

# Policies & Expectations

## General Information

- If you ever have a problem, with anything, please do not hesitate to contact us through the following chain of command: Your Head Coach, the Assistant All-Star Director and/or the Owner. We are here for YOU.
- **ALL PRACTICES WILL BE CLOSED.** There will be show nights planned for family & friends. All squad and routine decisions are left to the discretion of the coaches.
- Every year we can expect to go through losses and additions of team members. The dismissal/addition of a team member is the coach's and/or owner's decision.
- Practice may be changed or added at any time during the season but having to do so will be avoided at all costs.
- Withholding a child from a practice or a competition should never be used as a form of punishment. You are not only punishing your child, but every other team member and parent on that squad.
- It's the parent's responsibility to know what is going on. Check your emails, the Band App, and any other lines of communication. **All parents are EXPECTED to be in the current Season Program Band & your team/s Band. (Initial) \_\_\_\_\_**
- Viper cheerleaders, families, & friends will show good sportsmanship at all times.
- All team members are expected to take care of their bodies. This means absolutely **NO DRUGS, NO ALCOHOL, and NO TOBACCO.** If any athlete is caught drinking, smoking, or using drugs at any Victory function or competition, this could **result in immediate removal from the program!** If there is an eating disorder or a substance abuse/addiction issue, the family will be expected to take the necessary steps to get help for the athlete. **(Initial) \_\_\_\_\_**

## Staff Policies & Procedures

- All our staff are required to have yearly background checks through USASF for state and federal criminal and child abuse background checks.
- We have policies for communication between our staff, students and families regarding phone calls, social media and texting. Our policy is that all staff will not follow or communicate via our own personal social medias with any athletes who are minors. We have Victory Viper accounts with Twitter, Instagram, Facebook, or other social media platforms. We encourage the utilization of these social medias for marketing, advertising, motivation, celebrating, and communication purposes.

## Policies & Expectations

- Regarding contacting a student who is a minor, our policy is that all staff members must include another parent or coach in any text, phone call or meeting, either inside or outside the gym. In addition, we expect any of our students who are minors and need to contact their coach or a staff member must also include their parent or one of their other adult coaches. This is a Victory Viper policy and not an individual one. This policy is a preventative effort on our behalf to protect ourselves, our members and our business with the fast-paced, ever changing technologies of social media and communication. **(Initial)**\_\_\_\_\_
- Our staff will be concerned primarily with the well-being, safety, protection and future of our individual athletes. At times physical contact between coach and performer is a necessary part of the coaching process.
- Our staff are not permitted to give rides for minors to or from practices, breaks or competitions. The only exception to this policy is if another adult staff member or parent is in the vehicle and permission was granted by the minors' parent/guardian. Also, staff is not allowed to spend time with minors/athletes outside the gym unless we are attending a gym related function. **(Initial)**\_\_\_\_\_

### Injuries & Conditioning

- Cheerleading is a highly competitive and dangerous sport. The activities could lead to injuries. At the Victory Vipers, we take every precaution to limit these injuries. Unfortunately, we can not prevent them all. In the event that your child is injured, we will take the necessary step to ensure your child's well being. **(Initial)**\_\_\_\_\_

### Practice & Dress Code

- Any unexcused practice may result in your child being removed from their position.
- NO JEWELRY AT ALL TIMES. Wearing jewelry could result in injury to one's self and to others.
- Cell phone usage is not allowed and all cell phones need to be silenced during practice and will be collected by the coaches and placed in a box until practices are over.
- We are not responsible for lost or stolen jewelry, cell phones, or other personal items.
- Fingernails need to be kept short, please no fake fingernails. **(Initial)**\_\_\_\_\_

## Policies & Expectations

### Competition Dress Code

- **You must wear your uniform and the correct shoes during competition and up until the end of awards and dismissal. All Athletes must report competition ready for awards, including shoes, hair accessory & full uniform.**
- Under no circumstances are you allowed to wear jewelry at any time during the competition day. It could result in the disqualification of your team.
- All hair and makeup must be complete before entering the competition venue.  
(Initial)\_\_\_\_\_

### Competitions

- All competitions are **MANDATORY!**
- All teams will travel but some will vary. Some teams may travel more than others.
- Competition season begins in December and will run through May. The Regional Summit & the Summit are in April, we may have teams competing in this event.
- We will try to keep our competition schedule as consistent as possible. However, this schedule is subject to change at any time due to issues not within our control.  
(Initial)\_\_\_\_\_

### Parents & Relatives

- **Only cheerleaders and coaches are allowed in the gym during practices.**
- **VV athletes & parents are a reflection of our brand and should conduct themselves in a manner that is in line with good sportsmanship. Un-sportsmanship like behavior or disrespect to another team or gym is unacceptable.**
- **All parents are expected to set an example, not only for their athlete/s, but also for all of our team members. We would not want any athlete to have to be removed from the program due to the inappropriate actions of their parents.** We appreciate your support. Please make sure you are completely familiar with these rules, as violation of them constitutes grounds for removal from VV teams.

## Policies & Expectations

### Parents & Relatives Continued

- Please feel free to talk to your coach about anything. We only ask that you do it at the appropriate times. For example, approaching a coach at the start or during a practice would be inappropriate. It is recommended and usually best if you contact your coach via email and arrange a time to meet and talk. We ask for the black out hours of 9:00pm till 9:00am are avoided to allow for the coaches' personal/family time. **(Initial)**\_\_\_\_\_
- I, as a parent, understand it is my responsibility to inform my athlete of the policies and ensure that they uphold the principles outlined within. **(Initial)**\_\_\_\_\_

Parent's Signature\_\_\_\_\_ Date\_\_\_\_\_



# Attendance & Practice Policy Form

## Attendance Policies

- You are allowed **4 EXCUSED ABSENCES** per partial season prep team or **6 EXCUSED ABSENCES** per full season elite or full season prep team throughout the entire season. All other absences will be **UNEXCUSED** unless they are a school function that results in a grade or a religious occasion. **(Initial)**\_\_\_\_\_
- The following are **MANDATORY** events or functions & will be **UNEXCUSED** even with an Absence Request:
  - \* Champ camps (6/24-6/27, 7/29-8/1, 8/19-8/22), choreography (8/12-8/16, 9/21-10/2 & 10/21-10/25 & choreography refresh (1 week in the Middle of February 2025).
- All **UNEXCUSED ABSENCES** will result in a **\$30 Attendance Policy Fee per team** per practice missed (i.e. 2 missed = \$60).
- All Absence Requests **MUST be submitted 2 weeks prior** to missing your teams practice. If we receive an Absence Request with **less than 2 weeks notice, it will automatically be unexcused** and result in a fee. **This fee will be automatically charged to your card on file**. Coaches will be compensated with these fees. **(Initial)**\_\_\_\_\_
- Part-time jobs, dances, concerts, banquets, family reunions, weddings, recitals, school/church socials, birthday parties, college visits, & other sports **will be considered UNEXCUSED** (Denied request included).
- **Absences are NOT allowed the week prior to a competition**. An unexcused absence may result in an athlete being moved to an alternate position or replaced with a temporary fill-in athlete for the comp. **(Initial)**\_\_\_\_\_
- We understand that **unforeseen illnesses or injuries happen and will not result in a fee**. Regarding illness: if an athlete has a fever, is vomiting or is confirmed to be contagious (doctor's note and/or test results provided), we ask that they stay home from practice. If an athlete is dealing with a minor cold or other illness that does not meet the above criteria, we ask that they still attend practice and work with their team coaches to modify/simplify their practices, if needed. If an athlete is injured, they are still expected to be at practice to observe, unless a Doctor note states otherwise. As usual, if you have any questions or concerns about whether your child should attend practice, reaching out to your team coaches as soon as possible is the best approach.
- If your athlete is returning from an injury, our policy is that this athlete **MUST** practice with their team for 2 weeks prior to taking the mat. **(Initial)**\_\_\_\_\_
- All competitions are **MANDATORY**. Missing a competition **will be considered UNEXCUSED**, other than a serious injury or illness, will result in a **\$100 Missed Comp Fee**. **You authorize us to charge your card on file for this fee once it has been applied**. **(Initial)**\_\_\_\_\_



# Attendance & Practice Policy Form

## Attendance Policies Continued

### Summer Practices (Jun-Aug) & Regular Season Practices (Sep-May)

- We do not practice on the weekends in the summer.
- We add level appropriate tumbling classes for our elite teams on the weekends starting after Labor Day. These tumbling classes do not count towards the 4/6 EXCUSED ABSENCES throughout the season.
- We want to let our families know that in the summer we will be closed for 3 weeks. We always close our gym for the 1st 2 weeks of July from **6/29/24-7/14/24** for our summer break. In addition, we will be closed in August from **8/3/24-8/11/24** for our staff retreat.
- We strongly encourage all families to plan to take their vacations during these gym closings as to allow all athletes to be at practice. Regular season closings include: Labor Day **8/30-9/2/24**, Thanksgiving **11/27-12/1/24**, Holiday Break **12/23-1/2/25** & Spring Break **4/18-4/20/25**.
- I understand it is my responsibility to inform my athlete of the policies and ensure that they uphold the principles outlined within. **(Initial)**\_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



# Social Media Contract

**The following expectations apply to our members' (parents & athletes ) personal social media accounts, text messages, and other forms of communication.** This includes but is not limited to: Facebook, Instagram, Twitter, Snapchat, Tik Tok, the Band app, text messages, etc.

Our policy is that all gym owners, coaches and staff will not follow or communicate via our own personal social medias with any athletes who are minors. We have Victory Viper accounts with Twitter, Instagram, Facebook, Snapchat, the Band or other social media platforms. We encourage our staff and members to utilize these Victory Viper social medias for marketing, advertising, motivation, celebrating, and communication purposes. **Victory Vipers will not be held liable for any comments, posts, and threats that are posted by it's members.**

**Any form of social media or communication of profanity, derogatory comments, opinions or personal attacks, and bullying of owners, staff, members or non-members WILL NOT BE TOLERATED OR PERMITTED by an all-star member or family member. Any and all such forms of communication and/or posts made in any form of social media or communication methods will be immediately addressed by the owners and the member will be in jeopardy of being removed from the all-star program. Members will be held responsible for what they post.**

## DO

- Be respectful to each other.
- Use this as a positive place to share information, communicate and enjoy our journey.
- Share pictures and videos of our teams and members.

## DO NOT

- Share negative opinions or concerns about the program or the staff.
- Gossip or partake in bullying of our members, teams or any other program.
- Attack members of this group or others that cannot defend themselves because they are not members of this group.

I have read and fully understand the social media code of conduct for the Victory Vipers. I understand it is my responsibility to inform my athlete of the policies and ensure that they uphold the principles outlined within. **(Initial)**\_\_\_\_\_

Parent's Signature\_\_\_\_\_ Date\_\_\_\_\_

1st Child\_\_\_\_\_ 2nd Child\_\_\_\_\_ 3rd Child\_\_\_\_\_

(Required)

(If needed or N/A)

(If needed or N/A)



## For Season 12 - We Offer 2 Payment Plans

- **AutoPay** - Members have the option to sign-up for the **AutoPay Plan with a Debit or Credit Card**. This option will automatically collect payment from your debit/credit card on the due date for the monthly payments, guaranteeing your timely payment without the possibility of late fees and saving you both time and effort. **I acknowledge that a 3% processing fee will be applied to all card payments.** In the event that your card on file is invalid, you will receive an email notification to update it before the end of a 5 day grace period and make payment to avoid a late fee. E-mail notifications will also be sent any time a payment has been processed. **(Initial)** \_\_\_\_\_
- **No AutoPay** - Members may choose to make timely payments of their **monthly payments with cash, checks, or money orders**. It is **MANDATORY** that anyone who is not on AutoPay **must have a valid credit card on file at the gym, as a back-up**. All payments are due on or before the 15th of each month. **I further acknowledge that if my payments are not received on or before their due dates, then following a 5 day grace period, I authorize Victory Vipers to initiate electronic payments for any balances due on my account, PLUS a late fee of \$15.00 and a 3% processing fee.** E-mail notifications will be sent any time a payment is processed. **(Initial)** \_\_\_\_\_

## All-Star Family Discounts

- **Family Annual Registration Fee** - There is ONLY a \$80.00 Family Registration Fee for 2 or more siblings enrolled in the program. Annual registration fee for 1st child is \$50.
- **Family Monthly Tuition Discounts** - The tuition fee is full cost for the 1st child, 25% off for each additional child.

## Statement of Financial Commitment

I have read and fully understand my financial commitment to Victory Vipers outlined in the Financial Commitment. I understand that the commitment is for the 2024-2025 all-star competitive season. **I fully understand & acknowledge that I will forfeit any monies paid and I am financially responsible for the remainder of the all star season through May 2025, if I choose to leave a team or if I am asked to leave the program. If any payment is not made within thirty (30) days of its due date, I understand that I am responsible for interest fee in the amount of 6% administrative fee of the outstanding balance (compounding monthly).** Moreover, if at any time Victory Vipers has to begin collection efforts to obtain any amounts due and owing, I understand that I am responsible for all costs associated with that process, including attorney's fees.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

1st Child \_\_\_\_\_ 2nd Child \_\_\_\_\_ 3rd Child \_\_\_\_\_

(Required)

(If needed or N/A)

(If needed or N/A)



# Credit Card Authorization



## You have 2 payment plan options to choose from:

1. **AutoPay Plan** – You choose to have payments charged to your card on file. By choosing this option, all charges will automatically be drafted on the 15<sup>th</sup> of the month on your credit card. If you like, you can still pay for one-time payments like cheer & gear, uniform, year-end events in cash or check but it needs to be done before it's due date on the 15<sup>th</sup> of the month. Otherwise, it will be charged to your card. If the card on file is valid and a timely payment is made, you will never incur a late fee.

2. **No AutoPay Plan** – You choose to pay by cash or check (save on surcharges) and your card on file is a back-up.

## All you need to do is:

- Mark the box next to the plan you would prefer.
- Enter your payment information.
- Sign and date.
- Notify the office any time your payment information changes (You will be emailed to redo our DocuSign again).

### **AutoPay Plan**

I authorize The Victory Vipers Training Center to initiate electronic payments for the balances due on my Victory Vipers All-Stars account. I understand that payments will be automatically made throughout the year on balances due on my account, as indicated below. I understand that the payment amounts may vary as classes are added/dropped and as other charges/payments are applied to my account. Proof of payment will appear on your account. If we have an e-mail address for you, you will receive an e-mail notification any time a payment is processed. **A 3% processing fee will be applied to all card payments. (Initial)** \_\_\_\_\_

Payment Information Below:

Credit Card Type ( <b>We Only Take Visa, Mastercard, or Discover</b> ):		
Card Number:		
Expiration Date:	CVV Security Code:	Zip/Postal Code:

Print Account Holder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **NO AutoPay Plan**

I acknowledge that I am responsible to make timely cash or check payments of my balances due on my Victory Vipers All-Stars account. **I further acknowledge that if my payment is not received on or before the due date, following a 5 day grace period, I authorize Victory Vipers All-Stars to initiate electronic payments for any balances due on my account, PLUS an administrative late fee of \$15.00.** Proof of payment will appear on your account. If we have an e-mail address for you, you will receive an e-mail notification any time a payment is processed. **A 3% processing fee will be applied to all card payments. (Initial)** \_\_\_\_\_

Payment Information Below:

Credit Card Type ( <b>We Only Take Visa, Mastercard, or Discover</b> ):		
Card Number:		
Expiration Date:	CVV Security Code:	Zip/Postal Code:

Print Account Holder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_