



POLICIES AND PROCEDURES





2026-2027 POLICIES & PROCEDURES

Thank you for joining us for our 25th season at Top Gun Southwest. Please be sure to read the policies below carefully as all athletes, parents, and fans are held to these standards. The name “Top Gun” as used throughout this document is meant to be all inclusive of Top Gun Southwest, Top Gun All Stars, and all officers, shareholders, agents, and employees. Top Gun reserves the right to change, update, or add to these policies at any time.

Gym Rules

- Only athletes currently participating in a scheduled activity are allowed in the gym. Parents, siblings, and friends must remain outside or parent viewing areas.
- Please help keep our building clean by disposing of trash and putting chairs and tables back to their original locations.
- Siblings and friends must be supervised at all times by an adult, and are expected to refrain from running, rough housing, and rowdy behavior while in the lobby or outside.
- Any person that disrupts a practice will be asked to leave the gym immediately.
- No food, gum, or drinks other than water are permitted in the training area.
- No pets or animals are allowed in the gym or lobby with the exception of trained service animals.
- Top Gun is not responsible for lost or stolen items. Items left in the cubbies are left at your own risk. Please ensure all items have your athlete’s name on them.
- Athletes may enter the training area 15 minutes prior to practice and are expected to leave the training area at the end of their practice or class.
- Athletes should only use equipment under the supervision of coach during practices, classes, or private lessons. Athletes playing in or around equipment before or after practice are doing so at their own risk.
- Fines may be issued to families who are continually late to pick up with no notice.
- Top Gun athletes are expected to take classes & privates ONLY at Top Gun. Exception to this rule is if athletes are visiting a gym/program over 50 miles away from TGSW.

Code of Conduct

- Athletes and parents are expected to keep the gym atmosphere positive by refraining from gossiping or speaking negatively about other athletes, families, or coaches. Families who cannot abide by this policy may no longer be allowed in the parent viewing areas.
- Bullying is not tolerated. Concerns about bullying will result in a parent meeting with possible disciplinary action up to suspension or removal from the program.
- Social media posts by athletes or parents that reflect poorly on Top Gun All Stars will be asked to be removed, and may result in disciplinary action up to suspension or removal from the program. This includes any post on any platform that references athletes, coaches, teams, programs, or competitions in a negative or mocking nature, at the discretion of Top Gun Staff.
- Any parent or athlete threatening to quit their team may be dismissed from the program immediately.
- All gym members are expected to engage with others respectfully. Aggressive behavior, yelling, disrespectful language, or harassment directed at coaches, staff, athletes, or other parents will not be tolerated and may result in dismissal from the program.
- Athletes are not permitted to train at any other competitive All Star Cheerleading gym in the area.



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Teams

- Top Gun retains the right to
 - Place athletes on the team(s) they feel will best suit the athletes and the program.
 - Decide if an athlete may participate on more than one team. If chosen to be on more than one team crossover fees will apply.
 - Decide the roles and/or positions an athlete will have/play on their team(s). For example: flyer, base, backspot, tumbler, alternate.
 - Require that an athlete/team take additional classes, lessons, or camps to improve their skills and/or maintain their placement/position.
 - Require that an athlete/team practice longer than their regularly scheduled time or add additional practices, camps, or competitions if deemed necessary.
 - Move, replace, add, suspend, or even dismiss an athlete for a period of time or indefinitely from a team or the entire program based on criteria including but not limited to: attendance, conduct, skills, finances, parent conflicts, etc.
- Athletes that are invited and elect to participate on more than one team ("crossover") must
 - Be in good financial standing
 - Be willing and able to fulfill all the responsibilities required by each team
 - Be responsible for any additional entry fees they incur beyond their first team
- All elite athletes will be expected to attend a tumbling class per week.
- All routines and choreography including dances, stunts, transitions, tumbling, music selections, editing, etc. are the exclusive property of Top Gun and shall not be shown or discussed with others. No videos of routines/choreography should be uploaded to any online site such as YouTube, Facebook, Instagram, TikTok etc.

Contact and Communication

- Parents are responsible for joining and regularly checking any team communication channels (iClassPro & Band) and remaining in-the-know about their child's team. There is no excuse to be uninformed when the information has been provided through multiple channels.
- Please be sure to turn alerts on for any communication groups so you don't miss important information. No soliciting is allowed within team communication groups.
- Athlete-specific questions or concerns should be brought to a coach or owner directly and privately, please refrain from using parent communication groups in this way.
- Top Gun owners and program directors have an open-door policy and are always happy to schedule meetings with parents regarding concerns.
- Team coaches are always happy to answer questions about your athlete's placement or progress, at the appropriate time. Please follow the following guidelines with contacting coaches:
 - Wait 24 hours
 - Limit contact between 9:00 am - 9:00 pm
 - For emergencies, please contact buckley@topgunswfl.com
- Communication should be limited to your specific athlete's progress and areas of improvement. We appreciate the trust you have in us to create the best teams possible.



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Health and Safety

- All participants must have a current waiver on file and must provide Top Gun with current health insurance and emergency contact information.
- Each family must inform Top Gun of all medical conditions that may limit or prevent their/their child's ability to participate in any Top Gun activities, as well as any medication currently taken.
- Please notify Top Gun of any injuries sustained as a result of participation in any sanctioned Top Gun activities.
- If injured, athletes must provide valid written documentation from a doctor explaining the injury and the duration for which they may be limited or unable to participate in any Top Gun activities. Top Gun reserves the right to require a doctor's note before allowing an athlete to return to training.
- All athletes must refrain from the illegal use of drugs, alcohol, tobacco or any other substances and participate in any drug or health-related testing, counseling, or rehabilitation if asked to do so.
- In the event of an injury, team coaches will decide the appropriate time for an athlete to be put back in the routine. Athletes may not be able to return unless they are fully able to participate in all aspects of the routine. All athletes must be cleared with a doctor's note before participating in a practice.
- In the result of a concussion, athletes are prohibited from participating for 2 weeks from the date of the injury.

Attendance

- Athletes are expected to be present and punctual at all team functions including practices, competitions, choreography sessions, appearances etc. including those added unexpectedly throughout the season. Coaches reserve the right to change routine aspects due to absences.
- Athletes must make Top Gun a priority over any other extracurricular activities.
- Excessive absences or tardiness may jeopardize an athlete's position on their team.
- Attendance the week leading up to a competition is mandatory. If an athlete misses practice the week of a competition, the coach reserves the right to replace the athlete if it is in the best interest of the team.
- Any planned absences should be communicated as soon as possible via email to buckley@topgunswfl.com & coaches directly. Any unexpected absences, such as illness, should be communicated directly to your coach as soon as possible.
- Injured and non-contagiously ill athletes are still expected to attend practices & competitions to keep up with the routine and assist any alternates or fill-ins
- Allotted absences for the season (this includes practices & competitions):
 - 3 allotted for August 3rd - December 20th
 - 2 allotted for January 3rd - March 31st
 - 0 allotted for the month of April
 - 0 allotted for Competition Week Practices



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Competitions and Travel

- All competitions, showcases, and public performances are considered mandatory. Failure to attend a competition without giving at least two weeks written notice may result in a fine of \$200 and potential removal from the team.
- A parent, guardian, or designee must remain on-site with each minor athlete while at competitions. Coaches will assume responsibility for athletes only during their warm ups, performance, and awards.
- A parent, guardian, or designee must accompany each minor athlete during travel competitions. Top Gun All Stars never assumes responsibility for any athlete during team travel.
- Athletes must arrive to the competition by the designated time and will check-in with the coaches/staff/gym owners accordingly.
- Please remember that each athlete, parent, and fan represents Top Gun All Stars while traveling and at competitions. Behavior that would reflect negatively on the program is cause for disciplinary action, up to suspension or removal.
- Athletes and parents are expected to demonstrate good sportsmanship by accepting any placement with dignity and refraining from celebrating the defeat or misfortune of another person or program.
- Parents and fans should never approach any competition official, judge, or event producer.
- Please be sure to thoroughly read the travel guidelines provided at the beginning of the season including permitted travel days and stay-to-play information.

Dress Code

- All athletes must practice good hygiene and maintain a neat and well-groomed appearance
- During team practices all athletes must
 - Wear the designated practice attire, shoes, and accessories
 - Remove all jewelry-permanent jewelry is not allowed
 - Tie hair back away from the face
- During competitions athletes must
 - Wear the designated uniform, socks, shoes, and accessories
 - Style hair and makeup as requested by the gym/coach
 - Remove all jewelry. Jewelry may not be taped over or replaced with clear spacers. Permanent jewelry is not allowed.
 - Adhere to the “Top Gun Look” documents at all times
- Uniforms must fit appropriately and be kept in good condition. Families are responsible for replacing lost, damaged, or ill-fitting uniform pieces.



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Finance

- Parents assume full responsibility for all costs incurred as a member of Top Gun including but not limited to: gym registration, monthly tuition, apparel costs, competition and travel expenses, or any other item(s), or services purchased or rendered regardless of any circumstances that may arise such as dismissal from the team, or disbandment of the team.
- All monthly payments will be made via iClassPro on the 10th of every month.
- Tuition does not fluctuate based on the number or duration of practices in any month.
- Tuition pays for training. It does not pay for the right to perform.
- All payment due dates must be met. A \$25.00 late fee will be assessed in the event that a payment is past due after the 15th of each month.
- Any payment attempts resulting in a NSF (non-sufficient funds), declined credit card, expired credit card, returned check, electronic debits, etc. will incur a \$25.00 service charge. It is your responsibility to update your information with us if your information changes
- An athlete's account must be current and in good standing to participate in practices, competitions, private lessons or special events. Top Gun reserves the rights to withhold items, deny participation, and remove an athlete from their team for failure to keep up with financial obligations.
- Any monies received from an athlete/parent will be applied first to any overdue tuition/fees.
- All tuition/fees must be current before an athlete may collect any clothing/uniform or other retail items.
- If an athlete chooses to leave, or is asked to leave Top Gun for any reason before the season is over, any and all funds and/or payments are completely non-refundable. Any items not yet distributed, regardless if they have been payed for, will remain the property of Top Gun Southwest.
- Top Gun reserves the right to turn over all delinquent accounts to a collections agency and the parent/athlete will be responsible for all additional costs incurred.
- Families may be held financially responsible for building or equipment damages caused by their child.
- Any athlete who chooses to leave a team after August 15th will accrue a \$500 replacement fee.

Licensing and Branding

- The Top Gun name, logos and branding, as well as all team names, logos, images, icons and branding are the sole property of Top Gun All Stars and may not be used, reproduced, or altered without permission.
- NO OUTSIDE MERCHANDISE of any kind can be designed, produced, purchased, donated, or distributed. Merchandise containing the Top Gun name, branding, mascots, logos, team names or abbreviations (SWAT, AK3, Snipers, etc.), team logos, slogans or any other references to Top Gun or specific teams is a direct violation of this policy and may result in fines or dismissal from the program. If you want to make your own apparel, this isn't the gym for you.
- Athletes may not start their own team social media accounts. Any social media account representing a Top Gun team must be managed by our staff.



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Anti-Bullying Policy

Top Gun Southwest strives to create an environment that is welcoming and inclusive for all athletes. We recognize that while not all children in our program will be friends, we expect everyone to conduct themselves with civility and show respect towards their teammates and coaches.

Top Gun Southwest uses the following definition in accordance with the APA and Anti-Bullying Alliance: Bullying is the repetitive, intentional harm of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online.

We have created three tiers of behavior to help us appropriately address athlete behavior and ensure that we are not using the term “bullying” in situations where it is not appropriate.

- **Rude Behavior:** Rude behavior is often unintentional and may include things like cutting in line, bumping into someone, bragging about a new skill or position in the routine, being “bossy” making insensitive jokes or using “bathroom words.”
- **Mean Behavior:** Mean behavior is often intentional and is usually displayed when a child is angry, frustrated, jealous, or upset. Mean behavior may include things like criticizing someone's appearance or skills, teasing, name-calling, yelling, or using insulting or unkind language.
- **Bullying Behavior:** Bullying behavior is intentional, repeated behavior that is intended to make the target feel belittled, less-than, or ostracized. Bullying behavior can include things like making threats, repeated insults or put-downs, gossiping, spreading rumors, and social intimidation or exclusion.

Behavior that is rude or mean can often be resolved with a coach/athlete conversation and restatement of expectations. When athlete behavior escalates to bullying, the following intervention steps will be followed:

1. Verbal Warning
2. Parent Meeting
3. Suspension/Loss of Privileges
4. Removal from Team



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I have read the Top Gun Policies & Procedures in its entirety and understand its contents. I understand the responsibility my child is undertaking by becoming a Top Gun member. I agree to fully support my child and will encourage them to fulfill their commitment. I also understand by signing this contract I am bound to not use my child's participation in this program as a form of punishment as I realize it also punishes their team and the entire Top Gun program. Furthermore, I understand being a Top Gun member is a commitment on the part of the parent as well. I realize when representing Top Gun I must always conduct myself with class and respect. I understand any athlete or parent that does not abide by the rules and regulations contained in this contract, is consistently negative, or acts in a manner that jeopardizes the name and reputation of the Top Gun program, will be subject to removal with no refund. In addition, I agree to give Top Gun full permission to seek medical attention and/or take any actions deemed necessary to ensure the safety and wellbeing of my child and those around them.

ATHLETES NAME: _____

PARENT'S NAME: _____

PARENT'S SIGNATURE: _____