



2017-2018 PARENT HANDBOOK

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Welcome to the family! We are excited that you have chosen to join one of the most prestigious All Star programs in the country. We believe you should know what you've gotten yourself into, and hope that you find this handbook to be very informative.

At Cheer Tyme, we are dedicated to building teamwork, commitment, hard work, integrity, self-esteem, confidence, leadership, and a love for competitive cheerleading. We strive for excellence and train our athletes to do the same. We want to be the best All Star Program in the country. Each and every family and athlete in our program is important to us.

Cheer Tyme, Inc. is a private organization servicing the top cheer athletes in Pennsylvania and Virginia. At Cheer Tyme, we strive to develop the total cheer athlete. We have always put our emphasis on teamwork, leadership and dedication towards the program, each team and to each athlete.

Cheer Tyme has won over 300 national titles in the last 19 years! We have attended the USASF World Championship every year since 2006. Cheer Tyme has placed as high as 15th, 14th, 10th, 8th, 7th, 6th and 5th in the World. We have had teams attend The Summit, in Orlando, every year since it's inception, and have placed as high as 2nd. We pride ourselves on the number of athletes that have graduated our program and cheered at top collegiate programs all over the country.

While the most obvious way that we help the youth in our program is by bettering their skills and helping them reach their athletic potential, we believe our program serves a higher purpose. Our competitive program's primary purpose is to teach our young athletes how to work together as a team. While each individual's contribution is certainly important, we feel that team effort is the way to reach your goals. Throughout a person's life, they will be put in situations where they must work together to achieve common goals. Whether in their professional or social life, teamwork is a lifetime lesson more valuable than tumbling skills, and a lesson Cheer Tyme strives to instill in every cheer athlete. We have trophies, banners and medals to fill our gym, and jackets to dress our athletes. However, we are MOST proud of the life lessons that we have been able to instill in the athletes of our program.

Cheers!

Scott "Crasher" Braasch | President - Owner
Kimberly Braasch | Vice President - Owner

Please take time to read this packet in it's entirety.
Complete and return the following form with your start-up payment:

_____ Commitment to Excellence

THE RESPONSIBILITIES OF THE COACH

1. To prepare the athletes both as a group and individually to perform and present our program in the best possible light.
2. To do the above in the safest manner possible and adhere to all safety guidelines.
3. To keep the best interest of the athletes at heart and care for them as people as well as athletes.
4. To stress the value of academics and the value of healthy lifestyle choices to be a role model.
5. To recruit new athletes to the program so that our family may grow.
6. To teach the athletes the value of self-discipline, confidence, persistence, and teamwork.
7. To give 100% of what they are capable of every day to help the athletes be the best they can be.
8. To make decisions and take action based upon:
 - a) the good of the program
 - b) the good of the team that they coach
 - c) the good of the individual athletes

THE RESPONSIBILITIES OF THE ATHLETE

1. To make healthy lifestyle choices and approach the coach or parent if they have concerns about the choices available to them.
2. To attend at every practice.
3. To give 100% of themselves at every practice and to do their best.
4. To recruit new athletes to the program so that our family may grow. Bring a friend each year!
5. To accept coach and parental discipline as final and to accept responsibility for their actions.
6. To be totally responsible for the amount of fun they have at practice.
7. To do the above without being a disruption during practices, so that the team can focus and perform in the safest manner possible (excessive chatter, making side comments and goofing off does not have a place in the practice area.)
8. To support their teammates 100% everyday so that their team can be the best that it can be.
(This includes teammates on other teams at Cheer Tyme.)
9. To support coaches' decisions concerning routine placement and choreography and to do so without comment or emotional outbursts.
10. To contact the coach if they have an issue that needs to be addressed. Problems can be solved quickly when your coach is involved.
11. To make decisions and take action based upon:
 - a) the good of the program
 - b) the good of the team
 - c) their own personal good

THE RESPONSIBILITIES OF THE PARENT

1. To be the #1 fans of the Cheer Tyme All-Star athletes.
2. To let the coaches do all the coaching and to be "quiet spectators" at practices. Please do not distract the athletes by coming into the gym or through the viewing area windows.
3. To contact the team coaches if they have an issue that needs to be addressed. Please contact them directly through email to arrange a meeting.
4. To waive their right to attend Cheer Tyme functions if the coaching staff perceives them as "chronic complainers" who have not brought their issues to the coach but continue to take up these issues with others.
5. To support coach discipline.
6. To recruit new parents and athletes to the program so that our family may grow.
7. To support their child 100% in this endeavor so that their child can be the best that he or she can be.
8. To make sure their child attends every practice and enforce the yearly commitment.
9. To make decisions and take action based upon:
 - a) the good of the program
 - b) the good of the team
 - c) the good of their child
 - d) their own personal good.

GYM RULES

Please treat our gyms with respect and follow the gym's guidelines.

1. Plastic bottled drinks are only allowed in the viewing or cubby areas.
2. You may not bring food into the gym.
3. Only coaches and athletes are allowed in the main practice area. Everyone else must stay either in the viewing area or lobby during practices.
4. Cheer Tyme reserves the right to restrict anyone or everyone from the gym or viewing area at anytime.
5. Please be cautious in the parking lot as there are many children and lots of activity in and around the area. Please avoid stopping anywhere other than an actual parking space for lengthy periods of time. This will avoid blocking our traffic flow during busy times.
6. Under no circumstance should any athlete be on or near any of the equipment without a coach or instructor present. Trampolines are only to be used by members, and only one person at a time.
7. Athletes are not to chew gum inside the gym at anytime.
8. Pets are not allowed in the facility.
9. All lost items will be placed in our lost and found. Consider leaving valuables locked in car, or at home. Cheer Tyme is not responsible for any theft or damage to personal property or unattended items.
10. No profanity, abusive language, or inappropriate behavior. This includes social media.
11. Cheer shoes are to be worn at all times in the gym. NO bare feet, socks, etc.
12. All athletes must wait inside the facility until they are picked up. Please be prompt when picking up your child.
13. All athletes must have a completed and signed Registration/Waiver form online.

COMMUNICATION

Our organization and communication is top notch! Email is the primary source of communication through the gym. We also use Facebook, Twitter and group text messaging. Keep all of your information up-to-date, so YOU stay informed at all times.

Social media platforms that Cheer Tyme uses:

Facebook - each location, and team, has a Facebook group and we encourage you to join these groups, as well as "like" the official "Cheer Tyme All Stars" Facebook page.

Twitter - @CheerTyme

Instagram - @CheerTymeAS

SnapChat - @CheerTymeAS

We will continue using the free app, "Group Me," which can be downloaded in your App Store.

TEAMS

At Cheer Tyme, we design our teams and rosters to give every athlete and team the best chance for success throughout the season. Please note that no athlete has a right to any particular role or location in a routine and Cheer Tyme will not guarantee a roster spot to anyone. The coaching staff reserves the right, at anytime, without notice, to change the rosters of the teams by adding, rearranging, or removing athletes to/from team for a performance, practice or for the remainder of the season. We attempt to make roster changes as infrequent as possible and with as much warning as possible.

Athletes may be removed from a team or the program at any time for reason which may include:

1. Poor Attitude
2. Excessive Absences/Tardiness
3. Deterioration of Skill Level (lack of what was performed at tryouts)
4. Lack of Progress
5. Financial/Accounting Issues
6. Injury

*There will be no refunds or pro-rates in the event that your family is removed from the program.

PRACTICE and ATTENDANCE

1. All practices are mandatory.
2. All athletes should arrive READY to practice at start time.
3. Athletes should not be in the gym prior to start time or after end time of practices.
4. We reserve the right to close the viewing area during practice at anytime.
5. Athletes are required to wear their Cheer Tyme practice wear to every practice. (attire schedule and start date TBD.)
6. No cell phones are allowed during practice. Coaches may collect them if it becomes an issue.

Cheer Tyme is only as successful as our attendance. All practices are mandatory. In competitive cheerleading, all athletes are important to the success of the team. Missing athletes at practices can slow the team's progress.

The following is considered excused:

1. Vomiting
2. Illnesses with fever
3. Death in the family; Funeral
4. School function that results in a grade.
5. Any other circumstance that is approved by your coaches or All-Star Director

Every athlete must be accounted for each practice. Not only to assist in planning a productive practice, but to ensure the safety of our athletes. All absences must be reported to your coaches by email. This information should NOT be posted in your team's group text message. You may also contact the gym by phone and the office staff will notify the coaches. An injury that prevents an athlete from practicing does not excuse the athlete from attending practice. If an athlete is injured and cannot practice, they need to have a doctor's excuse explaining the injury and length of time they will be out. In order to begin practicing with the team again, they will need a release from their doctor. If your athlete is going to miss practice for any reason, we ask that you find a replacement, of comparable skill level and position, to fill your spot.

Please note: **The week of practices leading up to an event are critical. If your athlete misses one of these practices, they risk not being permitted to participate in the upcoming competition.**

COMPETITIONS

Cheer Tyme's FINAL competition schedule will be released by August 31st.

Cheer Tyme participates in several local, regional and national competitions throughout the season. Here is some general competition information that will help you know what you can expect from us and what we expect from you:

1. All competitions are mandatory. Athletes that miss a competition risk being removed from the team/program.
2. Specific event details, including arrival, performance and award times, will be emailed out the **Thursday** prior to the event. Cheer Tyme will provide you with everything you need to know at the appropriate time. You are fully expected to comply with the competition itineraries that Cheer Tyme sends out. You should schedule that you will be unavailable for all other activities on competition days.
3. Under no circumstance should anyone other than the managerial staff contact ANY competition companies with questions or requests.
4. All athletes must have a parent/guardian/chaperone at every event/competition (local or travel) regardless of age. It is not the coach, team representative, or Cheer Tyme staff's responsibility to chaperone an athlete.
5. All parents/guardians are responsible for booking and paying for their athlete's hotel and travel arrangements for out-of-town events/competitions. (see Hotel information below.)
6. Athletes are expected to show up to competitions looking like an athlete, clean cut and presentable.
7. Athletes should be dressed in their full uniform with cover up shirt, gym shirt, warmup, or any other Cheer Tyme apparel. *Required attire can change from event to event.
8. All undergarments should fit correctly as not to be seen when wearing your uniform. No bra straps or sports bras should be showing.

9. No jeans, pajama bottoms, Uggs, Crocs, slippers, or any alike attire is permitted to wear with your uniform.
10. No jewelry. This includes: earrings, belly button rings, any other piercings, necklaces, rings or anklets. Besides being a safety hazard, any athlete caught wearing jewelry at a competition could result in a severe penalty against a team by the event producer. Please plan having a piercing done around our competition schedule.
11. During awards, all athletes must be present and in full uniform.
12. All athletes are expected to display a high level of sportsmanship, and applaud for every team, and congratulate all winners. This includes social media as well.
13. Cheer Tyme staff is very busy at competitions. Many coach multiple teams. Keep in mind that, depending on the schedule, all of our coaches may not have the ability to be at every performance or awards session. We will do our best!
14. All Cash Prizes awarded to any Cheer Tyme team at events is property of Cheer Tyme and will be used at the gym's discretion.
15. Any athlete that leaves a competition early (unexcused), or misses a competition (unexcused),, will not receive prizes awarded to them if their team wins.

Crossovers:

All crossovers are selected by the coaching staff to participate with parent permission. Any athlete who crosses over to another team will be REQUIRED to pay the crossover fees that is charged by the competition companies. When an athlete is crossing over to another team they will be charged an extra fee in monthly tuition for the additional practices. They are also required to pay the competition fee, choreography fee, etc. of the crossover level team. The fees will be billed to the athlete's account.

Note: Coaches cannot make exceptions to the crossover fees. All fees are determined and discussed with Kim and Laura.

The team the athlete is originally placed on is their primary team. An athlete may not quit their primary team to be solely on their crossover team. If an athlete is asked to cross over, that may or may not continue throughout the season. The Coaches and/or the All Star Director reserve the right to change an athlete's crossover status.

Fill-Ins: All fill-in athletes are selected by the coaching staff to participate with parent permission. If an athlete fills in for an injured athlete, the parent must meet with Kim or Laura to discuss possible additional fees such as competition fees, uniform rental, competition prizes, etc. Every situation is different and will be addressed on an individual basis. **Note: Coaches cannot make exceptions to the crossover fees. All fees are determined and discussed with Kim and Laura.**

Injured Athletes: If an injured athlete wants to accompany their team to a competition and be able to stay with the team in the warm-up area, etc., the athlete must pay the full tuition and competition fees. An injured athlete must be released by a doctor to return to practice or competitive events. Please note it is coach discretion as to when to return the athlete to the routine. This is based on the timing of events and the good of the team.

HOTELS

Cheer Tyme will have blocks of rooms for our families at all of the national competitions that our teams attend. Due to some competition's "Stay to Play" guidelines, and team meetings, most hotels will have a mandatory required stay in the Cheer Tyme host hotel. These blocks are contracted and we must meet certain numbers to get the rates we have secured. When blocks are not filled, Cheer Tyme is held personally responsible for any remaining monetary amounts to make up the contract. Some event producers have established "Stay to Play" guidelines. Cheer Tyme will require, and enforce, our members to adhere to those guidelines. Once hotel blocks have been established, full booking information will be distributed to our members. This information will include: hotel name and location, room rate, available check-in and check-out dates, room types available, minimum night stay requirements, if the hotel is mandatory, cut off date to book, contact information to book your room, and any special / additional information needed for that hotel. Room types will be available on a first come, first served basis. If you miss a cut-off date, we cannot guarantee you a room in our block, with our rate, or a certain room type. However, missing a cut-off date will not dismiss you from needing to stay at the required hotel. We do understand that sometimes families will have special travel circumstances. In these cases, you will need to fill out, and have approved, a Hotel Exception Form. Please do not book any travel until Cheer Tyme has released their hotel information.

UNIFORMS

Cheer Tyme has an exclusive with our uniform provider GK Elite, www.gk-elitesportswear.com. Uniform fittings will take place during the summer months, date TBD. Payment arrangements are outlined later in this handbook. Uniform amount must be paid in full in order to receive your uniform. You are responsible for the balance of the uniform, ordered for your child, if for some reason your child leaves the program after the uniform order is placed. Warm Up Suits may be ordered at specific times throughout the season, but are optional.

Please take care of your uniform. Uniforms are very expensive and will need to be treated that way.

1. Wash your uniform in COLD water.
2. Dry Flat. Do not put in the dryer.
3. Do not dry clean or iron.
4. Do not use Fabric Softeners when washing your uniforms.

SPORTSMANSHIP and CONDUCT

Sportsmanship and team unity are very important to our organization. Please be courteous and considerate to all teams and athletes. This includes other all-star programs and other Cheer Tyme teams. This includes on any social media. We strive to teach our athletes respect and sportsmanship. Anyone who behaves in a manner, in or out of the gym, that we view as inappropriate may be removed from the program. Any parents that are excessively negative or disrespectful will result in the removal of your child from the program. We are strive to create a positive, pleasant learning environment for our athletes.

INJURIES & LIABILITY

While we strive to provide the safest possible environment for our athletes, injuries and/or illnesses may occur. Cheer Tyme is not liable for any expenses arising from injuries or illnesses resulting from participation in our program. We strongly encourage every athlete have their own insurance coverage to defray medical or other expenses.

YOUR RIGHT TO PARTICIPATE

Please note that Cheer Tyme is a full time cheer training center and our All-Star teams do not and will not compete against high schools, pop-warner, or other "non all-star" teams. Participation in an All-Star program is not, never has been, nor ever will be a "conflict of interest" with any school-related or pop-warner cheer team. There is no reason an athlete cannot be a member of their high school, middle school, pop warner, or recreation team outside of Cheer Tyme. If a representative or coach for a school or rec cheerleading team tells you that you may not be a part of their team because of your involvement at Cheer Tyme, understand that he/she may be violating your legal rights.

CHOREOGRAPHY & MUSIC

At Cheer Tyme, our choreography and music changes regularly. All music, dances, stunts and any choreography, or ideas that are presented to athletes during practices are to remain confidential. Our coaches and choreographers are innovators in this sport and we do not want anyone outside of our program gaining advantage by having our material. At Cheer Tyme we use a sample version of our athletes music year round, (8 Count Click Track) to simulate the speed and feel of their actual music. This allows us to make necessary changes with our Music Producer and Vocalists without affecting the flow of traffic waiting for our mix to arrive. The transition from their 8 count Click Track and their actual music is quick and seamless for our athletes. Teams will receive their music prior to their first competitive performance.

TRADEMARK AND LOGO

The name "Cheer Tyme" and our logo are property of Cheer Tyme, Inc. and are protected under law. Our team names and their logos are intellectual property of Cheer Tyme, Inc. Permission is required before anyone may sell any product or service that uses or displays our name or logo. All sales involving Cheer Tyme merchandise must go through Cheer Tyme, Inc. No one can produce ANYTHING with the words Cheer Tyme or our logos without Kim or Crasher's expressed permission. We have spent many years developing our brand and are very particular about how it is presented to the public.

ALL STAR BREAKS

All Cheer Tyme locations will not hold all star practices on the following dates. This does NOT necessarily mean the gyms are closed. It is important to understand that just because All Star Teams are off, the gym may still be open for clinics, camps, classes, open gym, etc.

- Fourth of July
July 3rd and 4th - Gym Closed
- All Star Break
July 2nd - July 8th - Reopen on July 9th for regular practices.
- Cheer Tyme Woodward Week / All Star Break
July 23rd - July 29th - Team Practices will not be held. Classes will take place.
- Labor Day Break
September 3rd- 4th - Gym Closed
- Halloween
October 31
- Thanksgiving Break
November 23rd - Gym Closed
- Christmas Break
December 24th-26th - Gym Closed
- New Years Break
December 31st - January 1st - Gym Closed
- Spring Break
March 31-April 1- Gym Closed

INCLEMENT WEATHER

Any gym closings due to weather, or other circumstances, will be decided by 3pm. Any closing due to inclement weather, or any other reasons, may be made up but are not guaranteed to be made up.

MANDATORY CAMPS, CHOREOGRAPHY & EVENTS

Please refer to the Cheer Tyme Calendar for these events and dates, and make sure your athlete is available.

Mega Camp - June 23rd-25th

Mechanicsburg Choreography - July 9th - July 15th

Fairfax Choreography - July 16th -July 22nd

Please Note: Should your athlete not be able to attend scheduled choreography days or Mega Camp you will need to notify us NO LATER THAN June 1st and submit proof of vacation to your All-Star Director (flight itinerary, hotel reservation, etc).

You will also be responsible to find a suitable athlete to be a fill in. This fill-in should be able to perform the same stunting skills (flying, basing) in your athletes place. Athletes who miss choreography and are unexcused will be added to the routine at a later time and risk full participation in the routine.

TRADITIONS

Cheer Tyme has several traditions that have come about over the years!

1. Cheer Tyme is family owned and operated and we must cheer on family! It is tradition that all of our All-Stars and parents attend and cheer on our teams performing throughout the course of a competition. The more fans we have cheering our teams on, the stronger the performance that team will give! So don't miss a thing, and parents.....GET LOUD!
2. The most recognizable way that we show our spirit is through our "Cheer Tyme Chant." this is when everyone yells Cheer Tyme and claps twice.
3. Many of our fans will form a heart with their 2 hands above their heads. This heart is a symbol of what Cheer Tyme represents. Love for our families, athletes and sport.
4. Are you on social media? Tag us! #heartsup #cheertyme #ctmakeaheart #bringittoringit and #ct(and your team name) example - #ctobsession
5. Pinky up! This is how many of our teams end practices, or wrap up a great performance! This is a symbol of the unbroken bond between teammates and showcases their unity. Each team typically has a novelty cheer that they do to pump them up, or to break at the end.

There are plenty of other traditions that are shared with each group throughout the year. Please help us by honoring our traditions, it makes it more fun for everyone!

MEMBER LOGIN

You are able to access your Cheer Tyme account 24/7, via the internet. Below are instructions on how to access your account:

1. Go to our website, www.cheertyme.com
2. Click on "Your Account"
3. This will bring up a new window labeled "Cheer Tyme Portal"
4. If it is your first time accessing the portal, click on "Forgot your password or need to get started?"
5. This will open a new box labeled "Portal Account Access Help"

6. Here you will enter the email address you provided Cheer Tyme on your registration
7. Click "Submit", and the system will automatically email you a password
8. Once you receive the password, go back to the Log-in window, enter your email address and password
9. Once logged in, you may update your password to your liking.

You can perform many functions in regards to your account through our Customer Portal including:

- Update contact information - address, phone numbers, email address, contact names, etc.
- Update health insurance information
- Update credit card information
- Make a credit card payment
- Register for a class, camp, clinic, special event, etc.
- View your billing account - all posted fees and payments
- Add additional children

We would like all families to log-in to your account and become familiar with our Customer Portal. Please make sure you are logging in and using your current account when registering your child for anything at Cheer Tyme. This will avoid creating multiple accounts for your family.

ACCOUNTS

1. Monthly tuition is posted to your account on the 23rd of the month, for the following month. At that time, statements are emailed out, to the billing email address on file. Monthly tuition is due no later than the 1st of each month. You will have until the 1st of each month to make payment by cash, check or credit card in the office or online. If payment is not manually made by the 1st, Cheer Tyme will begin to auto charge credit cards on file starting on the 2nd of each month. If for any reason your payment is not received, and your credit card cannot be charged, a \$25 late fee will be added to your account.
2. Pricing for 2017-2018 has been adjusted to all inclusive pricing. Please see your Cheer Tyme Pricing and Sibling Discount Page that was included in Tryout Packet as well as listed on website.
3. All accounts must have a credit card on file. Cheer Tyme accepts Visa, Mastercard and Discover.
4. All returned checks will be billed a \$25.00 Bounced Check Fee.
5. All money paid to Cheer Tyme is absolutely non-refundable, non-transferable and/or un-assignable, regardless of reason.
6. If an athlete **quits** or is removed/dismissed from the gym, all monies/items paid for will be forfeited. **If athlete quits team after September 1, 2017, then a \$500 Commitment Fee will be charged to your account. This is simply to discourage quitting and to cover the costs of re-choreographing routines.**
7. Athletes are responsible for all fees regardless of date joined.
8. All accounts must be kept current in order to keep an active status on the team.
9. There are no refunds, prorating, etc. for missed practices or competitions.
10. If your account is past due, Cheer Tyme reserves the right to withhold services, privates, classes, open gyms, uniform, practice wear, warm-up, pro shop purchases, etc.
11. Payment is due when services are rendered. You may not bill open gyms, privates, pro shop items, etc., to your Account.
12. **Every All Star Athlete will receive 20 FREE OPEN GYM HOURS!** These will expire 4/30/18. These cannot be transferred to another All Star Athlete. Please check the website for new open gym hours added throughout the summer.



COMMITMENT TO EXCELLENCE

HANDBOOK AGREEMENT

I have read the handbook and the guidelines set forth. By signing this I agree to abide by the expectations and I recognize the importance of fulfilling these obligations. Should I fail to abide by this handbook, I clearly recognize that my involvement as an athlete with Cheer Tyme can be jeopardized. I understand that Cheer Tyme Inc. reserves the right to change, amend or assess the stated policies.

EXPECTATIONS AGREEMENT

I have read and understand what is expected of my time as an athlete at Cheer Tyme. I understand that it is my responsibility to follow through with my commitment and obligations associated with the 2017-2018 competition season. Should I fail to meet these expectations, I clearly recognize that my involvement with Cheer Tyme can be jeopardized.

FINANCIAL AGREEMENT

I acknowledge that I have financial obligations to Cheer Tyme Inc., and will stick to the payment plan that has been created for me and I understand the no refund policy. I understand that if my athlete leaves the program after September 1, 2017 that I will pay the \$500 Commitment Fee.

PUBLICITY RELEASE

I understand that while my son/daughter will be performing as a Cheer Tyme All Star, several pictures will be taken of her/him in competition. From time to time we use these photos for our website and printed marketing materials. By signing below I grant permission for the use of these photos.

Athlete's Signature

Date

Parent/Guardian Signature

Date

Standard Tee Shirt Size (Camp Tee, Cover Up Tee, Team Tee Shirt)