



**School Year
Cheerleading
Team Handbook
2018-2019**



Cheer Legendz

School Year Team Handbook

2018-2019

Cheer Legendz is proud to be your gym of choice for the most competitive Cheerleading program in St. Louis. This handbook should answer most of your questions about how our School Year Teams program operates. However, if you have questions after you have read this handbook in its entirety, please email us at 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!

Practice Schedule

After try-outs, our Head Coach will make team assignments and will develop a practice schedule. The practice schedule begins the week of Labor Day and will remain in effect until the last competition in the Spring.

Practices begin the week of Labor Day. The practices are twice per week (most likely) on Tuesday and Thursday evenings for 90 minutes each.

Our goal is to provide you with your athlete's team assignments and the practice schedule via email by the Saturday following try-outs.

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.

Additional practices are occasionally required to prepare for a competition. If extra practices are necessary, our goal is to give you at least 48 hour 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

PLEASE NOTE THAT ALL PRACTICES ARE MANDATORY

Our mandatory practice policy includes all 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. The missed practice fee will be charged for each missed practice regardless of the reason for the absence 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 before 3:30 p.m. **Please do not reach out to individual coaches via personal emails, texts, calls, or social media. The Cheer 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 tuition and will not be rescheduled.

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

Squad Placements

Athletes are placed on our squads based first upon their age and then upon their skill and experience level as demonstrated to the coaches. There are many 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 be moved to another squad. Squad placements are decided by the Head Coach ~ neither squad coaches nor tumbling coaches make these decisions. The Head Coach will continually assess your athlete's skills. Your athlete *may* be moved to another squad 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. Reassignments from one squad to another are completely subject to the discretion of the Head Coach.

For cheerleaders, the Head Coach utilizes guidelines developed by our national professional association, the United States All Star Federation (USASF) and the Amateur Athletics Union (AAU), 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.

Cheer 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

Our School Year Teams will compete at local (day trip) Amateur Athletics Union (AAU) competitions. We are anticipating three to four competitions spanning from January to May. 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.

Our competition schedule will be distributed to you as soon as it is available from the AAU. Changes may occur during the season, although this is unusual.

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 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.

Competitions are local or within “Day Trip” driving distances. Parents are responsible for supervising (or finding adult chaperones) for their athletes at all competitions.

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

Cheer Legendz will not tolerate any illegal activities on the part of athletes while at competitions. If a situation occurs it will be dealt with immediately.

The AAU charges each athlete a fee for participating in their competitions. This fee can range from about \$50 to \$75 per competition. A single bill including all competitions will be emailed to you from Cheer Legendz 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). Once the competition entry fee is submitted to AAU, **NO** refunds on competition entry fees can be made.

Should your athlete be unable to attend a competition because of an injury, illness or any other reason, a substitute may 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.**

Families are responsible for paying the staff wages for working at a competition. A small charge will be included in the competition fee bill to pay their wages. This fee will not be refunded. If the amount collected is more than 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 nor refunded.

Families are responsible for the staff’s expenses, such as mileage and meals, and other travel expenses. 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. Staff expenses are expected to range from \$0 to about \$25 per athlete per competition.

Please be aware that because of the payment deadlines imposed by the AAU, the competition fees bill 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 bill is due. Please take time to plan for the competition payment fee in advance.

Immediately prior to the onset of competition season, you will receive a Competition Guidelines document that will explain the details of competitions, including more information about Cheer Legendz’ competition policies.

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

Choreography

At Cheer 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 all the athletes in the School Year Teams program. The choreography fee will range from \$200 to \$300. The choreography fee is charged once per season and encompasses the choreography changes for the whole season. The choreography fee is charged per athlete by dividing the total cost by the number of athletes on the team. Therefore, the actual cost is dependent upon the number of athletes on the team. If an athlete is on more than one team, the choreography fee for each team is paid.

Choreography will be developed throughout the fall. Extra practices may be called to teach choreography ~ most likely in early winter. We will release a schedule of choreography in the early fall.

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

Each athlete is required to purchase a competition uniform, cheer shoes, and a hair bow and lipstick (females only). We also require a practice uniform consisting of Cheer Legendz clothes for \$100 or less. The practice uniform must be worn at all practices (policy follows).

The competition uniform is fitted at Cheer Legendz during regularly scheduled practices.

The cost of the competition uniform is approximately \$200 or less. The cost of the competition shoes is \$115 or less.

Cheerleading uniforms 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.

All About Practice Clothes

A set of practice clothes are required for all squad practices. These items are purchased from the Pro Shop. The approximate cost for a full set is \$100 or less.

All athletes 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 with built-in bra 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 should wear their competition shoes to every practice as soon as 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 their required practice clothes.

Competition Make-Up

Our female athletes are required to wear make-up at all competitions. We will release detailed information regarding competition make-up prior to the competition season. We expect the cost of make-up to be approximately \$50.

Monthly Tuition and Registration

At Cheer 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 the season. 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.* 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 tuition covers two squad practices per week. The practices include cheerleading and tumbling instruction. Tuition also includes one 90-minute Open Gym (mixed-team) per week. The tuition for School Year Teams is \$130 per month.

Families with more than one athlete in the program receive a discount per additional athlete. Squad athletes who choose to take a tumbling class will receive a discount for the class (excluding clinics). The following table outlines the discounts:

Discounts	
Services	Discount
1 st Athlete or Team	Full Cost
2 nd Athlete, Team, or Class	10% Discount
3 rd Athlete, Team, or Class	20% Discount

Tuition 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 tuition and other 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.

Tuition is due to our office by **the first day of each month**. Late tuition payments will be assessed a late fee of \$5 per week (maximum of \$20 per month) until the bill is paid. Cheer 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 \$75 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 AAU 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 Legendz
17387 Edison Avenue
Chesterfield, Missouri 63005

Please be aware that Cheer 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 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) 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 send a hand-written 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.

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, is required 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 that follow this handbook as we progress through the season to guide you. The newsletters are distributed 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 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 Legendz athletes are allowed in the gym and Catz Den. Only instructional activities & 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 Legendz staff member and are receiving instruction and coaching.

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

Only water bottles are allowed in the Catz Den. No food or flavored 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 Legendz is responsible for your athlete(s) only during their scheduled practice time. **Please be aware that the building closes at the end 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 Legendz will not be tolerated.

Please email (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 Legendz office will be open Monday through Thursday 1:30 p.m. to 8:00 p.m.

The primary form of communication with the Cheer 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 and check your email often.

Parent Volunteers

We have needs for parents to volunteer for the following responsibilities:

Squad Parents

One or two parent(s) will be selected from each team to represent all parents and to work closely with our staff at competitions. These parents will be selected by the owners.

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.

End of the Year Celebration Organizer

These parent(s) will be responsible for setting up our End-Of-Year Celebration.

Special Events Help

These parents will help at special events throughout our season.

Fundraisers

We have a very active Boosterz Club that raises significant funds for athlete accounts.

Oddz & Endz

Our Web Site & Social Media

Our web site is <http://www.CheerLegendz.net>. We regularly update our Facebook, Instagram, Twitter and social media accounts. If you are not connected to our social media accounts, please do so soon. 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 Halloween, a Thanksgiving Break, a Winter Break (around Christmas and New Year's), and a Spring Break (usually in March). We also close on Easter, Memorial Day, and Labor Day. Other closures may occur as the calendar warrants, usually on official holidays, and some non-official holidays.

Logo and Name Replication

At Cheer 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 takes 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. Tuition is due before or on the 1st day of the month. A late fee of \$5.00 per week (maximum of \$20 per month) is assessed for late tuition 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/or email.
5. If an account is more than 30 days in arrears, 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 tuition is always due by the 1st day of the month. Other bills will be forwarded to you via email. 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 our policies.
9. Cheer Legendz accepts cash, checks, money order, Visa and Mastercard credit and debit cards. An autopay system is available for monthly tuition and other charges.
10. Cheer 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 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 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 if you have questions.