



## **ALL-STAR TEAM RULES & GUIDELINES FORM**

In "YOUR HOUSE" you have your own set of rules. If we come to your house we will respect and follow all of your rules, and we will never ask you to change your rules.

In "OUR HOUSE" we have our set of rules. We expect that you will respect and follow our rules, and that you will not ask us to change any of our rules either.

### **GENERAL GUIDELINES**

1. Anyone wishing to participate in ANY West Coast Extreme activity MUST have a signed Information Form and Parent Permission, Release, and Enrollment Policy Form on file before they can participate. If you are under the age of 18 your parent/guardian MUST BE the one to sign. No Exceptions!
2. Any participant joining a WCE team must also have a signed Financial Agreement Form, Rules & Guidelines Form, Initialed Cost Sheet, as well as a credit/debit card on file. If you are under the age of 18 your parent/guardian MUST BE the one to sign. No Exceptions!
3. The use of alcohol, tobacco, and or drugs will not be tolerated and are grounds for immediate removal from a team or class.
4. The use of foul language will not be tolerated and is grounds for immediate removal from a team or class.
5. Stealing from team members, the gym, the Pro-Shop and in general will not be tolerated and is grounds for immediate removal from a team or class
6. Both Parents & Participating Members must treat all WCE participating members, coaches, and staff with courtesy and respect.
7. The name "West Coast Extreme" and or "West Coast Extreme All-Star Cheerleading" and our logos are the property of West Coast Extreme, LLC. and are protected under law. Permission is required before anyone may use or sell any product that uses or displays our name and or logo. All sales involving West Coast Extreme merchandise must go through West Coast Extreme, LLC. No one can produce ANYTHING with the words "West Coast Extreme All-Star Cheerleading" and or our logo, in any way, and or in a different format without the owner's direct permission.

### **FACILITY GUIDELINES**

1. No outside food or drink is allowed in the gym, except for water bottles filled with water only, and items purchased from our vending machines. No outside food will be allowed.
2. No gum chewing is allowed in the gym at any time.
3. No running in the gym will be allowed except when participating in team or class workouts.
4. Please keep the gym, lobby, and rooms clean. Throw away all garbage and take belongings with you.
5. WCE is not responsible for any lost or stolen items. A "Lost & Found" is available to you in our front office. However, after 30 days all items are donated.
6. Cheerleaders should not wait outside for parents, but should wait inside, in the designated seating area. WCE will not be responsible for your child once he/she has left the building.
7. Misuse or lack of respect for the gym or any gym equipment will not be tolerated and is grounds for immediate dismissal.
8. A maximum of 2 people are allowed on the trampoline at one time. (example - 1 instructor/1 student)
9. Safety is our first concern. Dangerous or illegal maneuvers will not be tolerated. No stunt or use of equipment can be used without a staff member present and aware.
10. All accidents and or injuries MUST BE reported immediately to the WCE staff and Program Director, so proper actions can be taken. Should a child's accident or injury cause them to miss practice for recovery time, a doctor note will be required to return to participate.

### **FINANCIAL GUIDELINES**

1. Tuition is due on the 1<sup>st</sup> of every month and late after the 5<sup>th</sup>. A \$25.00 late fee will be charged after the 5<sup>th</sup>. Regardless on which day the 1<sup>st</sup>-5<sup>th</sup> fall on, you are required to have your payment in, on time, or you will be charged a late fee. If mailing in a payment; payment still must be received at WCE by the 5<sup>th</sup>, this does not mean it should be postmarked by the 5<sup>th</sup>, this means it MUST BE at WCE prior to the 5<sup>th</sup>.
2. All team member parents MUST have a current credit/debit card on file with WCE in order for their child to participate on a WCE team. Should tuition or associated costs not be received by the 5<sup>th</sup> of the month at 5:00pm, your credit/debit card will be billed and will prevent further late fees and suspension of your child's participation.
3. A \$25.00 fee will be charged on all returned checks, NSF checks (non-sufficient funds), declined credit/debit cards, and expired credit/debit cards regardless of reason.
4. Tuition is based on 12 calendar months. Some months have 4 weeks, and some have 5 weeks; thus we do not prorate tuition for holidays or vacations. Time-off/Vacation time is already factored into tuition and will not be refunded or prorated for. Tuition does not fluctuate based on the number or duration of practices in any month.
5. Tuition will not be pro-rated for injury, vacation, sickness, or required family visitation.
6. As a Parent/Participant, you understand that you are fully responsible for paying tuition for the 12 month season in which you/child enroll regardless of if you leave mid-season or not.
7. West Coast Extreme, LLC., charges a Separation Fee if a team member chooses to stop participating on a team at any point of the year for any reason. If you wish to drop your team at any point mid-season, regardless of any and all reasons, a 30 day written notice on the 1<sup>st</sup> of the month is required, and no refund will be given for any tuition paid. The purpose of paying last months tuition is to pay for the last month of the year/season. If you quit or are removed at any point mid-season, for any reason, you forfeit all tuition payments, installment payments, nationals payments, and any other associated costs made and will be required to pay a mid-season separation fee equal to three months tuition as well as paying for tuition the remainder of the season. (example – Tiny Tuition is \$65.00 per month X 3 = \$195.00 separation fee) The last month's tuition is separate and not included in this fee
8. Uniforms items will be purchased by student/parent and will remain their property. Uniform orders of any kind cannot be cancelled and refunds cannot be given. Should there be a balance owing all uniform items will remain property of WCE until such balance is paid in full.
9. Accounts must be current in order to receive any uniform items.
10. In general WCE has a NO REFUND policy for all items purchased, tuitions paid, national payments, travel expenses, and deposits, etc.
11. As a Parent/Participant, you understand that you are fully responsible for paying all expenses incurred by your child/self.
12. As a Parent/Participant you understand that financial obligations will include uniforms, warm-ups & bag, summer camp, competition fees, choreography fees, and travel/accommodations to local and National competitions. Should any travel arrangements be made, deposits paid, uniform items ordered, etc, you will be fully responsible for paying for them in full regardless of any and all reasons if you or your child quit or are removed from the program.

13. Any cheerleader who makes a West Coast Extreme competitive team, has a financial obligation to West Coast Extreme, LLC. You are obligated to pay tuition during the 12 month season in which you enroll. Tuition is non-negotiable. Please understand that we will not make exceptions for injured participants or for absences. You must fully commit to the West Coast Extreme, LLC. program, being injured or absent you are still a part of the team. By signing the Parent Permission, Release, and Enrollment Policy Form, you are giving your full commitment to West Coast Extreme, LLC., and the financial obligation that comes with participating in our competitive program for the full season.
14. WCE Parent Association offers several fundraisers throughout the season to offset any costs of uniforms, nationals, etc. Each child has an account set up for them through the WCEPA. Should your child earn any money, it is available to you to use for costs. If your child leaves WCE, any money in their account will remain property of WCEPA.

## **PRACTICE GUIDELINES**

1. Have a positive attitude! A good attitude is a must!
2. All team members must agree to work hard in practice and conditioning exercises to improve performance and prevent injury. You must agree to maintain an aggressive, competitive attitude, to keep a good attention span, and to work toward the development of the team.
3. All team members need to arrive 10 minutes before class begins to begin stretching.
4. Competitive cheerleading is a team sport that requires regular attendance by all team members. WCE works extremely hard to develop calendars that are workable for their teams. Once a calendar is published, the practice dates are firm, and all team members are required to attend.
5. All scheduled practices are MANDATORY. Sickness, family emergency, or pre-arranged absence is the only reason to miss practice. **If you are sick, but not "bed-ridden" or contagious, it is suggested that you come to practice and not participate, so that you do not miss out on important information and or changes. Commitment to your team must be a priority.**
6. All team members will not be allowed to miss any practices two weeks prior to each competition. Practice, two weeks prior to a competition/performance, is extremely important to the building, peaking, timing and execution of a routine. Absences during this time frame may result in position changes and/or the removal of the cheerleader from the competition team.
7. All absences must be cleared with your team coach/coaches BEFORE you miss a practice. An email, or a handwritten notice for pre-arranged absence from practice will be expected.
8. Unexcused absence is grounds for dismissal from your team per the discretion of the Program Director and coach.
9. Tuition pays for training. It does not pay for the RIGHT to compete. A member earns the right to compete through hard work and commitment. A member that does not follow the rules will not be allowed to compete per the coach decision.
10. If you are injured, you are required to attend practice and watch.
11. If you must be late, call your coach directly, ahead of time.
12. Pagers and Cell Phones MUST BE turned off while at practice.
13. There are no make-up practices due to absence.
14. Cancelled practices may be rescheduled. Refunds will not be given for a cancelled practice. Generally teams have additional practices throughout the year that will more than make up for a cancelled practice.
15. Additional practices may be called by the coach as necessary during the performance/competition season. No additional charge will be assessed.
16. Safety is our first concern. Dangerous or illegal maneuvers will not be tolerated. No stunt or use of equipment can be used without a staff member present and aware.
17. Parents, Family, Friends, Boyfriends, & Girlfriends are NOT considered a part of your team. YOU MUST have prior permission for any guest to come and watch a practice.
18. The use of foul language will not be tolerated and is grounds for immediate removal from a team or class.
19. Quitting is defined as leaving the team for any reason. Walking out of practice will also be considered quitting. No person who has quit the team may be reinstated on a team without approval from a Program Director and the coach. Removal from a team or class may be caused by, but not limited to, excessive absences or tardiness, misconduct that represents WCE poorly in any manner, insubordination, failure to follow rules, or a parent's "negative" interference. Your remaining season tuition payments will still be due when quitting or being removed from a team or class, as well as a separation fee.

## **APPEARANCE GUIDELINES**

1. Do not loan out any piece of your uniform at anytime, to anyone.
2. All members must be dressed in proper practice clothes at practice including proper practice shoes.
3. NO JEWELRY. It is a USASF & National Federation Guideline.
4. Hair must be worn up in a "ponytail" at practice with practice bow.
5. Nails must be kept short at all times for practice and must have clear polish or a white French manicure for competitions.
6. "Performance" hair and make-up are not an option if you are on a team that performs in any aspect. YOU MUST look the part when representing WCE in any manner.
7. Hair must be long enough to properly wear in a "ponytail" by competition season.
8. All uniforms MUST BE clean and pressed, shoes clean and white, hair and make-up done, when representing WCE at any time.

## **TRAVEL GUIDELINES**

1. All team members will be responsible for transportation to and from all WCE events unless otherwise specified.
2. All team members will be responsible for all overnight accommodations at all WCE events unless otherwise specified.

## **COMPETITION GUIDELINES**

1. **All scheduled team competitions ARE MANDATORY. This is NOT OPTIONAL!**
2. Stay in uniform the entire day while at competition. Flip Flops, fleece pants, sweatshirts are NOT a part of our uniform, please do not change into them! You will be allowed to put WCE team warm-ups on over your uniform, however, when we start awards, you must be back in full uniform.
3. Stay Seated during all performances. You must remain seated during any performance of other teams. It is just the polite thing to do. We do not want people moving around while we compete, and we should do the same for others.
4. Stay on bleachers when not competing. All WCE cheerleaders should be sitting politely, like young ladies and gentlemen, during the competition.
5. You must stay with your team throughout the competition day. Your coach needs to know where you are at all times.
6. No running. When leaving your seat for concessions, practice, etc. You should not be running. You should politely walk to your location.
7. Be careful of what you say, you never know who you are sitting by, or maybe you are in front of the judges, and negative remarks will hurt others feelings. We wouldn't want someone talking about us like that, so we shouldn't either! Remember the "Golden Rule"....Do unto others, as you would have them unto you!
8. Show good sportsmanship at all times.

## **EVENT GUIDELINES**

1. **Summer Camp is mandatory for ALL TEAMS.** The dates are pre-set, current and potential team members are asked to plan around the determined dates. If you believe you have extenuating circumstances that would allow you to attend camp but would still like to be considered for a team, please contact a Program Director to discuss your situation.
2. West Coast Extreme and the WCE Parent Association offer approximately 10 fundraisers throughout the season to help offset the costs of the WCE program. All fundraisers are optional but encouraged if you have financial hardship. Team expenses are the responsibility of the parents and cheerleaders. Funds earned by individuals will go directly into their own account managed by the WCEPA, and can be used for items purchased for WCE only, such as uniforms, nationals, and tuition.
3. West Coast Extreme participates in several community events such as the Grand Floral Parade, the Beaverton Celebration Parade, etc. All events will be on their monthly calendar, or sent via email or flyer. Please reserve those dates for the events.
4. West Coast Extreme hosts and participates in "goodwill" events such as the WCEPA Holiday Giving Tree. Such events are not mandatory, but optional.

## **PARENT GUIDELINES**

1. Parents are expected to have a current email on file with WCE. Emailing is one of the ways we communicate on a weekly basis with updates, information, etc. Some information will also be handed out on hard paper copies. Please ask your child after practice if they have handouts to give you.
2. Parents are always welcome and encouraged to attend events locally and nationally, but are expected to attend as spectators and not extra coaches. If for some reason you disagree or are unhappy with a philosophy or decision of WCE, judging at a competition, etc. please talk to your child's coach or Program Director first. Talking negatively amongst each other as parents, or to your child, can only hurt the program and is not tolerated.
3. Please remember that WCE events need to be the first priority. We ask that you do not plan family events during WCE events. Your child needs to be involved in the team atmosphere during such events.
4. Please help your child be organized and time efficient. Missed practices due to oversleeping, procrastination of homework/other responsibilities are not excused absences.
5. Withholding your child from a practice as a form of punishment hurts the team and it's progression toward a successful season. We need every athlete at every practice.
6. All parents will be expected to conduct themselves in a professional, mature manner whenever they are representing WCE. Showing respect for the program director, coaching staff, other teams, and hosting organizations is crucial in representing West Coast Extreme and setting the best possible example for all of the team members. Parents are expected to be courteous to participants, spectators, judges, coaching staff, and other WCE members. Failure to do so may result in your child's dismissal from the West Coast Extreme All-Star Cheerleading program.
7. All parents must agree to discuss any and all problems or concerns related to the program, staff, cheerleaders, or other parents directly with the staff, and not to publicly air grievances, should any arise.
8. All parents must agree to accept staff decisions as Final and in the best interest of all parties.
9. Parent meetings will be held periodically. It is strongly recommended that at least one parent attend each meeting. Important information and asked questions are always a big part of parent meetings.
10. **Parents are allowed to watch practice from the front lobby only and must remain in that area the entire time. Parents are never allowed on the floor without permission from the Program Director.** Parents must keep their noise level down.
11. Parents, may not call meetings, hand out letters or flyers, send gym emails, schedule a fundraiser, or purchase wearable items for the teams without the direct permission of a Program Director.
12. Parents, Cheerleaders, or Chaperones, etc. may not use the gym name or logo on anything without the direct permission of a Program Director.
13. A participant removal from a team or class may be caused by, but not limited to, excessive absences or tardiness, misconduct that represents WCE poorly in any manner, insubordination, failure to follow rules, or a parent's "negative" interference.

**By signing below, I agree to the WCE Rules & Guidelines.**

**Parent/Legal Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Participant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_