

CheerExpo 2017 Coach Agreement & Details

Registration Information

Although your signature is required in the registration package acknowledging your agreement to the following policies, your full agreement is legally assumed upon registering (payment and/or receipt of team information to be added to the roster of competing teams at the event), even if the coach agreement has not yet been signed.

This is what you will need to send in to be registered:

1. Completed Registration Pack(s). You will need to fill out one excel file PER TEAM you are registering. Excel file can be emailed to info@cheerexpo.net. Note: If you choose to mail in your package or send in any other format (PDF, Word, etc) there will be a \$100 per team processing fee.
2. You will need a completed waiver* form for each participant (competitor, spare and/or watch & learn) **and coach** attending. You must include a waiver form for each member on your team, even if they are associated with another club or school team. Please ensure that waiver forms are in the same order as the team roster when mailed/presented to CheerExpo. Coaches are responsible to ensure that the person signing each waiver form has read and understood the form entirely before signing. *CheerExpo is sanctioned by Cheer NS and the NSSAF. Club/All Star teams which are members of Cheer NS AND Nova Scotia school teams registered with the NSSAF do not require waivers.
3. If you are registering a school team (from outside NS) or a college/university team, a letter of permission from the school principal or athletic department recognizing that the team is participating at the event is required. If you are a University/College team you will also need an official roster of team members from the registrars office sign off verifying that all team members are students of the school. Minimum number of courses a student must be registered in to be eligible for CheerExpo is 1 (one).
4. Nova Scotia Junior and Senior High School teams will need to have an NSSAF Sanction form signed by the school submitted by February 17th.
5. Payment (ONE certified cheque, EMT, bank draft or money order per program/gym):
 - a) Cheques/Bank Draft/Money Order will be accepted only if received prior to February 17th. Make payable to CheerExpo and mail to:

CheerExpo Competitors
13 Newport Drive
Petawawa, Ontario
Canada K8H 0C9
 - b) Email Money Transfer should be payable to info@cheerexpo.net
 - c) Credit Card payments via PayPal only. A 4% convenience fee must be added to your total. To join paypal go to www.paypal.com. It's free to join PayPal and it's probably the most secure way to pay online since your banking details are not disclosed with payment.

Additional Registration Information:

- 1 Prices are per competitor. Competing teams will be allowed to bring two coach/helpers free of charge. This person is responsible to have all medical information pertaining to the competitors including health card numbers, insurance companies (if applicable), any allergies or potential considerations, proof of age/grade and all emergency contact information. If the group or individual is part of a team, this/these coach/helpers must be the actual coach(es) of the team. Additional coaches may come at the discounted rate. Coaches who are also athletes on a team are still required to pay to compete.
- 2 Please note that you will only receive the early bird rates for the things you register for by the early deadline. Any additional registration for your team (i.e. adding members, etc.) after the deadline will use the standard or late rates.
- 3 RETURNED CHEQUES: Cheques that are returned for any reason will be charged a \$50 return fee in addition to the principal amount. Cheques will no longer be accepted as a method of payment from the team/individual/issuer in the future. Payment will only be accepted in the form of Money Order, EMT, Certified Bank Cheque/Draft or Cash.
- 4 Non-Payment Policy: Any bounced cheque, non-payment, or amount due after the competition will accrue 5% interest every 30 days starting from the Friday of the event. If the amount due is not paid in full after 90 days an extra 30% of the total will be added to the amount owing and the file will be sent to the collection agency (the 30% is a recovery charge to cover collection agency fees). In the event of litigation, the Program (aka the team, school, club, gym, owner, head coach, etc) will be responsible for all legal fees.
- 5 Cheques will only be accepted up until the standard rate deadline. All payments made after that deadline must be made in cash or cash equivalent (i.e. money order, bank draft, EMT).
- 6 The Program, both during and following the expiry or termination of this Agreement, shall indemnify and save CheerExpo, its employees and agents, harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any willful or negligent act, omission or delay on the part of the CheerExpo, their officers, directors, employees, contractors, or agents in connection with anything purported to be or require to be provided by or done by the CheerExpo pursuant to this Agreement. This provision shall survive the termination of this Agreement. Any and all fees associated with legal action will be the responsibility of the Program, not CheerExpo.
- 7 Special Needs teams are welcome to participate at no charge.
- 8 All competitors must be registered by February 17th. A late fee will be assessed for anyone registering after the deadline and will only be permitted if it does not conflict too much with the scheduling of the event. Check for availability before sending in payment!
- 9 All teams must compete using the appropriate USASF rules of play (USASF/NSSAF rules for NS junior and senior high). USASF rules are available online at www.usaf.net. Use the CheerExpo Divisions when selecting divisions.
- 10 Changing divisions after the February 17th deadline will cost \$250 per division switch. The schedule may or may not change.
- 11 There are absolutely NO refunds for fees paid to CheerExpo unless the event is canceled by CheerExpo (for a reason other than a Force Majeure Event). In the event that the competition is canceled, all attempts will be made to reschedule the Event. Those unable to attend will not be refunded. In recognition of the fact that most expenses for the Event occur well before the Event, if a Force Majeure Event occurs which prevents CheerExpo from completing the Event, CheerExpo will not be held responsible to refund Programs. For purposes of this clause, a Force Majeure Event means any cause not entirely within the control of CheerExpo and which it could not by exercise of reasonable diligence have avoided as the result of fire or other act of God / Nature, riot, labour strike, national or local emergency.
- 12 There are no refunds after February 17th (awards have already been purchased) but you may transfer your credit (i.e. if Sally Sue was removed from your team, you can replace her with someone else at no extra cost, or transfer her paid amount to someone else in the form of watch & learn passes for family members/fans).
- 13 Teams/individuals may enter more than one division as long as they meet all requirements of each division. Crossovers (participants competing in more than one team division per club) are permitted provided the following conditions are understood:

- A participant may not compete on two teams in the same division. For example, Sally Sue who is 18 yrs old may compete with a senior level 4 all-star team, an International Open team, a high school team, and an Open team; but she cannot compete on two Senior Level 4 All Girl All-star teams...she cannot compete against herself.
 - There are no special pricing options for individuals that compete on more than one team. Each member must pay full price for each team. Further, each member must submit a completed waiver form for each program they are competing with.
 - Although efforts will be made to prevent conflicts in the schedule the flow and proper judging of the event are the priorities. Although CheerExpo will always try to leave at least 10 minutes between performances of crossover athletes, there are no guarantees. Only conflicts (crossovers, coaches that coach more than one team, coaches who are athletes, etc) that have been indicated to CheerExpo prior to the February 17th deadline will be considered for scheduling purposes.
 - Please refer to the USASF website for rules regarding the number of times an individual can crossover between teams and which teams they may crossover to.
 - NEW!! A maximum of TWO (2) crossovers will be permitted between teams competing for Worlds Bids in separate divisions (at Worlds no crossovers are permitted). It is recommended to use this option for emergency purposes only. Crossovers to other (non-Worlds) teams (i.e. Senior 3, Open 4.2, etc) are not limited.
14. Proof of Age/Grade: See Document entitled "Proof of Age/Grade" on our website.
15. Coach, extra coach, and team member passes allow access to all classes, practice space, the CheerExpo Vendor Area, and to watch the competition. There is no need to purchase Watch & Learn passes if you are competing. Competitor complete registration is only for those teams who wish to purchase additional spectator passes for parents/fans with their registration.

General Event/Competition Rules

1. CheerExpo reserves the right to cancel or combine divisions depending on registration in each division.
2. All teams will compete twice (once Saturday and once Sunday), except Prep Cheer Teams. Your final scores will be a combination of day one and day two (40% and 60% respectively). See more info about picking up score sheets in the scoring section of the website.
3. Coaches / team designated adults (over the age of 21) are responsible for the conduct and safe participation of participants at all times during the CheerExpo, including during classes. YOU know the ability level of your athletes; we do not.
4. There will be no event spotters for this competition. Coaches will be responsible to assess the ability level of their team and create routines suitable for the ability level of each participant.
5. Inappropriate language, music or movements are prohibited.
6. **Music:**
 - Must be emailed to mb.cheerexpo@gmail.com no later than 1 week after schedules are released. Music must be labeled with your team number (this will be on the schedule), name and division.
 - You must also bring a quality CD's of your music. Please make sure that your CD is "finalized" so it will play. Please make sure that your CDs are clearly labeled with your team name, division and performance number (on the competition schedule). If the routine is not the first song on the CD please label the song number.
 - If your music file does not play in the practice room and you need to use the CD option, please deliver the CD to the announcer area WHEN THE TEAM/PERFORMANCE BEFORE YOU IS STARTING so the announcer knows you are ready and is not searching for you. You can also choose to play your emergency music from your smart phone as long as it is in Airplane Mode.
 - Any participant(s) that make mistakes due to poor music quality, or their own equipment, supplies, or personnel, will NOT be allowed to repeat their performance.
7. All participants (including teams, individuals, groups, etc) must enter and exit the performance area in a timely fashion. Placement of props should take place immediately after the previous performance. DO NOT wait until you are called to perform to place your props. Formal entrances (from the time your team is announced to perform) or exits involving jumps, tumbling, stunting, or organized motions, cheers or spell-outs are prohibited and may result in a deduction. All competitors should enter onto the floor as quickly as possible and immediately begin their performance when called. As soon as the announcer STARTS to announce your team you should go to your spots. You then have 15 seconds to start your routine. When finished, you have been allotted 15 seconds to put your last stunt down, and exit the floor. Teams who do not enter the floor when called will receive a zero for the performance and will be skipped.

Coaches Meeting, Check In & Practice Times:

1. Teams/Gyms who have competed at CheerExpo before will check in at the Coaches Meeting Friday Night (March 24th) or between 3-6 at the info booth. The coaches meeting will be held from 7-9pm at the Halifax Forum. Teams/Gyms who are NEW to CheerExpo Halifax will check in just before your Friday Floor Time and Team Tour. If you choose not to attend the Friday floor time you may check in on Friday night at the coaches meeting/party.

Friday Floor Times: (NEW TEAMS ONLY)

- 1) There will be time on Friday March 24th for teams that are brand new to CheerExpo to have floor times/sound checks and a tour of the facility. These are limited and are booked on a first registered (and paid), first choice basis. Distance traveled will be taken into consideration. Friday floor times are a privilege, not a right.
- 2) When you arrive for your Friday Floor time you will have to check in first. Only coaches and athletes with passes will be permitted entrance...no fans, parents, drivers, etc. All teams must be registered (fully paid, waivers received and bracelets on) before they take the floor for practice times.
- 3) Teams will be permitted to enter the arena 15 minutes before their Friday floor time to stretch and warm up. After the floor time is over, the team will be taken on a tour to show the location of the practice space, class spaces and how to enter and exit the floor. After the tour, they must exit the building.
- 4) During set up/practice day, purchasing items from the vendor booths is not permitted. This is to prevent teams from buying up everything before the event even starts on Saturday. You are welcome to look, but you can't buy. Please keep your teams away from booths if they are unmanned on Friday to prevent inventory from "going missing".
- 5) Your Friday floor time is only 5 minutes long including the time it takes you to get out there and start, and the time it takes you to get off the floor, so you will actually get about 4 minutes of practice time in. Your floor time is for set times. If your team shows up four minutes into your practice time, you will get 30 seconds on the floor; not 5 minutes from the time you are ready. Please be considerate of the team after you and get off the floor as soon as your time is up.
- 6) If you cannot make it to your floor time on Friday (or you registered too late to have one) you have two options: 1) register at the Friday night mandatory coaches meeting, 2) show up early (8am) on Saturday to get your team registered and pass out all of your passes. Only one person

will be working the team registration desk on Saturday morning and only until 9am.

Coaches Meeting and Checking In:

At the coaches meeting the following things will happen:

1. Each team will be officially checked-in (if not checked in earlier) and receive passes for each competitor and coach that you have registered with your program. You will then be responsible to get the passes to each of your team members for the next day. This is also when you will pass in any waiver forms that you have not yet passed in, pay any amounts that are due, add anyone to your team, and/or deal with any issues (i.e. Sally Sue has quit and John Doe is taking her spot), etc. All payments made at the event must be cash or cash equivalent only unless they in the form of a certified cheque/bank draft, or cheque from a school. Personal, non-certified and/or business cheques will not be accepted. That means NO PERSONAL CHEQUES OR GYM CHEQUES. Please ensure that your waiver forms are in the same order as your team list. If not, the CheerExpo staff will hand it back to you to put in the correct order and you may get skipped. Please also make sure that all waivers are signed and dated.
2. Any last minute changes that need to be made will be made then. You will have an opportunity to ask any last minute questions you have about the event. We will discuss anything that you would like to see changed/added for next year's event. All suggestions are welcome. This event is team driven...meaning that YOU will have a lot of say in what happens each year. After the competition, I will also send out a feedback email requesting feedback on all aspects of the event so you will have an opportunity to forward your comments afterwards as well.
3. If you absolutely cannot make it to the coaches meeting or Friday Check-In you may have a coach check in the team between 8am and 9am Saturday morning. Only one staff member will be checking in last minute teams. Teams who miss their practice and/or compete time because they are late checking in will not be accommodated. We require any payment due, all forms completed (staff will require time to check them) and all members must be wearing bracelets. You will have to find your own way to the practice and class spaces. You will miss any last minute info, the tour, any discussions concerning the next years' event and classes.

Passes/Bracelets

1. During the competition, all competitors and coaches will wear Tyvek bracelets. You will wear these at all times (even when you are competing). The judges know that you will be wearing them and will not deduct any points. These bracelets will allow you into all class spaces and the practice space for your practice time. They must be worn on the wrist. They are waterproof so no need to worry about swimming in the pool at your hotel (if applicable). They should only come off if ripped or cut off. If this happens, you can get your bracelet replaced at the info booth but you must have the old one to pass in. If the old bracelet is lost, it will have to be re-purchased.

Practice Times

1. You will be assigned practice times for both Saturday and Sunday but they are not mandatory. All teams must at least warm up before competing. All competitive schedules and the practice schedules for the event will be posted at least one week before the event.
2. Your practice times are for set times. There is NO SPARE TIME allotted for teams who miss or are late for their floor times.
3. There will be other groups practicing at the previous two stations while your team is having practice on the full floor. For safety reasons, music will be kept low during your team practice time so the other groups can hear their back spotters and/or coaches calling counts.

General Info/Rules

1. The Halifax Forum is located at 2901 Windsor Street, Halifax, Nova Scotia, Canada, B3K 1A1. Although there are over 500 free parking spaces, parking is always crazy. Please let your parents know to car pool or get dropped off.
2. At 7:30am each day the exhibitors will be allowed entrance. Everyone else will enter at 8am. The competition will begin at 8:55am with the first team taking the floor at approximately 9:00am. The exhibits do not officially open until 9am.
3. Teams must come ready to compete (i.e. hair done, uniform on, etc). CheerExpo will not be held responsible for lost or stolen items. Parents make great dumping stations. Do not leave valuables in the dressing rooms (unless your team has rented a locker room) or restrooms. There will be a lost and found at the info booth if you've misplaced something. After the event you can contact the Facility directly to inquire about lost items.
4. There are over 5000 seats at the facility. Due to fire code regulations, when they are full, no more spectators will be permitted. During your routine, 6 coaches may sit in the coach area. A rotating VIP area will be set up in front of the competition floor. If you are coming to the event as a large group, please note that **PARENTS** of the athletes competing will take priority in this area, not the athletes on other teams of the same gym. Unless you are from away with limited fan support, please tell your athletes to watch their sister teams from the stands.
5. Absolutely no stunts, tosses, pyramids or gymnastics are to be performed outside the performance, practice, class and/or warm up area. During classes, skills must be applicable to the class topic being taught. Athletes/Groups "doing their own thing" will be asked to leave the class.
6. For people that coach multiple teams/divisions: Please review the competition schedule and practice mat schedules carefully!! Although there should not be any times when you are competing at the same time, there MAY be times when one group is competing or about to compete while another group of yours is in the practice room or receiving awards. Make sure you have a plan for someone else with a proper bracelet to run your floor times if this happens.
7. Team photos and event videos may be available for purchase at the CheerExpo. Your parents and fans are welcome to take pictures or videotape from the stands but they cannot sell or offer free distribution of the photos or videos, or block any thruways, walkways, EMS, judges, spectators, or official event photographers or videographers, if applicable.
8. There will be emergency response personnel available to ensure that athletes and spectators can be well cared for if necessary. Their primary role is to deal with injuries, not to tape wrists and ankles. Kindly plan to bring your own athletic tape. EMS will have ice if you need it. **DO NOT BLOCK THE VIEW OR EMERGENCY PATHWAYS OF EMS.**
9. You will receive an email from CheerExpo approximately 1 month prior to the event with a list of all teams, divisions, number of athletes, number of males and crossover/scheduling considerations we have on file. You will have 2-3 days to respond and make any changes necessary prior to the schedule being created. Once the schedule is completed, changes will incur a \$250 fee, if the change is permitted.
10. Class sizes are limited and filled on a first come first served basis. Class topics vary from event to event. The class schedule will be online at least 1 week before the event. All competitors and coaches, and anyone who has a Watch & Learn pass can go to any class they choose. You do not have to pre-register. CheerExpo assumes NO responsibility in the validity of information taught in classes, or quality of products purchased at the Expo. Even though companies have booked classes or booths, we cannot guarantee their attendance at the event.

11. After the last performance in each block on Sunday we will begin to prepare for the awards ceremony. All athletes must wear uniforms to the awards ceremony (no pajama pants, etc). All teams will be announced and will have awards for all divisions. A CheerExpo representative will deliver the award to each team (please send a representative to meet them halfway) except the first place team. All members and coaches of the first place team in each division will come forward to receive the award and get a team picture. Then we will continue on with the next division. Please let your teams know that the only teams/competitors that are actually involved in the awards ceremony at that time should be around and in front of the floor during those ceremonies. More information about the awards ceremony will be emailed to the coach/contact of each competing team when we get closer to the event.
12. The Scholastic Grand Champions and All-star Max Out Award© will be announced at the end of their respective awards ceremonies. Max Out winner will be the one team throughout the entire event that most maxes out their level successfully.
13. Accommodations are your responsibility. CheerExpo assumes no responsibility for the quality of stay at any hotel.
14. The staff of the facility will have concession stands set up and we have no say in what is sold. No outside food or drink is permitted in the building. We are not that picky on this issue but we have to relay the message. That being said, there is absolutely no food or drink permitted in the practice space or class spaces except water. There is also no food or drink permitted on or around the competition floor or practice mats. This includes suckers AND GUM.
15. No outside footwear is permitted in the matted class space or practice space...yes, this includes coaches. If you only have outside footwear, please remove your footwear when entering the room and especially before walking on the mats. For safety and sanitary reasons, bare feet are not permitted so make sure you wear socks. HIGH HEEL shoes are NOT permitted on any equipment.
16. Mailing: After March 1st, please do not mail anything else to the office or it may be sitting in our mail box during the event. If you want to register something after this date CALL US! If you are already registered but you have items we need (i.e. waivers, payments, etc) you can pass those items in at the coaches meeting during check in. If you have an issue that affects the competition schedule, please call, email or text me.
17. The recruiting of athletes and promoting your gym to explicitly recruit athletes from other programs is strictly prohibited at CheerExpo by you or any representative, athlete or parent. Flyers, posters, T-Shirts, etc. that include any tryout information or "next year" information are not permitted.
18. Last but certainly not least...this competition will be run with the spirit of fairplay and sportsmanship in mind. Any participant, coach or spectator causing interruptions during the CheerExpo will be removed without refund and all teams are at risk to be banned from future CheerExpo events if there are upsets during or after the awards ceremony. Let's teach our athletes to be good sports.

IMPORTANT: There will be a MANDATORY coaches meeting (party) on Friday March 24th at 7pm at the facility. Please book your travel arrangements accordingly.