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**PITTSBURGH**

**SUPERSTARS**

2022 - 2023 Full Year Prep Athlete Handbook

**FIRST & FOREMOST**

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# **THANK YOU**

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**FOR JOINING OUR FAMILY!**

Pittsburgh Superstars is proud to welcome you to our 16th season! Our program has travel and non-travel competitive teams for all ages and abilities, including special needs. We have graciously earned many state and national titles and taken several teams to the USASF Cheerleading and Dance Worlds since 2007. We have also earned the privilege of competing in the Varsity All-Star Summit since its start in 2013.

Our mission is to emphasize the importance of safety, conditioning, tumbling, and respect for others while enjoying the sport of all-star cheerleading. Every Pittsburgh Superstars team is important to us! Although our goal is to make each team competitive, we want our athletes to learn the lifelong lessons of friendship, helping others through philanthropy events, teamwork, self-discipline, and time management while creating a family-like atmosphere.

We pride ourselves in promoting the importance of balancing education with the sport. Our senior graduates have become World Champions and National champions with various colleges—University of Louisville, University of Maryland, Georgia Tech University, University of Pittsburgh, Robert Morris University, West Virginia University, Fairmont State University, Duquesne University, Penn State, Purdue, Oklahoma State, Gannon and Hawaii Pacific University—just to name a few.

We at Pittsburgh Superstars strive to be a close-knit and supportive program that includes parents, athletes and coaches working together towards a common goal. We strive not only to be a very competitive program, but also a program others respect because of our commitment to excellence, sportsmanship and championship spirit. Pittsburgh Superstars will continue to be the program others emulate due to our high standards and competitiveness.

Welcome to the Pittsburgh Superstars family, it will be a life changing experience!

**Aimee Nicewarner, Owner**  
**Pittsburgh Superstars Pittsburgh, LLC**

# 2022-2023

## Pittsburgh Superstars

Pittsburgh Superstars offers athletes of all ages and abilities the opportunity to grow and develop under the supervision of professionally trained coaches. There is no better place to experience the world of competitive cheer than Pittsburgh Superstars. Our goal is to develop the skills and confidence at every level to prepare athletes to compete at the highest level of competition. From our coaching staff to our facility, Pittsburgh Superstars is proud to offer the premier All Star program in Pittsburgh.

### MEET THE COACHES

Aimee Nicewarner  
Kaylee Kenz

Jan Kenz  
Maritza Armstrong  
Dana Thomas  
Damien Williams  
Becky Troppman  
Courtney Stack  
Gabby Black  
Josh Pugliese  
Abbey Swinderman  
Kayli Perri  
Maggie Kelly  
Lexie Ruff  
Emma McWilliams

Owner, Head Coach  
Prep Director  
Communications and Media  
Office Manager  
Financial Manager  
Tumbling Director  
Elite Coach  
Elite Coach, Cheer Abilities Coach  
Elite Coach  
Prep Coach  
Tumbling Coach  
Prep Coach/Tumbling Coach  
Prep Coach/Tumbling Coach  
Prep Coach  
Tumbling Coach  
Prep and Elite Coach

# Cost Breakdown Full Year Prep

Regular season tuition covers one weekly practice, one weekly tumbling class and extra practices during regularly scheduled practice weeks. Each family is required to create two Gems Up accounts, one for Pittsburgh Superstars and One for PSSB. You must provide a credit card for payments that will be withdrawn automatically.

Level	Tuition per month	Uniform Top & Skirt	Choreo	Competition Bow	Warmup Jacket	Male practice wear package	Female practice wear package	Hair Piece 16'	Backpack
NOVICE	\$95	\$530	\$240	\$35	\$130	\$165	\$245	---	\$85
PREP	\$110	\$530	\$240	\$35	\$130	\$165	\$245	\$65	\$85
COMPETITION FEES:					\$800				
USASF FEE - Must be paid by parent on USASF.NET					\$49	Date: November 15			

- ❖ Female Uniform consists of Uniform Top, Skirt, and Socks.
- ❖ Female practice wear package consists of shoes (\$100), 1 practice outfit (\$85 - this was used last year for full year prep), Program T-shirt (\$25) and 2 practice scrunchies (\$35). Pieces can be purchased individually.
- ❖ Male practice wear package consists of shoes (\$100), Program Tee (\$25) and two practice tanks (\$80). Plain black shorts to be purchases by athlete.
- ❖ Additional costs may be added for skills camp throughout the season
- ❖ Athletes will purchase their own hair pieces (Not Tiny, they wear space buns).
- ❖ Competition fees are an estimate, that is subject to change.
- ❖ USASF Fee is your responsibility, that will not be paid to Pittsburgh Superstars.
- ❖ Prices are made based on previous seasons & estimates done in good faith. Slight changes may occur.

<b>Tryout Fee</b>	\$75 Must be paid in Gems before you can tryout.
<b>Tuition</b>	Due the 1 <sup>st</sup> of every month
<b>Practice Wear Package</b>	Due June 5 <sup>th</sup>
<b>USASF Fee</b>	Due July 1 <sup>st</sup>
<b>Choreography Fee</b>	Due July 5 <sup>th</sup>
<b>Uniform (with socks)</b>	Pay in full \$530 or 3 payments of \$177.00-June 15 <sup>th</sup> , July 15, Aug 15 <sup>th</sup>
<b>Competition Fee</b>	*See payment plans below*
<b>Competition Bow</b>	Due September 15 <sup>th</sup> .
<b>Warm Up Jacket &amp; Backpack</b>	Due on or before Aug 15 <sup>th</sup>

<b>PREP</b>
<b>Competition Fee</b>
<b>*Payment plan</b>
<b>Option 1:</b>
<b>*One payment</b>
<b>\$800</b>
<b>Due: August 15</b>
<b>Option 2:</b>
<b>*Three payments</b>
<b>\$267</b>
<b>Due: August 15</b>
<b>October 15</b>
<b>December 15</b>
<b>Option 3:</b>
<b>*Five payments</b>
<b>\$160</b>
<b>Due: August 15</b>
<b>September 15</b>
<b>October 15</b>
<b>November 15</b>
<b>December 15</b>

## Payment plan options for all competition fees

\*These prices are estimates based on existing figures. They are subject to change but are done in good faith and are accurate as possible. \*

**All fees are NON-REFUNDABLE & SUBJECT TO CHANGE**

# MANDATORY Dates

"Tentative" - Dates will be added for choreography

June 19 <sup>th</sup> , 2022	Gym Closed
July 1- July 4 <sup>th</sup>	Gym Closed
July 17- July 31	Routine Choreography (Mandatory)
September 3- September 5 <sup>th</sup>	Gym Closed (Labor Day)
September 24 <sup>th</sup> & 25 <sup>th</sup>	Gym Closed
October TBD	Dance Choreography
November 24 <sup>th</sup>	Gym Closed (Thanksgiving) If we compete following weekend, Sunday the 27 <sup>th</sup> is Mandatory.
December 23 <sup>rd</sup> – December 25 <sup>th</sup>	Gym Closed (Christmas)
December 31- January 1 <sup>st</sup>	Gym Closed (New Year's)
April 9 <sup>th</sup>	Gym Closed (Easter)

## CROSSOVER POLICIES

- ❖ Athletes are first and foremost a rostered member of their primary team.
- ❖ Athletes must attend all practices of both their primary and secondary team.
- ❖ Athletes are responsible for crossover competition fees. There is no charge for extra team practice.
- ❖ It is at the discretion of coaches/staff to discontinue having an athlete crossover at any time.

## ALTERNATES (FILL-INS) AND INJURIES

- ❖ Upon diagnosis of an injury, alert your head coach immediately and an in-person meeting must be scheduled with the program director.
- ❖ If an athlete becomes injured, we will find a replacement to hold their spot until the athlete is able to return. The injured athlete is required to dress and attend all practices.
- ❖ Parents of the athlete are responsible for paying the competition/coach's fees for any replacement that fills their spot when they are not able to compete. This includes quitting and program removal. Prepaid competition fees are non-refundable.

## BUYOUT FEE

- ❖ If you quit or are removed from the program anytime throughout the season, you will be charged a \$450 buyout fee and the remainder of your tuition payments.
- ❖ No refunds will be given.

## ABSENCE REQUESTS

- ❖ An absence request email must be sent to Kaylee at [kkenz29@gmail.com](mailto:kkenz29@gmail.com).
- ❖ The email must be sent least 2 weeks prior to the date your athlete is missing practice.
- ❖ Anything beyond 3 absences may be grounds for removal from the program.
- ❖ Just submitting a vacation request does not mean it will be approved and excused.
- ❖ Practices are mandatory the week leading up to a competition. Absences will not be approved.

- ❖ **Excused absences:** contagious illness, family emergency, school related event that impacts a grade

## BOOSTERS AND FUNDRAISING

- ❖ Our booster account operates as Pittsburgh Superstars (PSSB).
- ❖ Money earned is applied to the athlete's expenses such as uniform, apparel, choreography, and competition fees. All money earned through fundraising, sponsorship, etc. becomes property of PSSB, our boosters account. If the athlete leaves the gym for whatever reason, no money will be refunded or transferred. There will be no personal checks written for a refund under any circumstances.
- ❖ Fundraising is available throughout the season. A schedule of fundraisers will be posted.
- ❖ Athlete sponsorship is another way to offset costs. The sponsorship letter can be presented to an individual or business. Sponsors are promoted on our website.
- ❖ There will be a one time \$35 fee to cover additional expenses incurred during the season. For example, additional music changes, routine upgrades, gym equipment, spirit gifts, etc.

## PRACTICE & CLASSES

- ❖ Fingernails must be of sport length.
- ❖ Athletes may not video other athletes or teams in the gym without coach's permission.
- ❖ Athletes may not bring food and drink besides water into the gym. Exceptions include crossovers in the gym for more than 4 hours or medical conditions.
- ❖ Please arrive no more than 15 minutes before scheduled practice time.
- ❖ All practices are closed. No parents or spectators allowed in the gym during practice time.
- ❖ Parents of tiny age athletes must come into the gym 5 minutes prior to the end of practice to pick up your child.

## MISCELLANEOUS

- ❖ Anyone can be added to the program at any time for any reason at coach's discretion.
- ❖ All Competitions are mandatory. Missing a competition could result in removal from the program.
- ❖ The competition schedule usually comes out in mid to late June. Schedule is always subject to change.

## POINT OF CONTACT

- ❖ Aimee Nicewarner – Owner/Coach: Emergencies regarding athlete and the program.
- ❖ Kaylee Kenz – Prep Director/Coach: Vacation dates - for tiny and full year prep teams, you must email [kkenz29@gmail.com](mailto:kkenz29@gmail.com) your vacation dates at LEAST 2 weeks prior to leaving on vacation. Please email those and you must get an 'approved' response from me to have your request approved. 3 unexcused absences may result in removal from the program. Emergencies regarding your Prep and Tiny athlete
- ❖ Dana Thomas – Tumbling Director/Coach: All tumbling questions and schedule or tumbling class changes. Please contact Coach Dana at [Dana@pittsburghsuperstars.com](mailto:Dana@pittsburghsuperstars.com) Last minute issues with practices – if you have general questions, please email your coach to schedule a meeting
- ❖ Maritza Armstrong - All Finances, credit cards, payments, payment plans. Anything regarding money related questions to Pittsburgh Superstars. [Maritza@pittsburghsuperstars.com](mailto:Maritza@pittsburghsuperstars.com)
- ❖ Team Moms: During competitions, the team mom is your 1<sup>st</sup> point of contact. They are not to be

contacted at all hours of the day. Please respect that this is a voluntary position and they all have regular jobs outside of Pittsburgh Superstars.

- ❖ Jan Kenz – Office Manager - All other questions regarding boosters, competitions, travel, etc....  
[jan@pittsburghsuperstars.com](mailto:jan@pittsburghsuperstars.com)

## Parent Responsibilities

It is the responsibility of the parent to stay informed. Check your email, our social media outlets, and website regularly. If you are not receiving emails, contact the gym right away.

Unless invited inside, parents, friends and relatives must remain outside the gym.

You are NOT permitted to create, sell, or buy any Pittsburgh Superstars merchandise with the Pittsburgh Superstars logo or name, this includes using just the team names on designs. Before purchasing any Pittsburgh Superstars merchandise off vendor websites, you must email Aimee for approval. Purchasing from another Pittsburgh Superstars location is acceptable.

Social media will be monitored. Parents should refrain from negative, profane, sexual, or harassing posts. Please do not engage in negative gossip about teams, athletes, coaches, or choreography.

Punctuality is a must. Athletes must arrive at least 10 minutes early to practices.

Practice schedules can change. We may add or extend practices.

If you have an issue regarding practice or a team your athlete is on, please do not approach a coach at the gym or at a competition. Wait 24 – 48 hours to schedule a meeting in the office outside of practice times. NEVER interrupt practices, classes, lessons, choreography sessions, etc.

Please do not call or text the staff all hours of the day unless it is an emergency. Please respect their personal time away from the gym.

If an injury occurs with your athlete; you MUST contact the head coach, Kaylee Kenz or Aimee immediately. Please do not leave it to social media or word of mouth for head coaches to find out.

**Birthday Treats:** The parent of the athlete celebrating his/her birthday may bring treats to distribute AFTER practice, and must remain OUTSIDE, as to not disturb the athletes entering or leaving the gym. All trash must be taken care of before leaving by the parent.

Withholding your child from practice as a form of punishment is considered an unexcused absence and may result in your athlete being replaced.

No use of illegal substances (as determined by laws governing age, parental approval does not

exclude athletes from this policy) on Pittsburgh Superstars premises, during competitions, or in Pittsburgh Superstars attire.

Pittsburgh Superstars reserves the right to adjust the competition schedule as deemed necessary. Do not reserve hotels that do not allow for cancellations. There are no refunds for changes to the competition schedule.

In cases where athletes lose skills or become inconsistent with skills during the season, they may be moved to a team that is level appropriate for their skills at the time.

All charges must be current to buy apparel, take privates, or enroll in clinics. If you do not pay on the due dates listed above, your credit card or ACH on account will be charged WITH A LATE FEE the day after payment is missed. A late fee will also be added if the card on file is rejected, this includes declining due to expiration dates. Please make sure your information is up to date on your Gems accounts. **Please make your payments on or before the due date.**

If for any reason you have not paid on the date the items above are due, your athlete will be sat out of all classes and practices until it is taken care of.

All monies paid are nonrefundable.

Pittsburgh Superstars reserves the right to suspend and/or terminate an athlete, without warning, for behavior in violation of our policies by parents, family members and/or athletes. Anyone threatening to quit will be asked to leave immediately; no refunds will be given and buyout fees will be charged.

# ATHLETE RESPONSIBILITIES

## **Attendance is crucial to the success of the team.**

All missed practices must be documented in writing 2 weeks prior to the absence. Failure to notify the gym of an absence (no call/no show) will result in a disciplinary meeting before the athlete can return to practice.

Excused absences: Contagious illness - Family emergency - School related event that impacts a grade.

Practices are mandatory the two weeks prior to a competition. If an athlete misses a practice during this time (injuries are not an exception), coaches reserve the right to take necessary actions to ensure the success of the team including the athlete forfeiting their opportunity to compete and no refunds will be given. Any injury that causes an athlete to miss two or more practices will require a doctor's note to return.

Team placement If an athlete demonstrates a skill at tryouts, they are expected to have the skill throughout the season. If an athlete loses a skill that is utilized in the routine, they have 2 weeks to regain it. If after 2 weeks the athlete has not regained the skill they possessed at tryouts, they may be moved to a more appropriate team.

All team placements, routine positions and stunt spots are at the discretion of the coaches and can be changed at any time.

Pittsburgh Superstars rules! Shoes must be always worn while in the gym! Proper clothing must be worn! Athletes should style hair away from the face. Cell phones must remain on silent and stay in your bag. Bags should be left in designated storage locations. Leave your valuables at home; we are not responsible for lost or stolen items.

No jewelry; it is a safety issue. Athletes are expected to be respectful to staff, parents and teammates, both in the gym and at competitions.

Inappropriate behavior can result in expulsion from practice or immediate dismissal.

Social media will be monitored. Athletes should refrain from negative, profane, sexual or harassing posts, particularly while in Pittsburgh Superstars attire.

No food allowed in the gym.

No use of illegal substances (as determined by laws governing age, parental approval does not exclude athletes from this policy) on Pittsburgh Superstars premises, during competitions or in Pittsburgh Superstars attire.