

SHIRE ELITE POLICIES

GYM RULES

- ▶ Athletes and parents are expected to always exhibit good sportsmanship and show respect for coaches, teammates, other Shire Elite athletes, parents, judges, officials, spectators and opposing teams athletes, coaches and parents.
- ▶ Only coaches and athletes in a training session are allowed on the gym floor or equipment.
- ▶ Parents are to drop off and pick up athletes – we do not allow parents to stay and watch training sessions as this can be distracting for our athletes.
- ▶ No athletes or parents are allowed behind the reception desk at any time.
- ▶ Always respect the equipment at the gym.
- ▶ There will be no arguing or questioning of the coaching staff's decisions at training or competitions.
- ▶ No profanity or abusive language at training, competitions or over the phone will be tolerated and may result in removal from the club.
- ▶ No gossip will be tolerated about an athlete on your team, any coaches or staff of Shire Elite or any other team. It is much better to address a problem with us than listen to idle gossip.
- ▶ Personal items should be placed in pigeon holes and not left around the gym. Personal items must be taken home after each session, NO personal items are to be left in the pigeon holes.
- ▶ No food or drink on the cheer floor or equipment.
- ▶ Take away/junk food such as McDonalds, Oporto and KFC are not allowed to be brought into the gym. We believe in instilling a positive and healthy lifestyle throughout the entire gym.
- ▶ No gum in the gym
- ▶ No phones in the gym – they must be put away on silent or turned off. Do not get them out during training hours – drink breaks included.
- ▶ Do not bring items of value to the gym (jewellery, iPhone's etc.). Shire Elite is not responsible for lost or stolen items.
- ▶ Do not under any circumstances contact event providers, other gyms coaches or owners.
- ▶ No training at another cheer gym or with other gyms coaches without prior approval.
- ▶ No athlete or parent may post inappropriate messages relating to Shire Elite, another program or an individual on any social media site including but not limited to Facebook, Instagram, etc.
- ▶ Competition uniforms are for official functions and competitions only, they are not to be worn at outside events (e.g. themed parties).
- ▶ Encourage good sportsmanship by demonstrating positive support for all athletes, coaches, spectators and judges during all training sessions & competitions.
- ▶ LASTLY, be modest in success and be gracious in defeat.

COMMITMENT/ATTENDANCE

At Shire Elite, attendance and commitment are the key to our success. Unlike other team sports, if an athlete is absent at training s/he can be very difficult to replace. This is especially true in the stunting aspect of the sport. Stunt groups are formed very early on in the year and usually train together for the entirety of the season. If one member of the group is missing the entire team cannot train to their full potential. This effects the progression of every athlete in that group. We have been lucky to have so many dedicated families with us in the past and we endeavour to keep up the standard of commitment which has brought us so much success over the years.

We believe that Cheerleading is a fantastic sport as it teaches the value of dedication, commitment to a team and seeing something through to the end. Our attendance policy reflects this belief. We look forward to the support of our families as we aim to have the most committed teams possible for the 2017 season!

ATTENDANCE POLICY

Our attendance policy is in place to ensure the fairness and progress of all team members. We understand that family time is important and we encourage cheerleaders to have interests outside of cheerleading. We also hope to use this policy to teach our cheerleaders the importance of commitment and time management. We thank you in advance for your support in this endeavour.

COMPETITION TEAMS AND HIP HOP CREWS

- ▶ We strive for high professional standards and expect all athletes and parents to take attendance regulations seriously. Cheerleading is a team sport and therefore requires 100% commitment.
- ▶ Lateness will not be tolerated. Athletes should arrive 5 minutes in advance of their scheduled training time.
- ▶ All training sessions are compulsory. By not attending a training session you are letting down your entire team and limiting the progress of the rest of the team.
- ▶ Missing a training session or turning up late will only be accepted in exceptional circumstances. If ill or injured, athletes are still expected to attend and watch training so as to not miss any changes.
- ▶ More than **4 absences** per year will result in you or your child being made a substitute or dismissed from a competitive team, regardless of the reasons given – no refunds will be given.
- ▶ Missing any training sessions **within 3 weeks prior to a competition** will result in you or your child being made a substitute or dismissed from a competitive team, regardless of the reasons given. You will not receive a refund for the competition entry fees.
- ▶ Withholding a child from training (or competition) should **NEVER** be used as a form of punishment. You are not only punishing your child but every other team member in their team.
- ▶ We encourage athletes to participate in a wide range of sporting activities. However, please know that we do not allow training or competitions to be missed due to other sporting commitments.
- ▶ School exams or tests the following day are not considered acceptable reasons to miss training. We expect all of our athletes to prepare themselves for their schooling responsibilities so that they do not negatively impact their team.

TWO-COMP TEAMS

Two-comp teams have a lower requirement for attendance to ensure we provide an option for anybody that is wanting to cheer. We still encourage as high attendance as possible as this is the easiest and most important way to ensure a successful season for your team.

- ▶ More than **3 absences** per term will result in you or your child being made a substitute or dismissed from the team, regardless of the reasons given.
- ▶ Missing the **last training session prior to a competition** will result in you or your child being made a substitute or dismissed from a competitive team, regardless of the reasons given. You will not receive a refund for the competition entry fees.
- ▶ Withholding a child from training (or competition) should **NEVER** be used as a form of punishment. You are not only punishing your child but every other team member in their team.

ABSENCE PROCEDURE

Please email absences@shireelite.com.au to notify of any upcoming absences. If you are in a competitive team or hip hop crew you will also need to find a replacement. Your email must include the below information:

- When you will be absent
- Why you will be absent
- Who will be replacing you at training (not required for two-comp athletes)

PAYMENTS & FINANCIAL OBLIGATIONS

- ▶ You will be required to fill out an Ezidebit direct debit request form during your enrolment.
- ▶ Your enrolment and Ezidebit forms must be filled out prior to the commencement of an athletes first training session (with the exception of a free trial session).
- ▶ Training fees will be automatically debited out of your bank account each week.
- ▶ All other fees will be automatically debited out of your bank account on the below listed dates:
 1. *Enrolment Fee - Upon enrolment*
 2. *Uniform Fee instalment 1 - Friday 17th March*
 3. *Uniform Fee instalment 2 - Friday 28th April*
 4. *Competition Fee instalment 1 - Friday 9th June*
 5. *Competition Fee instalment 2 - Friday 21st July*
 6. *Competition Fee instalment 3 - Friday 1st September*
 7. *Nationals Competition Fee - Friday 13th October*
- ▶ Ezidebit transaction fees apply per transaction on top of your fees:
 - ▶ Bank Account: \$1.10
 - ▶ Credit Card: 2.2% (min \$1.10)
- ▶ If an athlete withdraws from a team part way through the term, payment plans will continue for the remainder of that term.
- ▶ If you have a dishonoured payment, Ezidebit will automatically reschedule your payment. An Ezidebit Dishonour Fee of \$11.90 will also be applied to the redebit.
- ▶ Accounts that are 21 days overdue will have a late fee of \$20 applied and accounts that are 45 days overdue will incur an additional 30% collection fee on top of the outstanding amount and the debt will be passed on to a debt collection agency.
- ▶ All term and enrolment fees are non-refundable in the event of injury, sickness, dismissal, or non-attendance of training by the athlete or discontinuation of a team.
- ▶ Shire Elite Cheerleading is not responsible for reimbursing travel expenses, competition fees or term fees to an athlete who is injured, sick, moved or dismissed from a team.

COMMUNICATION

- ▶ Communication hours:
Monday – Friday 10am – 7:30pm
- ▶ Please remember that we are people too and have a life outside of cheer.
- ▶ Please do not contact owners or staff via private phones or social media accounts.
- ▶ Any phone calls outside of the above communication hours will not be answered - you may leave a voicemail.
- ▶ Any voicemails or emails received after 8pm (Monday – Friday) will be responded to after 10am the following day.
- ▶ Any voicemails or emails received on weekends will be responded to after 10am on Monday.
- ▶ All official communication from the club will be distributed via email to both parents and athletes.
- ▶ It is required that your email is checked at least weekly. Not checking your email will not be accepted as an excuse for not being aware of information that has been sent to you, it is your responsibility to ensure you regularly check your email.
- ▶ Notifications may sometimes, but not always, be sent in the form of text messages to parents and athletes mobile phone numbers.
- ▶ Reminders and urgent information will also be posted in our Shire Elite Facebook groups. We have both an athlete and a parent Facebook group. Please click on the link below and request access to the group.
 - PARENT GROUP
 - ATHLETE GROUP
- ▶ Facebook is not an acceptable communication tool, please either email or call.
- ▶ Athletes running late to training need to call the gym phone to notify. Saturday athletes will need to still call and leave a voicemail.

INJURIES

- ▶ Upon enrolment you will be required to list any pre-existing injuries/medical issues. If any medical information changes throughout the year you will need to advise your coach.
- ▶ Injured athletes are required to supply their coach with a physiotherapy report or medical certificate outlining the extent of the injury, rehab plan and when they are allowed to restart training.
- ▶ If an athlete is unable to train for more than 3 weeks due to injury, they will be replaced in the routine with a fill in so that the remainder of the team can continue training. The athlete will still need to continue attending training sessions to stretch, condition and do any parts of the training session that will not impact their injury. Once the athlete is cleared they will be able to continue regular training but may have some changes to their position in the routine.
- ▶ If an athlete is unable to train within 3 weeks of a competition due to injury, they may be replaced in the routine for that competition.

INSURANCE / AMBULANCE COVERAGE

- ▶ Personal accident insurance is supplied for all athletes upon enrolment, but we DO NOT supply ambulance cover. Shire Elite reserves the right to call an ambulance on behalf of an athlete regardless of their coverage and will not bear responsibility for any costs this incurs. Parents will be notified immediately.

COMPETITION DRESS CODE

- ▶ All athletes are required to wear their club t-shirt, singlet or jacket to and from all competitions. Athletes are required to wear at least one piece of Shire Elite apparel at all times during competitions to promote club unity and presence.