on the gym floor. We will not allow parents, friends, grandparents, etc. on the floor. If you need something, please let our front desk personnel know and they will alert the coach. Please help us in this effort to provide the best service to our athletes.

Athletes may store their items in the appropriate space inside the gym while training. Cell phone usage is not permitted during practice, unless approved by a coach.

United States All Star Federation (USASF)

The mission of the United States All Star Federation (USASF) is “to support and enrich the lives of our All-Star athletes and members. We provide consistent rules, strive for a safe environment for our athletes, drive competitive excellence and promote positive image for the sport.” The staff members of our program uphold this mission as well. Each athlete within the program will be required to become a member of the USASF. More information can be found at www.usasf.net. We will provide instructions on how to become a member.

Role of the Staff

The Cheer Extreme Fairfax staff is highly trained, motivated, and committed to the success of your athlete. You can expect the following of the coaching staff:

- Coach for the LOVE of the sport
- Put the welfare of the athlete above winning
- Lead with character and by example
- Develop a positive coaching style
- Continue with training, certifications and education
- Be approachable
- Remain safe and realistic with athlete progression while also challenging the athlete to reach his or her full potential
- Maintain professional relationships with athlete and parent/guardian
- Consistently enforce all disciplinary actions

Role of Athlete

We expect the following from Cheer Extreme Fairfax athletes as members of the team. These expectations will be enforced during practices, clinics, classes, competitions, and any other events.

All athletes are expected to:

- Cheer for themselves to develop and grow
- Attend all practices and competitions.
- Be gracious when you win and graceful when you lose
- Treat fellow teammates, coaches and staff with respect.
- Places their team FIRST
- Accept decisions made by their coaches
- Develop a spirit that allows you to take corrections as a compliment
- Be accountable for your own actions
- Accept and embrace the discipline involved in athletics
- Not participate in internal or external gossip about our program and other programs and their athletes. Any concerns should be addressed and resolved directly.
- Always show good sportsmanship.
- Refrain from communicating on any social media platform with coaches without your parent/guardian directly involved. (See Communication Guidelines)

Role of Parent

Parents are expected to:

- Make this a positive experience for your athlete and all others
- View the routine with team goals in mind
- Demonstrate winning/ losing with dignity
- Encourage their athlete to always treat fellow parents, teammates, coaches and staff with respect.
- Not to express their opinions during practice or coach their athlete from the sideline

- Defer to the coaches discretion regarding team decisions.

ATHLETE OPPORTUNITY

Crossovers:

All crossovers are selected by the coaching staff to participate with parent permission. Any athlete who crosses over to another team will be REQUIRED to pay the crossover fees that is charged by the competition companies. When an athlete is crossing over to another team, they will be charged an extra fee in monthly tuition for the additional practices. They are also required to pay the competition fee, choreography fee, etc. of the crossover level team. The fees will be billed to the athlete's account.

Note: Coaches cannot make exceptions to the crossover fees. All fees are determined and discussed with the Management team.

The team the athlete is originally placed on is their primary team. An athlete may not quit their primary team to be solely on their crossover team. If an athlete is asked to cross over, that may or may not continue throughout the season. The Coaches and/or management reserve the right to change an athlete's crossover status.

Fill-Ins: All fill-in athletes are selected by the coaching staff to participate with parent permission. If an athlete fills in for an injured athlete, the parent must meet with management to discuss possible additional fees such as competition fees, uniform rental, competition prizes, etc. Every situation is different and will be addressed on an individual basis.

Injured Athletes: If an injured athlete wants to accompany their team to a competition and be able to stay with the team in the warm-up area, etc., the athlete must pay the full tuition and competition fees. An injured athlete must be released by a doctor to return to practice or competitive events. Please note it is coach discretion as to when to return the athlete to the routine. This is based on the timing of events and the good of the team.

Practice Policies and Procedures

Practice attendance is mandatory and compliance with the attendance policy below will be enforced for all athletes. An athlete's team position will be jeopardized for noncompliance with all the following terms of the attendance policy.

Summer Practice

- Attendance is critical to your athlete's progress and integral to the success of the team.
- Any absence must be scheduled on the planning calendar by completing an absentee form noting any vacations, camps, game or other scheduled activities preventing an athlete from attending practice no later than two weeks prior to the practice.
- Please keep travel to a minimum as this is a critical time period for developing technique.

Fall Season Practice

- Athletes who may miss practice due to sports or academic activities must communicate absences in order to provide coaching staff ample time to prepare productive practices.

Competitive Season Practice

- The competitive season begins September 2021 and ends May 2022.
- Athletes are expected to attend every practice.
- If an athlete is absent for any reason, whether excused or unexcused, they are responsible for learning ALL routine changes made in their absence BEFORE the next practice.
- We are aware that athletes may participate in school activities that may conflict with practice times. We will make every effort to accommodate these occurrences however communication is essential.

Inclement Weather

- Any gym closings due to weather, or other circumstances, will be decided by 3pm. Any closing due to inclement weather, or any other reasons, may be made up but are not guaranteed to be made up.

Excused Absences

- An excused absence must be scheduled on the planning calendar by filling out the absentee form at least two weeks in advance and must be approved by the team coaches to excuse absences on a case-by-case basis.
- Athletes are only allowed two (2) unexcused absences during competitive season. If a third unexcused absence occurs a parent meeting will be scheduled. Disciplinary action may be taken for noncompliance, which may include but not limited to, removal from the team, being placed as an alternate or removed from various elements of the choreography.
- Unexcused absences are not permitted two weeks prior to an event, performance, clinic or choreography session.

Absences due to Illness, Injury or Family Emergency

- If you are NOT contagious, you should attend practices. You are not required to participate however you must be physically present. If illnesses perpetually occur on an ongoing basis, you may be required to provide notice of your illness, treatment and length of recovery.
- If an athlete is injured, you should notify your coaches of the occurrence immediately. Updates concerning any circumstance that affects the performance ability to perform the physical skills required in fulfilling their role.
- **INJURIES & LIABILITY-** While we strive to provide the safest possible environment for our athletes, injuries and/or illnesses may occur. Cheer Extreme Fairfax is not liable for any expenses arising from injuries or illnesses resulting from participation in our program. We strongly encourage every athlete have their own insurance coverage to defray medical or other expenses.

Family Emergency

- Contact your coaches immediately upon the occurrence of such emergency. Communication is key.

Arrival to and Pick Up from Practice

Please plan to honor your commitment to the team and program. Athletes need to depart the gym when practices are advertised to end. Athletes cannot be unsupervised in the gym between practices and classes. If you have a special situation, please make ADVANCE arrangements to be accommodated.

We will re-choreograph routines based on the athlete's absence and length of the absence. Once the athlete has fully returned, recovered and/or released from doctor care, the athlete may NOT necessarily be choreographed into the routine in the same positions prior to their absence. Every situation will vary and place the team first. "We over ME"

Competition and Camp Attendance

Each competition and camp scheduled is mandatory. Prior to the competition and camp, athletes will be given team specific times for each event.

- **Camp and Choreography Attendance**
We have provided camp dates for choreography and stunt clinics in the Important Dates. Mark your calendars to block off this period to be available to attend.
- **Competition Attendance**
We will provide the competition schedule by August 31, 2021. Athletes will be expected to attend each event. Block off the ENTIRE span of the dates as unavailable as we will not have event information prior to the Thursday of the event week.

COMPETITION EXPECTATIONS

- Competitions are a time for athlete to focus and be fully committed to the team through the event. It is not a vacation.
- Athletes will arrive by a designated time for the events. The program will provide this information the Thursday prior to each event- this is an industry standard regardless of Event Producer.
- Some events may involve travel expectations. Parents will need to arrange for a parent or responsible adult to travel and be responsible for their athlete.

Prior to each competition, members of the program will receive team specific information for each event.

- **Arrival Time-** you must be present and check in to the venue with your representative. If you are tardy, you will be assessed a fee of \$50.

- Meet Time- Athletes will leave all backpacks, purses, jackets with parent/guardian to meet with coaches. Crossover athletes must have their change items with them at this time.
- Warm Up Time- Athletes are schedule by the Event Producer to warm up.
- Performance Time- Scheduled Performance
- Award Time- Athletes scheduled by the Event Producer to attend awards. If your athlete is not present, all prizes and awards are forfeited.
- If an athlete fails to report to an event, dismissal from the team may occur.

Training Dress Code Expectations

- Athletes must wear the specified practice attire.
- Cheer Shoes must be worn at every practice.
- If practice wear is lost, damaged or outgrown, you must purchase a new set to be uniform with your team.
- Hair should be pulled up – out of the face and off shoulders.
- Spandex and sports bra must be worn under practice attire by female athletes.
- No jewelry (including piercings) of any kind is permitted in the training facility. Staff is not responsible for lost or stolen items.
- Fingernails must be kept short. False nails can be a safety hazard to the athlete and teammates and are strongly discouraged.

Competition Dress Code Expectations

- Athletes have two options that may be worn during competition and during award ceremonies- Full Uniform with Provided Cover Up or the “Official” Program Warm Up
- Hair and Cosmetics should be complete PRIOR to entering the venue.
- Proper Shoes are to be worn the entire time -Cheer Shoes OR any other comfortable footwear.
- No jewelry is permitted to be worn at events.

Apparel

- All apparel must be purchased through the program. You may not go to a vendor of your choice and have any Cheer Extreme Fairfax merchandise made without management approval.
- To protect the integrity of the program brand, the logo must not be used without the management authorization.

Season Outlook

- Training begins after team selections in June
- Training will consist of skill building, conditioning, and technique. These sessions are critical to the success of the team.
- Specialized Camps will be held for each team and are mandatory to attend.
- Choreography will be taught by the end of August.

- Routine clean up and perfection will take place in the fall.
- Exhibitions/Competitions will begin in December and conclude in May.

Important Dates

August – Choreography, dates will be determined after tryouts.

July 4 – July 10 – Summer Break

November 24-28 – Fall Break- Gym Closed

December 23- January 2, 2022 New Year Holiday- Gym Closed

We are open all other dates of the season unless otherwise noticed.

COMMUNICATION

- Our organization utilizes email as the primary source of communication through the gym.
- We also use Facebook, Twitter and group text messaging. Keep all your information up to date, so you always stay informed.
- Social media platforms that Cheer Extreme Fairfax use:
 1. Instagram – cheerextreme_fairfax
- **One Simple Rule:** We have just one rule. All communications and interactions between staff and an athlete need to involve at least one other adult.
- **In-Person Contact:**
You may not ever be alone with a student regardless of whether you are in class, in practice, at a competition or off-of-work. If for whatever reason, there is a need to do that, you MUST clear it through management first.
- **Texting and Messaging:**
As an instructor, you should not be texting or messaging any athlete.
- **Apps like Snap Chat:**
If an app does not allow you to include another adult in the conversation, you cannot use it.
- **Group Chats, Group Pages and Group Apps:**
A lot of kids use group chats. If they invite you to be a part of a conversation and you cannot include another adult, you cannot be a part of it.
- **Following on Social Media:**
Younger athletes can follow the professional social media pages but not individual staff.
- **New Apps Are Coming Out Every Day:**
New apps and new forms of communication are being created constantly. Just because we do not specifically name something here does not mean it is not covered.

UNIFORM

Cheer Extreme Fairfax has an exclusive with our uniform provider Varsity.

Uniform fittings will take place during the summer months, date TBD. Payment arrangements are outlined later in this handbook. Uniform amount must be paid in full in order to receive your uniform. You are responsible for the balance of the uniform, ordered for your child, if for some reason your child leaves the program

after the uniform order is placed. Warm Up Suits may be ordered at specific times throughout the season but are optional.

Please take care of your uniform. Uniforms are expensive and will need to be treated that way.

1. Wash your uniform in COLD water.
2. Dry Flat. Do not put in the dryer.
3. Do not dry clean or iron.
4. Do not use Fabric Softeners when washing your uniforms.

MEMBER LOGIN

You are able to access your account 24/7, via the internet. Below are instructions on how to access your account:

1. Go to our website, www.cheerextremefairfax.com
2. Click on Parent Portal Tab.
3. This will bring up a new window labeled "Parent Portal"
4. If it is your first time accessing the portal, click on "Forgot your password or need to get started?"
5. This will open a new box labeled "Portal Account Access Help"
6. Here you will enter the email address you provided on your registration
7. Click "Submit", and the system will automatically email you a password
8. Once you receive the password, go back to the Log-in window, enter your email address and password
9. Once logged in, you may update your password to your liking.

You can perform many functions in regards to your account through our Customer Portal including:

- Update contact information - address, phone numbers, email address, contact names, etc.
- Update health insurance information
- Update credit card information
- Make a credit card payment
- Register for a class, camp, clinic, special event, etc.
- View your billing account - all posted fees and payments
- Add additional children

We would like all families to log-in to your account and become familiar with our Customer Portal. Please make sure you are logging in and using your current account when registering your child. This will avoid creating multiple accounts for your family.

FEE STRUCTURE

	Worlds Level	Senior/Junior	Youth
All-Star Fee	400	400	400
Competition Fee	800	700	600
Tuition	275	260	240

The fee structure is based on athlete level and designed to be all inclusive. New members will be required to purchase a uniform and CEA FFX shoes, estimated cost is \$600. Additional items may be available for purchase throughout the season.

All-Star Fee – includes practice wear, gym membership and registration, bows, t-shirt, and music.

Competition Fee – includes 5- 8 competitions, additional expenses may be required for end of season events to include but not limited to, Summit, The One, Worlds and US Finals

Tuition – practice time, tumble class and choreography

Sibling discounts will be offered off monthly tuition at 10% for the first sibling and 15% for any additional siblings.

ACCOUNTS

1. Monthly tuition is posted to your account on the 23rd of the month, for the following month. Monthly tuition runs through April 2022. At that time, statements are emailed out, to the billing email address on file. Monthly tuition is due no later than the 1st of each month. You will have until the 1st of each month to make payment by cash, check or credit card in the office or online. If payment is not manually made by the 1st, we will begin to process credit cards on file starting on the 2nd of each month. If for any reason your payment is not received, and your credit card cannot be charged, a \$30 late fee will be added to your account.
2. Pricing for has been adjusted to all-inclusive pricing. Please see your Pricing and Sibling Discount Page that was included in Tryout Packet.
3. All accounts must have a credit card on file. We accept Visa, Mastercard and Discover.
4. All returned checks will be billed a \$40.00 Non-Sufficient Funds Check Fee. Checks returned for anything other than Non- Sufficient Funds will be charged a \$20.00 Fee.
5. All money paid is absolutely non-refundable, non-transferable and/or un-assignable, regardless of reason.
6. If an athlete **quits** or is removed/dismissed from the gym, all monies/items paid for will be forfeited. **If athlete quits team after August 1, 2021, a \$500**

Commitment Fee will be charged to your account. This is simply to cover the costs of re-choreographing routines.

7. Athletes are responsible for all fees regardless of date joined.
8. All accounts must be kept current in order to keep an active status on the team.
9. There are no refunds, prorating, etc. for missed practices or competitions for any reason.
10. If your account is past due, we reserve the right to withhold services, privates, classes, open gyms, uniform, practice wear, warm-up, pro shop purchases, etc. Past due accounts will be assessed a monthly fee. Also, if an account falls 30 days past due other actions may be taken to collect funds.
11. Payment is due when services are rendered. You may not “run tabs” on open gyms, classes, privates, pro shop items, etc.
12. **Every All-Star Athlete will receive one appropriate level tumbling class a month from June 2021 to expire April 30, 2022.** These cannot be transferred to another All-Star Athlete. Please check the website for our class schedule to select your complimentary class.
13. **Open gyms will be Friday 7-9 and Saturdays 11-1 unless otherwise noted.** Class athletes are included in the member rates. Non-Members utilize the nonmember rate.

COMMITMENT TO EXCELLENCE

HANDBOOK AGREEMENT

I have read the handbook and the guidelines set forth. By signing this I agree to abide by the expectations, and I recognize the importance of fulfilling these obligations. Should I fail to abide by this handbook, I clearly recognize that my involvement as an athlete can be jeopardized. I understand that cheer Extreme Fairfax reserves the right to change, amend or assess the stated policies.

EXPECTATIONS AGREEMENT

I have read and understand what is expected of my time as an athlete at Cheer Extreme Fairfax. I understand that it is my responsibility to follow through with my commitment and obligations associated with the 2021-2022 competition season. Should I fail to meet these expectations, I clearly recognize that my involvement can be jeopardized.

FINANCIAL AGREEMENT

I acknowledge that I have financial obligations to Cheer Extreme Fairfax and will honor to the payment plan that has been created for me and I understand the no refund policy. I understand that if my athlete leaves the program after August 1, 2021 that I will pay the \$500 Commitment Fee.

PUBLICITY RELEASE

I understand that while my son/daughter will be performing as a member of this program, several pictures will be taken of her/him in competition. From time to time we use these photos for our website and printed marketing materials. By signing below, I grant permission for the use of these photos.

Athlete's Name Printed

Athlete's Signature

Date

Parents Name Printed

Parent/Guardian Signature

Date

Must be turned in at the Initial Parent Meeting:

1. Clear Copy of Birth Certificate
2. This form signed
3. All Star Start Up Fee and June Tuition