

**All Stars Handbook/Contract**

**Welcome to Element Elite All-Star Cheerleading Program!!!**

Athlete’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mission Statement**

Here at Element Elite, it is our goal to provide an atmosphere where our athletes will learn important values of friendship, team work, physical exercise, and leadership. We encourage our athletes to respect their opponents, coaches, officials, and each other. We expect our athletes to exhibit good sportsmanship and fair play.

We want to enhance each athlete self esteem by showing unconditional belief and support for their accomplishments both inside and outside of the gym. We will strive to give solid direction and plenty of inspiration to each athlete through competitive spirit and leadership.

Lessons our athletes learn at our gym will continue on in real life. Hoping our athletes use the things they have learned in the areas of teamwork, commitment, and character to succeed in real life situations. We will teach fundamentals with emphasis on participation, education, safety, and fun. Our mission will be accomplished by continually striving to become better coaches, parents, and fans.

**General Policies**

* Only cheerleaders and coaches are allowed inside the gym. **Starting in August the first Sunday practice of each month will be open to parents, friends & guardians**.
* If you need to speak with your team’s coach about an issue, please speak to them before or after practice, not while they are coaching.
* Practices may be changed or added at any time during the season. We will always communicate with you when these changes happen.
* Withholding an athlete from practice or a competition should never be used as a form of punishment. You are not only punishing your child, but every other child on that team.
* We will do our best to work with your extra-curricular activities. However, if another coach refuses to work with our mandatory practices or competitions, you may have to make a choice.
* No one is allowed to make any items such as clothing, accessories, etc. with “Element Elite”, or our logo, or any derivative of our name without approval.
* Be sure to check email and the gym’s Facebook for any updates.
* Element Elite reserves the right to change athlete’s team and team’s level at any time.
* No one is allowed to post any Element Elite music, videos, or routines on any sort on website, message board, social media, or chat room.
* NO JEWELRY AT ALL DURING PRACTICE AND/OR COMPS! Wearing jewelry of any kind could result in an injury.
* Fingernails must be kept short and smooth. No colored polish for competitions.
* **Absolutely NO cell phones during practice.** We will have a “Practice Time Box” where athletes MUST place phones in before practice. No exceptions. All extra clothing and personal items may be kept in the lockers at the front of the gym, not on the floor.
* The Element Elite Staff may change, add or subtract any rule at any time.

**Code of Conduct for Parents & Athletes**

* NO GOSSIP about any other teams, kids, coaches and staff. If this is a problem, your child could be removed from the program with no refund.
* No profanity or abusive language.
* All Element Elite cheerleaders and Element Elite family/friends need to be respectful to other programs and show good sportsmanship at all times.
* NEVER post any negative comments about any athlete, team, or our Element Elite program on any websites, social medias, chat rooms or message boards. If this is a problem, your child could be removed from the program with no refund.
* There will be no arguing or questioning the decision of the coach or staff.

**Team Placements**

Teams are strategically put together to score as high as possible in competitions. The ability to maximize the score sheet is key to the success of the team. Our goal is to create teams where the majority of the athletes have the minimum tumbling requirement for the level, but some athletes may tumble slightly higher or lower than the minimum requirements. Please trust the Element Elite staff to build teams that will be most successful at competitions.

Element Elite tries to move athletes as little as possible, but understand that there MIGHT BE movement within our program of athletes. Movement can happen based on gaining and/or losing of skills, or the need on a team for certain skills.

Element Elite will create teams that fit into the standard USASF division requirements. Teams will be created by taking into consideration an athlete’s age as well as the understanding that maximum skill level in the division by a MAJORITY of the team is a must for the overall success of the team.

**CHEER TEAM AGE DIVISIONS:** (ages as of Aug. 31, 2019)

*Tinys Up to 6 years of age*

*Minis Up to 8 years of age*

*Youth Up to 11 years of age*

*Junior Up to 14 years of age*

*Senior L1, L2, L3, L4.2, L5 Restricted 10 - 18 years of age*

*Senior L5 12 - 18 years of age*

**Practice Attire**

Athletes must always wear spandex/bloomers and a sports bra underneath their clothing. Clothing may not be offensive and must be worn in an appropriate fashion. All athletes are expected to be in a cheer shoe of their choice. Hair is to be pulled back, out of the athlete’s face, as to not become a distraction. Absolutely NO Jewelry. **\*Shirts are to be worn at all times. There will be no sports bras or bare skin showing whatsoever!**

**Tardiness and Absences**

* Athletes are expected to be at every practice, event, competition and/or team function as dictated by the coach. All competitions are mandatory.
* You are considered tardy if you are not on the practice floor and ready to go when your practice begins.
* All absences must be cleared in advance with your coaches. You MUST let your coach know if you are ill and will not be at practice. Keep in mind that we cannot have productive practices with even one child missing. This is a commitment and absences cannot become an issue.
* Excessive tardiness and absences from practices will not be tolerated and may result in dismissal from the team. Unexcused tardiness and absences from a competition may result in immediate dismissal from the team.
* **Each unexcused absence will result in a $20.00 fee, which will be drafted from your account.**
* Vacations must be submitted in writing to your head coach at least 30 days in advance.
* Athletes are permitted **4 EXCUSED absences and 1 UNEXCUSED absence** from September through April. **Athletes may not miss practice two weeks prior to a competition. No exceptions.** All absences **must** be reported to the athlete’s coach prior to the started practice in order to be excused.

**EXCUSED ABSENCES: UNEXCUSED ABSENCES:**

1. Contagious illness 1. Non-contagious illness

2. Family emergency 2. Homework

3. School cheerleading 3. Transportation problems

4. Required school activity that 4. Birthday, party, school dance, etc.

 results in a grade 5. Extra-curricular activities

5. Pre-planned family vacation

**Competitions**

* All athletes must have hair & makeup competition ready at their designated meet time.
* All athletes must be dressed appropriate at all times, never wearing your skirt unbuttoned, unzipped and/or over pants.
* You must wear your cheer shoes when in uniform.
* At no time at a competition should any athlete be wearing any sort of jewelry. In addition, hair ties cannot be worn on the athlete’s wrist.
* At no time at a competition should you be wearing any nail polish.
* All cheerleaders are encouraged to stay at the same hotel for out of town competitions.
* Any team member under the age of 18 must have supervision at every competition.
* All athletes are expected to attend their awards session and be fully dressed in uniform. Should an athlete be unable to attend their awards session for any reason, this must be taken up with the coach.

***Element Elite will attempt to reserve a block of rooms at a hotel of our choice. Be prepared to pay around $150.00 per night for accommodations which can be split between families. We will do our best to negotiate a lower rate; however we want everyone to know what to expect.***

**Injuries**

Parents need to note that cheerleading is a highly competitive and physical sport and the skills involved such as stunting, jumping, and tumbling could lead to injuries. These include but are not limited to bruises, pulled or strained muscles, torn or strained ligaments, broken bones, dislocations, paralysis or even death. We at Element Elite take every precaution to limit these injuries. Unfortunately, we cannot prevent all injuries. In the event that your child is injured, we will take every necessary step to ensure your child's well-being. All-Star cheerleading is a very strenuous sport. Therefore, all of the athletes in our program are expected to be in top physical condition. This includes flexibility, strength, and endurance. We will have specific conditioning and strength building exercises to make sure your athlete takes all precautions to avoid injury.

**Substance Policy**

Athletes are banned from using DRUGS, ALCOHOL AND TOBACCO PRODUCTS. If any athlete is caught drinking, smoking, or doing drugs, either in person, or via social media posts, they may be immediately dismissed from the program without refund.

**Parents and Relatives**

* It is the parent’s responsibility to get the correct information from their child’s team coach regarding practices, competition, etc.
* All team practices will be closed to spectators during the week prior to competition.
* The coaches reserve the right to close practices for spectators at ANY time for ANY reason.
* Parents, relatives, friends and cheerleaders are **NEVER** allowed to speak with competition officials or competition companies for any reason. Doing so could result in immediate dismissal from the program without a refund.
* Please do not ask your child to do skills that the coaches themselves have not asked them to do to help prevent injury to your athlete.
* If there are any questions or concerns with your team, please contact your team coach.
* At any time are pictures or videos not permitted during all-star practices. Videos of competitions will not be allowed until season is over.
* If a mass email is sent out please DO NOT respond to back to everyone included in the original message, just contact the sender back directly with questions.
* Group me is for coaches to send out information to the parents or the athletes. Group me is NOT for outside conversations or used for negative thoughts or interaction. If you are to have further questions than what we provide, then you are asked to contact your coach or all-star director.

**Media Relations**

Element Elite may use photos and videos of its athletes, members and events on the gym website, social media pages, and/or flyers/posters for various purposes during the season including advertising, team performance critiquing, and demonstration.

Element Elite members may have their pictures and/or video’s taken at events or practices by others. Element Elite is not responsible for the distribution or redistribution of this material.

**Important Dates**

June 3rd – Team Placements, announced at 6pm

June 4th – 6th – MANDATORY Contract Signings

**\*No one will be allowed to attend practices until contracts are signed**

**Choreography Camp Dates (MANDATORY): June 16th – 22nd**

June 22nd – Choreo Completion & Pool Party for Athletes and Family (6-9 @ Sellersburg Pool)

**STUNT CLINIC (MANDATORY)** - (Scheduled TBD)

**Gym Closure Dates:**

* July 4th – 6th: Fourth of July Holiday (Gym Closed)
* ***August 4th: Sunday Practices Begin!***
* August 30th – September 2nd: Labor Day Weekend (Gym Closed)
* October 6th – 12th Fall Break (Gym Closed)
* October 31st: - Halloween (Gym Closed)
* November 21st – 23rd - Thanksgiving Break (Gym Closed)
* December 23rd – January 1st - Winter Holiday Break (Gym Closed)
* March 22nd – 28th – Spring Break
* April 12th - Easter Sunday (Gym Closed)
* May 1st – 3rd - Oaks / Derby (Gym Closed)
* May 29th – 31st - Memorial Day (Gym Closed)

**Important Contact Information:**

For questions about the gym, schedules, programs, etc:

**Helen-Noel Rich Crawley**

ElementEliteTCLLC@Gmail.com

(812)620-9711 (Office Line)

For Questions about Accounts & Billing:

**Sandy Cable**

EETC.CustomerCare@Gmail.com

(812)989-2215

**2019-2020 COMPETITION PRICING:**

\*\*Any bids received (partial or paid) by any team throughout the season will be reviewed and evaluated on a case by case basis, and could potentially cost extra.

**Fundraising**

Element Elite is committed to helping reduce the costs of cheer for its members, as we know it can be very costly, & everything adds up quickly. We will have various fundraising opportunities throughout the competitive season, some of which are optional. We will also have mandatory fundraisers, which will require parents to volunteer for at least 2 (4 hours) shifts, and we will make sure there is a wide range of opportunities in the schedule to accommodate as many people as possible. Each fundraiser may have a different margin of profit and/or benefits to an athlete, & all information, including profits, time lines, and general information will be distributed in advance. All fundraising profits will be put towards the athlete’s account the month after the end of the fundraiser. Do not assume the credits are there until you get an email from us.

**Extra Charges / Fees**

Group Me is a platform for the gym and more specifically, coaches, to communicate with parents. We have had several issues in the past where it has been used for other purposes, and therefore, it is important to note: NO COMMENTS SHOULD BE MADE AT ANY TIME. Anyone caught posting or messaging other parents will be assessed a $10 fee to their account.

Also, Athletes MUST come dressed and ready to go (excluding cheer shoes.) Any athlete who does not arrive in their correct attire for practice will also be assessed a $10 fee.

Tuition for the season includes everything your athlete NEEDS to compete in the program. Occasionally we will offer extras, such as bows or backpacks, that can be purchased from our pro shop if you would like. Payment for these items is the responsibility of the parent, and can only be purchased if you monthly tuition payments are current.

**Billing Information**

* Element Elite is based upon a 12 month season (June-May), and tuition is paid in equal installments, with the largest chucks the first three months due to uniforms and choreography. There are no tuition breaks for gym closures.
* Monthly tuition is due on the 5th of the month, and will be automatically debited. If there is an issue, you must contact us in writing at eetc.customercare@Gmail.com at least 5 days prior to the draft date. Because of the way our system is set up, everyone must draft on the same day, so unfortunately we cannot move your draft day. You are always welcome to pay ahead to keep your account from drafting.
* If you do not wish to do automatic deductions, you can pay by check 6 months or a year in advance. Anyone who pays for a full year before June 5th will receive a 10% discount off their total!
* If you processed payment gets declined, we will email you and let you know. If it gets declined a second month, there will be a $25 fee added to the account. If it becomes a persistent problem, you may be asked to pay 6 months in advance or asked to leave. The key is communication. If you know there will be an issue, PLEASE just contact us, and we can work it out. Without communication, we cannot help.
* For any account credits, fundraisers, or monies dropped in the box. Please do not assume we have received those totals, or that there is a credit on your account until you receive an email from us. If you don’t see an email, and would like to check the status of your account, you can send an email to eetc.customercare@gmail.com.
* All accounts must be current for the athlete to participate in practice, competition, performances, etc.
* Please understand you are signing a 12 month contract, and are agreeing to both participate and pay the amounts below for the entire season. If your athlete no longer wishes to participate, please contact us immediately. If it is agreed that it is in the best interest of all parties to part ways, then you will be responsible for buying out your contract for the remainder of the season. If a uniform has been ordered and Choreography paid, you will be responsible for paying for those items as well as $100 per month for each remaining month.

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| **All-Star Pricing** |  | **Prep Monthly Pricing** |
| **Month** | **Fee** | \* These fees will include your Annual Gym Membership, Monthly Tuition, Practice Wear/ Warm Ups, Choreography, & Music, Uniform, Classes, Bow, Make-up, USASF Membership, Competition Fees, & Coaches Fees.  | **Month** |  **Fee** |
| June | $500 | June | $350 |
| July | $500 | July | $350 |
| August | $500 | August | $350 |
| September | $210 | September | $125 |
| October | $210 | October | $125 |
| November | $210 | November | $125 |
| December | $210 | December | $125 |
| January | $210 | January | $125 |
| February | $210 | February | $125 |
| March | $210 | March | $125 |
| April | $210 |  |  |
| May | $210 |  |  |
| **TOTAL** | **$3,390** | **Total** | **$1,520** |

Credit Card Authorization

(Please Print Clearly) Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Card Type: Visa / MasterCard / Discover Payment Type: Credit / Debit

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