



**Full Year  
Elite & Prep  
Cheerleading & Dance  
Team Handbook  
2019-2020**



# **Cheer & Dance Legendz**

## **Full Year**

### **Elite & Prep**

### **Team Handbook**

### **2019-2020**

Cheer & Dance Legendz is proud to be your gym of choice for the most competitive All-Star Cheerleading and Hip Hop Dance programs in St. Louis. This handbook should answer most of your questions about how our Full Year Elite & Full Year Prep Team programs operate. However, if you have questions after you have read this handbook in its entirety, please email us at [CheerLegendz@aol.com](mailto:CheerLegendz@aol.com) or call us at (636) 536-2800. We will be happy to help you.

Thank you for putting the trust of your athlete(s) in our hands. We look forward to a fun and exciting season!

### **Full Year Teams Explained**

Our Full Year Cheer & Dance competitive teams try-out and begin practices in the early spring and work out for a full twelve months. The late spring and early summer months are spent learning and perfecting skills that will be placed in the routine. In the early fall (about the time school starts) each team receives their choreography for the routine that they will perform at competitions. The early fall is spent perfecting these routines. In late fall (usually about November) the Full Year teams begin to compete at competitions.

### **Elite Cheer & Dance**

The Elite Cheer & Dance competitions are usually two-day events. Some of the competitions are in town, while others are out of town. Because they are two-day events, some competitions require one to two overnight stays in hotels. The number of competitions that are required vary each year, but you can expect around seven or eight competitions between November and April, about half of which are out of town.

The Full Year Elite Teams have the opportunity to be invited to one of the Elite National Championships at the end of the season that are held at the Walt Disney World Resort in Orlando, Florida. (The exception is that Mini teams are not eligible (ages 5-8). The end of the season Elite Championships are known as the Cheerleading and Dance Worlds (for Senior Level 6 Cheerleading & Senior Dance) and the Cheerleading and Dance Summit (for levels Youth 1 up to Senior 5). These invitations or “bids” must be earned at regular season competitions, so it is impossible to predict which teams will go to these prestigious events. However, we have had the honor of having multiple Cheer & Dance Legendz teams invited to these prestigious events each year ~ as of the 2018-2019 season, we have had 40+ teams who have competed at the Worlds and the Summit competitions.

## **Prep Cheer**

The Prep Cheer competitions are one day events. Most of the competitions are in town. There may be a few competitions out of town that require travel to cities in the Midwest. Because they are one-day events, an overnight stay is often not required for the out of town events. The number of competitions that are required vary each year, but you can expect a total of four to six competitions between November and April (with limited travel).

The Full Year Prep Teams **ARE NOT** eligible to participate in the National Championships at the end of the season that are held at the Walt Disney World Resort in Orlando, Florida.

Please note that the information in this handbook relates only to our Full Year Cheer and Dance Elite and Prep Teams. We also have School Year Teams. The tryouts for these teams are in late summer, and the details about this program is in a separate handbook.

### **Practice Schedules ~ Elite & Prep**

After try-outs, our Head Coach will make team assignments and will develop two practice schedules that will include the Elite and the Prep teams. The first practice schedule will cover the summer months and will run from tryouts until Labor Day. The second practice schedule will cover our competition season and will run from Labor Day until our last competition of the season.

Our goal is to provide you with your athlete's team assignments and the summer practice schedule via email by the Saturday following try-outs. The Competition Season practice schedule (Fall/Winter Schedule) will be released as soon as it is ready (most likely in mid-summer).

Our practice schedules are subject to change. However, changes are rare. Should a change be necessary, you will be notified via email and the changes will be posted on our web site, social media outlets, and our lobby bulletin board.

Occasionally, additional practices are required to prepare for a competition. If extra practices are necessary, our goal is to give you at least 48 hours of notice via email. However, it is not always possible to do so. For example, an athlete's sudden illness immediately prior to a competition may necessitate an extra practice with very short notice.

### **Attendance Policy ~ Elite & Prep**

#### **PLEASE NOTE THAT ALL PRACTICES ARE MANDATORY**

Our mandatory practice policy includes all cheer and dance practices. If our coaches observe that an athlete repeatedly misses practices, the situation will be addressed with the athlete and/or parents. Coaches will remind the athlete and/or parents of the importance of attending each squad practice. If unexcused absences persist, the athlete may be dismissed from the program.

A fee is charged for each missed practice and competition according to the following table. The purpose of the fee is to encourage athletes and parents to attend all practices and competitions. From June 1 until July 31, two absences are allowed without incurring the fee. The missed practice fee will be charged for each missed practice regardless of the reason for the absence after two absences in the summer, and for all absences from August 1 until the end of the season. Athletes who are unable to practice because of illness or injury but are present to observe the practice will not be charged the fee.

Type of Practice	Missed Practice Fee
Usual Practice	\$ 10.00 Each practice
Practice the week Prior to a Competition	\$ 15.00 Each practice
Choreography Practice	\$ 50.00 Each practice
Missed Competition	\$ 75.00 Each Competition

Please note that we strongly encourage athletes with minor illnesses and injuries to attend practices to observe. The athletes still absorb a great deal by watching and listening to practices. This also helps the teams progress because time is not lost in reviewing changes with the athletes when they are able to return to full participation.

If your athlete cannot attend a practice because of a *serious* illness or an unavoidable circumstance, please send an email to [CheerLegendz@aol.com](mailto:CheerLegendz@aol.com) before 3:30 p.m. on weekdays or before noon on weekends. **Please do not reach out to individual coaches via personal emails, texts, calls, or social media. The Cheer & Dance Legendz social media pages are not monitored daily, so please do not use social media for messages.**

*All* athletes must be at *every* squad practice during the week immediately prior to a competition. If an athlete misses a practice during this week, they *may not* be allowed to compete in the competition. Each athlete's situation will be handled individually.

The practice schedule may be modified the week immediately prior to, or following, a competition. The decision to modify practices is at the discretion of the coaches. Cancelled practices do not affect monthly membership fee and will not be rescheduled.

If an injury or illness occurs, the coaches will have complete discretion in deciding if the absence(s) will be excused. Athletes who participate in school or other sports activities must discuss attendance with the coaches in advance of scheduling conflicts.

### **Squad Placements ~ Elite & Prep**

At try-outs, you will be asked if you would like to enroll your athlete in the Elite Cheer, Elite Dance, or Prep Cheer program. Within each program, athletes are placed on our squads based first upon their age (on August 31) and then upon their skill and experience level as demonstrated unassisted to the coaches at our try-outs.

There is a myriad of factors that must be considered when placing athletes on our squads – it is truly an art and not a science. Team placement is *fully* up to the discretion of Head Coach. He considers *all* the applicable factors necessary to create the championship teams that have made us Legendz!

Please do not contact the coaches to request that your cheerleader or dancer be moved to another squad within the same program. Squad placements are decided by the Head Coaches ~ neither squad coaches nor tumbling coaches make these decisions. Throughout the summer, the Head Coaches will continually assess your athlete's skills. Your athlete *may* be moved to another squad (within the same program) as their skills change and as the coaches gain a fuller understanding of their abilities. However, it is not guaranteed ~ gaining a new skill does not necessarily mean that your athlete will be moved ~ moves from one squad to another may occur as athletes gain or lose skills. Reassignments from one squad to another (within the same program) are completely subject to the discretion of the Head Coaches

For cheerleaders, the Head Coach utilizes guidelines developed by our national professional association, the United States All Star Federation (USASF), when making squad placements. It should be noted that these are *guidelines* – they are not *rules*, and placements are fully up to the discretion and judgment of the Head Coach.

Please contact us if you would like for your athlete to be moved from one program to another program such as moving from Elite to Prep (or visa versa) or from Cheer to Dance (or visa versa). Please note that these changes can only be honored in the early summer (prior to the purchase of uniforms and choreography) and are limited based upon the availability of open spots on the receiving team.

Cheer & Dance Legendz reserves the right to decline or accept an athlete on a team for any reason except race, religion, creed or sexual orientation. Athletes may be discharged from the program at any time for inappropriate behavior (on the part of an athlete or parent), for poor attendance at squad practices, or for nonpayment of services.

### **Competitions ~ Elite & Prep**

The competition schedule will be set at the discretion of the Owners. All athletes are required to attend every competition in which their team competes. This includes the Cheerleading & Dance Worlds and The Summit Competitions.

Our competition schedule will be distributed to you by Labor Day. Changes may occur during the season, although this is rare.

A set of Competition Guidelines that will guide you in understanding how competitions work will be released prior to the first competition.

Please plan your calendar carefully by taking *all* competitions into consideration. We expect that competition absences be restricted to *major* life events (such as weddings and bar/bat mitzvahs of family and *very* close friends) and emergencies. Please respect that it takes an *entire* team to perform our routines and that our choreographers develop the routines by incorporating your athlete's unique talents into it. Our policy is set out of respect to all our amazing athletes. It is a major disruption (both physically and emotionally) to all squads to change routines to accommodate missing athletes. In order to honor the hard work and extraordinary dedication that our athletes demonstrate in working and perfecting their routines throughout the year, we respectfully ask that you not request that your athlete miss a competition unless it is *absolutely* necessary.

Families arrange their own travel and hotel accommodations for out-of-town competitions. Some Elite two-day competitions require Stay-To-Play bookings in which families are required to book

hotels through the competition's housing service. Elite and Prep one-day competitions generally do not require Stay-To-Play bookings.

Parents are responsible for supervising, or finding adult chaperones, for their athletes at all competitions.

**The Cheer & Dance Legendz staff will not be responsible for chaperoning athletes at any time.**

**Cheer & Dance Legendz will not tolerate any illegal activities on the part of athletes while we are out of town. If a situation occurs, it will be dealt with immediately.**

Competition companies charge each athlete a fee for participating in their competitions. A bill for each competition will be emailed to you from Cheer & Dance Legendz as they become due with a date by which the payment is due to our office. Late payments will be assessed a late fee of \$5 per week (with a maximum of \$20 per month). There are *NO* refunds on competition entry fees.

Elite two-day competition fees range from about \$150 to \$200 per competition. Elite and Prep single day competition fees range from \$100 to \$150 per competition.

Should your athlete be unable to attend a competition because of an injury, illness or any other reason, a substitute will be asked to perform in her/his position. The substitute athlete is not asked to pay the entry fee. **Therefore, you will be required to pay the entry fee for your athlete's position. If a substitute is not required, there is no refund. This policy applies to all competitions, including the Cheerleading & Dance Worlds and The Summit Competitions.**

Families are responsible for paying the staff wages for working at a competition. A charge is added to the entry fee charged by the competition company to pay their wages. This fee will not be refunded. If the amount collected is in excess of the amount required for staff wages, the amount will be applied to the staff expenses. If there are funds remaining after paying the staff's wages and expenses, the funds will be applied to the costs of a future competition staff expense bill. If an athlete does not continue with the program the athlete's account will not be credited.

Families are responsible for the staff's expenses, such as meals, hotel, airfare, etc for all competitions. The staff expenses are divided equally among the athletes and are charged per athlete per squad. For example, if an athlete is a member of more than one team, one fee per team is paid. If there is more than one competition in a given month, the bill may be a combination of the events. Every effort is made to keep expenses as low as possible. In past seasons, our staff expenses ranged from \$0 to about \$75 (out of town) per athlete per competition. Worlds and Summit Competition expenses may be substantially higher. If an athlete is unable to attend a competition, the staff expense fee remains due.

**Please be aware that because of the payment deadlines imposed by the competition companies, many of the competition fees will be due immediately prior to, or during, the late fall and winter holiday season.** While we recognize that this is a financially challenging time for many families, we have no control over the timing in which the competition fees are due. Please take time to plan these competition payments in advance.

Immediately prior to the onset of competition season, you will receive a Competition Guidelines document that will explain the particulars of competitions, including more detailed information about Cheer & Dance Legendz' competition policies.

If the Cheer & Dance Legendz staff chooses to do an exhibition, your athlete will be required to participate.

### **Choreography ~ Elite & Prep**

At Cheer & Dance Legendz, we are known for our extraordinary choreography. An original routine is choreographed each year for each squad, and for this work, all choreographers are compensated – whether they are internal or external choreographers. The cost of paying all choreographers is divided equally among the athletes in each program.

The choreography fee is charged once per season and encompasses the choreography changes for the whole season. The choreography fee is charged per athlete, per squad. For example, if an athlete is on more than one team, one choreography fee per team is paid.

The choreography fee for Elite teams will range from \$275 to \$350. The choreography fee for Prep Teams will range from \$250 to \$300.

Choreography will be developed throughout the summer. Extra practices will be called to teach choreography -- most likely in late summer. We will release a schedule of choreography in the summer.

**Each athlete will earn a position in their routine based upon their individual talent, ability, and skills regardless of their background or past experience.**

All members must pay the full choreography fee regardless of when they join. There are no refunds.

### **Cheer Uniforms ~ Elite & Prep**

Each Elite and Prep cheerleader is required to purchase a competition uniform, cheer shoes, and a hair bow (females only). We also require a practice uniform consisting of Cheer Legendz clothes that must be worn at all practices (policy follows).

The competition uniform is purchased through Varsity Uniforms and are fitted at Cheer Legendz during regularly scheduled practices. At the time of your uniform fitting, payment in full is due. The uniform will not be ordered, and your athlete will not be placed in choreography, without payment in full.

The cost of the Elite Cheer competition uniform is approximately \$450. The cost of the competition shoes is approximately \$100. The cost of the Prep Cheer competition uniform is approximately \$250. The cost of the Prep Cheer competition shoes is approximately \$100.

**Our cheerleading uniforms are custom designed by Anthony. Orders cannot be cancelled. Uniforms cannot be returned. There are no refunds.**

If you choose to discontinue the Cheer Legendz program for any reason prior to receiving your competition uniform, or if your athlete is dismissed from the program, you will receive the uniform after the first competition of the competitive season.

## **Hip Hop Uniforms ~ Elite**

Each Elite dancer is required to purchase a competition uniform and dance shoes. We also require a practice uniform consisting of Dance Legendz clothes that must be worn at all practices (policy follows).

The approximate cost of the Full Year Elite Dance Team uniform is \$250 excluding the cost of shoes.

If you choose to discontinue the Dance Legendz program for any reason prior to receiving your competition uniform, or if your athlete is dismissed from the program, you will receive the uniform after the first competition of the competitive season. **Orders cannot be cancelled. Uniforms cannot be returned. There are no refunds.**

## **All About Practice Clothes ~ Elite & Prep**

A set of practice clothes are required for all squad practices. These items are purchased from Cheer & Dance Legendz. The approximate cost for a full set is \$100 to \$150.

All athletes, including cheerleaders and dancers, Elite & Prep, are required to wear their practice clothes *to every squad practice* after a date that will be provided to you.

At least one full set of practice clothes, consisting of a T-shirt, shorts, and tank are required for female athletes. At least one T-shirt and pair of plain black shorts are required for male athletes. You may purchase more from our pro shop if you would like.

Cheerleaders and dancers should wear their competition shoes to every practice once they are delivered.

Each female athlete should wear their practice shorts, tank, and t-shirt to each squad practice. Their coaches will tell them if they are to work out in the tank or the t-shirt during that practice. Male athletes should wear their practice t-shirt and shorts.

Athletes may be required to run extra laps in the gym if they arrive to squad practice without all pieces of their required practice clothes.

## **Competition Make-Up ~ Elite & Prep**

Our female athletes are required to wear make-up at all competitions. In late summer, prior to competition season, we will release detailed information regarding competition make-up. We expect the cost of make-up to be approximately \$50-\$60 for cheer & dance, elite & prep.

## **Monthly Membership Fee and Registration Fee ~ Elite & Prep**

At Cheer & Dance Legendz, we do not require a contract, nor do we charge a "Quitting Fee" or require a non-refundable quitting deposit. However, it is an expectation that each family comes to our program with a strong commitment to the other families on their squad to complete a full year ~ especially after our choreography work begins in the late summer and early fall. As was stated in the *Competition* section of this handbook, this includes a commitment to attend every competition.

Leaving your squad early, especially at a time in which the routines have developed to their most complex state, causes a great deal of distress for the athletes that remain. *Please note: Athletes who depart from the program after choreography has been established may not be accepted into the program in following seasons.* The decision of whether or not an athlete is readmitted is fully up to the discretion of the owners. Please be respectful of the work and dedication of all the athletes on your squad by committing to completing a full season.

The monthly membership fee covers the squad instructional practices according to the practice schedule. The monthly membership fee for each squad is according to the following tables:

#### Elite Squads Monthly Membership Fee

Age on August 31 & USASF Level	Monthly Membership Fee	Monthly Membership Fee Includes
Elite Cheer Mini (ages 5-8) Level 1	\$ 150.00	Includes 4 hours team practice all season (summer and school year)
Elite Cheer Levels 1, 2, 3, 4, 4.2, 5, 6  Youth (age 5-11) Junior (ages 5-14) Senior Levels 1-5 (ages 11-18) Senior Level 6 (ages 13-18)	\$ 155.00	Includes 5 hours team practice all season (summer and school year)
Elite Hip Hop Mini (ages 5-9)	\$ 150.00	Includes 4 hours team practice all season (summer and school year)
Elite Hip Hop Youth (ages 8-12) Junior (ages 10-15) Senior (ages 12-18)	\$ 155.00	Includes 5 hours team practice all season (summer and school year)

#### Prep Squads Monthly Membership Fee

Age on August 31 & USASF Level	Monthly Membership Fee	Monthly Membership Fee Includes
Prep Cheer Level 1.1 (ages 5-11)	\$ 135.00	Includes 3 hours team practice all season (summer and school year)

Families with more than one athlete in the program receive a discount per additional athlete. Single athletes who join a cheer team and a hip hop team receive a discount on the second team. Squad athletes who choose to take a tumbling class will receive a discount for the class (excluding clinics). The following table outlines the discounts:

<b>Discounts</b>	
<b>Services</b>	<b>Discount</b>
1 <sup>st</sup> Athlete or Team	Full Cost
2 <sup>nd</sup> Athlete, Team, or Class	10% Discount
3 <sup>rd</sup> Athlete, Team, or Class	20% Discount

The monthly membership fee is not pro-rated or refunded for absences, family vacations, breaks scheduled by the gym, cancelled practices, injuries, illnesses, or early departures from the program. Payments may be made by cash, check, money order, Mastercard or Visa credit and debit cards. An Autopay system in which monthly membership fee and competition payments are automatically posted to your credit or debit card each month is an option. The advantage of Autopay is that you need never worry about late fees.

The monthly membership fee is due to our office by **the first day of each month**. Late monthly membership fee payments will be assessed a late fee of \$5 per week (maximum of \$20 per month) until the bill is paid. Cheer & Dance Legendz utilizes a collection agency that reports to credit rating bureaus for accounts that are in arrears. Attachment A outlines our payment & collection policies. Please read it carefully. If you have questions, please let us know and we will be happy to answer them.

An annual \$100 registration fee is charged during the first month of practice. Family discounts do not apply to the registration fee. This fee covers the gym registration and a required USASF registration.

Cash and check payments are made to our office via an envelope system. Please consult the forms organizer that is in the lobby, select the envelope that corresponds to the payment you are making, complete the outside of the envelope, and place your payment inside, and place the completed envelope in the black lock box. Parents enrolled in Autopay need not submit envelopes, with the exception of Private Lessons (explained below). You may also mail your payment to our office at:

Cheer & Dance Legendz  
 17387 Edison Avenue  
 Chesterfield, Missouri 63005

Please be aware that Cheer & Dance Legendz accepts athletes only with a parent(s) commitment to pay the fees. A parent may have an agreement with their athlete that the athlete will pay for Cheer & Dance Legendz services, but if the athlete falls behind in their account, the parent is ultimately responsible for the bill, regardless of age of the athlete.

## Communications

If you have any concerns or suggestions, the Head Coach/owners will be happy to address topics with you. You can call the gym during the day, email us, or come to the office to speak with the Head Coach/owners by appointment. Please do not interrupt any practice at any time to discuss concerns with the coaches. Their job is to coach, and even brief interruptions interfere with their ability to be effective ~ please schedule times to speak with the coaches during a time in which they are not coaching.

**Please contact your coaches during office hours through the email address ([CheerLegendz@aol.com](mailto:CheerLegendz@aol.com)) or at (636) 536-2800. Please do not contact your coaches at their homes, through their personal phone numbers, their personal email addresses, or their personal social media.** While our coaches are a wonderfully dedicated group, they need time away from their jobs as we all do. Social media messages are often overlooked and may be lost.

**Please do not send messages via our social media accounts.** Because our social media is extremely busy, these messages are often overlooked.

Please feel free to email a note to the office or send a handwritten note via your athlete to a coach at any practice. This is particularly helpful if your athlete has an illness or injury that limits their ability to participate fully in their workout. Please describe the illness or injury, the limitation in their activity, and how long you believe the limitation will occur. If the illness or injury is significant, the Head Coach may require a physician's note to excuse the athlete from full participation.

Each athlete has a mailbox folder located in the two-drawer file cabinet in the lobby. It is organized by squad. This mailbox is for **outgoing** mail from the office to the athlete and families ~ **it is not for incoming mail.** The athlete mailboxes are also a handy way for athletes to leave messages for each other and for their Squad Moms.

## Private Lessons

Some of our coaches accept appointments for private tumbling lessons. The cost of the private lesson varies by coach. It is based upon the number of years of the coach's experience. The rates can be found in the front of the Private Lesson Appointment book located at the Front Desk in the lobby.

Stunting private lessons are charged at different rates than tumbling private lessons. Athletes who book stunting privates must weigh less than 115 pounds.

Private lessons can be shared by up to 3 athletes. The cost of the lesson remains the same regardless of the number of athletes. **A consent form, signed by a parent, must be on file for each athlete.**

Payment is expected at the time of the lesson. We accept cash, checks, VISA and Mastercard credit and debit payments.

We can place your name on an Autocharge list in which all private lessons are charged to your Mastercard or VISA on file.

Please place payments in a Private Lesson envelope provided in the organizer located in the lobby. Please complete the information on the outside of the envelope.

If the lesson is shared by more than one athlete, please place all payments in one envelope.

If you are enrolled in the Autopay program, please complete an envelope and submit it to the office. Simply check the “charge my credit card on file” box.

Place the envelope in the black lock box located in the lobby.

**Please monitor your appointments closely. Twenty-four hour advance notice of cancellations is required – if less than 24 notice is received or if you fail to show for your lesson, payment remains due.**

### **New Parents**

If you are a parent who is new to our program, you may find the amount of information you need to absorb to be overwhelming at times! There will be a series of newsletters and emails that follow this handbook as we progress through the season to guide you. The first of which may be on paper (until we get our email lists established), but most will be via email (check your email often!) We space these newsletters out to address subjects as they arise to make it a bit easier for you to digest all the details.

### **Parents’ Roles**

No parent coaching will be allowed at any time during practice. (This includes the delivery of hand and body signals from the lobby.)

Parents are to remain in the lobby and are not allowed in the gym ...**NO EXCEPTIONS!**

Athletes will remain in the gym during the entire practice and will return to parents in the lobby when practice is dismissed.

### **General Gym Rules**

Please respect that only Cheer & Dance Legendz athletes are allowed in the gym and Catz Den. Only instructional activities and coaching occur in the gym. Therefore, no siblings, friends, parents, or athletes who are not working with a coach, are allowed beyond the red doors.

Athletes are not allowed in the gym (beyond the Catz Den) unless they are working with a Cheer & Dance Legendz staff member and are receiving instruction and coaching.

Athletes are not allowed in the Coaches Den (immediately adjacent to the Catz Den) at any time.

**Only water bottles are allowed in the Catz Den. No food or sugared water is allowed in the Catz Den. Eating is allowed only in the lobby. Food or drinks that are not allowed will be thrown away without notice.**

No drinks, including water bottles, may be taken into the workout area beyond the Catz Den.

If you drop your child off for practice, and do not remain with her/him, please note that Cheer & Dance Legendz is responsible for your athlete(s) only during their scheduled practice time. **Please be aware that the building closes at the conclusion of the last practice, and athletes who are not picked up on time will incur a fee based upon the amount of time that the athlete’s ride is late.**

The only jewelry that is allowed during practice is stud earrings. If an athlete chooses to wear a belly ring, or any other jewelry in a piercing, they are placing themselves at risk.

Athletes are expected to be on time and ready to work at all practices.

The words “*I CAN’T*” are forbidden in the gym.

Hair is to be tied back when it gets near shoulder length.

Communication between parents and athletes during practice should be pre-approved by the staff and should be kept to a minimum.

A conscious effort should be put forth to reinforce and encourage healthy dietary habits.

Any talk of inappropriate behavior that took place outside of Cheer & Dance Legendz will not be tolerated.

**Please email ([CheerLegendz@aol.com](mailto:CheerLegendz@aol.com)), or call the gym at (636) 536-2800 for all communications. If you have a coach’s personal phone number, please do not use it. We will not respond to messages through personal phones, email or social media.**

### **Important Office Information**

The Cheer & Dance Legendz office will be open Monday through Thursday 1:30 p.m. to 7 p.m.

The primary form of communication with the Cheer & Dance Legendz office is email. You will receive all updates, newsletters, practice schedule changes, and bills via email. If you email the office, you will receive a much quicker response. Please email us at [CheerLegendz@aol.com](mailto:CheerLegendz@aol.com) and **check your email often.**

### **CLZ & DLZ Boosterz Club**

#### **Boosterz Club Volunteers**

Our wonderful Boosterz club has several opportunities for parents to serve as a Boosterz volunteer. You can request to be a member of the Boosterz Facebook group to get even more frequent updates on Boosterz activities.

#### **Officers & Committee Chairs**

These parent(s) volunteer to be nominated as Board Members and Committee Chairs. These positions are elected by the general Boosterz Club members.

#### **Fundraisers**

These parents will help with fundraising for the Boosterz Club.

## Oddz & Endz

### **Our Web Site & Social Media**

Our web site is <http://www.CheerLegendz.net>. We regularly update our social media accounts. If you are not connected to our social media accounts, please do so soon. We establish secret FaceBook groups for each team's parents in the early summer. It is a lot of fun to be connected socially to other Legendz through our Legendary community!

### **Gym Closings**

The gym will be closed for a few scheduled breaks during the year. For example, we will close for a Summer Break (around the 4<sup>th</sup> of July), a Thanksgiving Break, a Winter Break (around Christmas and New Year's), and a Spring Break (sometime in March). We also close on Easter Sunday, Memorial Day, and Labor Day. Other closures may occur as the calendar warrants, usually on official holidays, non-official holidays, and immediately following a competition that involves travel.

### **Logo and Name Replication**

At Cheer & Dance Legendz we have a pro shop that sells a variety of products with our logo and name. Please feel free to stop by and browse at any time. We love to have suggestions on new products that you would like to purchase.

We also have vendors that are happy to embroider our logo on your items. Just bring them in and we will be happy to drop off and deliver the items for you.

We respectfully request that you restrict the replication of our logo and company name to our authorized vendors. We make this request with the goal of protecting the quality of the products that bear our name and to protect our ownership of our logo and name. This includes the replication of our logo and name by vendors at competitions. Thank you in advance for honoring our request. We appreciate it!



It is important to remember that it will take the support of all of our parents and athletes to make this season a success. Thank you in advance for your commitment to your athlete, your squad, and the program as a whole. And.....

**Welcome to**



*We look forward to another championship season!*



## Attachment A: Financial & Collection Policies

1. Monthly membership fee is due before or on the 1<sup>st</sup> day of the month. A late fee of \$5.00 per week (maximum of \$20 per month) is assessed for late monthly membership fee payments.
2. Competition fees, staff expenses, and various other charges are billed to you approximately a month in advance and are due on the date specified on the bill.
3. A \$5 per week late fee is assessed for late competition fees (maximum \$20 per month) until the bill is paid.
4. Statements may be issued to you via your athlete during the week following the overdue bill. You may be notified by phone and email.
5. If an account is more than 30 days in arrears, your account will be placed on Budget Billing to catch up to date. Your athlete may not be able to participate in the squad practices until the account is brought up to date. Your athlete may be removed from the squad for the season.
6. Fees are not prorated for holidays, missed practices, or vacations.
7. It is your responsibility to keep current on your account. Monthly membership fee is always due by the 1<sup>st</sup> day of the month. Other bills will be forwarded to you via email and posted in our lobby. It is your responsibility to remain current on emails and track payment due dates.
8. It is your responsibility to understand these policies and keep your account paid up to date. Please let us know if you have questions. We are happy to clarify any point of our policies.
9. Cheer & Dance Legendz accepts cash, checks, money order, Visa and Mastercard credit and debit cards. An autopay system is available for monthly membership fee and other charges.
10. Cheer & Dance Legendz reserves the right to request payment exclusively by cash or money order from any customer.
11. Returned checks are subject to a returned check charge of \$30.00.
12. Payments are automatically applied to the oldest unpaid charge in the account.
13. All fees are nonrefundable.
14. Payments can be mailed to:  
Cheer & Dance Legendz  
17387 Edison Avenue  
Chesterfield, MO 63005
15. Should you choose to leave the program prior to a competition in which payment has been made to the competition company, the amount of the competition fee remains due.
16. Cheer & Dance Legendz utilizes a collections agency for overdue accounts and past due accounts may be reported to credit-rating bureaus. Past due balances are subject to collection and attorney fees.

Please read these policies thoroughly and consider them carefully. Please call us at 636.536.2800 or email us at [CheerLegendz@aol.com](mailto:CheerLegendz@aol.com) if you have questions.