



Mountain State Cheer Academy Parent-Athlete- Staff Handbook

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Welcome

Welcome to Mountain State Cheer Academy, your premier destination for cultivating passion, skill, and camaraderie in the world of cheerleading. As a dedicated cheerleading coach, my vision for this academy is to provide a local opportunity for children in Upshur and surrounding counties to pursue their dreams right in their own backyard. Our academy is more than just a training ground; it's a vibrant community where young athletes can improve their tumbling and cheer skills while fostering a sense of teamwork and achievement. This website serves as a hub for our cheer community, offering a wealth of information, facilitating a seamless registration process, and keeping the public updated on the exciting developments taking place in our neck of the woods. Join us at Mountain State Cheer Academy, where we empower young talents to soar to new heights in a supportive and enriching environment.

Our Story

Taylor Jack, AKA "Coach Tee Tee," is a proud Buckhannon native who has not only embraced the hills of West Virginia but has also dedicated herself to enhancing the lives of children in her community. Born, raised, and still residing in this charming small town, Taylor's deep-rooted love for her state is evident in the pride and sense of community she carries. Despite facing challenges growing up in Buckhannon, where access to competitive gymnastics and cheerleading training was limited, Taylor's journey led her to travel extensively to Clarksburg, Fairmont, and Morgantown for over a decade. These experiences, though demanding, ignited her passion for coaching, a role she embraced in high school and continued through college. Now, as a skilled choreographer and independent contracted coach, Taylor has returned to her roots, determined to provide local children, like her daughter Adalaide, with the opportunities she missed during her childhood. With a rich background as the Director at Mountain CAP Child Development Center, Taylor brings a wealth of experience and a profound love for children to her role. Her mission is clear—to offer affordable, convenient, and high-quality cheerleading opportunities to the youth of Buckhannon and its surrounding communities, fostering their natural talents and guiding them toward a successful and healthy future.

In addition to her remarkable professional journey, Taylor Jack is an avid health enthusiast, embracing a lifestyle that revolves around fitness and movement even in her adulthood. Passionate about instilling a sense of well-being in the community, Taylor believes in the transformative power of leading by example. As a devoted mother to her seven-year-old daughter, Adalaide, a loving fiancée, and a cherished friend, Taylor understands the importance of creating a positive and nurturing environment for the next generation. Her commitment to health and wellness extends beyond the cheerleading mat, reflecting a broader vision for a better and healthier future for the children in Buckhannon and its surrounding communities. Taylor Jack is not just a coach and director; she is a beacon of inspiration, guiding others toward a life enriched with vitality, joy, and meaningful connections.

Mission, Vision, and Values

Mission Statement

Through meaningful relationships with our athletes, inclusive teamwork, and a commitment to individual growth, we aim to inspire a love for cheerleading while fostering resilience, discipline, and lifelong friendships. By instilling a sense of pride and accomplishment in our athletes, we **contribute to athletes' personal and athletic development, shaping them into confident, skilled individuals ready to excel on the cheerleading mat and beyond.**

Vision Statement

At Mountain State Cheer Academy, we envision a community where passion for cheer thrives, and every athlete discovers their potential within a supportive environment. Our vision is to **be the catalyst for joy, achievement, and lifelong camaraderie, shaping cheerleaders who not only excel in their sport but also embody resilience, teamwork, and the spirit of the Mountain State.**

Core Values

At Mountain State Cheer Academy, we envision a community where passion for cheer thrives, and every athlete discovers their potential within a supportive environment. Our vision is to **be the catalyst for joy, achievement, and lifelong camaraderie, shaping cheerleaders who not only excel in their sport but also embody resilience, teamwork, and the spirit of the Mountain State.**

Registration and Membership

Welcome to Mountain State Cheer Academy! We are thrilled to have you and your athlete as part of our cheerleading family. The following Registration Policy outlines the guidelines and procedures to ensure a smooth and positive experience for all participants and their families.

Online Registration:

1. All registrations must be completed online through our secure registration portal.
2. Parents/guardians are required to provide accurate and up-to-date information during the registration process.

Annual Registration Fees:

1. A non-refundable annual registration fee of \$45.00 is due at the time of registration and will be automatically charged annually.
2. The registration fee covers administrative costs and insurance.

Age and Eligibility:

1. Athletes must meet the age requirements specified for each program. These requirements are outlined in the program descriptions and will be strictly enforced.
2. Athletes must meet all eligibility criteria, including health and skill level, as outlined in the program descriptions.
3. All required medical forms and waivers must be submitted prior to the start of any program.

Uniforms and Equipment:

1. Athletes will be scheduled for uniform fittings at designated times. It is the responsibility of parents/guardians to ensure their athlete attends these fittings.
2. Uniforms and any necessary equipment are not included in the registration fee. Fees for uniforms and equipment are outlined separately and must be paid by the specified due dates.

Withdrawal and Refund Policy:

1. Parents/guardians must notify Mountain State Cheer Academy in writing if their athlete needs to withdraw from a program.
2. Refunds will be processed based on the following schedule:
3. Full refund (minus registration fee) if withdrawal occurs before the first practice.
4. Partial refund may be considered if withdrawal occurs after the first practice, subject to review and notice provided.

Tuition and Fee Structure

Membership	Frequency	Rate
Single Membership	One Hour Tumbling Class Per Week	\$60.00
Dual Membership	Two (Hour- long) Tumbling Classes Per Week	\$100.00
Add On: Cheer Camp	One 45- Minute Add On Class Per Week	\$35.00
Cheer Camp	One 45- Minute Cheer Class Per Week- For Non-Tumbling Members	\$45.00

Payment Policies

Invoices are automatically sent to parents once a month, based on their initial enrollment date. Automatic- Payment is required. Payment in full is due prior to the month of services. Failure to pay tuition fee will result in immediate termination. Mountain State Cheer Academy maintains a significant waitlist and spots will not be held for non-payment. *In the event of a failed payment, an additional fee of \$10.00 will be charged to each account per occurrence.*

Programs and Classes

Programs:

Cheer Camp:

Welcome to Mountain State Cheer Academy's 'Cheer Camp' – our dynamic weekly 45-minute class designed to ignite the spirit of cheerleaders at all skill levels! Delve into the world of cheerleading as we focus on cultivating basic to advanced skills, including jumps, stunts, motions, and everything in between. Our dedicated instructors will guide you through a thrilling journey of cheer development, providing a supportive environment for honing your talents. With the option to showcase your skills in exhibitions or special events, this program offers a platform for every cheer enthusiast to shine.

***Please note that tumbling is not included in this class; we offer separate classes for tumbling skills. Join us and let the cheerleading adventure begin!*

Tumbling Program:

Embark on a journey of tumbling excellence with Mountain State Cheer Academy's 'Tumbling Program'! Our expert coaches offer 1 or 2-day-a-week sessions, each lasting one hour, dedicated to the introduction and development of basic through advanced tumbling skills. The structured schedule includes 15 minutes of warm-ups and stretching, followed by 35 minutes of focused skills and drills, and a concluding 10 minutes of strength and conditioning to enhance overall performance.

***Please note that this program is exclusively tailored for tumbling skills, distinct from our cheerleading-focused classes. While 'Tumbling Program' participants won't be performing in exhibitions or special events, there may be opportunities for an internal showcase within Mountain State Cheer Academy. Join us for a dedicated and empowering tumbling experience, refining your techniques and building strength with our skilled coaches!*

Skill Levels and Requirements

Classes are organized based on age rather than skill level, with all our instructors trained to customize instruction to meet the needs of each child, ensuring that every participant, regardless of their level, gains maximum benefits from our programs. Even in a group setting, individualized instruction is a priority. Participants must be at least 5 years old to enroll in any program, and those who are four years old must wait until their 5th birthday to become eligible. While there may be consideration for expanding age limitations if there is enough interest, the current insurance policy mandates a minimum age of 5 years old.

Class Schedules

Day of the Week	Class Name	Description	Time
Tuesday	Prep Tumbling	Age 9 - 5 th grade	4-5 pm
	Prep Cheer Camp	Age 9 - 5 th grade	5:00-5:45 pm
	Novice Tumbling	Age 5 - 8 years	5:30- 6:30 pm
	Novice Cheer Camp	Age 5 - 8 years	6:30- 7:15 pm
Thursday	Novice Tumbling	Age 5- 8 years	4-5 pm
	Prep Tumbling	Age 9 – 5 th grade	4:45-5:45 pm
	Secondary Tumbling	Middle & High school	5:30-6:30
	Secondary Cheer	Middle & High school	6:30 – 7:15

Special Workshops and Events

There may be special workshops and performances to be scheduled based on interest from athletes, their families, and invitations to such. The first year of the program, the focus will be on building a solid foundation for the athletes and the gym. Competitions, or the development of a competitive team, will not likely happen in year 1. Should this change, this policy will be revised and families will be notified of any changes.

Coaching Staff

Our Coaches

Coaching staff undergo a selection process to be considered for their position at Mountain State Cheer Academy. Individuals who are selected to become a Mountain State Cheer Academy professional in any capacity are bound to hold a high ethical standard and live out our mission, vision and coaching philosophy to their highest standards. Each staff member is trained to provide a safe and supportive environment for our athletes.

Coaching Philosophy

1. At Mountain State Cheer Academy, our coaching philosophy revolves around **fostering a supportive and inclusive environment** where each athlete is not only trained in the arts of tumbling and cheerleading but is also empowered to thrive as an individual. We believe in the **holistic development of our athletes**, focusing not just on physical skills but also on character, teamwork, and resilience.
2. Our coaches are **dedicated to tailoring instruction** to the unique needs of each participant, recognizing that every athlete brings a distinctive set of strengths and challenges. We prioritize age-appropriate training and ensure that our programs cater to a diverse range of skill levels.
3. We emphasize the importance of **discipline, perseverance, and sportsmanship**, instilling values that extend beyond the cheerleading mat. Through a balance of structured training, positive reinforcement, and constructive feedback, we aim to build not only exceptional cheerleaders but also confident, respectful, and responsible individuals.
4. At Mountain State Cheer Academy, we view challenges as opportunities for growth and believe in creating an atmosphere where athletes feel encouraged to push their boundaries while knowing they are supported by a dedicated coaching team. As we cheer for success, we equally embrace setbacks as valuable learning experiences, **fostering resilience and determination** in our athletes.

Prevention and Mitigation of Abuse, Molestation, or Sexual Misconduct

1. **Prevention Training:** All staff, coaches, and volunteers at Mountain State Cheer Academy will undergo comprehensive training on recognizing, preventing, and responding to abuse, molestation, or sexual misconduct. This training will be conducted regularly, and all new personnel will complete it as part of their orientation.
2. **Background Checks:** Prior to hiring or allowing any adult to work with minors, the academy will conduct thorough background checks to ensure a safe environment for participants.
3. **Two-Adult Rule:** One-on-one interactions between a minor and an adult (who is not the minor's legal guardian) will be limited to those that are observable by another adult and within an interruptible distance, except under emergency circumstances. This is to minimize the risk of inappropriate conduct.
4. **Private Spaces:** Private spaces where one-on-one interactions may occur will have open doors or remain visible to other adults, ensuring transparency and accountability.
5. **Emergency Circumstances:** In emergency situations where immediate, private interaction is necessary (e.g., injury or illness), the academy will ensure that the interaction is brief, that the location remains observable, and that it is reported to the administration as soon as possible.
6. **Reporting Procedures:** All incidents or suspicions of abuse, molestation, or sexual misconduct must be promptly reported to law enforcement authorities. The academy will not conduct internal investigations that compromise the criminal investigation process.
7. **Reporting to Academy Administration:** Any staff member, coach, or volunteer who becomes aware of an incident or suspicion of abuse, molestation, or sexual misconduct must immediately report it to the academy.

administration. The report should include detailed information about the incident, the individuals involved, and any witnesses.

8. Reporting to Parents/Guardians: In the event of an incident, the parents or legal guardians of the affected minor(s) will be notified as soon as possible while respecting the confidentiality and privacy of all parties involved, unless law enforcement advises against it.
9. Support for Victims: The academy will provide support and resources for any victims involved in an incident, including access to counseling services. The well-being of the affected individuals will be a priority.
10. Documentation: All reports, actions taken, and follow-up procedures will be thoroughly documented by the academy administration.
11. Staff Oversight: The academy administration will regularly review and oversee the implementation of these procedures to ensure compliance and effectiveness.
12. Annual Review: These procedures will be reviewed annually, and updates will be made as needed to reflect changes in best practices, legal requirements, or the specific needs of the academy.

By implementing these written procedures, Mountain State Cheer Academy aims to create a safe and secure environment for all participants while actively preventing and mitigating the risk of abuse, molestation, or sexual misconduct. The academy is committed to fostering a culture of transparency, accountability, and the well-being of all individuals involved.

Coach-Athlete Relationships

Mountain State Cheer Academy is committed to providing a positive and respectful environment for all athletes, fostering a culture of trust, communication, and support. The coach-athlete relationship is central to our mission of developing skilled cheerleaders and confident individuals. To ensure the well-being of our athletes, the following guidelines outline our expectations for coaches:

Professional Conduct:

1. Coaches are expected to maintain the highest standards of professionalism, integrity, and ethical conduct at all times.
2. Coaches will treat all athletes with respect, fairness, and dignity, regardless of age, gender, skill level, or background.

Communication:

1. Open and clear communication is encouraged between coaches and athletes, fostering an environment where athletes feel comfortable expressing concerns, asking questions, and seeking guidance.
2. Communication will be conducted in a professional and appropriate manner, ensuring that conversations are respectful and supportive.

Physical Contact:

1. Coaches will avoid unnecessary physical contact with athletes and will ensure that any physical contact is appropriate, non-intrusive, and for the purpose of skill development or safety.

Private Interactions:

1. Coaches should avoid private, one-on-one interactions with athletes outside of scheduled and supervised training sessions. A parent or a peer-instructor to provide supervision is acceptable.
2. Electronic communication with athletes should primarily occur through official channels provided by the academy, such as email or group messaging platforms.

Confidentiality:

1. Coaches will respect the confidentiality of information shared by athletes and will only disclose information on a need-to-know basis or when required by law.

Feedback and Evaluation:

1. Coaches will provide constructive and respectful feedback to athletes, focusing on skill development, performance improvement, and overall well-being.
2. Evaluation processes will be transparent, and feedback will be communicated in a supportive manner.

Reporting Concerns:

1. Athletes are encouraged to report any concerns or discomfort related to their interactions with coaches to the academy's designated authority promptly.
2. Reports will be treated with sensitivity and confidentiality, and appropriate action will be taken in accordance with academy policies.

Training and Education:

1. Coaches will undergo training on appropriate coach-athlete relationships, communication, and conduct to ensure a safe and positive training environment.
2. Mountain State Cheer Academy is committed to maintaining a culture where coaches and athletes work together in an atmosphere of mutual respect and support. This policy is designed to uphold the principles of integrity, professionalism, and the well-being of all individuals involved in our cheer programs.

Communication Channels

1. Families are encouraged to follow our social media pages to stay up to date on upcoming news and events. In addition, Mountain State Cheer Academy will utilize Slack (mobile application) to communicate.

Gym Rules and Etiquette

Respect and Sportsmanship:

1. Treat coaches, staff, teammates, and fellow athletes with respect, kindness, and sportsmanship.
2. Negative comments, bullying, or any form of disrespectful behavior will not be tolerated and may result in suspension or termination from program.

Attendance and Punctuality:

1. Attend all scheduled practices, classes, and events promptly.
2. Notify coaches in advance if you are unable to attend a session due to unavoidable circumstances.

Appropriate Attire:

1. Wear appropriate attire for practices and classes. That may be leggings and a tight-fitting shirt, or shorts and a tank top. Gymnastics leotards are acceptable.
2. It is our preference that athletes to wear lightweight shoes. Please ask a coach for shoe recommendations. It is also our preference that athletes wear outside shoes into the gym and then change into their shoes before hitting the mat. This will limit germs on the mats.
3. Keep hair secured and away from the face to ensure safety during activities.

Safety First:

1. Follow all safety guidelines, including proper warm-ups, stretching, skill practice and cool-downs.
2. Report any injuries or concerns to coaches immediately.

Equipment & Equipment Care:

1. Respect and care for all gym equipment and facilities.
2. Report any damaged or malfunctioning equipment to staff.
3. Athletes should use equipment in the manner in which the coaches communicate that it should be used. Equipment is incredibly beneficial when used the correct way, but inappropriate play on equipment could jeopardize safety.

No Food or Gum:

1. Refrain from consuming food or chewing gum in the gym area.
2. Stay hydrated with water during appropriate breaks. It is our preference that only water be given to athletes, as this is not our facility and we are not equipped to clean messes.

Cleanliness:

1. Keep the gym area clean. Please throw any trash away and take belongings with you daily.

Cell Phone Usage:

2. Limit cell phone usage to designated break times.
3. Phones should be on silent mode during classes.

Personal Belongings:

1. Athletes should bring a bag with them to practice where personal belongings will be kept throughout the session.
2. Do not bring valuables into the gym; the academy is not responsible for lost or stolen items.

It is recommended that athlete's label their items to avoid any confusion.

Positive Energy:

1. Encourage and support teammates, fostering a positive and uplifting atmosphere.
2. Celebrate successes and learn from challenges as a team.

Parent and Spectator Guidelines:

1. Parents and spectators are expected to observe practices and events from designated areas.
2. Avoid distracting athletes during training sessions.
3. Parents, siblings or other spectators are not permitted on the floor under any circumstances.

Communication:

1. Communicate any concerns or questions through the designated channels provided by the academy.
2. Coaches will communicate important information through official channels; please stay informed.

Failure to comply with these gym rules and etiquette guidelines may result in disciplinary action. Mountain State Cheer Academy is dedicated to providing a safe, respectful, and enjoyable environment for all participants, and we appreciate your commitment to upholding these standards. Thank you for being a valued member of our cheer community.

Parental Involvement

Observation and Support:

1. Parents are encouraged to observe practices and events from designated viewing areas to witness the progress and achievements of their athletes.
2. Supportive and positive cheering from parents contributes to a motivating atmosphere for all participants.
3. Should parents wait in their vehicles or off property, parents should have remain close to their phones in case they are needed.

Communication Channels:

1. Official communication between parents and coaches will primarily occur through designated channels provided by the academy, such as email, Slack, social media announcements, newsletters, or scheduled meetings.
2. Coaches will communicate important information, updates, and announcements through these official channels.

Respectful Conduct:

1. Treat coaches, staff, fellow parents, and athletes with respect and courtesy at all times.
2. Disagreements or concerns should be addressed through appropriate channels in a calm and respectful manner.

Volunteer Opportunities:

1. The academy may provide opportunities for parent volunteers during events, fundraisers, or special activities.
2. Volunteering is optional, and interested parents can express their willingness to contribute to the cheer community.

Attendance and Punctuality:

1. Attend parent meetings and scheduled events to stay informed about the academy's programs, policies, and any updates.
2. Notify the academy in advance if unable to attend any scheduled meetings.

Encouragement and Positive Reinforcement:

1. Encourage athletes to uphold the values of sportsmanship, teamwork, and discipline.
2. Provide positive reinforcement for their dedication, effort, and achievements.

Confidentiality:

1. Respect the privacy and confidentiality of both athletes and coaches.
2. Avoid discussing sensitive or personal matters related to athletes within the cheer community.

Understanding Policies:

1. Familiarize yourself with and abide by all academy policies, including those related to gym rules, etiquette, and safety.
2. Share policy information with other family members involved in the athlete's cheer journey.

Feedback and Concerns:

1. Share constructive feedback or express concerns through the designated channels provided by the academy.
2. Coaches and staff are open to addressing questions or concerns in a timely and considerate manner.

Positive Representation:

1. Represent Mountain State Cheer Academy positively within the broader community, both online and offline.
2. Uphold a positive and respectful image that reflects the values of the academy.

By adhering to these guidelines, parents contribute to the overall success and well-being of our athletes and help create a positive and inclusive cheer community at Mountain State Cheer Academy. We appreciate your commitment to fostering an environment where all athletes can thrive and excel. Thank you for being an integral part of our tumbling and cheer family.

Athlete Well-being

Safe Training Environment:

1. Coaches and staff will maintain a safe and clean training environment, free from hazards.
2. All equipment will be regularly inspected and maintained to meet safety standards.

Injury Prevention and Response:

1. Coaches will implement appropriate warm-up and cool-down routines to reduce the risk of injuries.
2. In the event of an injury, coaches will provide prompt and appropriate first aid and seek professional medical attention if necessary.

Communication and Support:

1. Athletes, or Parents are encouraged to communicate openly with coaches regarding any physical, emotional, or mental concerns.
2. Coaches will provide a supportive and understanding environment, fostering trust and open dialogue.

Mental Health Awareness:

1. The academy acknowledges the importance of mental health and strives to reduce stigma.
2. Athletes are encouraged to seek support if needed, and coaches will be sensitive to mental health concerns, promoting a positive and inclusive atmosphere.

Age-Appropriate Training:

1. Training programs will be designed with consideration for the age and developmental stage of each athlete.
2. Age-appropriate exercises and skills will be emphasized to ensure the physical well-being of athletes.

Nutritional Guidance:

1. Coaches may provide general guidance on nutrition to support overall health and performance, but generally speaking, staff are not certified nutritionists and this guidance is not professional dieting or nutritional advice. Athletes should consult their family doctor.
2. Athletes are encouraged to maintain a balanced and healthy diet to support their physical well-being.

Rest and Recovery:

1. Adequate rest and recovery are essential for athletic performance and well-being.
2. Coaches will emphasize the importance of proper sleep and recovery practices.

Anti-Bullying and Harassment:

1. The academy has a zero-tolerance policy for bullying, harassment, or any form of mistreatment.
2. Athletes are encouraged to report any incidents to coaches or staff promptly.

Confidentiality:

1. Coaches will respect the confidentiality of personal information shared by athletes, except in cases where disclosure is required for the athlete's safety and well-being.

Education and Training:

1. Coaches and staff will undergo training on recognizing signs of distress, creating a supportive environment, and responding to athlete well-being concerns.
2. Athletes may receive education on topics such as injury prevention, mental health awareness, and overall wellness.

Parental Involvement:

1. Parents will be kept informed about their child's well-being and any significant concerns.
2. Parents are encouraged to communicate with coaches and staff regarding their child's physical, emotional, or mental health.

By adhering to this Athlete Well-Being Policy, Mountain State Cheer Academy aims to create an environment where athletes can thrive, feel supported, and enjoy their cheer journey while prioritizing their overall well-being. We appreciate the collaboration of athletes, coaches, and parents in upholding these principles.

Media and Publicity

Media Releases and Statements:

1. All official media releases and statements on behalf of Mountain State Cheer Academy will be approved and issued by designated academy representatives.
2. Coaches and staff are not authorized to make official statements to the media without prior approval.

Photography and Videography:

1. Photography and videography during practices, classes, and events are permitted for personal use by athletes and their families.
2. The academy may designate specific events for professional media coverage, and approval will be obtained from athletes and their parents or legal guardians in advance.

Social Media Guidelines:

1. Athletes and Parents are encouraged to share positive experiences and achievements on personal social media accounts of their own children only.

2. Staff are encouraged to also share content on social media, but the content should be approved prior to posting.
3. Parents are encouraged to share and like any of Mountain State Cheer Academy's posts on social media.
4. Any content shared on social media related to the academy should reflect positively on the organization and adhere to the code of conduct.

Interviews and Media Requests:

1. Requests for interviews or media appearances with athletes, coaches, or staff will be coordinated through the academy's media contact.
2. Athletes under the age of 18 will have parental consent obtained before participating in any media interview or appearance.

Protection of Athlete Privacy:

Personal information about athletes, including contact details and medical information, will not be disclosed to the media without explicit consent from the athlete or their legal guardian.

Athletes have the right to refuse media coverage or publicity that they are not comfortable with.

Internal Events and Exhibitions:

1. The academy may conduct internal showcases, exhibitions, or events for the purpose of capturing and sharing media content.
2. Athletes and parents may or may not be informed in advance, and the general photo/video release will be used for the use of any media content.

Third-Party Partnerships:

1. Any media partnerships or collaborations involving Mountain State Cheer Academy will be thoroughly vetted and approved by academy leadership.
2. Such partnerships will align with the values and image of the academy.

Reporting Media Concerns:

1. Athletes, parents, or staff with concerns regarding media coverage or content are encouraged to report such concerns to designated academy representatives.

The academy will address concerns promptly and take appropriate action to rectify any issues.

Compliance with Legal Requirements:

1. All media and publicity activities will comply with applicable laws and regulations, including copyright and intellectual property laws.

By adhering to this Media and Publicity Policy, Mountain State Cheer Academy aims to maintain a positive public image while safeguarding the privacy and well-being of our athletes. We appreciate the cooperation of athletes, coaches, and parents in upholding these principles.

Consequences for Violations

Mountain State Cheer Academy is committed to providing a safe, respectful, and positive environment for all participants. To maintain the integrity of our programs and uphold the well-being of our athletes, coaches, and staff, the following consequences and violations policy is established. This policy outlines the potential consequences for violations of academy rules and guidelines:

Consequences in a cheer gym are typically designed to address behavior that disrupts the learning environment, compromises safety, or goes against the established policies. Here are some examples of consequences that a cheer gym might implement:

1. **Verbal Warning:** A coach may issue a verbal warning for minor infractions, such as not following instructions, mild disruptions, or first-time rule violations.
2. **Sit-Out or Time-Out:** Athletes may be asked to take a temporary break from the practice or activity to reflect on their behavior. This is often used for minor disruptions or repeated rule violations.
3. **Written Warning:** A written warning may be given for more serious or repeated violations. This could include a note to the athlete and their parents outlining the concern and the need for improvement.
4. **Parental Notification:** Coaches may communicate with parents or guardians to inform them of ongoing behavioral issues or safety concerns, seeking their cooperation and support in addressing the problem.
5. **Probationary Period:** In more severe cases, athletes may be placed on probation, during which their behavior is closely monitored. Continued violations during this period may lead to more significant consequences.
6. **Loss of Privileges:** Athletes may temporarily lose certain privileges, such as participating in a specific routine or performance, to emphasize the importance of adhering to gym rules.
7. **Additional Training or Conditioning:** Coaches may assign additional training or conditioning as a consequence for behavioral issues. This could involve extra drills or exercises designed to promote discipline and focus.
8. **Suspension from Practice or Events:** For serious or repeated violations, athletes may be suspended from attending practices, classes, or events for a specified period. This consequence is used when the behavior poses a risk to others or undermines the team dynamic.
9. **Dismissal from the Program:** In extreme cases where an athlete's behavior is consistently disruptive, unsafe, or in clear violation of the gym's policies, dismissal from the cheer program may be considered.

It's important to note that staff are to communicate ongoing behaviors to program administrators or lead instructors. Suspension or dismissal is a joint decision that would occur in conjunction with a parent meeting. The consequences are to be proportionate to the nature and severity of the violation. Additionally, clear communication about expectations and consequences, along with an opportunity for athletes to understand and rectify their behavior, is crucial in maintaining a positive and disciplined cheer gym environment.

The severity of consequences will be determined based on the nature and frequency of the violation, with the goal of fostering a safe and positive environment for all. The academy reserves the right to take necessary action to ensure the well-being of its participants and the integrity of its programs.

This Consequences and Violations Policy is subject to periodic review and updates. Participants are expected to review and adhere to all policies outlined in the Mountain State Cheer Academy Handbook.

Grievance Policy

Mountain State Cheer Academy is committed to providing a safe and positive environment for all participants. We recognize that concerns or grievances may arise from time to time, and we encourage open communication to address and resolve such issues promptly and fairly. This Grievance Policy outlines the process for raising and resolving grievances within the academy:

1. **Definition of Grievance:** A grievance is defined as a formal complaint or concern regarding a specific action, decision, or situation that affects the rights, well-being, or experience of an athlete, parent, coach, or staff member.
2. **Informal Resolution:** Individuals with grievances are encouraged to attempt an informal resolution by discussing the concern directly with the person involved, whether it be a coach, staff member, or another participant. Should the situation require assistance, assistance can be requested by a second staff member.
3. **Formal Grievance Procedure:** If the grievance is not resolved informally, the concerned party may initiate the formal grievance procedure by submitting a written complaint to the academy administration.
4. **Submission of Grievance:** The written grievance should include: The nature of the grievance. Relevant details, including dates, times, and individuals involved. Any attempted informal resolutions.
5. **Confidentiality:** All grievances and related discussions will be treated with the utmost confidentiality, and information will only be shared with those directly involved in the resolution process.
6. **Designated Contact Person:** Grievances should be submitted to a designated contact person within the academy administration, such as the gym director or another appointed representative.
7. **Investigation and Review:** The academy administration will conduct a thorough and impartial investigation into the grievance. All involved parties may be interviewed, and any relevant documentation may be reviewed.
8. **Resolution Meeting:** A resolution meeting may be convened with the concerned parties to discuss the findings of the investigation and explore potential resolutions.
9. **Written Response:** Following the resolution meeting, the academy administration will provide a written response outlining the decision and any actions or changes to be implemented.
10. **Appeal Process:** If the concerned party is not satisfied with the resolution, they may appeal the decision within a specified timeframe. The appeal should be submitted in writing, including the reasons for the appeal.
11. **Final Decision:** The academy administration will review the appeal and provide a final decision. This decision will be communicated in writing and is considered conclusive.
12. **Continuous Improvement:** The academy will use the information gathered from grievances to identify areas for improvement and implement changes to prevent similar concerns in the future.

This Grievance Policy is designed to ensure a fair and transparent process for addressing concerns within Mountain State Cheer Academy. We encourage open communication and collaboration to maintain a positive and supportive environment for all participants.

Conflict Resolution

Conflicts may arise from time to time, and it is essential to address them promptly and constructively. This Conflict Resolution Policy outlines the steps to be taken when conflicts occur within the academy:

1. **Open Communication:** Participants are encouraged to address conflicts directly with the individuals involved, fostering open and respectful communication to resolve issues at the earliest stage possible.
2. **Coach Involvement:** If conflicts persist, participants may involve a coach or staff member to mediate and facilitate the resolution process. Coaches are trained to address conflicts objectively and impartially.
3. **Mediation:** In cases where a conflict cannot be resolved through direct communication or coach involvement, mediation may be employed. A neutral third party, such as a designated mediator, may assist in facilitating a resolution conversation.
4. **Conflict Resolution Meeting:** A formal conflict resolution meeting may be scheduled, involving all relevant parties and the coach or staff member overseeing the process. This meeting provides an opportunity to share perspectives and work collaboratively toward a solution.
5. **Written Agreement:** If a resolution is reached, a written agreement may be developed outlining the agreed-upon actions, changes, or commitments to prevent future conflicts.
6. **Ongoing Support:** Coaches and staff will provide ongoing support to ensure the successful implementation of the resolution and monitor the situation to prevent the recurrence of conflicts.
7. **Reporting to Administration:** If conflicts persist or escalate, participants have the option to report the matter to the academy administration. The administration will conduct a thorough review and may implement additional measures, if necessary.
8. **Confidentiality:** All discussions related to conflict resolution will be treated with the utmost confidentiality. Information shared during the resolution process will only be disclosed to those directly involved.
9. **Training and Education:** Participants, coaches, and staff will receive training on conflict resolution strategies and communication skills to better navigate and address conflicts effectively.
10. **Continuous Improvement:** The academy will use insights gained from conflict resolution processes to identify areas for improvement in communication, training, or other relevant aspects, contributing to a positive and harmonious environment.
11. **Appeal Process:** If a party involved is dissatisfied with the resolution, they may appeal the decision. The appeal process will be reviewed by academy administration, and a final decision will be communicated.

Mountain State Cheer Academy is committed to fostering a culture of open communication and collaboration, and this Conflict Resolution Policy serves as a framework for addressing conflicts in a fair, respectful, and constructive manner.

Emergency Procedures

Mountain State Cheer Academy prioritizes the safety and well-being of all participants. In the event of an emergency, it is crucial to follow established procedures to ensure a quick and coordinated response. This Emergency Procedure outlines the steps to be taken in various emergency situations:

1. **Emergency Contacts:** Maintain an updated list of emergency contacts for each participant, including parents, guardians, and additional family members.
2. **Emergency Response Team:** Designate and train specific staff members as part of the Emergency Response Team. Ensure that all staff members are familiar with their roles and responsibilities in emergency situations.
3. **3. Communication:** Establish a clear communication plan, including a system for notifying participants, staff, and parents in the event of an emergency. Utilize various communication channels such as phone calls, text messages, and social media.
4. **Emergency Exit Plans:** Post clear and visible emergency exit plans throughout the facility, indicating primary and secondary evacuation routes.
5. **Fire Emergency:** In the event of a fire:
 - Activate the fire alarm system.
 - Evacuate the facility using established evacuation routes.
 - Assemble at a designated safe location outside the building.
 - Call emergency services (911) and provide necessary information.
7. **Medical Emergency:** In the event of a medical emergency:
 - Call emergency services (911) immediately.
 - Administer first aid if trained to do so.
 1. Specifically for suspected concussions: immediately remove athlete from session. Require release from licensed physician before returning.
 - Notify the participant's emergency contacts.
8. **Severe Weather:**
 - In the event of severe weather (e.g., tornado, hurricane):
 - Move participants to designated safe areas.
 - Monitor weather updates through reliable sources.
 - Follow established severe weather procedures.
9. **Intruder or Threat Situation:**
 - In the event of an intruder or threat:
 - If it is safe to do so, lock or barricade doors.
 - Move participants to a secure location within the facility.
 - Follow established lockdown procedures.
 - Call emergency services (911) and provide necessary information.
10. **Evacuation Procedures:**
 - In the event of an evacuation:
 - Remain calm and direct participants to evacuate using established routes.
 - Ensure that all participants are accounted for at the designated assembly area.
11. **Notify emergency services (911) if necessary.**
12. **Reunification Procedures:**
 - In the event of an evacuation or emergency requiring participants to leave the facility:
 - Establish a designated area for reunification with parents or guardians.

- Clearly communicate the reunification process to parents and guardians.
12. Staff Training: Ensure that all staff members are trained in emergency procedures, including regular drills and updates.
 13. Documenting Incidents: Maintain a log of all emergency incidents, including the nature of the emergency, actions taken, and any follow-up procedures.
 14. Review and Update: Regularly review and update the Emergency Procedure to reflect any changes in facility layout, staff, or relevant safety regulations.

By adhering to this Emergency Procedure, Mountain State Cheer Academy aims to create a safe and prepared environment for all participants in the face of unexpected events. Regular training, communication, and updates are essential components of a successful emergency response plan.

Mountain State Cheer Academy Waiver and Release of Liability

In consideration for being permitted to participate in the tumbling and cheerleading programs offered by Mountain State Cheer Academy, I, the undersigned participant (or parent/guardian if participant is a minor), hereby acknowledge and agree to the following terms and conditions:

Assumption of Risks:

I am aware that tumbling and cheerleading activities involve inherent risks, including but not limited to the risk of injury, falls, collisions, and other accidents including permanent paralysis and death. While particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist. I knowingly and voluntarily assume all risks, both known and unknown, associated with my participation, including any risks that may arise from the negligence or carelessness of the coaches, staff, or other participants.

Release and Waiver:

I, for myself (or on behalf of the minor participant), my heirs, executors, administrators, personal representatives, next of kin and assigns, hereby release, waive, discharge, hold harmless and covenant not to sue Mountain State Cheer Academy, its owners, officers, officials, coaches, staff, agents, volunteers, sponsoring agencies, sponsors, advertisers, lessors of premises used to conduct events or sessions, and representatives from any and all liability, claims, demands, actions, or rights of action, whether personal to me or on behalf of the minor participant, arising out of or related to any loss, damage, disability, or injury, including death, that may be sustained to person or property, whether arising from the negligence of the releasees or otherwise, to the fullest extent permitted by law during participation in Mountain State Cheer Academy's tumbling and cheerleading programs.

Medical Treatment Authorization:

I authorize Mountain State Cheer Academy and its representatives to obtain medical treatment for me (or the minor participant) in the event of any injury, accident, or illness during my participation in the programs. I understand that efforts will be made to contact me (or the designated emergency contact) before any medical treatment is administered, but if such contact is not possible, I authorize medical treatment deemed necessary in the judgment of coaching staff and medical professionals.

Compliance with Policies:

I agree to comply with all policies, rules, and guidelines set forth by Mountain State Cheer Academy's Handbook, including but not limited to the Code of Conduct, gym rules, and safety guidelines.

Photography and Publicity:

I grant Mountain State Cheer Academy the right to use photographs, videos, or other likenesses of me (or the minor participant) for promotional or publicity purposes without compensation.

Acknowledgment of Understanding:

I have read and understand this Waiver and Release of Liability in its entirety. I am aware that by signing this document, I am waiving certain legal rights, including the right to sue.

Governing Law:

This Waiver and Release of Liability shall be governed by and construed in accordance with the laws of the state of West Virginia.

Acknowledgment and Agreement

I hereby acknowledge that I have received, read, and understand the policies and guidelines outlined in the Mountain State Cheer Academy Handbook. I recognize that this Handbook serves as a comprehensive guide to the rules, expectations, and procedures governing my participation in the tumbling and cheer programs offered by the academy.

I understand that it is my responsibility to familiarize myself with the contents of the Handbook, and I am committed to abiding by the rules and policies outlined therein. I further understand that the policies and guidelines in the Handbook are designed to ensure a safe, positive, and respectful environment for all participants.

I acknowledge that the Mountain State Cheer Academy reserves the right to update or modify the contents of the Handbook, and I agree to stay informed of any changes communicated by the academy.

By signing, I confirm that I have had the opportunity to ask questions, seek clarification on any policies, and that I willingly agree to comply with the terms and conditions outlined in the Mountain State Cheer Academy Handbook.

I further understand and agree to abide by the policies, rules, and guidelines set forth by Mountain State Cheer Academy. By participating in the cheer programs offered by the academy, I acknowledge and accept the outlined terms and conditions in the Parent- Athlete- Staff Handbook for Mountain State Cheer Academy.

I acknowledge that failure to abide by these policies may result in consequences outlined in the academy's Consequences and Violations Policy.

By signing, I affirm that I have read, understood, and agree to comply with the policies outlined by Mountain State Cheer Academy for the duration of my participation in the tumbling and cheer programs.

Contact Information

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Thank you for choosing Mountain State Cheer Academy! We look forward to a fantastic cheerleading journey with you and your athlete.