



Sabres Cheer Sport and Tumbling

POLICY MANUAL 2018 - 2019

What's Inside?

At Sabres Cheer, we do our best to make sure families are informed of how we operate our club. This manual will help you understand the policies that govern us as well as each family's responsibilities to help ensure the best possible experience for their child.

Our club is a non-profit society that is overseen by a Board of Directors, consisting of up to 9 parent volunteers. These people do their best, on their own time, to run the gym successfully. We appreciate their efforts & we ask that all families do their part to help out.

Please review the following pages carefully. When you register for a team, each family will receive a Welcome Package that includes this manual, along with a contact list for the Board members so you will know who to contact if you have a question about a particular topic (fundraising, volunteer hours, highway clean up, overdue accounts, etc.) This manual will also be discussed at the first parent meeting of the season (tryouts or second team practice, depending on the team), and all parents / guardians will be asked to sign a document to indicate they have read, understood & agree to the policies as stated in this manual. All athletes, coaches & parents will sign a Code of Conduct for the 2018/19 season. A minimum of one adult family member will complete the parent course for Respect in Sport.

We know that there are many activities for your family to choose from and we know that cheer is an investment of both your finances and your time. We strive to offer the best possible programming for your child & this manual helps us to keep our operations running smoothly. We appreciate your cooperation.



/SabresCheerSportandTumbling



@SabresCheer



Sabres.Cheer

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Registration

All of our registration is completed online at www.sabrescheer.com. You may also give us a call and we will assist you with registration.

Credit card information is required on file. This information is encrypted and your card is not charged unless an electronic transfer is not received by a payment due date.

Payment / Refund Policies

General

1. Sabres Cheer no longer accepts personal cheques for payment.
2. A 3.7% service charge is applied to all credit card payments.
3. Under the current payment schedule, the season investment will be completely paid before competition season starts. A child may be withdrawn from practices if an account is more than 21 days in arrears. Any late payment will be subject to a \$10 fee up to a maximum of \$60. Any late payments & fees must be received and the account brought up to date prior to an athlete being allowed to participate.
4. A credit card must be kept on file. An automatic charge to the card will occur the day after the payment due date, unless electronic funds transfer is received on or before the due date. If a credit card is declined, the late fee will be applied and the account will be considered overdue.
5. Failure to maintain current billing information on file may result in a child being removed from practices until the information is brought up to date.
6. A deposit cheque or cash is required for fundraising. This will not be charged electronically. This deposit must be received within 2 weeks of the start of your child's practice season.

Refunds - Teams

1. Refunds are available only on advance payments. Once a payment is made for a particular due date, it is not refundable.
2. There will be no refunds on uniform, shoes, make-up or other clothing purchases once these items have been ordered.

Refunds - Classes

1. Full refund of the class fee is available if withdrawal from the class occurs prior to seven (7) days of the start of the class, AND **only** if the withdrawal does not cause the class to drop below the minimum number of required athletes. If the position is filled, then the refund applies.
2. If withdrawal is within seven (7) days of the start of the class, then 50% refund will be applied **only** if the withdrawal does not cause the class to drop below the minimum number of required athletes.
3. There is no refund on the insurance fee.

***Sabres Cheer reserves the right to make exceptions to the refund policy on a case-by-case basis.

Communication

It is each family's responsibility to ensure the club has the most up-to-date contact information. Email address & cell phone numbers are required to be on file. All members who are also Facebook members will be added to the Sabres Cheer secret Members' Group as well as to team groups. If you are not already a Facebook member, please consider becoming one solely for purposes of cheer communication. We have "secret" groups for our members and for each team because it is a very fast way to communicate to everyone.

It is most important be part of your team's REMIND text group (details in your Welcome Package.) Also, please make sure you have your coach's cell phone number (provided to you in the Welcome Package.)

Attendance

1. All practices are mandatory unless otherwise stated. The safety and preparation of our teams must be respected. Cheerleading is not like any other sport where substitutions can easily be made. Each athlete is important to the point that an absence will influence the entire team's ability to practice effectively.

NEW: PRIORITY ATTENDANCE FEE - An athlete who misses the practice immediately before a competition or event can be assessed the Priority Attendance Fee. This fee has been implemented this season to ensure that ALL of our athletes are provided the best opportunity to be prepared for performances. The Priority Attendance Fee of \$50 can be assessed if an athlete misses any part of the practice that occurs immediately before a performance. This fee must be paid before an athlete is allowed to practice again.

1. Athletes that are ill, but not contagious, and athletes who are injured, must still attend practice to watch and remain up to date on the routine.
2. Extended absences due to contagious illness or family emergency will be excused, provided it does not impact the team's ability to participate in an event. If an athlete must be absent for an extended period of time, he/she will not be allowed to perform at upcoming events as he/she will be unprepared. The athlete will be reworked into the routine for the next event at the coach's discretion, time permitting.
3. Absences for family vacation will not be excused. Athletes who miss practices due to family vacation will be removed from the routine if deemed necessary to facilitate the team's ability to practice & compete safely.
4. Athletes are expected to arrive at least 15 minutes BEFORE the practice begins. Repeated tardiness will be addressed with a parent / guardian.
5. All competitions and club events are MANDATORY. Athletes who miss a performance will be assessed the Priority Attendance Fee and will not be allowed to participate until the fee is paid. Athletes who miss a performance may also not be returned to the routine in their original position, at the coaches' discretion.
6. If an athlete is going to be absent from practice, coaches must be notified via text or phone call directly to your coach. Posting on the club Facebook "wall" or in the team group is not an appropriate method to contact a coach regarding absence. Coach phone numbers will be provided at the parent meetings & in the Welcome Package.

Safety & Dress Code

1. Jewelry is not permitted at any time. Jewelry includes all piercings. If an athlete has a new piercing at the beginning of the season, he/she may tape it for practices until it can be removed and only if a parent or guardian signs the jewelry waiver. Please note that taping does not prevent injury - removal is the only way to prevent injury. **Athletes may not get new piercings throughout the season; the jewelry policy will not be waived and the athlete must remove the jewelry or not participate.** EXCEPTION: Medic Alert bracelets and Medic Alert necklaces are allowed provided they are taped with clear tape with the information side facing out.

NOTE: Coaches will NOT be responsible for taking care of athletes' jewelry or other personal belongings.

2. Cheerleading shoes or other approved footwear is mandatory. Skateboard shoes, canvas shoes, non-rubber soled shoes or any other non-supportive shoes without laces or secure Velcro are not acceptable. Failure to wear proper footwear will prevent an athlete from participating.
3. Appropriate athletic attire must be worn for all practices. T-shirts or tank tops and shorts are required. Jeans are not acceptable. Shirts should not be oversized and shorts should be secured at the waist. Please demonstrate modesty - underclothing must be concealed, tops must cover chest completely and flyers should wear spandex shorts under loose shorts. Sports bras are allowed uncovered for All Star athletes only and only at the coach's discretion.
3. Graphics on clothing must be appropriate for all ages. Logos supporting alcohol or drugs or graphics considered inappropriate for children will not be accepted.
4. Long hair must be tied back at all times. Bangs must not impair vision.
5. Athletes who are dressed inappropriately for practice will be asked to change. If this athlete refuses, he / she will not be allowed to practice. Please refer to Conduct Expectations.

Conduct Expectations - Everyone Online

1. No athlete, parent, or family member will post any negative comments directly related to Sabres Cheer Spirit, its athletes, coaches or volunteers on any website, social media platform, blog, chat room or any other media; nor shall any member post negative comments regarding any other team or club.
2. Athletes, parents or family members shall not post video of any part of any routine before any competition.
3. No athlete, parent or family member shall post pictures of another athlete in uniform or coach without express permission of that athlete or coach.
4. No athlete, parent or family member may degrade, bully or otherwise comment negatively about another athlete, parent or family member of the club or another club.

Conduct Expectations - Parents / Family Members

A minimum of ONE (1) parent PER FAMILY is required to complete the RESPECT IN SPORT program for parents. The deadline for completion is June 30, 2018 for All Star parents & September 30, 2018 for Prep parents. Failure to meet the deadline will result in removal of an athlete from practices until proof of program completion is provided. If you have already completed the program, you only need to provide proof of completion. If you completed the program last season, you do not need to complete it again this season.

Please note that refunds will not be issued if an athlete must be removed from the program for any parent behavior that is deemed inappropriate or unbecoming of a Sabres Cheer member.

1. Observe a minimum 12 hour "cooling off" period before voicing any concerns. Contact the coach and / or the Head Coach via phone, email, or text to request a phone call or meeting. Concerns will ONLY be addressed through phone calls or in-person meetings. If the 12 hour "cooling off" period is not observed, you will still not receive a response for a minimum of 12 hours following your initial contact.
2. Demonstrate respect for athletes, coaches & parents while in the gym and while at club events. Refrain from speaking negatively about athletes, coaches & parents at all times.
3. Communicate respectfully with all parents, athletes & coaches in the club and in other clubs.
4. Respect coaching decisions. If you have a question or concern, ask. Do not speculate or assume.

Additional Parent / Guardian Responsibilities

1. Discuss behavioural expectations with their child and ensure he/ she is following them at all times.
2. Ensure your child arrives at practices and events on time and prepared.
3. Fulfill all financial, volunteer hour & fundraising commitments.

Class Viewing

Class viewing is generally not allowed in order to allow your child the opportunity to develop listening skills & autonomy. The curtain will be closed for MOST practices throughout the season.

Gym visitors are NOT allowed to address athletes during class. Sitting on the stairs is not allowed.

Only athletes & coaches are allowed on & around the gym floor & equipment.

Sounds carry from the balcony so please keep conversations in a low voice & have your cell phone on silent or vibrate.

Foul language or inappropriate comments will not be tolerated at any time.

Gym visitors who do not adhere to these guidelines will first, be warned and then second, asked to leave.

Conduct Expectations - Coaches

Coaches are required to sign a Coaches' Code of Conduct at the beginning of the season. If you would like to view a copy of this Code of Conduct, please request one directly from the Head Coach.

Conduct Expectations - Athletes

Please note that refunds will not be issued if an athlete must be removed from the program for any inappropriate conduct.

All athletes will be required to sign an Athlete Code of Conduct before taking the floor for the first practice. This will be reviewed at the Team/Parent meeting at Tryouts.

1. Athletes will follow all safety rules and dress code policies.
2. Athletes will inform their coach immediately if they are injured, no matter how insignificant the injury may seem and/or whether or not the injury is cheer related.
3. Athletes will represent our club by demonstrating exemplary behavior at all times at practices & events. Inappropriate behavior may include, but is not limited to, challenging the authority of the coach or person in charge, smoking, drinking, drug use, bullying, relational aggression, profanity, unsportsmanlike conduct towards teammates, coaches, parents, other teams, fans, officials, etc.

Club Fundraising

All athletes competing on a team, in a stunt group or as an individual, are required to participate in club fundraising. We recognize that some families do not wish to participate, so a fundraising deposit of \$350 for All Star teams, \$250 for Prep teams, and \$100 for Indys / Stunt Groups (if an athlete is not already on a team) is in place. This policy is common among non-profit organizations that rely on fundraising dollars to maintain operations. You may pay out your fundraising commitment at the time of registration or submit a post-dated cheque, dated Feb.15.2019, for your required amount at the time of registration. Cash is also accepted as deposit. For families with more than one child in the program, only one fundraising deposit is required per family. Fundraising deposits cannot be secured through electronic payments.

This season's fundraisers will be: Mundare sausage & jerky, cash raffle (minimum mandatory sale of one book of tickets), VIP Foods, and Mom's Pantry. We will inform families of the profit-per-item for each fundraiser, therefore, everyone will know how many items need to be sold to meet the commitment. Each family is required to bring in a profit for the amount of their deposit.

If a family generates a profit greater than the amount of the deposit, the cheque is returned. If a family generates a profit of less than the amount of the deposit by the due date, the cheque is cashed & the amount fundraised to date is returned. Families will have further opportunities after the due date to fundraise the difference back and achieve the total profit.

NOTE: *Travel fundraising is separate from club fundraising & does not count towards club fundraising.*

Volunteer Hours

New this year, the Volunteer Hour Fee has been included in the Season Investment. This means that you pay for your volunteer hours with your fees, but you can earn the money back by volunteering. Each volunteer hour is worth a \$25 refund or credit to your account.

Families with athletes on an **All-Star** team can be refunded for as many as 4 volunteer hours. Families with athletes on a **Prep** team can be refunded for as many as 2 volunteer hours. Families with more than one athlete enrolled will receive the additional child discount which means you do not pay for your volunteers hours more than once.