

*SEASON 2016-2017*



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CHEER FACTOR ALL-STARS  
GUIDEBOOK/POLICIES AND PROCEDURES

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**CHEER FACTOR HIGH PERFORMANCE TRAINING CENTER LLC.**  
69 EAST BELCHER RD.  
FOXBORO, MA 02035

**CHEER ESSENTIALS**  
155 WEBSTER ST. SUITE O-1  
HANOVER, MA 02339

**CHEER LEGACY**  
GRAND SLAM HITTING AND TRAINING CENTER  
391 WEST WATER ST.  
TAUNTON, MA 02780

[www.CheerFactorGym.com](http://www.CheerFactorGym.com)

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CheerFactor All-Stars and the CheerFactor Foxboro location is owned and operated by Christie Blushi and Erika McLaughlin. Alyson Rotondo owns and operates the Cheer Essentials location and Marianne Moore and Kerry Rogers own and operate the Cheer Legacy location. All 5 women take great pride in this program and continue to strive to offer the BEST All-star experience in the industry.

CheerFactor All-Stars is one of the most respected and highly regarded cheerleading programs in Massachusetts as well as New England. In recent years our program has become Nationally known for outstanding showings at the WORLD CHAMPIONSHIP, NCA ALL-STAR NATIONALS AND THE SUMMIT. Our program and its success as a whole, from L1-5/Tiny's to Senior's is our top priority. We have earned more National Championships, Grand Championships, Program Championships, Summit bids and Worlds bids than any program in the area. The CFAS staff trains and competes our athletes at skill levels that engage and challenge them. We educate our athletes in self-confidence, respect, integrity, positivity, and athletic sportsmanship. We pride ourselves in our ability to train and coach our athletes in a professional, positive, and rewarding environment. We believe in open communication with the athlete and parent and work tirelessly to ensure the athletes and parents feel like valued members of the CheerFactor Family! We run our program professionally and take our customer satisfaction seriously. Your Family's All-Star experience is important to us. Our philosophy in making our decisions is always PROGRAM first, TEAM second and the INDIVIDUAL third. This philosophy process is beneficial to ALL.

# Communication

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We have set the following communications guidelines to ensure effective communication.

## How to communicate with CheerFactor:

- **E-mail** is the preferred method of communication with CheerFactor All-Stars. To avoid miscommunication we prefer important correspondence in writing. This also helps with keeping a fast and effective way for sharing information to others, ie, Coaches, front desk staff, team moms etc. Please note, we do our best to return emails in a timely manner (within 24 hours). We will return e-mails between the following hours:

Monday – Thursday: 3:00 pm-11:00 pm

E-mails will not always be returned Fridays, Saturdays or Sundays

All-Star Inquiries and Questions: [CheerFactorGym@yahoo.com](mailto:CheerFactorGym@yahoo.com)

Christie and Erika share this email and are the only people who view this inbox.

Other important emails:

Cheer Essentials: [Alyson@CheerEssentialsGym.com](mailto:Alyson@CheerEssentialsGym.com)

Cheer Legacy: [CheerLegacyGym@yahoo.com](mailto:CheerLegacyGym@yahoo.com) or [CheerLegacyKerry@yahoo.com](mailto:CheerLegacyKerry@yahoo.com)

A separate email list for other staff members and coaches will be provided to all families.

- **FaceBook** is not a mode of communicating with the owners and/or the staff about issues, concerns or questions. Facebook is used to share our athlete's videos, pictures, and information as well as to give positive encouragement and stay connected to our families in a fun, casual way. It is not intended to be a substitute from our official email address.
- **Call/Text on personal cell phones** should not be a method of communication unless otherwise specified; if you are returning a call or if there is an emergency. NOTE: Team moms do have the cell phone numbers of the owners and staff and are permitted to call/text during competitions and emergencies.
- **ATHLETE TEAM GROUP CHATS** are not allowed unless an adult (team mom or coach) is in the group. We consider a **TEAM GROUP CHAT** any communication that includes more than 30% of the team.

### **Communication from CheerFactor:**

- The majority of the communication you receive from CheerFactor will be via e-mail. You will receive a lot of emails from CheerFactor usually forwarded by the Team Mom(s). We highly encourage our families to create a CHEERFACTOR Folder within your email account so you can easily recall any information sent out.
- Note that you are responsible for knowing any and all information that is sent; please be sure that you read each e-mail carefully. We do our best to keep our families informed of any and all happenings in the gym, so be prepared for lots of emails!
- Please note; if you are multiple teams, you will receive duplicate emails. It is not the responsibility of team moms to filter information. Everyone gets all information.
- CheerFactor does run a TWITTER, Facebook, SnapChat and INSTAGRAM page.
- All athletes are subject to have their image displayed on all forms of social media.
  - Facebook: CheerFactor gym
  - TWITTER: @CheerFactorAS
  - Instagram: cheerfactor\_allstars
  - SnapChat:

### **Communication with Each Other:**

- One of CheerFactor's missions is to build a family environment for all of our families that includes everyone, not just our athletes. With this being said, it is our hope that our athletes as well as our parents form great bonds and become more comfortable discussing things with one another. We expect that the CheerFactor ideals of sportsmanship will be upheld.
  - Please refrain from any negative discussions in the parent room or on social media.
  - Please refrain from discussing other athletes and/or families.
  - Please refrain from discussing any coaching/routine issues.
- At NO time is it appropriate to directly contact event producers about competitions, results, bid processes or anything of that nature. Please send any concerns to the owners of CFAS.
- CheerFactor reserves the right to remove families from the program for any negative behavior we feel is detrimental to our program.
- Facebook Groups:
  - CF team coaches will usually create private FB groups for every team. This is again a fun place to share encouragement, pictures, video's etc.
  - Questions that may be answered on these forums are not always accurate; please email your important question for the accurate answer.
  - Remember to keep the FB groups positive!
  - CheerFactor reserves the right to remove an athlete or parent from the FaceBook group for negativity.

**THE CHEERFACTOR OWNERS ARE OPEN AND WILLING TO PERSONALLY DISCUSS ANY CONCERNS OUR CUSTOMERS HAVE AT ANY TIME.**

# Dress Code

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The Cheer Factor dress code has been put into place to ensure the athletes are safely prepared to perform the skills required of them and uphold the CheerFactor image internally and externally to the gym.

## Practice Dress Code

- A designated practice outfit will be assigned for weekday and weekend practices. This may be black on black or may be the new practice outfit (dependant on when the outfit arrives) Coaches will be clear about this come the school year.
- A cheer bow is preferred for every practice.
- Proper cheerleading sneakers should be worn to all practices and/or tumbling classes – no exceptions. **DO NOT FORGET YOUR SNEAKERS!!**
- Sports bras are required without additional bra straps showing.
- Oversized shirts or sweatshirts as well as oversized pants or sweatpants are not conducive to our sport and are not allowed to be worn during practice.
- Hair should be done tightly and out of your face – this includes swaying bangs.
- Cheerleaders should always have spansks or tight fitting shorts under their practice shorts at all times.
- **NO JEWELRY** should be worn at any time! This is a safety issue and we expect parents as well as athletes to ensure it is followed.
- Fingernails should be athletic length at all times (not past the finger tip). Again, this poses a safety issue for our athletes.
- Athletes must display proper hygiene during practices and tumble classes.
- Themed practices are optional for athletes to participate in and are meant to be fun.

## Competition Dress Code

- Athletes must arrive in appropriate attire and wear all uniform items appropriately.
- No jewelry should be worn at any time. This is a safety issue and can cause a team to be penalized or disqualified from the competition.
- Appropriate competition hair and makeup should be completed before meet time.
- Hair and make-up information goes out mid season.
- Athletes should be “competition ready” for awards. (Looking the same as when you actually compete).
- Wear your uniform with pride and the way it is intended to be worn:
  - It should be zipped/buttoned 100% and pulled up or down appropriately.
  - Wear your top the way it is intended to be worn,. If it is a full top it should be full at all times.
- White **NO SHOW** socks are required with your white sneakers.
- Nude sports bras are required for your uniforms; please ensure your bra matches uniform style and cut outs appropriately.
- Hair must be a **NATURAL COLOR**. Any extreme hair colors may need to be approved by owners.

- **IMPORTANT! ATHLETES WITH THE CROP STYLE UNIFORM CANNOT BE SEEN IN THE CROP TOP AT ANYTIME UNLESS WITH THE FULL TEAM HEADING TO COMPETITION AREAS. THIS IS AGAINST USASF RULES!**

### **Notes about the CFAS Logo and apparel**

- Personalization such as athlete name, age/level abbreviations...ie: j4, y2, m2 etc can be added to any official or unofficial merchandise and/or bows.
- Team names cannot be put onto bows.
- Team names cannot be put onto any apparel.
- CFAS, any CF or CFAS logo, CheerFactor and CheerFactor All-Stars cannot be added to any official or unofficial Pro-shop items.
- CheerFactor will provide contact information to CFAS authorized vendors to our families. Authorized vendors will be able to provide custom apparel. These vendors will be able to bling, embroider or heat press:
  - Team names
  - CFAS, CheerFactor, or CheerFactor All-stars
  - Add to CFAS Pro-shop items
- Christie and Erika reserve the right to make exceptions to these policies should the circumstance be acceptable.

## **Attendance and Injuries**

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**ATHLETES MUST CONTACT TEAM COACH DIRECTLY VIA EMAIL WITH ANY ATTENDANCE ISSUES, REQUESTS OR NOTIFICATIONS.**

### **Practice Attendance Policy 2016-2017**

This is for any REGULARLY SCHEDULED PRACTICES

#### **Summer Session #1 (June 13<sup>th</sup>-June 30<sup>th</sup>)**

*\*Please note a grace period will be given for new team members joining after the start of the season.*

No limit. Athletes must notify coaches of any conflicts or absences as soon as they know about them.

#### **Summer Session #2 (July 18<sup>th</sup>-September 5<sup>th</sup>)**

- (Level 5) Two Absences will be allowed
- (Level 1-4) Absence request must be submitted by July 2<sup>nd</sup>

#### **Regular Season (September 6<sup>th</sup>-February 28<sup>th</sup>)**

- Four Absences will be allowed (level 1-5)

#### **Late Season (March 1<sup>st</sup>-April 23<sup>rd</sup>)**

- One absence will be allowed (Plus any absences not used during REGULAR Season)

**ANY ATHLETE FOUND IN NON-COMPLIANCE OF OUR ATTENDANCE POLICY WILL BE REMOVED FROM THE ACTIVE COMPETITIVE ROSTER.**

## **RED ZONES:**

**PRACTICES NOTED AS RED ZONE WILL NOT ALLOW FOR ANY ABSENCES.**

- **NO EXCUSES, ZERO EXCEPTIONS.**
- **RED ZONES ARE THE WEEK LEADING UP TO REGULAR SCHEDULED COMPETITION. THIS WILL BE ANY/ALL PRACTICES FROM MONDAY TO FRIDAY PRIOR TO THE COMP WEEKEND (ADDED OR SCHEDULED) SOME COMPETITIONS HAVE EXTENDED RED ZONES. THESE WEEKS WILL BE SUPPLIED SEPERATELY**
- **After March, replacement of an athlete that was out the week prior to competition will be up to the discretion of the coach.**

## **Returning Injured Athlete Policy**

- Any athletes that suffer an injury that prevents them from practicing more than two weeks **MAY NOT** be placed back on active roster immediately after recovery.
- The athlete may be placed on a different team to perform until the former team coach feels as though the athlete is **FULLY** capable of performing with his/or her former team.

This rule is to protect both the injured athlete from re-injury, and or unhealthy/unnecessary pressure or stress, as well as the team.

## **“Sitting Out” Policy**

- While we certainly appreciate athletes attending practices when they have a soft injury or a non-contagious illness we have had instances where ‘Non-Participating’ in practices too frequently has become a problem.
- While non-participation in a practice does not count as an absence the following rule will be in place this season.
- **FOR EVERY TWO PRACTICES THAT AN ATHLETE DOES NOT PARTICIPATE IN MORE THEN ½ THE PRACTICE, THAT ATHLETE WILL HAVE ONE ABSENCE MARKED AGAINST THEM.**

## **Concussion Policy**

- To protect the injured athlete, the team and the gym, **ANY VERIFIED CONCUSSION DIAGNOSIS WOULD RESULT IN AUTOMATIC FILL-IN REPLACENT.**
- Once an athlete is cleared to participate they will get their “spot” under the same conditions under the “**RETURNING INJURED ATHLETES**” policy.
- This new policy is due to the “open endedness” of concussion recovery. An athlete needs time to properly recover and not rush back, but in the meantime; the team still needs to continue to move forward.

## **Competition Attendance**

We practice countless hours to prepare for competitions; therefore competitions are absolutely mandatory with no exceptions. The countless hours and financial commitment our families put into these events does not go unnoticed so we have taken the following precautions into account to protect your commitments.

- In the event of an emergency in which the athlete will not be able to compete, the parent (not the athlete), must contact the gym owner, coach and team mom as soon as possible.
- If the athlete is injured they are still required to attend the competition
- If the athlete is too ill to attend the competition they do not need to attend
- Please know that failure to notify the gym owner, coach and team mom in a timely manner will result in permanent dismissal from the team.
- Not competing in a competition should be the last resort.
- Athletes who do not attend a competition for anything other than what the OWNERS find to be an emergency are subject to removal from the roster.

### **Competition Tardiness**

Tardiness at competition can cause extreme stress to team moms as well as team athletes. It is imperative to keep communication open with your team mom in the event that you may be tardy.

- If you are more than a ½ hour late 2 times for your meet time WITHOUT communicating with your team mom, your child will be replaced for 1 competition.
- If you are AT ALL LATE for your warm-up time WITHOUT communicating with your team mom ONCE, your child will be replaced for 1 competition.
- If you are consistently late for meet-time or warm-up time WITH communication to your team mom, you will receive a warning from the gym and will put your child at risk for being replaced for a competition

### **Injuries**

While we do not plan for injuries and would wish to have an injury free season, they do happen in all shapes and sizes. Competitive cheerleading is a contact sport and like all contact sports we face injuries throughout the season. It is important to know that the CheerFactor Staff is first aid and CPR/AED certified. While we are certified to assess injuries we are not doctors. If at any time you feel that your athlete needs to seek medical attention we encourage you to do so and follow the below guidelines.

- Any and all injuries that disrupt participation will be reported and documented in the CF INJURY LOG at the time of the injury (regardless of the size). Coaches or instructors fill-out the injury log. CheerFactor will send an email follow-up with the parent.
- If any athlete fails to report an injury, even if it doesn't disrupt participation, it could result in disciplinary action.
- Head injuries are serious and we encourage our families to educate themselves on concussions.
- After receiving medical care, all injuries that prevent/limit the participation of your athlete, must have written documentation from a doctor. This goes for both stopping participation and being "cleared" to restart participation.
- The CheerFactor Staff reserves the right at any time to use their professional judgment and decrease the athlete's activity.



- Communication is vital to the well being of your athlete. It is the parent's responsibility to communicate detailed information about your athlete's injuries and recovery time.

### **Conditioning**

The CheerFactor Staff takes every, and all precautions to limit injuries for your athlete, but unfortunately, we cannot prevent them all. Conditioning is vital to the limitation of injuries. We take your athletes body very seriously and treat it with care!

- All Star Cheerleading is a strenuous sport and requires athletes to be in top physical condition. This includes flexibility, strength and endurance.
- It is expected that our athletes participate in any and all pre/during/post practice workouts. These prevent injury.
- It is expected that our athletes take the drills in their tumbling classes seriously as these drills teach proper technique and technique can avoid injury.
- It may be necessary for an athlete to take extra condition/stretch/stung classes to properly condition for their readiness of competition.
- At any time a coach may request an athlete do conditioning drills, exercises at home or outside the gym. This will not be done without proper instruction from the coach to both the athlete and parent.

## **Crossovers & Fill-Ins Polices & Procedures**

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Crossovers and/or fill-ins are members of the team that perform/compete on other team(s) within the gym. A crossover is a full member of the team and is choreographed into the routine permanently. A fill-in is a temporary member of the team that might be in the routine for just one competition due to another athlete's injury/illness, etc.

### **Crossover Expectations:**

- Practice attendance is mandatory and is the same for the crossovers primary team.
- Crossovers are to treat all teams they compete on equally and with the same importance.
- Being a crossover is a big commitment and responsibility for the athlete. Please be sure your family can make this commitment fully.
- Crossovers are responsible for all fees charged by competition companies to compete on more than one team (this rate is substantially discounted the majority of the time). Note: because you pay a fee does not always mean you will receive more than one gift and/or championship gear.
- Crossovers are to pay their crossover monthly tuition by the tuition due date. Your financial obligations are the same for all teams.
- Crossovers will incur all travel expenses for their crossover team even if their primary team is not in attendance.

### Fill In Expectations:

- Are expected to perform the duties they are tasked with to the best of their ability.
- Their role is to fill-in for the injured/ill athlete for a limited or designated time frame.
- Are not responsible for any cost associated with competing.
- Are responsible for any travel costs.

## Financial Policies and Procedures

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CheerFactor understands that participating in all-star cheerleading is a large financial commitment; therefore we understand how important it is to our customers to have detailed explanation of where your hard earned money goes.

### Explanation of Tuition

- Cost depends on team and can be found on the Pricing Sheet
  - This includes all practice time, and allowed tumble practice time.
- Crossovers will pay an additional \$20.00 per month on top of regular tuition.
- Tuition is not increased or decreased with closings, or added practices.

### Explanation of Discounts on Tuition

- Sibling discounts are available for Full Year athletes only. (**Tuition discount is not available for half-year athletes**). The first child will be considered full price and the second will be 50% off of their regular tuition.
- Team moms will receive \$50 off of their monthly tuition. (**Half -Year Team mom discount is \$25 off their tuition**). They will also receive a weekend or day pass for every event. That will be theirs to keep.
- Referral Program:
  - A full year athlete who refers a full year athlete will receive free tuition in April of that year. More than one referral will result in more months free (working in reverse from April). (Limit TWO referrals awarded per athlete). The free tuition is only applicable to one sibling and will be applied to the discounted sibling.
  - A full year athlete who refers a half-year/Prep athlete will receive 50% off of tuition in April of that year. More than one referral will result in 50% off in more months (working in reverse from April). (Limit TWO referrals awarded per athlete).
    - The discounted tuition is only applicable to one sibling and will be applied to the discounted sibling.
    - PLEASE NOTE A REFERRAL FORM MUST BE FILLED OUT BY JUNE 15<sup>TH</sup> FOR FULL-YEAR REFERRALS AND DECEMBER 15<sup>TH</sup> FOR PREP REFERRALS.

- **DISCOUNT DISCLAIMER**
  - Families cannot compile discounts, ie: Team Mom, sibling, early bird tuition etc.
  - When eligible for multiple discounts, the highest discount prevails.

### **Tuition Refund Policy:**

- There are no refunds for tuition. There is no refund on pre-paid tuition or pre-paid discounted tuition.
- Again, tuition is not prorated for months where there are less practices and in the reverse you are not charged anything additional for the months where there are more.
- If an athlete leaves the program they are still responsible for the full month's tuition up until the point where CheerFactor is formally notified.
- If an athlete is injured they will not receive a refund for the month the injury occurred.

### **Competition Fees:**

Competition Fees are the fees that competition companies charge CheerFactor for the athletes to compete. In addition to the competition fee CheerFactor charges a coaches fee per athlete to cover the following:

- Pay, housing and travel (when necessary).
- “Post Season” events, such as Worlds and the Summit are not included in the initial **Competition Fees**. Registration Fees and coach's fees will be added when applicable.

### **Fee Refund Policy**

Under no circumstance are competition fees refundable or transferable to any other CheerFactor Fee and/or cost. Routines are created based on the number of athletes on the team. If an athlete chooses to leave CheerFactor or has an injury CheerFactor must find a fill-in to replace the athlete

- Competition Fees are added together and split into three payments. If you are a member of the team when competition fees are due, and you leave the team without paying the fee, you will be given 45 days to pay the fee before it will go to collections.
- CheerFactor is able to save our families money in competition fees by taking advantage of early bird rates and paying our competition fees months before we actually compete – this explains why CheerFactor has the competition fees due in the summer.

### **Explanation of Choreography & Music Fees:**

- Choreographers charge by the size of the team.
- Chorography and music fees are non-refundable even if an athlete leaves the team.
- If an athlete joins the team after choreography they will still need to pay for the choreography.
- Crossovers who are original members of the team will need only pay once for Choreography and music.
- Fill-Ins are not required to pay any fees in regard to choreography and music.

## **IMPORTANT NOTES ABOUT PAYING CHEERFACTOR**

- CheerFactor charges a late fee when payments are made after the on time period.
- A schedule of payments and payment policy is available for download at CheerFactorGym.com. A copy is also available on our app.
- An invoice will be sent to those customers with past due accounts with a \$15 late fee charge per transaction per individual on the 11th of each month.
- Our accounts are updated weekly at the end of each week from our daily postings. A payment box is located at all locations for your convenience.
- We also provide an online pay system, Iclass Pro.

### **Withdrawal from the Program:**

- In the event of the decision to withdraw from the program before the end of the season, it is mandatory that a “Notification of withdrawal” be emailed.
- A \$200.00 REMOVAL FEE per team will be applied to the final balance of any athlete withdrawing after August 1<sup>st</sup>, 2016. This includes dropping a crossover team.
- A final account balance will be determined by the return date of the “Notification of Withdrawal”.

## **The CheerFactor Culture**

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CheerFactor prides itself in offering a fun, safe, organized and professional atmosphere for all of our athletes and families. This includes the atmosphere of the training facilities and the atmosphere of the events that we attend (Competitions, team bonding events, travel trips etc.)

### **Facility Etiquette**

- Please place all trash in proper trashcans.
- Any food that comes in MUST be thrown away and cleaned up.
- Cheerleader lounges are for the CHEERLEADERS only and must be kept clean.
- Siblings must be supervised at all times.
- Toilets must be flushed.
- Let the staff know of any problems in the lobby/b-room EX: spills, clogs etc.
- NO PETS, Some people are allergic.
- No rearranging of chairs, seating etc.
- No OUTDOOR viewing. No sitting in the parking lot unless in your cars.
- Athletes should not be at the facility for long extended times when not in practice/class.
- No loud Cell phone use in parent room OR lobby.
- No profanity
- No negative talk about someone else’s child
- No negative talk about your own child
- No negative talk about any other parent/coach/person/dog/TV show/place/thing etc....let’s keep it POSITIVE.

**Interaction at CFAS:**

Part of what makes our program strong and enjoyable are the relationships our athletes and families form with one another. We have a very diverse range of families between the three locations. In an effort to make everyone feel comfortable and enjoy their experience at CFAS we have set forth the following guidelines.

- Treat others how you would want to be treated.
- Be respectful of each other's opinions and feelings even if they do not reflect your own.
- Do not start rumors.
- Avoid unneeded gossip.
- Promote positivity, not negativity.
- Bring concerns to the owners.
- Respect and follow the guidebook.
- Trust the process.

**Athlete Expectations:**

Athletes are expected to uphold the CFAS culture in every manner possible. The athletes are the face of CFAS and must behave in a manner that protects our image.

The following guidelines are set forth.

- Show respect for your coach at all times.
- Show respect for your teammates at all times.
- Show respect for any and all CFAS staff.
- Show respect to your own parent and parents of your teammates.
- Show respect for your competitors, their coaches and their parents.
- Refrain from inappropriate behavior in the CFAS facilities.
- Refrain from inappropriate "talking or complaining" around your teammates.
- Refrain from inappropriate behavior while traveling under the CFAS name.

**The Owners of CFAS:**

Christie and Erika's primary role at CFAS is to serve as the main support to the coaches, parents, athletes and administrative staff. We essentially go where we are needed, when we are needed. Never hesitate to reach out with anything that you or your child needs.

Christie and Erika base any and all decisions on the good of the program and with fairness and consideration for all. After 10 years we believe this is what has set us apart as one of the largest gyms in the region.

**Responsibilities:**

- Manage day-to-day operations of the Foxboro Facility.
- Manage day-to-day operations of the CFAS program across the three locations.
- Manage, train, advise and support the coaches.
- Manage, train, advise and support the administrative staff.
- Manage and advise team moms.
- Support the athletes.
- Support the parents.

- Troubleshoot All-Star related issues or concerns across the three facilities.
- Support the Booster Club and Canning Organization.
- Manage and operate the CFAS Pro-shop.
- Manage the operations, financials and logistics of the CFAS program across the three locations.

### **Team Mom Role**

To serve as the administrative support and arm to the coach and owners of CheerFactor. The team mom is NOT a coach or an assistant coach, he/she should not be found giving instruction (beyond logistical) to any athlete. The Team Mom's are there to promote the CFAS rules, not enforce them.

#### **Responsibilities:**

- To communicate any and all messages from the gym/coaches to the team in a timely manner (within 24 hours).
- To coordinate and organize team bonding events for the team with the guidance from the gym/coaches.
- To actively communicate any and all team and gym related issues/rumors/etc.
- To attend at least one practice per week to answer questions for other parents and meet with the coaches/owners (as necessary).
- To manage the team on competition days: arrival times, appearance, meeting spots - all logistics.
- To coordinate "Swag Bags" etc. for teams for special events (i.e.: Travel Trips, Summit/Worlds etc.)
- To coordinate "Special Dinners" etc. for teams for special events (ie: Travel Trips, Summit/Worlds etc.)

### **Team Coach Role:**

To effectively instruct and/or direct the teams at CheerFactor as it relates to skills in the context of a competition routine at any and all team practices and/or events.

#### **Responsibilities:**

- To effectively coach his/her team to the best of his/her ability
- To assist athletes in their development as it relates to cheerleading.
- To provide positive support and guidance to teams during practices and competitions.
- To attend every team practice and event.
- To communicate regularly with the team mom about important team announcements.
- To communicate regularly with the gym owners on team progress.
- To strategically plan competition events to run effectively for the team.

- To set practice plans to effectively run practices and meet gym expectations of team performance.
- To be on time
- To track attendance.

**CheerFactor Administrative Role:**

CFAS has a variety of staff members on hand that assist with the administrative and operational end of the CFAS Program. This staff can include a variety of roles such as account receivables, collections, billing, customer service, etc.

Please note that our administrative staff does not have allowance to make circumstantial decisions. Any and all extenuating circumstances on policies and procedures must go through Erika or Christie.