

# Welcome to the Spirit Factory

## Our Mission

We believe that every athlete is a valuable member of our program and we will do our best as coaches to help foster each child's individual skill development in the sport of cheerleading. It is our mission to prepare our teams and athletes to perform to their peak level of ability, ensuring their success on the competition floor. **Spirit Factory All Stars Cheerleading** has developed a highly respected reputation in the all-star cheerleading industry and we intend to not only maintain, but enhance our reputation with each new season. While it is our intent to train our cheerleaders to become outstanding athletes, we also believe that our athletes will gain a tremendous amount of self-confidence and learn valuable lessons in team dynamics. They are taught sportsmanship, goal setting and pride. They learn that with hard work, dedication and determination they can accomplish any task. We believe that becoming a member of the **Spirit Factory All Stars** program rewards not only our athletes, but also enables families to witness the personal growth of their children through athletics. Many of our athletes spend countless hours in the gym working on and perfecting their cheerleading and gymnastic skills. Our coaching staff is privileged to have the opportunity not only to coach these children, but also develop personal relationships with them and their families. We are thankful that you have given us this opportunity because we truly believe our athletes and parents are "**FAMILY.**"

# Why Spirit Factory?

## Family Atmosphere

Every coach has a personal relationship with each child in our gym. Knowing every athletes name, even if they are on a different team. Your child is not viewed as a number, but rather a very important member of a huge family.

## Fundraising

We do supply multiple fundraisers throughout the season.

The big fundraiser we offer is PNC fundraising. Please email Judy Newland [judyn@mnjdigital.com](mailto:judyn@mnjdigital.com) for certification and all details on PNC Fundraising.

### **MANDATORY GYM FUNDRAISER:**

Beachcomber Night- You are responsible for selling 2 tickets per cheerleader, a donation to a team basket, and donations or items for baskets to raffle.

The Beachcomber fundraiser is held in November Date TBA.

If you have any other fundraiser ideas please see Lindsey or email [spiritfactoryallstars@gmail.com](mailto:spiritfactoryallstars@gmail.com)

## Awards Banquet

At the end of each season, we have an awards banquet to recognize each cheerleader, the coaches and parents. This is a celebration of the years events that include all team members and their families.

## Spirit Factory Staff

Many of our coaches at Spirit Factory are teachers Like any strong educator, we push our athletes to their fullest potential, while recognizing and accommodating their diverse needs. We strive to teach life lessons and core values that last a lifetime.

# Spirit Factory All Stars Handbook

## General Policies

- **Only cheerleaders and coaches are allowed inside the gym.**
- If you need to speak with your team's coach about an issue please email [spiritfactoryallstars@gmail.com](mailto:spiritfactoryallstars@gmail.com) and it will be forwarded to the coach.
- Practices may be changed or added at any time during the season.
- Withholding an athlete from practice or a competition should never be used as a form of punishment. You are not only punishing your child, but every other child on that squad.
- We will do our best to work with your extra-curricular activities. However, if another coach refuses to work with our mandatory practices or competitions, you may have to make a choice.
- No one is allowed to make any items such as clothing, accessories, etc. with "Spirit Factory", or our logo, or any derivative of our name without approval.
- Be sure to check the website daily, check emails, and Remind me text.
- No One is allowed to post any of Spirit Factory's music , videos, or routines on any form of Social Media without permission
- When in the gym any additional clothing ( sweats, long pants, sweatshirts, jackets, etc.) must be put the athletes bag, not in the gym.
- NO JEWELRY AT ALL! Wearing jewelry of any kind could result in an injury. Fingernails must be kept short and smooth.
- Accounts must be up to date in order to take private lessons of any kind, including tumbling classes and other SF classes. Accounts must be up to date to attend Us Finals - The One - Summit - or Worlds.
- Coaches will not entertain any conversation regarding placements in a routine or any other child other than your own
- The Spirit Factory Staff may change, add or subtract any rule at any time.

# Spirit Factory All Stars Handbook

## Code of Conduct

- NO GOSSIP about any other teams, kids, coaches and staff.
- No profanity or abusive language.
- All Spirit Factory cheerleaders and Spirit Factory family/friends need to be respectful to other programs and show good sportsmanship at all times.
- NEVER post any negative comments about any athlete, team, or our SF program on any websites, and social media sites. If this is a problem, your child could be removed from the program with no refund.
- Please be respectful and no arguing or questioning the decision of the coach.
- All routines, choreography, stunt positions, tumble positions, and teams are subject to change at any point. There is no "spot" in a routine. Please remember that this is a TEAM sport and we always do what is best for the team NOT an individual.

## Communication

All communication will be done through the Spirit Factory website, email, and remind me program. Competition Information will be emailed by the Wednesday prior to the competition. Please make sure you check the website for closings due to inclement weather. Our website is [www.spiritfactoryallstars.net](http://www.spiritfactoryallstars.net) and email is [spiritfactoryallstars@gmail.com](mailto:spiritfactoryallstars@gmail.com)

## Competition Travel

Any drivable competitions (3-7 hours) will be required to arrive Friday night. The gym will be closed on Friday for travel and will re-open Monday for all normal practices and classes. Any fly away competitions will require a Thursday night arrival and a Monday departure. In this case the gym will be closed Thursday-Monday. All hotels are Stay to Play.

## Billing

Billing questions can be emailed to [spiritfactory1994@gmail.com](mailto:spiritfactory1994@gmail.com). We have a parent portal that has your account information at all times - You can register under our website located on the top part of the home page. This season if you ask for a print out of your account you will be charged.

# Spirit Factory All Stars Handbook

## Holidays and Breaks

Spirit Factory is a 12-month program. We will begin practicing in May 2018 and continue through the end of April 2019 (May 2019 if awarded a bid to The Summit and/or The Cheerleading Worlds). Athletes are expected to attend all competitions. We realize many children and young adults are involved in a variety of activities; however, we cannot make exceptions for schedule conflicts. We expect top priority and 100% commitment and attendance.

**The following dates are available for holidays and vacations throughout the 2018-2019 year only**

May 25th-28th (Memorial Day Weekend), June 29th - July 9th (Summer Break 1)  
August 27th -September 3rd (Summer Break 2) October 30th & 31st (Halloween)  
November 5th - 9th (Fall Break) NOT FOR ELITE TEAMS, November 22nd-24th (Thanksgiving)  
December 22nd-January 1st (Christmas, Hanukah & New Year) April 19th - 21st (Easter Break)

**\*\*IMPORTANT\*\* absolutely no missed practices September-May for vacations. If this policy is violated the child will be removed from the program immediately. Please plan any trips around our breaks and you allow plenty of travel time incase of delayed air travel or other unexpected travel incidents.**

**NEW \*\*Easter Break is only Friday- Sunday this year due to the Cheerleading Worlds - The Summit - The One - or US Finals being the week following the holiday. If your child is to attend these events they will continue practicing. If not their season will be over the prior weekend with an extension of tumble classes\*\***

## Monthly Tuition

12 monthly payments of \$115 Tiny, \$135 Mini-Senior, Senior Ice (Worlds) \$150. Second child is 10% off (on gym tuition only). Fundamentals Show Team will be 12 monthly payments of \$75. Non-Travel \$75 June-August, \$100 September-May. There is no monthly sibling discounts for athletes on the Non-Travel team!

All gym tuition will be paid automatically through our AutoPay. This will be done through either debit or credit card. All credit cards will be drawn the 1st or 9th of the month. If you have a credit to your account your credit will be used instead of your card.

# Attendance Policy

## Absence Policy

Summer and winter practice schedules will be given out once teams have been made. Practices will be twice a week and all are MANDATORY, however vacations will be allowed through the months of May- August ONLY if not exceeding more than 1 practice per week of practice and notified at least 3 weeks prior to the trip. Each practice is important for the success of each team. September- May EVERY practice is mandatory. Abuse of our attendance policy will be grounds for dismissal from the program.

***Some unexcused absences are but not limited to:*** Birthdays, birthday parties, school dances, homework, non-graded school functions, concerts, other sports and High School Football games.

## Sick Policy

Athlete must attend practice when sick and dressed in practice attire. Athletes may not be required to participate; however, they must be present. An athlete may jeopardize their position if this rule is not followed. In addition, you must provide a doctor's note. Extended sickness will jeopardize an athlete's position on the team.

## Injuries

If your child gets injured inside or outside of practice, a coach must be contacted immediately. Once the individual has fully recovered, he or she may or may NOT be choreographed back into the routine. The gym owner/coaches have complete discretion in replacing such individuals for the rest of the season. While injured athletes are required to come and sit in full practice wear .

# Non-Travel

Non-Travel teams will be all athletes ages 5-14. They will practice only 2 hours a week in the summer and 4 hours September-April.

This is a great way to get involved in all star cheer with less commitment!

## Non-Travel Prep Pricing Information

Monthly Gym Fee (no sibling discount rate) .....	\$75 September thru April \$100
Insurance /Registration.....	\$150
USASF Fee.....	\$30
Practice Clothes .....	\$100
Music Fee .....	\$85
Competition Fees .....	TBA
Uniform .....	\$235
Warm Up Jacket Only.....	\$165
Choreography Fee.....	\$120
Competition Essentials.....	\$105

If you have any questions regarding the Non-Travel team please email [spiritfactoryallstars@gmail.com](mailto:spiritfactoryallstars@gmail.com) or call 732-349-8575

# Elite Teams

## Elite Team Pricing Information

Monthly Gym Fee .....	Tiny \$115/ Mini - Senior \$135 / Senior Worlds \$150
Insurance / Registration.....	\$150
USASF Fee .....	\$30
Administration Fee.....	\$25
Practice Clothes.....	\$150 - \$200
Music Fee .....	Tiny Elite \$85 Mini - Senior \$185 - Senior Worlds \$285
Competition Fees.....	TBA
Coaches Fees .....	Range between \$100- \$285
Uniform.....	Boys \$ 325 Tiny Elite \$235 Mini - Senior \$425 Senior Worlds \$475- \$525
Choreography Fee .....	Tiny \$200 Mini - Senior \$350 Senior Worlds \$385
Stunt Camp .....	\$100
Warm - Ups Mandatory .....	\$235 Boys \$165.00
Competition Essentials.....	\$105
Sneakers :	Range from \$75- \$115 - Varsity or Nfinity will be the shoe that must be worn
Extra Cost - US Finals - The ONE - Summit - Worlds	
CANAM or Traveling Tee Shirt .....	\$30
CANAM Bright Green Bow - .....	If new you will get a free one Returning \$15.00 (if you misplaced this season)

If you have any questions regarding the Elite teams please email [spiritfactoryallstars@gmail.com](mailto:spiritfactoryallstars@gmail.com) or call 732-349-8575

# Financial Commitment / Auto Pay

This Agreement is made and entered into this day of, \_\_\_\_\_ 2018,  
between Spirit Factory and the Spirit Factory All Stars and  
\_\_\_\_\_ ("Responsible Party"). The Responsible Party, as parent/  
guardian of \_\_\_\_\_ ("Athlete") hereby agrees as follows:

1. I have read the entire Handbook and understand the commitment, standards and significant financial obligation involved with joining a team and I agree to abide by the policies set forth therein.
2. I understand that competitive cheerleading is a time consuming sport and it is my intention for my athlete to remain at Spirit Factory throughout the entire season. However, if I remove him/her for any reason, I understand and agree that competition fees, fundraised monies, and tuition are non-refundable regardless of whether my athlete continues the season.
3. **I agree to pay all fees due in full each month beginning the first month my athlete joins the team and continuing even if he/she leaves the program, is removed from the program, or the season ends.**
4. I agree to make payments on the first of each month.
5. I understand and agree that if my balance is not paid in full by the 1st of each month, there will be a late fee of \$35.00 added to my account.
6. I understand and agree that if my account becomes more than two (2) months delinquent, it will be sent to a collection agency and I will be liable for any and all fees associated with collection of the account, including attorney's fees.
7. I understand and agree that if my account becomes delinquent my Athlete may be asked to sit out of practices and competitions until the account is caught up and I will not be refunded any money for those missed practices and/or competitions.
8. I understand if my athlete gets injured during the season, it is still my responsibility to pay for the competitions fees and tuition for the remainder of the season.
9. I am aware and understand the NEW ATTENDANCE Policy!
10. All accounts must be paid in full before competing at Worlds or The Summit.
11. All bounced checks are a \$25.00 bounce fee and after the 1st bounce check we will only accept cashiers checks or money orders

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Responsible Party - PRINT NAME

Responsible Party - Signature

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Cheerleaders Name- PRINT NAME