



Handbook

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Queens Elite Cheer Handbook

Welcome to Queens Elite Cheer! Queens Elite was established to provide quality All-Star Cheerleading to the north Charlotte area. We strive to build all cheerleading skills levels by providing high-quality All-Star Cheerleading experiences focusing on the meaning of hard work, strong leadership, mastering key life skills and building life-long friendships while having fun on and off the mat.

Queens Elite is dedicated to developing elite cheerleading athletes in a disciplined and encouraging atmosphere.

As a new organization, we are consistently developing ways to keep our location/team moving in a positive direction. The complete dedication and participation of the cheerleaders and parents are vital to this growth. We need everyone's assistance in implementing the policies in this handbook to make sure Queens Elite (QE) exceeds expectations.

Specifically, we require all cheerleaders to give their best effort at all times and adhere to all practice schedules and rules stated in this handbook. Every successful program depends on its members who are willing to work hard every day, show up on time, and give support to all members of the Queens Elite family.

We expect all QE cheerleaders to have a positive attitude, be dedicated to cheerleading, support and encourage your teammates, be flexible (body and soul), and always be respectful in competition, in practices, and when representing Queens Elite Cheer.

Athletes of all skill levels, ages 4 - 18 are welcome!

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Tryout Information

Pre-Evaluation Workouts:

- ❖ **Ages 7-12: June 3rd & 4th: 7:00 pm - 9:00 pm**
- ❖ **Ages 13-18: June 1st & 2nd: 7:00 pm - 9:00 pm**

Team Evaluations:

- ❖ June 5th: Information Day (learn all evaluation requirements including the dance)
 - **Ages 4-6: DO NOT NEED TO TRYOUT**
 - **Ages 7-12: 1:00 pm - 3:00 pm**
 - **Ages 13 and up: 3:30 pm - 5:30 pm**
- ❖ June 6th: Evaluation Day (groups of 3-5) **SAME TIMES**

All who attend tryouts must provide all completed, signed, original copies of all documents (all attached at the end of the handbook), including:

- _____ Copy of Birth Certificate
- _____ Emergency Contact Form
- _____ Medical Consent
- _____ Contract & Acknowledgement

There will be more policies and consents that will have to be acknowledged when you register online.

A registration fee of **\$35** per athlete is due at the time of registration (online).

All athletes will be evaluated on individual skills, as well as some basing and flying abilities. Evaluations are not stressful! Individuals may be evaluated in a private setting or in a group of 3-5 and individuals may perform multiple times to demonstrate skills. Teams will be determined based upon individual skills and are created with the need to have a variety of skills.

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Tuition and Fees

All tuition payments and fees due must be paid online.

Monthly payments, that will be due on the 1st of each month, include **team training**. Tuition commitments are for consecutive months and will be auto drafted each month starting on **July 1st**.

Competition Fees will be due on the 15th of the month in the months of

Tiny & Mini (Novice/Prep Team)

- ❖ **\$75/month** on the 1st of the month (tuition)(July - May)
- ❖ **\$85/month** on the 15th of the month (competition fees)(August - January)

Youth (Prep)

- ❖ **\$90/month** on the 1st of the month (tuition)(July - May)
- ❖ **\$100/month** on the 15th of the month (competition fees)(August - January)

Junior & Senior Teams (Elite Teams)

- ❖ **\$110/month** on the 1st of the month (tuition)(July - May)
- ❖ **\$140/month** on the 15th of the month (competition fees)(August - January)

Sibling Discount - **15% off any child after the 1st child**

Additional Fees

- ❖ **\$30 (one time)** - USASF membership (on usasf.net)
- ❖ **\$603-\$700 (broken into 2 payments)** - NEW Athlete Uniform packet
- ❖ **\$260-\$326** - RETURNING Athlete Uniform

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Payment Schedule

Due Date	Amount Due	Type of Fee
Time of Registration	\$35	Registration fee
Anytime in June - July	\$30	USASF fee
July 1st	\$75 (tiny & mini) \$90 (youth) \$110 (junior & senior)	July Tuition
July 15th	\$260-350	Uniform Deposit
1st of Aug, Sept, Oct, Nov, Dec, Jan, Feb, March, April, May	\$75 (tiny & mini) \$90 (youth) \$110 (junior & senior)	Monthly Tuition
15th of Aug, Sept, Oct, Nov, Dec, Jan	\$85 (tiny & mini) \$100 (youth) \$140 (junior & senior)	Competition Fees
August 15th	\$350	Last Uniform Payment (new athletes only)

Paid in Full

A **10% discount (1 month free)** is applied to the tuition of any athlete who pays the 10 month tuition cost up-front at time of registration.

Late Fees

A late fee of **\$15** will be assessed on any payment made more than **5 days** in accordance with established payment deadlines.

Any tuition or fees due and not paid in accordance with established payment schedule may result in the associated athlete being denied participation in practices or competitions until payments are made current and may additionally result in changes to the athlete's standing on the team, position within the team, or actual team assigned, as per the final decision made by the coaching staff.

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Travel Expenses

All travel expenses are the responsibility of the athlete and are not included in tuition.

Season and Breaks

Queens Elite is a 11 month program that begins with evaluations at the beginning of June and practices beginning July 11th. The competition season begins in November and ends in May (depending on year-end bid competition).

In the month of June, there will be skills clinics for 3 days each week. It is required for each team member to attend at least 1 week of clinic.

Athletes are expected to attend all competitions as a team. There are no exceptions for schedule conflicts with any athlete or family. Athletes are also expected to be totally committed and in attendance at practices.

The following dates are recognized as excused holidays and we will be on break from practices:

- ❖ Labor Day Weekend: September 3rd - 6th
- ❖ Thanksgiving: November 24th - 28th
- ❖ Christmas & New Year: December 22nd - January 3rd
- ❖ Easter: April 14th - 17th

Practices

Practice schedule depends on the team you are selected to be on. Every team will have one (1) to two (2) practice during the week in the evenings (7:00 pm - 9:00 pm) and one (1) practice on Sunday. Each team will also have one 1-hour tumbling practice.

All cheerleaders are required to wear practice wear to every practice. During practices all jewelry must be removed! Hair must be pulled back and cheer shoes are mandatory.

Excessively long fingernails and sculpts are not permitted for safety purposes.

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Cell phones are not allowed during practices! If there is an emergency situation, please call Coach Kenita. Items of value, including iPads, laptops, AirPods or other ear/headphones, all cellular devices, jewelry, should not be brought to practices. Queens Elite is not responsible for lost or stolen items.

Food and drinks other than capped bottle water are not permitted on the gym floor during practice times. **GUM is not permitted at practices at any time!!!**

Filming parts of the routine during practice is not allowed unless you have prior approval from the coach. **Even approved to film, do not post on social media.**

Parents, friends, and family members are only allowed in the parent seating section! **Please do not try to get your child's attention while he/she is practicing, it is very disruptive to practice!** Any disruptive parents, friends, family members will be asked to wait outside.

Late arrivals or incorrect attire will result in the athlete participating in additional conditioning after practice.

Withholding a minor athlete from practice as an at-home punishment is discouraged and will be considered an unexcused absence. As doing so is unfair to the rest of the team and is considered to be a violation of the team's code of conduct.

All transportation and accommodations to practices is solely the responsibility of the athlete and the athlete's parents or guardians.

Practice Schedule

- ❖ **Tiny/Mini:** Saturdays 11:00 am - 1:00 pm (30 min tumbling/1.5 hour practice)
- ❖ **Youth:** Fridays 7:00 pm - 9:00 pm & Sundays 11:00 am - 1:00 pm (practice) / Saturdays 1:00 pm - 2:00 pm (tumbling)
- ❖ **Juniors:** Wednesdays 7:00 pm - 9:00 pm & Sundays 1:15 pm - 4:15 pm (practice) / Monday 7:00 pm - 9:00 pm (1 hour tumbling / 1 hour conditioning)
- ❖ **Seniors:** Thursdays 7:00 pm - 9:00 pm & Sundays 4:30 pm - 7:30 pm (practice) / Tuesdays 7:00 pm - 9:00 pm (1 hour tumbling / 1 hour conditioning)

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Attendance and Absence Policy

Attendance is crucial to the team. If one athlete is missing the whole team is affected and possibly cannot practice! **Every practice and competition is required.** If sickness requires absence from more than one practice a doctor's note is required! Please do **NOT** be late for practice!!

Athletes are permitted to up to **two (2) EXCUSED absences (2 whole weeks)** from practice for family vacations during the entire season. Any additional absences will jeopardize the athlete's placement on their respective team. You will need to fill out a vacation form for any vacations! I will not approve a later vacation if you already used your 2 excused ones.

The only other excused absences are for school functions that result in a grade and a family emergency that you **MUST** attend.

All other absences are **UNEXCUSED**, including jobs, dances, concerts, banquets, long distance driving, family reunions (unless one of your 2 family vacations), weddings (unless one of your 2 family vacations), recitals, school socials, religious socials, and any other school related, non-graded functions, too much homework, feeling tired, lack of transportation, and traffic delays to name only a few examples.

Absences are not permitted under any circumstances, the week leading up to any competition! If any practice is missed in the 2 weeks leading up to competition, an alternate can be used at the coach's discretion!

Unexcused absences may result in an athlete being moved to an alternative position or team or pulled from an upcoming performance at the discretion of the coaching staff. It is the responsibility of the athlete to learn any changes prior to practices.

An Absence Request Form (included at the end) must be submitted, as your notice, at least two (2) weeks prior to the absence. This form must be submitted in hard copy, not email or text. Submission of the form does not guarantee that the absence will be excused, but if you do not turn in the form the absence is automatically unexcused! Documentation of absence reasons should accompany requests. Falsification of a request approval may result in removal from the team.

Late arrivals to practice may be considered an unexcused absence if you are more than **15 minutes late.**

Please plan accordingly!

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Competitions

Every athlete must attend every competition. If one athlete is missing the whole team is affected and it will affect the scores. Any athlete that misses competition will jeopardize an athlete's position on the team and may result in removal from the team. The coaching staff has full discretion to make amendments to the choreography within the routine based upon absence.

Tiny & Mini Teams will attend an estimated 3 local competitions (Concord or Charlotte) and 2-3 travel competitions (including a national competition if they get a bid and all parents agree to go).

Youth teams will attend an estimated 3 local competitions (Concord or Charlotte) and 2-3 travel competitions (including a national competition if they get a bid).

Junior & Senior teams will attend an estimated 3 local competitions (Concord or Charlotte) and 8 travel competitions (including a national competition if they get a bid).

Communication

We will use the Band App for all communication. Each team will have a team mom. The team mom's will be responsible for posting all details and communication from the coaches on the app. **If you have any questions or concerns you will need to go through the team mom first** and then the team mom will bring it to Coach Kenita and/or Coach Krista.

Day of competition, Coach Kenita and Coach Krista's main focus will be the athletes and preparing them to compete. Their phones will be on Do Not Disturb (DND) as they will be in full competition focus. If you need anything on the day of competition, you will need to contact your team mom.

Sick & Injury Policy

Athletes must attend practices even when sick or injured! Failure to abide by this rule may result in removal from the team.

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Sick athletes will not be required to participate but must be present, **unless contagious with more than just a common cold.**

A doctor's note is required if an athlete misses more than one (1) practice due to illness or injury. The note must include documentation of the type of illness, treatment, and the expected length of recovery. This includes medical, dental, and other health related issues that prohibit an athlete from participating.

Extended illness or health issues including but not limited to mono or strep throat will jeopardize an athlete's position on the team.

If an athlete is injured at home or away from the team, notice should be provided to the coaching staff as soon as possible. A personal contact with the coaching staff member is required, emails, text messages, or social media is not sufficient. Choreography changes will be made based upon an athlete's injury and length of recovery. After recovery, an athlete is not guaranteed to be choreographed back into their original part of the routine.

The coaching staff has full discretion to make amendments to the choreography within the routine based upon injury or illness.

In the case of contagious illnesses, coaches and staff of Queens Elite Cheer reserves the right to ask an athlete to leave practice.

All injured and ill athletes are expected to continue to pay their monthly tuition to fulfil their eleven month contractual obligation.

Uniforms & Fittings

Our uniforms are provided by Varsity Spirit. The new athlete uniform packet includes the competition uniform, competition warmup jacket, team backpack, and shoes. Returning athletes will only need to purchase a uniform. Practicewear may be purchased optionally.

Athletes who no longer fit into garments may be required to purchase replacement uniforms at full cost. Queens Elite staff has the right to tell an athlete that their uniform no longer fits and can require a new one.

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Exchanges or returns are not possible for any garment or uniform part of any time type that has been worn or taken home.

Recording & Licence

Routines, practices, choreography, music, cheers, dances, stunts, transitions and tumbling may not be recorded, shown, or discussed outside of the team and coaching staff. Video recording may violate copyright laws and may carry significant legal penalties.

No videos may be shared in any format, including online or via social media.

Any use of the Queens Elite name and/or logo requires explicit permission and written approval.

Natural Disaster Policy

In the case of a natural disaster, that causes us to have to shut down and no longer be able to practice together, all monthly tuition fees are still due until fully paid to be fully in compliance with your financial obligations. We will do everything in our power to continue some type of practices if possible.

Code of Conduct

All athletes and parents representing Queens Elite Cheer are expected to behave in a respectful manner at all times. **Athletes and parents must refrain from speaking negatively about other athletes, parents, and/or coaches. All athletes must treat their teammates, coaches, and other athletes in a kind and courteous manner.** Any disrespectful treatment (gossiping, bullying, name calling, cussing, talking badly about another, irresponsible conduct, poor sportsmanship, profanity, rude gestures and/or language, or any negative conduct, etc...) to any other athlete or coach will be **grounds for removal from any Queens Elite cheer team.** There is an absolute **ZERO** tolerance policy for alcohol or drug use.

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Parents and athletes must be respectful and kind towards all other teams at all times. Negative comments about other teams, including on social media platforms, is a negative reflection upon Queens Elite and may constitute rationale for removal from the team.

Removal from any team does not constitute termination of the eleven month contract!

Use of “Queens Elite” in social media handles or email addresses is not permitted.

Problems between athletes and coaches will first be addressed with the athlete. If not solved, parents of the athlete will be addressed. Disciplinary problems will be addressed privately and professionally.

We will have a “24 Hour Rule”, which means athletes and parents will not bring up any issues or concerns, regarding placement in formations or stunts, things included in choreography, and/or competition placements/scores within 24 hours after practice or a competition. This is due to the high spirits/feelings that you may be feeling right away, that may subside after going home and thinking about the situation.

QE & USASF Bullying Policy

Bullying of any kind is unacceptable at Queens Elite Cheer (the “Program”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Program is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, program owner or athlete/mentor.

Queens Elite will not tolerate bullying in any form. We take bullying seriously and all athletes and parents can be assured that they will be supported when bullying is reported.

QE & USASF Sexual Abuse and Prevention Policy

As a USASF Member Program, Queens Elite considers the safety and well

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being of the youth in our program a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct. We want to hear about problems or concerns, and we will strive to act on them in a fair way in accordance with our policies and those policies set forth by the U.S. All Star Federation.

We will report suspected abuse to the proper law enforcement agencies.

Queens Elite has adopted the following Policy and Procedures in an effort to provide a safe environment for our coaches, athletes, and their families:

1. The Employee Hiring & Volunteer Appointment process to include the following:
 - a. Application – Every individual that may have the opportunity to interact with youth must complete our organization’s written application that sets forth appropriate background information, requires disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct, and provides the names of at least two individuals as references.
 - b. Screening – A designated representative(s) of the organization will interview each prospective employee and volunteer.
 - c. Background Check – Prior to interacting with minors, any potential employee or volunteer will be subject to a background check, including appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity. This background check will be updated at least every two (2) years for each employee or volunteer. All current employees and volunteers are required to update their background check every two (2) years. This is in addition to the required screening by the U.S. All Star Federation for all eligibility as program owners, coaches and personnel at USASF Sanctioned events.
2. Education and Awareness Training to include the following:
 - a. An Abuse Prevention Orientation conducted annually: A member of our management team will review this policy with coaches, volunteers and parents each year. The Positive Coaching Alliance/Kidpower video, “Protecting Youth Athletes from Sexual Abuse”, will be shown and the companion information sheet, “Protecting Youth Athletes From Sexual Abuse: Key Actions for Parents and Coaches”, will be distributed to every coach, volunteer and parent.
 - b. The acknowledgment and support by our Program of the following statement: Parents are an important part of the solution, as we all work together to prevent abuse in sport. We will share with the parents in our

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program resources to educate themselves on preventative measures and steps to take if they believe misconduct has occurred. At minimum the program we will share via email and on our website links to such resources.

- c. Consistent and ongoing training for all adults in our Program who have interaction with minors. Our staff is educated on the prevention and reporting of child abuse as well as training that allows them to see and recognize problematic behaviors before a minor is abused.
3. **Outlining Prohibited Behavior:** As a Member Program of the U.S. All Star Federation, we are bound by the USASF SafeSport Code which includes the Policies of the U.S. Center for SafeSport and outlines Abuse and Misconduct. Some examples of prohibited behavior are:
- a. Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.
 - b. Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behavior by athletes.
 - c. Committing any sexual offense against a minor, or engaging in any sexual contact with a minor.
 - d. Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.
 - e. Non-related one-adult/one-child interaction except in an emergency where following this policy would be dangerous to the child. In an emergency situation, the coach or volunteer must contact a representative of the organization's management to inform him or her of this contact and the reason for it. If a child is receiving individual instruction or working with a private coach, this activity must be in a public setting rather than behind closed doors.
4. **Reporting of Suspected Child Sexual Abuse**
- a. A member of our management staff or other official representative will be designated to receive reports of sexual abuse or other inappropriate conduct. This representative will promptly notify the proper law enforcement agencies.
 - b. All coaches, volunteers, parents and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the designated representative. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.

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- c. The designated representative will keep the owner(s) and management members fully informed.
- d. The Program Owner or designated representative will report any incident of abuse or suspected abuse to the USASF. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.
- e. Should a suspected incidence of abuse be reported, the coach/volunteer in question may be temporarily suspended from duties while an investigation takes place.

QE & USASF Travel Policy

Local Travel

1. The program and their administrators should avoid sponsoring, coordinating, or arranging for local travel and the parents of a minor participant should be responsible for making all local travel arrangements.
2. The employees, coaches and/or volunteers of a local program who are not also acting as a parent should not drive alone with an unrelated minor and should drive with at least two other participants or another adult at all times unless otherwise agreed to in writing by the minor's parent.
3. Where an employee, coach and/or volunteer is involved in an unrelated minor participant's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated participant. For example, picking up or dropping off the participants in groups instead of individually.
4. Employees, coaches and volunteers who are also a participant's parent or guardian may provide shared transportation for any participant(s) if they pick up their participant first and drop off their participant last.
5. It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer to drive alone with an unrelated minor participant. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Program Travel

1. A coach shall not share a hotel room or other sleeping arrangement with a minor participant unless the coach is the parent, guardian or sibling of the participant or unless the parent or guardian of the minor participant is also sharing the same hotel room (e.g., two adults, one or both of whom is a coach, and their children, share a hotel room).

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2. It is strongly recommended that programs incorporate a parent consent for any minor participant that will travel without his or her parents.
3. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the participants. No employee, coach or volunteer will engage in program travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, vehicle in safe working order and compliance with all state laws. All chaperones and drivers shall have been screened in compliance with the U.S. All Star Federation Recommended Screening Policy [See the USASF Sexual Abuse and Prevention Policy] and drivers shall have an additional screen that includes a check of appropriate Department of Motor Vehicle records.
4. The program shall provide adequate supervision through coaches and other adult chaperones. For example, a recommended number would include at least one coach or adult chaperone for every five to eight participants) for athletes: (a) not traveling with a parent, guardian or family member; or (b) not traveling with another party that was arranged by their parent and/or guardian.
5. Regular monitoring and curfew checks should be made of each room by at least two properly screened adults. All coaches, staff, volunteers and chaperones traveling with a program shall be familiar with the U.S. All Star Federation SafeSport Policies to monitor compliance.
6. The program administrators shall ask hotels to block adult pay-per-view channels.
7. Individual meetings between a participant and coach may not occur in hotel sleeping rooms.
8. All participants shall be permitted to make regular check-in phone calls to parents. The program shall allow for any unscheduled check-in phone calls initiated by either the participant or parents.
9. Family members who wish to stay in the program hotel shall be permitted and encouraged to do so.
10. The program shall make every effort to accommodate reasonable parental requests when a child is away from home without a parent.
11. Specific travel itineraries will be distributed to parents when they are available and will include a detailed itinerary as well as contact information for all chaperones.
12. If disciplinary action against a participant is required while the participant is traveling without his/her parents, reasonable attempts to notify the participant's parents will be made before any action is taken.
13. No chaperone shall at any time be under the influence of alcohol or drugs while performing their chaperoning duties.

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14. In all cases involving travel, parents have the right to transport their minor participant and have the minor participant stay in their hotel room.

Upon proof of a violation of the U.S. All Star Federation's policies regarding travel, the offender will be subject to appropriate disciplinary action.

QE & USASF Electronic Communication Policy

As part of the U.S. All Star Federation's emphasis on safety and athlete protection, communications involving any participant, and especially our minor participants, should be appropriate, productive, transparent and observable. Effective communication concerning travel, practice or competition schedules, and administrative issues among coaches, administrators, participants and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Electronic Communications Policy helps reduce these risks.

This policy is designed specifically for U.S. All Star Federation Members for the protection of athletes. The objective is for all members who provide a platform for adults and minors to interact must minimize any opportunity for one on one private communication and all communications must be observable.

The following are considered adults:

1. Any person, 18 years of age or older affiliated with the program, that has a role within the program (other than being an athlete on a Senior team) that does or could have interaction with participants.
2. Any adult athletes, 18 or older and on an Open team, that is a member of the program that may train within the program or be a member of a team.

This includes, but is not limited to, program owners, coaches, choreographers, photographers, team parents, adult age participants and employees of the member organization.

Dual Roles:

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1. Adults that are affiliated with the program that are also the parent or relative of the minor participant serve dual roles and the parent/family role supersedes the role as owner or coach.
2. Adult Athletes that are 18 as of August 31st, and on a Senior team with minor athletes may communicate digitally with minors as long as it is observable by others.
3. Age parameters are still in effect for adult and minor athletes that compete on an open team.

All electronic communication between coach and participant must be for the purpose of communicating information about team activities. Coaches, participants and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and participants should be readily available to share with the public or families of the participant or coach. If the participant is under the age of 18, any email, text, social media, or similar communication must also copy or include the participant's parents.

Social Media

Social media makes it easy to share ideas and experiences. The U.S. All Star Federation recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor participants are involved. It is strongly recommended that owners, coaches and other adult members of the All Star community are not joined to or connected through their personal Facebook page or any other similar social media application. To facilitate communication, an official organization or team page may be set up and participants and parents may join (i.e., "friend", "follow" or "like") the official organization or team page and coaches can communicate to participants through that site. All electronic communication of any kind between coach and participant, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

Personal Social Media Sites

An adult affiliated with a program may have a personal social media page or site, with the following restrictions regarding athletes:

1. May not invite or allow an athlete to "friend" or join a personal social media site or similar online community that is not observable or open to the minor's parent as well.
2. May not "private", "instant" or "direct" message athletes.

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3. Must inform parents and athletes that the above is not permitted.
4. It is recommended that adults make their pages “private” to restrict athlete access.
5. Social media accounts that allow an athlete to “friend” or “follow” or have no privacy restrictions may only have posts that are appropriate for minors to view.

Email, Text Messaging and Similar Electronic Communications

Owners, coaches, team parents and participants may use email and text messaging to communicate. All email and text message content between coaches/team parents and participants must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant that are not related team activities must include a copy to the participant’s parents.

Where possible, a coach should be provided and use the organization website email center (the coach’s return email address will contain “@organization.com”) for all communications with the team, participants, and participants’ parents, where applicable.

Request to Discontinue All Electronic Communications or Imagery with Athlete

Following receipt of a written request by the parents of a minor participant that their child not be contacted through any form of electronic communication by coaches or other adults in the program, the program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

Any adult member may not directly message a minor athlete participant unless the minor athlete is a member of their program. All contact must be initiated to the parent, adult owner or adult coach.

Abuse and Misconduct

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a U.S. All Star Federation Member Program will not be tolerated and are considered violations of U.S. All Star Federation’s SafeSport Program.

Reporting infractions of U.S. All Star Federation’s Electronic Communications Policy should be reported to the appropriate person as described in the Professional Responsibility Code V8.o.

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A U.S. All Star Federation participant or parent of a participant who violates this Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

All content must adhere to the U. S. All Star Federation Code of Conduct and the Professional Responsibility Code V8.0 regarding the protection of athletes. Non-Compliance with the Professional Responsibility Code is subject to disciplinary hearing and potential penalties.

The following four points are defined as definitively inappropriate conduct. Any communication with an athlete, either verbal or electronic may not involve or relate to any of the following:

1. Inappropriate or sexually explicit photos,
2. Sexual innuendos, sexual conversation, explicit language or sexual activity,
3. Drug or alcohol use, and/or
4. The adult should not relay information about their personal life or social life outside of the professional environment or discuss relationships or personal problems.

Regardless of the adult's role in relationship to the athlete, it is the responsibility for the adult to maintain these guiding principles when communicating electronically.

1. Does the conversation pertain to the team and team activities?
2. Is the content of the electronic conversation something that any parent, boss or other adult would agree is professional in nature?
3. Is the electronic communication accessible to anyone at anytime?
4. Can the information conveyed to the athlete be used as a permanent part of the athlete's record?

Summary: An adult must ask him/herself whether the electronic communication with the athlete is available for all to read, understand and determine as professional in nature.

Latitude Clause: It is understood that there may be times when a minor athlete is in distress or seeking counsel from an adult. In the case where:

1. A minor athlete reaches out to an adult
2. The adult responds to a minor athlete
3. The adult takes proactive measures to reach the minor

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The adult must be vigilant in evaluating their communication and interaction. The safety of the athlete and addressing the situation that initiated the contact must be the focus of the communication. Adults who are not trained or equipped to mitigate the situation at hand are advised to seek professional assistance and involve the minor's guardian in Resolution.

Disciplinary Action

Generally, the following **three steps** will guide Queens Elite and athletes, **though the coaching staff and team management reserves the right to remove any athlete from the program under extenuating or serious circumstances**, as defined throughout the handbook.

- ❖ **1st Violation** - Coaching staff will meet with the athlete to discuss the violation and may require after-practice conditioning.
- ❖ **2nd Violation** - Coaching staff will meet with the athlete and athlete's parent or guardian to discuss the violation and may require after-practice conditioning.
- ❖ **3rd Violation** - The athlete may be removed from the team or program. Removal from the team or program does not constitute a termination of the ten (10) month contract.

These steps will be applied anytime an athlete does not abide by the rules in this handbook. We will keep track throughout the entire season.

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Emergency contact Form

Last Name: _____ First Name: _____ Middle I: _____

Preferred Name/Nickname: _____

Date of Birth(MM/DD/YY): _____ Age: _____

Parent/Guardian: _____ Relationship: _____

Parent/Guardian: _____ Relationship: _____

Phone #: _____ Emergency Phone #: _____

Primary Email: _____

Alt Email: _____

Home Street Address: _____

City: _____ State: _____ Zip Code: _____

Any Medical Issues/Concerns (please include allergies)?

Does your child have a prescription rescue inhaler, epipen or insulin?

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Medical Consent

Athlete's Name _____

Queens Elite will not provide any medications, whatsoever, without written permission to do so. Please approve below, whether medication may be provided to your minor athlete.

_____ No, do not provide my minor athlete with any medications.

_____ Yes, my minor athlete may be administered Tylenol, ibuprofen, Aleve or Advil, when necessary.

_____ Yes, my minor may be administered medication, when necessary, but only the following:

Further, I, the parent or guardian of _____
(athlete's name), do hereby give my permission to Queens Elite to administer immediate emergency medical assistance for my minor athlete or to transport or contact emergency personnel and allow transport if I or on-file emergency contacts cannot be reached.

Parent/Guardian Signature

Date

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Contract

Queens Elite is a professional organization with clearly defined and readily accessible policies and procedures. Your acknowledgement as the adult legal guardian, indicates your agreement, consent and understanding of each of the following policies that govern the operations of the organization.

I, the parent/guardian of _____ (athlete's name), do hereby acknowledge that I have received a copy of the 2020-2021 Handbook. I understand and agree to abide by the rules, regulations, and procedures of Queens Elite Cheer, as set forth in the policy. _____(initials)

I further acknowledge, understand, and agree, that if at any time during the season, my minor athlete decides to quit, is injured, or is removed from the team (under the conditions set forth in the Handbook by the coaching e staff), that there will be NO REFUNDS for any amount paid, including for tuitions, uniforms, coaches' fees, competition fees, registration fees, or any other cost. If my athlete quits before receiving a uniform or any necessary uniform parts, those parts will be forfeited and will not be received by the athlete. _____ (initials)

I acknowledge, understand, and agree that my commitment is a ten month period and that payments set forth in the Handbook pertain to all ten months of the contract period/season. My payments are non-transferable and non-refundable. Should my minor athlete decide to quit, become injured, or be removed from the team, I am responsible to continue my contractual obligation to pay for tuition and fees for the full ten month period, under the payment conditions set forth when you registered online. _____ (initials)

I realize that my failure to abide by these terms may be grounds for Queens Elite to seek restitution through any means necessary, appropriate, and legal, including but not limited to billing me, reporting my contractual obligations to credit reporting agencies, pursuing my amount due through a collection agency, or by taking any and all necessary legal steps permitted by law and afforded by my contractual agreement. _____ (initials)

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I realize, understand, and agree that the payment of tuition, expenses, other fees does not guarantee the right of my minor athlete to perform and that my minor athlete must meet the skill requirements necessary to perform safely as a team member. _____
(initials)

I understand and agree that monthly tuition and team fees payments are for the current month and are due on the 1st and 15th of each month, that there are no refunds or prorating services whatsoever, and that there are clearly defined late fees that apply under the conditions set forth. _____ (initials)

I understand that additional practices may be added to the schedule by the coaching staff, preceding any competition and that there is no additional cost to participate in those practices, but that I am responsible for ensuring that my minor athlete is present and prepared to participate in those practices, according to the policies of Queens Elite. _____ (initials)

Further, I acknowledge that practices may be canceled in extenuating circumstances, including but not limited to holidays, competitions, global pandemics, public health crises, or inclement weather and that I will not receive any refunds, nor will I be exempted from monthly tuition. _____ (initials)

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Acknowledgement

Athlete's Name _____

I have read, understand and agree to the "Tryout Information"

Parent/Guardian Signature: _____

Athlete's Signature: _____

I have read, understand, and agree to the "Contract"

Parent/Guardian Signature: _____

Athlete's Signature: _____

I have read, understand and agree to the "Tuition, Fees, Payment Schedule, late fees, travel expenses, natural disaster policy"

Parent/Guardian Signature: _____

Athlete's Signature: _____

I have read, understand, and agree to the "Season, breaks, practices, attendance and absence policies, sick and injury policies"

Parent/Guardian Signature: _____

Athlete's Signature: _____

I have read, understand, and agree to the "Code of Conduct, Bulling Policy, Sexual Abuse Policy, Travel Policy, Electronic Communications Policy, and the Disciplinary Action Policy"

Parent/Guardian Signature: _____

Athlete's Signature: _____

I have read, understand and agree to all of the aforementioned terms above and included within the Queens Elite Cheer Handbook.

Parent/Guardian Signature & Date : _____

Athlete's Signature & Date: _____