



CheerForce™TEN

Academy of Cheerleading & Dance

***Season 9 (2020-2021) Contract & Code of Conduct
Competing Athlete***

COVID-19 CORONAVIRUS PANDEMIC

**SUBJECT TO CHANGE AS AND WHEN ADVISED BY THE
UK GOVERNMENT, SPORT CHEER ENGLAND AND
THE WORLD HEALTH ORGANISATION.**

Season 9 end date currently stands at the 9th May 2021 (BCA Nationals) for all teams with the exception of IJP/IOL/IOP, whose final competition is 19th June with Jamfest Europe. We may take the decision to extend the season for all teams based on which competitions are able to take place this season going forward.

LOCATION & CONTACTS

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CheerForce™TEN are located at:

- The CheerForce Gym, Unit 42, Ketley Business Park, Ketley, Telford, TF1 5JD

Email: CF10Believe@hotmail.com

Website: www.cheerforce.co.uk

Facebook: <https://www.facebook.com/groups/151555688255978/>

Rachael Smart

Program Director & Head Coach

CheerForce Limited

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Mary Barker

Accounting & Administration Director

CF COMP Limited

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AGES & LEVELS

AGES & LEVELS

CHEERLEADING

There are 5 age divisions and 7 levels in competitive cheerleading. The age division is determined by an athlete's age on 31st August 2020. The age groups **CheerForce™TEN** are offering for Season 9:

- **MINI** = 9 Years & under on the 31st August 2020
- **YOUTH** = 12 Years & under on the 31st August 2020
- **JUNIORS** = 15 Years & under on the 31st August 2020
- **SENIORS** = 16 Years + on the 31st August 2020 (allowed from age 10 dependant on athletes skills)

The "level" refers to the type of stunts, pyramids and tumbling that a team can safely perform. They are numbered from 1 to 7, in increasing difficulty. **The level is determined solely by the coaching staff.**

DANCE

There are also 5 age divisions within competitive dance. The age groups **CheerForce™TEN** are offering for Season 9:

- **MINI** = 10 Years & under on the 31st August 2020
- **YOUTH** = 13 Years & under on the 31st August 2020
- **JUNIORS** = 16 Years & under on the 31st August 2020
- **SENIORS** = 17 Years + on the 31st August 2020 (allowed from age 11 dependant on athletes skills)

- **FINANCIAL INFORMATION – YOUR AGREEMENT WITH US**

FINANCIAL AGREEMENT

When accepting a place on a team within the Academy, **YOU** are entering into a financial agreement between CheerForce Limited, CF COMP Limited (referred to as **CheerForce™TEN**) and yourself as an athlete/parent/guardian. This is to pay for **ALL** fees (competitions, classes, extra practices) and merchandise (uniforms, team apparel etc) by the due date provided. **YOU** agree to inform **CheerForce™TEN** of any issues, should they arise, in payments and agree to the late payment interest penalty.

Our financial agreement is extremely important and is taken VERY seriously - Late payment interest will be charged on a monthly basis until either the payment has been made in full or an alternative agreement has been approved by our Accounting and Administration Director. An athlete can lose their position within a team if payments are not made as agreed.

CheerForce Limited Class Fees are ONLY payable on the 28th of the invoice month or the 1st of the following month. These are the ONLY acceptable dates for payments.

Class fees ONLY are payable to: CheerForce Ltd Sort Code: 40-13-24 Account Number: 61501119

CF COMP Limited prefer payment via internet banking with the payment reference of the athlete and invoice number(s), or reason for payment, where the payment reference is able to be changed for individual transactions.

**Any other payment (competition entry fees, spectator tickets, merchandise, camps etc) are payable to:
CF COMP Ltd Sort Code: 54-10-36 Account Number: 14637758**

Monthly invoices will be emailed directly to each athlete/parent/guardian and payment is due on or before the due date provided. The relevant bank account payment needs to be made to will be clearly shown.

If an athlete chooses to drop out of a team, event or competition – **NO refund will be given and full Academy Competition Fees, Class Fees and merchandise will be chargeable up to date.**

LATE PAYMENT INTEREST

Where an invoice is not paid and full payment has not been received **CheerForce™TEN** will add 'late payment interest'.

'Late payment interest' will be charged on a **monthly basis at £30 per month** until either the full payment has been made or an alternative agreement has been approved with our Accounting and Administration Director.

Where any overdue amount remains unpaid, after 2 'late payment interest' charges have been applied, an athlete will lose their place on the team. Will be withdrawn from competing and will lose any money paid to CheerForce Limited and/or CF COMP Limited should this happen. **No refunds will be given. Legal proceedings will be started to reclaim any money owed.**

In **EXCEPTIONAL** circumstances, where prior agreement with our Accounting & Administration Director has taken place, 'late payment interest' may not be charged and a payment plan may be put in place.

FINANCIAL INFORMATION – CLASS FEES & UP FRONT COSTS

ACADEMY CLASS FEES

CheerForce™TEN Academy Class Fees are calculated on the amount of teams and divisions an athlete has been placed into and accepted.

Monthly cost amount does not differ, no matter how many weeks or amount of classes are in that month.

	Monthly Class Cost	NOTE
1-2 Cheer teams	£59 Per month	An athlete is only able to compete in a maximum of 3 cheer teams and no more than 6 competing teams across cheer; stunt and dance.
3 Cheer teams	£84 Per month	
Stunt teams	£25 Per month	
1-2 Dance teams	£50 per month	A supplement applies to the Monthly Cost figure, when an athlete is placed in an International team.
3 Dance teams	£74 per month	
4 Dance teams	£87 per month	
GoldCard Cap	£147 per month	Monthly Cost is capped before adding any additional monthly costs i.e. pre comp training

Athletes placed in Allstar Cheer teams will also receive **ONE** Tuesday tumble skills class **FREE** per week;

Athletes placed in Allstar Dance teams will also receive **ONE** dance technique class, Tuesday or Saturday, **FREE** per week.

International team athletes are **REQUIRED** to attend at least one dance technique class per week, if second class attended £7.

GOLD CARD ATHLETES

A breakdown of how class fees are calculated is provided above. For those athletes competing across multiple teams, we have always placed a cap on their fees in order for cheerleading, dance and stunt to be available to as many athletes as possible.

The Gold Card cap for Season 9 is **£147** (excluding choreo, extra training days etc) and this will be the amount used to calculate Season 9 Academy Class Fees. The Gold Card amount is not changeable throughout the season and does not differ in amount, no matter how many weeks or amount of classes are in that month.

INTERNATIONAL TEAM SUPPLEMENT

An additional £15 supplement applies to the Monthly Cost (Gold Card cap) figure for any athlete placed in an International team including reserve and training positions. For those athletes competing across multiple international teams, the supplement is increased by £5 for each additional international team, per month.

PRE-COMP TRAINING

ALL ALLSTAR CHEER TEAMS, with the exception of our Allstar Prep team, and **DANCE TEAMS** will have **COMPULSORY** extra training sessions. These are as **IMPORTANT** as the competitions themselves and each athlete will be needed in order for teams to be fully prepared. Each days training costs £8. The total cost of these training sessions will be spread across the monthly Season 9 Academy Class Fee invoices.

DANCE EXTRA TRAINING

ALLSTAR DANCE TEAMS will have **COMPULSORY** extra training in addition to the Pre-Comp Training. Each extra days training (excluding International teams) costs £10.

FINANCIAL INFORMATION – MEMBERSHIP & UP FRONT COSTS

DANCE WORKSHOPS

All **LYRICAL DANCE TEAMS** will have **COMPULSORY** workshops in addition to the Dance Extra Training & Pre-Comp Training. Workshops are £30 each for senior & junior lyrical dance teams and £15 for youth lyrical dance athletes. The total cost of these extra workshops will be spread across the monthly Season 9 Academy Class Fee invoices.

ACADEMY MEMBERSHIP

Cheer, stunt & dance athletes can choose which Academy Membership package to have with us, when offered a position within an Allstar competing team. Each package includes your annual membership fee for the season (one payment covers cheer, stunt & dance) along with official **CheerForce™TEN** team wear from 'Man Up Cheer' USA for Season 9 **ONLY** available with your membership at the beginning of the season, **these will NOT be available at any other time.**

BLACK - Academy Membership with **Official Season 8 Tee** for **£54**

TEAL - Academy Membership with **Official Season 8 Tee** AND 'new style' **SweatPants** for **£74**

GOLD - Academy Membership with **Official Season 8 Tee**, 'new style' **SweatPants**, **Hoody OR Zip**
PLUS FREE Drawstring Bag for **£104**

**Package cost is discount by £10 for siblings

Academy Membership must be paid **BEFORE your first training day.** Any CheerForcer that has not paid for their membership will **NOT** be eligible to train with their team(s). **THIS IS A NON-REFUNDABLE PAYMENT.**

NOTE: All measurements are in inches.

ADULT TEE	S	M	L	XL	2XL	3XL	4XL	5XL
Body Length	28	29	30	31	32	33	34	35
Chest Width	18	20	22	24	26	28	30	32
YOUTH TEE	XS	S	M	L	XL			
Body Length	18	20.5	22	23.5	25			
Chest Width	14	16	17	18	19			

ADULT SWEATPANTS	S	M	L	XL	3XL	4XL
Waist	28-30	32-34	36-38	40-42	48-50	52-54
Inseam	29.5	30	30.5	31	32	32.5
YOUTH SWEATPANTS	S	M	L	XL		
Waist	18	20	22	24		
Inseam	21.25	24.25	27.25	29.25		

ADULT ZODDIE/HOODIE	S	M	L	XL	2XL	3XL
Body Length	27	28	29	30	31	32
Chest Width	20	21	23	25	26.5	28
YOUTH ZODDIE/HOODIE	XS	S	M	L	XL	
Body Length	17.5	19	20.5	22	23.5	
Chest Width	14	15.5	17	18.5	20	

FINANCIAL INFORMATION – LUMP SUM & UP FRONT COSTS cont

ACADEMY DANCE SUPPLEMENT

The Academy Dance Supplement of **£48** is payable by all athletes training with CheerForce Allstar competing dance teams each season. One payment covers all dance genres and teams.

Academy Dance Supplement must be paid **BEFORE your first SEASON 9 training day**. Any CheerForcer that has not paid their dance supplement will **NOT** be eligible to train with their team(s). **THIS IS A NON-REFUNDABLE PAYMENT.**

PYRAMID CHOREOGRAPHY FEE

Cheer team pyramids will be created during these sessions, with the exception of our Allstar Prep team. The Pyramid Choreography Fee of **£20** is payable by all athletes (regardless of attendance) training with CheerForce Allstar competing cheer teams each season, with the exception of our Allstar Prep team. One payment covers all teams for an athlete.

Pyramid Choreography Fee must be paid **BEFORE your first SEASON 9 training day**. Any CheerForcer that has not paid their pyramid choreography fee will **NOT** be eligible to train with their team(s). **THIS IS A NON-REFUNDABLE PAYMENT.**

DANCE CHOREOGRAPHY FEE

Cheer team routine end dances to be perfected during these sessions, with the exception of our Allstar Prep team. The Dance Choreography Fee of **£30** is payable by all athletes (regardless of attendance) training with CheerForce Allstar competing cheer teams each season, with the exception of our Allstar Prep team. One payment covers all teams for an athlete.

Dance Choreography Fee must be paid **BEFORE your first SEASON 9 training day**. Any CheerForcer that has not paid their dance choreography fee will **NOT** be eligible to train with their team(s). **THIS IS A NON-REFUNDABLE PAYMENT.**

ELITE STUNT CHOREOGRAPHY and UPGRADE FEE

Cheer team elite stunts to be created during these sessions and then upgraded in further sessions, with the exception of our Allstar Prep team. The Elite Stunt Choreography and Upgrade Fee of **£10** is payable by all athletes (regardless of attendance) training with CheerForce Allstar competing cheer teams each season, with the exception of our Allstar Prep team.

Elite Stunt Choreography and Upgrade Fee must be paid **BEFORE your first training day**. Any CheerForcer that has not paid their pyramid choreography fee will **NOT** be eligible to train with their team(s). **THIS IS A NON-REFUNDABLE PAYMENT.**

COMPETITION LUMP SUM

In order for us to make payment for competition entries easier, a proportion of each athletes anticipated season's entry fees will be due at the beginning of the season. A Competition Lump Sum payment is payable by all AllStar Competing Cheer & Dance athletes including PREP or STUNT only team athletes.

- **£95** Cheer athlete, excluding PREP team;
- **£95** Dance athlete;
- **£45** Cheer PREP & STUNT only team athletes;
- **£185** Cheer & Dance team athlete (including or excluding STUNT team).

Competition Lump Sum payment must be paid **WITHIN THE SECOND MONTH OF SEASON 9**. Any CheerForcer that has not paid their competition lump sum payment will **NOT** be eligible to train with their team(s). **THIS IS A NON-REFUNDABLE PAYMENT.**

PAYMENT CALENDAR - SEASON 9

<p>SEASON 9 STARTS</p> <p>Closed Team Group Training will commence at the CheerForce Gym the week beginning 3rd August 2020</p>	<p>Academy Membership (ALL CHEER, DANCE & STUNT athletes) BLACK £54 or TEAL £74 or GOLD £104 see page 4</p> <p>Academy Dance Supplement (ALL DANCE athletes) £48 see page 5</p> <p>Pyramid, Dance & Elite Stunt Fees (ALL CHEER athletes, excluding Allstar Prep) £20 + £30 + £10 see page 5</p> <p>to CF COMP LTD Sort Code: 54-10-36 Account Number: 14637758</p> <p>The above are UPFRONT costs due BEFORE 1st training session</p> <p>First – August 2020 - Monthly Class Cost (excluding extra training days, pre-comp extra training days & workshops if applicable) needs to be paid by 28th August 2020 or 1st September 2020, depending on selected payment date, into CHEERFORCE LTD Sort Code: 40-13-24 Account Number: 61501119</p> <ul style="list-style-type: none"> • 1-2 Cheer Teams is £59 a month; • 3 Cheer Teams is £84 a month; • 1-2 Dance Teams is £50 a month; • 3 Dance Teams is £74 a month; • 4 Dance Teams is £87 a month; <p style="text-align: right;">AND/OR</p>
<p>September 2020</p>	<p>Competition Fee Lump Sum payment to CF COMP LTD</p> <ul style="list-style-type: none"> • £95 Cheer athlete, excluding PREP team; • £95 Dance athlete; • £45 Cheer PREP & STUNT only team athletes; • £185 Cheer & Dance team athlete (including or excluding STUNT team). <p>INVOICED Academy Class Fees including extra training costs and stunt team class cost, if applicable to CHEERFORCE LTD</p>
<p>October 2020</p>	<p>INVOICED Academy Class Fees to CHEERFORCE LTD</p> <p>Remaining balance of BCA Winter Weekender & Spring Spirit competition entry fees, where applicable to CF COMP LTD</p>
<p>November 2020</p>	<p>INVOICED Academy Class Fees to CHEERFORCE LTD</p> <p>FUTURE CHEER Heart of England & JamFest Northern competition entry fees, where applicable to CF COMP LTD</p>
<p>December 2020</p>	<p>INVOICED Academy Class Fees to CHEERFORCE LTD</p>
<p>January 2021</p>	<p>INVOICED Academy Class Fees to CHEERFORCE LTD</p> <p>ICC Nationals 2020 competition entry fees, where applicable to CF COMP LTD</p>
<p>February 2021</p>	<p>INVOICED Academy Class Fees to CHEERFORCE LTD</p> <p>BCA Nationals 2021 competition entry fees to CF COMP LTD</p>
<p>March 2021</p>	<p>INVOICED Academy Class Fees to CHEERFORCE LTD</p> <p>JAMfest Europe competition entry fees, where applicable to CF COMP LTD</p>
<p>April 2021</p>	<p>INVOICED Academy Class Fees to CHEERFORCE LTD</p>
<p>SEASON 9 ENDS 7th May 2021</p>	<p>ALL SEASON 9 Academy Class Fees to have been paid to CHEERFORCE LTD</p> <p>ALL SEASON 9 competition entry fees to have been paid to CF COMP LTD</p>

FINANCIAL INFORMATION – ILLUSTRATIONS & INVOICING

Academy Class Fees Illustration and Invoices

You will receive an illustration showing the Season 9 Academy Class Fees (including extra training days, pre-comp extra training days & workshops if applicable). The first **Academy Class invoice** will be issued the 1st day of SEASON 9 and is payable either on the 28th or the 1st, depending on selected payment date. The remaining invoices will be issued at the beginning of the month and are payable either on the 28th of the month or the 1st of the following month, depending on selected payment date.

Recreational and Drop-In classes are payable at the start of each class. You can pay for the whole month at the start of each month, (first class date within each calendar month) this is none refundable, if classes missed.

Competition Entry Fees Illustration and Invoices

You will receive an illustration showing the Season 9 Competition Entry Fees. All Entry Fees figures will be based on Season 8 costs charged by the competition event providers plus £2.

All our Allstar Cheer and Dance teams will be entered into a minimum of THREE competitions during Season 9, with the exception of our Prep team who, along with our Stunt teams, will be entered into a minimum of TWO competitions. Relevant competitions will be advised if / when ready to compete.

Entry fees range from £32 to £62 - crossover entries and stunt teams entry fees range from £22 - £32. Event providers do charge different amounts based on the type of competition i.e. regional or national.

Taking a lump sum towards competition entry fees allows CheerForce to enter our competitions in plenty of time, ensuring the cheapest entry fee is secured. The remaining competition entry fees (where applicable) will then be payable, before the end of these calendar months, as shown in the **PAYMENT CALENDAR – SEASON 9**

Certain team fees including competition entry fee(s) maybe funded by **CheerForce™TEN**. An athlete/parent/guardian will be notified if applicable. **CheerForce™TEN** can withdraw this benefit at any time during the season without notice.

Team positions as an AllStar Competing Athlete with CheerForce™TEN will only be confirmed once the monthly class costs AND all relevant up-front payments have been received.

Team athletes will be release “LIVE” to all social media platforms.

FINANCIAL INFORMATION – UNIFORMS

CHEERLEADING UNIFORM

All our competing Allstar athletes, with the exception of prep teams, will be required to wear our latest uniform, white trainers and white trainer socks to compete.

Competition hair wraps are in the region of **£8-£10** and uniforms are **£175-£210** (leotards £115-£140; skorts £60-£80) ordered through **CheerForce™TEN**. Uniforms are made to measure and need to be ordered at least 10 weeks in advance.

Our **PREP team** will compete in shorts and tees at minimal cost. Competition bows are in the region of **£20-£25**. All ordered through **CheerForce™TEN**. Full details of requirements and costing will be provided August 2020 or before if possible.

Secondhand uniforms are available and can be sourced using the CheerForce Swap and sell Page on Facebook <https://www.facebook.com/groups/198555730328359/> or through **CheerForce™TEN**.

Trainers are available through many online outlets. We prefer and recommend Kaepa for new cheerleaders and Nfinity for those with more experience, these can be ordered through **CheerForce™TEN**, alternatively plain white trainers can be found in any high street store – Remember do not use outdoors!

Various payment options are available for uniform purchases. Remember we also have a Facebook group 'swap and sell page' where second hand uniforms, trainers etc are often advertised (see above link).

POM DANCE UNIFORMS

All competing Pom Dancers will require a competition dance uniform. For Season 9 mini & youth pom dance teams will wear our CF10 catsuit with long black socks, white racer back bras and black slip on dance shoes.

- Catsuits cost in the region of **£130-£140**;
- Official CheerForceTEN branded white racer back bras will be available in our on-line shop – www.rockthedragon.com
- Black dance shoes can be bought through **CheerForce™TEN** or you can source your own. Ensure they are correct specification BEFORE purchasing your own.

International junior & senior dance team uniforms are being kept the same as Season 8. A few cosmetic changes may be required but at present, no further costing information is available.

LYRICAL DANCE UNIFORMS

All competing Lyrical Dancers will require a competition dance uniform, jazz shoes and tights, if applicable. Uniforms are being reviewed. At present, no further costing information is available. Jazz shoes, the colour and style will be communicated, along with the uniform requirements, to the teams when finalised.

FREE BCA ID CARDS

CheerForce competes at lots of British Cheerleading Association (BCA) competitions and their policy means each competing cheerleader requires an ID card to compete at their events. ID cards are **FREE**.

If you have not held an ID card or it has expired you need to send CheerForce a photo (head shot) and proof of ID i.e. driving license, birth certificate etc to admin@cheerforce.co.uk

All ID cards are sent directly to CheerForce to distribute with competition entry ID's, **just before a competition**.

COMPETITIONS & DATES

COMPETITIONS

We will be entering the following competitions during Season 9:

- **BCA Winter Weekender** (entry subject to Program Directors discretion)

5th & 6th December 2020 - Winter Gardens – Blackpool

ALL TEAMS (except PREP team and only SELECTED Stunt teams)

PAYMENT due date for Spectator Tickets: before 31st October 2020

- **BCA Spring Spirit & Worlds 2021 Showoff**

30th & 31st January 2021 – Worcester Arena - Worcester

ALL CHEER TEAMS (only SELECTED Stunt teams)

PAYMENT due date for Spectator Tickets: before 30th November 2020

- **FUTURE CHEER Heart Of England**

13th February 2021 – Manchester Central, Windmill Street, Manchester M2 3GX

ALL CHEER & DANCE TEAMS (except PREP team)

PAYMENT due date for Spectator Tickets: before 15th December 2020

- **JAMfest Northerns**

27th OR 28th February 2021 – Winter Gardens – Blackpool

SENIOR DANCE TEAMS

PAYMENT due date for Spectator Tickets: before 15th January 2021

- **ICC NATIONALS 2021**

27th March 2021 - Motorpoint Arena – Nottingham

ALL DANCE TEAMS

PAYMENT due date for Spectator Tickets: before 30th November 2020

- **BCA NATIONALS 2021 (2022 Worlds Bid Event)**

8th & 9th May 2021 - International Centre – Telford

ALL TEAMS

PAYMENT due date for Spectator Tickets: before 15th March 2021

- **JAMfest Europe**

19th OR 20th June 2021 – Echo Arena – Liverpool

JUNIOR & SENIOR DANCE TEAMS

PAYMENT due date for Spectator Tickets: before 15th April 2021

**** DATES CORRECT AS OF 26th MAY 2020 - ALL DATES ARE SUBJECT TO CHANGE ****

SPECTATOR TICKETS

Spectator tickets for competitions can be ordered through CheerForce by emailing admin@cheerforce.co.uk. We will only order tickets that have been **PAID for BEFORE the due dates** above and a booking fee of £2 will be charged per adult ticket and £1 per child ticket.

You will be able to order your own through the BCA website or the relevant arena Booking Office. Full details will be provided nearer to the competition dates.

EXTRA TRAINING DATES

ALL CHEER and DANCE TEAMS will have **COMPULSORY** extra training. These extra training sessions are as **IMPORTANT** as the competitions themselves and each athlete is needed in order for teams to be fully prepared.

EXTRA TRAINING – MINI & YOUTH POM TEAMS & YOUTH & JUNIOR LYRICAL TEAMS

- Saturday **12th September 2020** – MiniPom LRL 13:00-15:00 & FFA 15:15-17:15; YPom 17:30-19:30
- Saturday **13th September 2020** – YouthLyrical 9:30-11:30; JuniorLyrical 11:45-13:45
- Saturday **17th October 2020** – MiniPom LRL 13:00-15:00 & FFA 15:15-17:15; YPom 17:30-19:30

ELITE STUNT CHOREOGRAPHY – ALL CHEER TEAMS, except Allstar Prep team

- Throughout the week commencing **29th September 2020**

DANCE CHOREOGRAPHY – ALL CHEER TEAMS, except Allstar Prep team

- Saturday **10th October 2020** – Youth2 12:00-15:30; Junior3 16:00-19:30
- Sunday **11th October 2020** – Mini2 9:00-12:30; Senior1 13:00-16:30; Senior4 16:45-20:15

PYRAMID CHOREOGRAPHY – ALL CHEER TEAMS, except Allstar Prep team

- Throughout the week commencing **2nd November 2020**

LYRICAL WORKSHOPS

- Friday **6th November 2020 17:00-21:00 (YOUTH TEAM)**
- Saturday **7th November 2020 13:30-22:00 (SENIOR TEAM)**
- Sunday **8th November 2020 10:30-21:00 (JUNIOR TEAM)**

ELITE STUNT UPGRADE – ALL CHEER TEAMS, except Allstar Prep team

- Throughout the week commencing **16th February 2021**

INTERNATIONAL TEAMS – (day & time for weekend training is as below, unless specified)

Saturdays - IJP JUNIOR POM 13:30-16:30

Sundays - IOL SENIOR LYRICAL 9:30-12:45

Sundays - IOP SENIOR POM 12:45-16:30 (sometimes 5pm finish if using dead floor hall for last hour)

- Weekend **22nd/23rd August 2020**
- **6th September 2020** – IOP 10:00-18:00 only *Leanne Woodcock workshop* **£5 CASH on the day**
- **13th September 2020** – IOL 14:15-16:30
- Weekend **26th/27th September 2020**
- Weekend **24th/25th October 2020**
- Monday **2nd November 2020** – IJP 18:00-21:30 (all other teams training as normal)
- Monday **9th November 2020** – IOP 18:00-21:30 (all other teams training as normal)
- Weekend **28th/29th November 2020**
- Weekend **12th/13th December 2020**
- Weekend **23rd/24th January 2021**
- Weekend **20th/21st February 2021**
- Weekend **13th/14th March 2021**
- Easter Saturday **3rd April 2021** - IJP 10:30-16:00
- Easter Sunday **4th April 2021** - IOL 10:30-16:00
- Easter Monday **5th April 2021** - IOP 10:30-16:00
- Saturday **10th April 2021** - IOP 11-14:30 only
- Friday **14th May 2021** - IJP 17:00-18:30; IOL 18:00-20:00; IOP 19:30-21:30
- Weekend **22nd/23rd May 2021**
- Sunday **13th June 2021** - IJP 9:30-12:30; IOL 12:30-16:30; IOP 16:00-19:30

**** DATES CORRECT AS OF 24th July 2020 - ALL DATES ARE SUBJECT TO CHANGE ****

PRE-COMP EXTRA TRAINING DATES

DANCE TEAMS

Times for pre-comp training for dates below - **MPom** LRL 12:00-13:00 & FFA 13:00-14:00; **YP** 14:15-15:15; **YL** 15:15-16:15; **IJP** 16:30-17:30; **JL** 17:30-18:30; **IOP** 19:00-20:00; **IOL** 20:15-21:15

- Saturday 21st November 2020
- Saturday 16th January 2021
- Saturday 20th March 2021
- Monday 3rd May 2021 (bank holiday) - **MPom** LRL 9:00-10:15 & FFA 10:15-11:30; **YP** 11:30-12:45; **IJP** 13:00-15:00; **IOP** 15:30-16:45; **YL** 17:00-18:15; **JL** 18:15-19:30; **IOL** 19:45-21:15

CHEER TEAM

Times for pre-comp training for dates below - **MPrep CHANCE** 9:00-10:15; **M2 KARMA** 10:15-11:30; **Y2 ENVY** 11:45-13:00; **S1 WARPAINT** 13:15-14:30; **J3 UPRISING** 14:45-16:00; **S4 DAUNTLESS** 14:15-17:30;

- Sunday 22nd November 2020 (except our MiniPrep team)
- Sunday 17th January 2021
- Sunday 21st March 2021

Practice session schedules can change due to several factors and additional practices may be added before a competition. **CheerForce™TEN** will always try to provide as much advance notice as possible. Thank You for your understanding in advance.

BLACKPOOL RED ZONE – All (except our MiniPrep team)

- 16th November 2020 – 4th December 2020

WORCESTER RED ZONE – Cheer & Stunt teams only

- 12th January 2021 – 29th January 2021

MANCHESTER RED ZONE – All (except our MiniPrep team)

- 25th January 2021 – 12th February 2021

BLACKPOOL RED ZONE – Senior Dance teams only

- 8th February – 26th February 2021

NOTTINGHAM RED ZONE – Dance teams only

- 8th March 2021 – 26th March 2021

TELFORD RED ZONE

- 12th April 2021 – 7th May 2021

12th, 13th, 14th, 15th, 16th APRIL 2021 LAST FULL TRAINING BEFORE WORLDS
3rd, 4th, 5th, 6th, 7th MAY 2021 LAST TRAINING BEFORE BCA NATIONALS

LIVERPOOL RED ZONE – International Dance teams only

- 1st June – 18th June 2021

The competition entered determines the Red Zone date and which teams it applies to (see page 9 - Competitions & Dates)

**** DATES CORRECT AS OF 24th July 2020 - ALL DATES ARE SUBJECT TO CHANGE ****

COMMITMENT & ATTENDANCE

Athletes need to attend **EVERY** training session unless of illness, holidays booked and authorised or a family bereavement. Training sessions are weekly throughout the season, unless advised in advance.

Punctuality is a **MUST**. Athletes should arrive at least 10 minutes early to all training sessions. Arrival times are provided for events and competitions

RED ZONE

Athletes must **NOT** miss training during the **3 WEEKS LEADING UP TO AND INCLUDING A COMPETITION**. The 3 weeks prior to every competition is our 'red zone'. We are unable to consider booked holiday absences during this time. Anyone missing these sessions during our 'red zone' for anything other than illness or bereavement will risk losing their position within the team. **If we have to withdraw an athlete from the competition due to lack of attendance, which happened last season, no refunds will be given.**

ILLNESS ABSENCES

An illness absence must be reported on the morning (where possible) of the missed training session day via **email**, any other forms of communication will **NOT** be accepted and will result in an un-agreed absence. Where possible, an athlete should attend a session to watch if unable to join in. Please be respectful to your team and coach, if you or your child is physically able to attend a session and join in on some things, or watch the session – this is encouraged over missing a session completely.

An illness absence will **ONLY** be agreed by the head or assistant head coach and only when reported via email: admin@cheerforce.co.uk

HOLIDAY ABSENCES

Will **ONLY** be agreed if outside the 'Red Zone' dates and conveyed via email to admin@cheerforce.co.uk **ABSENCES DUE TO BIRTHDAYS AND/OR FAMILY MEALS WILL RESULT IN AN UNATHORISED ABSENCE.**

ALL Parent/guardian are asked to support their child's commitment throughout the year, and take into account extra training dates, competition 'red zone' and competition dates when booking family holidays.

WITHHOLDING AN ATHLETE FROM PRACTICE AS A FORM OF DISCIPLINE WILL RESULT IN AN UN-AGREED ABSENCE. CheerForce™TEN would instead ask you to contact the head coach who will be happy to enforce a discipline within the session – where it does not negatively affect the rest of the team (e.g. restricted social time with other athletes at practice).

TEAM POLICIES & BEHAVIOUR

CheerForce™TEN work within a positive atmosphere of encouragement and respect for each other, this builds stronger teams and well-rounded athletes. Be encouraging to your team mates, support all **CheerForce™TEN** teams and take pride in each other. You are **ALL** amazing.

ALWAYS show good sportsmanship, positive conduct and professionalism at all practices, competitions and team events.

We have a **ZERO TOLERANCE** for boasting, bullying or negativity of any kind. This includes gossip and posts over social media (Facebook, Twitter, Snapchat etc). Anyone (athlete, parent or guardian) breaking this rule could be asked to leave the team immediately and with **NO** refund of any fees paid. If you have any concerns, please contact our 'team relationship manager', Head Coach, Assistant Head Cheer & Dance Coach or Accounting & Administration Director.

Your coaches and staff have worked very hard to make **CheerForce™TEN** what it is today. Abuse of any kind whether verbal, physical or written will be taken very seriously and immediate dismissal of all involved will take place and could also result in being reported to the police.

NO profanity or rude language will be tolerated by anyone athlete/parent/guardian.

Toilet and water breaks are allowed during practice after **PROIR** consent from the coach.

The **CheerForce™TEN** dress code must be followed at all times:

- **NO** denim; **NO** outdoor shoes; **NO** jewellery.
- **NO PIERCINGS** (unless covered with tape) including earrings. This is for **YOUR** own safety and that of your team members - **CheerForce™TEN** will **NOT** be responsible for any piercings left in and/or injuries caused.
- Comfortable training wear only please.
- Keep makeup to a minimum at practice.
- Hair **tied up** at all times whilst training.
- **APPROPRIATE FOOTWEAR MUST BE WORN AT ALL TIMES WHILST IN THE GYM**

During competitions, when a **CheerForce™TEN** team takes to the floor – **ALL** present at the competition (except those already in warm up) are requested to support the team from the front of the floor (or in the designated crowd supporter section).

ALL TROPHIES /BANNERS (with the exception of any individually achieved awards, e.g. Spirit, Believe trophies etc.) are to remain at The CheerForce Gym. **If you still have any trophies at home/school please return them.** If you are asked to transport a trophy back from an event, please bring this with you upon your next visit to the gym.

It is the athletes/parent/guardian responsibility to stay informed. Check notice boards, Facebook, email and our website regularly. If you are not on Facebook, please let us know on your athlete consent/information forms.

Please do **NOT** call or text the coaches or staff unless it is an emergency. We all need to have our personal time away from work, thank you in advance for respecting this. **CheerForce™TEN** want to make sure the line of communication is open, please just respect office hours.

If you need assistance or answers to anything, please contact us by email. We are committed to you and we will provide the best customer service to our athletes and their families. Please do **NOT** make assumptions about anything. Please ask! However, we do our very best to communicate all information to the team at all times. Please try and answer a question yourself first before contacting a coach or volunteer. Lots of information can already be found on FB group walls, most questions can be answered from information already distributed. <https://www.facebook.com/groups/151555688255978/?fref=nf>

Do **NOT** bring items of value to training (IPOD, Jewellery etc.) **CheerForce™TEN** is **NOT** responsible for lost or stolen items.

RULES OF THE GYM

THE CHEERFORCE GYM FULL OF POSITIVITY

- **NO** outdoor footwear or bare feet on **SPRUNG FLOOR**, clean cheer (training) or jazz shoes **ONLY**;
- **NO** food or drink near the **SPRUNG FLOOR**;
- **ALL** belongings to be stored in the storage area on arrival, with the **exception of drinks**, which should be placed on the table in or outside the athletes' area;
- **NO** charging phones / laptops etc, power supply points are for coaches **ONLY**;
- All mobiles must be turned **OFF** once practice starts and must **NOT** be used unless given permission from the coach;
- **ALWAYS** clean/tidy up after yourself this includes washing-up any crockery you have used. **NO rubbish to be left behind, use bin(s) provided**. Anyone found to be littering will owe a forfeit!!

Where a forfeit is owed by an athlete, these will normally be physical in nature, used as a deterrent and aimed at increasing stamina.

We operate a closed training policy during classes - **NO spectators to watch during training sessions** – If waiting within the gym, please do not watch through the windows or over the viewing area, this is for coaches only.

Athletes are to use the main entrance, located at the rear of the building, **ONLY** key holders and coaches may use the front entrance.

PLEASE RESPECT OUR GYM

Athletes under 18 years of age MUST BE COLLECTED FROM INSIDE THE GYM FOR THEIR SAFETY and MUST gain coaches or staff consent BEFORE leaving the GYM PREMISES.

Permission can be given by parent/guardian by completing the *After Session Disclaimer* part of the application packet.

TEAM ROLES

TEAM CAPTAIN

A team captain will be required to take on extra responsibilities. They will be responsible for keeping important choreography notes for the team, and being an additional support for the head coach within that team. In the older teams, Team Captains are on hand to help with any issues that may arise, help with warm ups and events where possible.

The Team Captain is responsible for the teams' conduct at competition awards – and will be the person to collect any trophies achieved by that team at competitions.

Captains for Season 9 will be announced over the summer months.

PARENT CAPTAIN

A parent captain liaises between the coach and/or staff and the parents of athletes within a team when necessary. There are two/three 'parent captains' per age division.

Parent captains are vital to the Academy and are highly valued by the coaches, athletes and parents. Further information on the role and responsibilities can be obtained by email from mary@cheerforce.co.uk

TEAM RELATIONSHIPS

CheerForce™TEN understands that the best athletes are developed through positive encouragements and environments. It is vital a team trust and respect each other. Our volunteer 'team relationships managers' will be on hand to help with any issues that may arise within the team environment and will be a supporter of the 'zero tolerance' for bullying policy, helping ensure teams remain positive at all times. Contact details are available from admin@cheerforce.co.uk

SAFEGUARDING

Our volunteer 'safeguarding officers' are available to help with any issues that may arise whether within the academy environment or not. **CheerForce™TEN** encourages the awareness of appropriate actions to be taken for staying safe. Contact details are available from admin@cheerforce.co.uk

FUNDRAISING COMMITTEE & FUNDRAISING EVENTS

Our Fundraising Committee works hard all year round, raising extra money; cake stalls, bag and packs, raffles etc. This money has enabled us to purchase new equipment and in some cases offset costs for certain expenses. This committee is open to all who wish to get involved, please email: admin@cheerforce.co.uk for more information if you are interested in being part of this. We are looking for people to join the committee, and to help organise events.

From time to time **CheerForce™TEN** hold 'full team' fundraising events, these are **MANDATORY** for all to attend.

DISPLAY ATHLETE

We have display team athletes who are specifically selected by our 'Display & Events Coordinator' dependent on the event. If you are interested in being involved in the display team, please email: admin@cheerforce.co.uk

GDPR PRIVACY NOTICE FOR ATHLETES AND THEIR FAMILIES

We are required to inform athletes and their families about how their personal data may be collected and used.

Who processes your information?

CheerForce™TEN is the data controller of the personal information you provide to us. This means the academy determines the purposes for which, and the manner in which, any personal data relating to athletes and their families is to be processed. Mary Barker acts as a representative for the academy with regard to its data controller responsibilities; she can be contacted on 07484 731686 or mary@cheerforce.co.uk.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent. Where the academy outsources data to a third-party processor, the same data protection standards that **CheerForce™TEN** upholds are imposed on the processor.

Jonathan Smart is the data protection officer. His role is to oversee and monitor the academy's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on **07805 835753** or admin@cheerforce.co.uk.

Why do we collect and use your information?

The personal data of athletes and their families is collected and used for the following reasons:

- To provide contact details and emergency contact details for our athletes;
- To create care plans for children who have medical conditions that may affect their performance and to ensure we keep athletes safe;
- To create individual financial accounts for the athletes and their families;
- To publicise and celebrate the achievements of the academy;
- To pass onto event providers when we compete at competitions.

Which data is collected?

The categories of athlete information that the academy collects, holds and shares includes the following:

- Personal information – e.g. names, addresses, phone numbers and email addresses;
- Attendance information – e.g. number of absences and absence reasons;
- Relevant medical information;
- Photographs and videos - these will be used to celebrate the success of our academy on social media and our website. Videos will also be used to support the skill development of our athletes.

The majority of the personal data you provide to the academy is voluntary. When collecting data, the academy will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the academy will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The categories of parent information that the academy collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts;
- Financial information, ensuring payments can be made for goods and services.

How long is your data stored for?

Personal data relating to athletes at the **CheerForce™TEN** and their families is stored in line with the GDPR Data Protection Policy.

In accordance with the GDPR, the academy does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

GDPR PRIVACY NOTICE FOR ATHLETES AND THEIR FAMILIES - cont

Will my information be shared?

On occasions photographs or some basic information will be shared with third party providers.

Your details will be shared with the various event providers, allowing athletes to compete. Media channels such as newspapers, websites, or social media to promote events and achievements. The information that we share with these parties includes the following:

- Photographs or videos;
- Personal Information.

What are your rights?

Parents and athletes have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how **CheerForce™TEN** uses your personal data;
- Request access to your personal data that the **CheerForce™TEN** holds;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased when there is no compelling reason for its continued processing;
- Request that the processing of your data is restricted;
- Object to your personal data being processed;

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way **CheerForce™TEN** is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information you can find our data protection policy to download at our website www.cheerforce.co.uk

IMAGES AND VIDEOS PARENTAL AND/OR ATHLETE CONSENT

The following information explains the reasons why and how **CheerForce™TEN** may use images and videos of you and/or your child. Please read the form thoroughly and outline your agreement as appropriate.

Why do we need your consent?

CheerForce™TEN requests the consent of athletes and/or parents to use images and videos of them or their child for a variety of different purposes.

Without your consent, the academy will not use images and videos of you or your child. Similarly, if there are only certain conditions under which you would like images and videos of you or your child to be used, the academy will abide by the conditions you outline in this form.

Why do you we use images and videos of you and/or your child?

CheerForce™TEN uses images and videos of athletes to celebrate the achievements of the academy; to promote the academy on social media and on the academies website; and for other publicity purposes in printed publications, such as newspapers.

Where the academy uses images of individual athletes, the name of the athlete **will not** be disclosed. Where an individual athlete is named in a written publication, a photograph of the athlete **will not** be used to accompany the text.

If, for example, an athlete has won an award and you/your parent would like your/their name to be published alongside the image, **separate consent** will be obtained prior to this.

CheerForce™TEN may take images or videos of individual athletes and groups of athletes to use on social media, the website, in academy information and other printed publications, such as our newsletter.

Who else uses images and videos of you and/or your child?

It is common that the academy is visited by local media and press, who take images or videos of academy events, such as showcase days. Athletes will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of you and/or your children:

- Shropshire Star and associated papers
- Bridgnorth and/or Telford Journal
- BCA/JamFest/Future Cheer/ICC and any other Event Providers
- JPAD photography

Where any organisations other than those above intend to use images or videos of you and/or your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- The consent form is valid for the duration of Season 9 at the academy;
- It is the responsibility of parents and/or athletes to inform the academy, in writing, if consent needs to be withdrawn or amended;
- The academy will not use the personal details or full names of any athlete in an image or video, on our website, in our academy prospectuses or any other printed publications;
- The academy will not include personal emails, postal addresses or telephone numbers on images or videos on our website, or any other printed publications;
- The academy may use group or team images and videos with general labels, e.g. 'Blackpool 2020';
- The academy will only use images and videos of athletes who are suitably dressed.

IMAGES AND VIDEOS PARENTAL AND/OR ATHLETE CONSENT - cont

Refreshing your consent

The consent form is valid for the duration of Season 9 at the academy. Parents and/or athletes are required to fill in a new form for their child or themselves where any changes to circumstances occur – this can include, but is not limited to, the following:

- Changes to athlete's circumstances, e.g. safeguarding requirements mean a athletes image cannot be used;
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to Mary Barker at mary@cheerforce.co.uk, a new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents or athletes have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Mary Barker at mary@cheerforce.co.uk.

If you have any questions regarding this, please do not hesitate to contact the DPO, Jonathan Smart on 07805 835753.