My Parent/Athlete Handbook & Contract



Where being the "Center Of Attention comes naturally!



Welcome to the COA Elite Majorette Program!

Thank you for your interest in the COA Elite program. On behalf of our staff and wonderful families already committed to training at COA Elite, we welcome you and encourage you to become a part of our expanding family. If you choose to participate, being a part of this group of athletes and parents promises to be one of the most memorable and fulfilling experiences of your life. The information in this booklet will help you make a more educated decision about participating in our program.

The mission of COA Elite is to provide a fun, safe, healthy and competitive dance environment. We strive to create a positive experience for our athletes, parents, friends, and staff. We believe that encouraging our athletes to reach their utmost potential will lead to success and teach them valuable lifelong lessons. COA Elite is a FAMILY oriented program. We hold our staff and athletes to high standards of sportsmanship, integrity, and mutual respect. We are extremely proud of our accomplishments as the COA Elite Family. We hope that everyone who becomes a part of the COA Elite family will be encouraged to consistently strive toward being their best while proudly maintaining the COA Elite level of integrity and sportsmanship.

As we embark on a new season, we will build off of the athletes' accomplishments and make COA Elite a recognized and respected name. We are excited to jump into this season with new perspective, goals, expectations, energy and focus. We hope that you are ready for this season as the momentum continues to build on our journey to the top!!!

While this packet of information may initially be overwhelming, it is designed to help you understand the level of commitment all parents and athletes make when they decide to become part of our COA Elite family. Please read it thoroughly and do not hesitate to contact us if you have any questions.

We look forward to an exciting and successful season at COA Elite!



Attendance, Tíme Commítment & Team Expectations

COA Elite dancers are a part of a team. Just as sports teams require all players to attend practices, dance companies require their dancers to attend all classes and rehearsals. Absences will not only affect the individual dancer, but the Company as a whole.

All Teams will practice a **<u>MINIMUM</u>** of THREE days per week (in addition to dancers' individual assigned classes). Please be advised that your athlete's team may practice on a Sunday. All team members are required to attend **<u>EVERY</u>** practice. We *cannot* schedule practices so that they do not conflict with your athlete's outside activities. Extra practices will be called as necessary. Any extra practice that is scheduled must be attended by all team members. We will try our best to schedule extra practices at least two weeks in advance, but there may be occasions where such advance notice is not possible.

Practices are closed to parental viewing.

Each dancer is allowed up to three (3) unexcused absences from team classes and rehearsals. *Excused absences must receive PRIOR approval from the director; advance notice of absence does not mean it is excused. The following are considered "excused" absences:

- · Death in the family
- · Scheduled school programs or performances required for credit
- Wedding or religious dedication of you or a member of your family
- If you are seriously ill or infectious

Dancers will attend and observe team class/rehearsal in the case of injury or mild illness. These same rules apply to all other classes.

Punctuality is just as important as attendance, please be on time and prepared for class. Two (2) occurrences of tardiness will count as an unexcused absence.

Students should not miss more than five (5) of any one class per dance season; after which, the dancer may be dismissed from the Team. Dance requires consistent ongoing training, and dancers who excessively miss classes will not be able to perform at the same level as those who have attended all classes regularly.

Team members must be present in ALL their classes and rehearsals during the two weeks prior to every performance and competition

Regular attendance in all dance classes is expected of Team members. Excess absences from ANY one dance class may be cause for dismissal from the Team. No refund of payment shall be given in the event of dismissal.



Attendance, Tíme Commítment & Team Expectations

Being a member of a dance team is a privilege and comes with responsibility. Personal accountability is essential for a successful season, and commitment to your other team members is a vital component of this success. When a member of the Team is not present, it negatively impacts your entire team. Please do not consider being a part of COA Elite if missing a trip to the mall with your friends is going to be an issue, or if you expect scheduling conflicts with other sports or activities. We ask that you plan your absences accordingly. COA Elite reserves the right to remove any athlete for missing any practice without a valid reason.

Summer Practices: Summer practice attendance is required. However, we will approve requests for vacation or special event absences during the months of June and July <u>that don't conflict with skills camps</u>, <u>choreography</u>, <u>or performances/competitions</u>. Our sport is a year long activity and we realize vacations and other events are a much needed break from our rigorous schedule, however, please plan accordingly and avoid the risk of dismissal from our program.

<u>Practice Wear</u>: All athletes should wear PLAIN black tops with PLAIN black bottoms to every practice until practice clothes are distributed.

THERE ARE NO EXCUSED ABSENCES FROM A COMPETITION

Every team member is expected to attend every competition. Any athlete that misses a competition may be removed from the Program. Travel competitions may require some school absences.

COA Elite will attend 3-5 competitions and various community performances throughout the dance season. Please be aware that becoming a Team member will obligate you to these competitions and performances. Competitions are typically held on weekends and are a full day and possibly full weekend commitment. Competition/performance hosts do not send the event information until days prior to the event. Dancers and parents will need to be available for the entire day/weekend until we know whether you are performing Saturday, Sunday or both. There are also occasions when our teams are asked to perform at local events. These events are fun, educational and great team building experiences.

Extra rehearsals may be called approaching a performance or competition. Extra rehearsals will be held on Saturdays, Sundays or at other times that the gym's schedule permits. Students and parents will be notified of any additional rehearsals as soon as possible prior to the date. We will make our best efforts to schedule additional rehearsals well in advance.

Athlete Commitment

- I understand that competitive dance is a team sport and we will sometimes need to practice and compete when we do not want to.
- I agree to always give 100% effort.
- <u>Conditioning</u>: All athletes must be involved in some type of physical conditioning program and stretching exercises either at home, school, or outside the gym. It is impossible for an athlete to be in peak physical condition if their team practice is the only physical activity in which they partake. Injuries are always a concern in our sport, and the best way to avoid them is through proper technique, flexibility, and physical condition.
- I agree to conduct myself with dignity and class at all times.
- I understand that hitting, fighting, vulgarity, practice disruptions, and temper tantrums may be cause for immediate dismissal from the COA Elite Dance program.
- I agree that consequences for behavior issues may include any or all of the following: verbal warning, write up, parent contact, parent conference with Director, dismissal from team.

PLEASE NOTE: Depending upon severity of rule violations, a \$50 fine may be assessed for each violation. Please refer to Fines Assessment page. Additionally, some incidents may be cause for immediate dismissal.

- **ZERO TOLERANCE:** I/we agree that athletes are not to engage in any illegal activities including but not limited to: use of narcotic drugs, consumption of alcoholic beverages, or carrying of weapons. If this policy is violated, athlete will be removed from the program.
- I agree that Members are expected to act in a mature and respectable manner while participating in any/all COA practices, events, performances and competitions.
- I agree that any athlete observed displaying conduct below COA Elite expected and acceptable standards as described herein may be subject to suspension, fine, and/or expulsion from the COA Program.

Academic Excellence:

- I/we understand that COA is not only interested in my success as an athlete but as a STUDENT as well. I agree to maintain academic excellence in order to remain involved in the program. I/we understand that COA Athletes are required to maintain a 2.5 GPA, with no "F" letter grades.
- I/we agree to turn in a progress report/report card every 3 months or upon request from any COA staff member.

Practices:

- All practices require mandatory attendance by every athlete. (Athletes with health issues or concerns are considered on a case-by-case exception.)
- All Members must be on time to all practices. For every minute an athlete is late, they will stay after for makeup conditioning.
- All practices are CLOSED to siblings, friends, parents, and all other non-Members unless otherwise specified.
- Athletes agree to give their full attention when being addressed by coaches, Directors, choreographers, and staff during practices and events.

Athlete Commitment

- Phones, iPods, MP3 players, PDAs, handheld game devices, etc., are not to be seen nor heard during practices.
- Cell phones must be placed in the cell phone box at the beginning of practice. Use will only be allowed in the event of an emergency.
- Chewing gum or candy is NOT allowed in the COA facility at any time.
- I/we understand that we are our own cleaning service. I/we agree to clean up after ourselves.

Practice Dress Code:

- Athletes will not be allowed onto the floor until fully dressed in appropriate COA practice attire for the day. If athlete is not ready to immediately participate at the beginning of practice, they will be considered tardy.
- All Members are to wear designated practice attire or appropriate athletic wear in COA colors (red, black, white and/or silver/gray) to ALL practices, COA performances, or other events unless otherwise instructed. Clothing should not be too small nor oversized.
- Hairballs, beads, barrettes, and/or any other hair accessory are not allowed at practices or competitions.
- I/we agree that fingernails are to be kept very short at all times.
- All jewelry must be removed PRIOR to any practice or competition. This rule applies to ALL age levels. Athletes are to leave all jewelry in their bag, car, or at home. Athletes are formally advised NOT to get any new piercings (of any sort) as they will have to be removed WITHOUT EXCEPTION. (Covering piercings with bandages is not an option).
- Any and all items of value brought to COA practices and events are brought at the risk of the athlete(s) and parent(s)/guardian(s). COA staff, coaches, and Directors cannot be held responsible for lost or stolen items and will NOT assume liability for such loss.
- Failure to follow these rules will result in disciplinary action at the discretion of COA coaches and/or Directors.

Competition Attire:

- I/we agree that all athletes are required to be in FULL uniform from the time of arrival through the end of awards or (when not performing or at awards) official COA warm-ups, plain black sweatpants, plain black hoodie, or COA competition shirt over their uniform. Failure to comply will result in a uniform violation.
- Pajama bottoms, sweatpants, UGG style boots, non-athletic shoes, blankets, etc., are not allowed.
- I understand that Members may change into COA athletic warm-ups or other COA spirit wear items AFTER awards or as directed by team coach or Director.
- I/we agree to wear only the designated team uniform to competitions and performances.
- I/we agree that competition make-up and hairstyles are determined by COA staff and must be kept uniform.

Parent Commítment

- I/we understand that the time commitment for participation in the COA Elite program is great and agree that breaking that commitment and/or this contract has adverse effects on my child, the team, and the program as a whole. We agree to commit to the time requirements.
- I/we agree to be flexible and to allow for flexibility in our schedules for any last-minute practices, events, etc.

Parent Conduct:

- I/we agree to conduct ourselves with dignity and class at all times. (______)
- Parents are to treat all Members, parents, guests, and COA staff with respect at all times. No harsh language or actions will be tolerated toward any Member, parent, staff or guest. (______)
- Parents/athletes are not to participate in any form of gossiping, slander or any other negative talk regarding any COA staff, COA Member, COA parent, COA team, or any other organization and its' Members. Penalties for such actions may include any or all of the following: Verbal warning, written warning, placed on "Drive By" status for remainder of season, removal of their athlete(s) from the COA program.
- Hitting, fighting, vulgarity, practice disruptions, and temper tantrums may be cause for immediate dismissal from the COA Elite program. (______)
- It is the coaches' and/or Directors' duty to mindfully speak to the athletes. Parents are not to engage in the speaking of their mind to the teams or any athletes without invitation. I/we agree that without parental consent I/we will not reprimand another person's child.
- I/we agree to refrain from talking to the coaches during practices.
- I/we understand that our opinion is valued, however, I/we agree to use the protocol set in place if we would like to express it.
- I/we are our own cleaning service. I/we agree to clean up behind ourselves and our children.

Competitions, Competition Attendance, Attire, Travel, and Participation:

- All competitions require MANDATORY attendance.
- I/we agree that the competition schedule is tentative and that any competition is subject to being removed, replaced, or added at the Directors' discretion.
- I/we understand that it is our responsibility as parents to chaperone our athlete(s) to ALL local competitions/events and ALL trips involving travel.
- The COA name and logo is protected by copyright and/or trademark. Use of the COA Name and Logo on clothing and/or other items is strictly prohibited. Violation of this rule is a violation of Civil Law. If you have an idea for COA apparel please share them with the Directors. If wearing spirit wear bearing the COA name, we agree to only wear official gear that has been purchased from/through COA.
- I/we agree to follow the itinerary for every event/competition. Failure to do so may result in the assessment of the Absence and/or Tardy Fee.
- I/we understand that the competition hosts release final schedules close to competition day, so we agree to be patient when awaiting an itinerary from COA. <u>ITINERARIES WILL BE SENT NO LATER THAN THURSDAYS</u>.

Parent Commítment

- Parents are expected to actively participate in the cheering on of all COA teams during competitions/events.
- With an understanding that a positive and supportive environment is best for all athletes and is vital to becoming successful as a team, I/we agree to keep negative comments to ourselves, regardless of the day's final rankings.
- I/we will not engage in or tolerate negative or disrespectful treatment of our fellow competitors.

Message Boards, Public/Private Forums:

- I/we understand that Members and parents are prohibited from making any negative posts "Anonymous" or
 otherwise on any public or private forum. I/we agree that our websites, social media, public forums must reflect
 respectful, caring, and positive behaviors only.
- I/we agree that any athlete caught posting inappropriate photos of themselves or others through any forum may be subject to immediate dismissal from the COA program.

Gym Use:

- I/we understand that unless a waiver has been signed and stored on file no parent, Member, etc., is permitted on the spring floors or other gym equipment.
- I/we understand that there is to be no food, drink, candy, gum, etc., allowed inside of the COA facility except for water, Gatorade, or PowerAde. If any equipment sustains excessive damage due to negligent disregard of this policy, I/we understand that we will be held liable.
- I/we agree to respect the mats, spring floor, and all other equipment.

Team Placements:

- I/we agree that team placements, performance formations, and stunt positions are decided by each team's head coach, choreographer, and/or Director based on the needs of the team.
- **I/we agree not to approach coaches about team placements or positions within a team.** These questions should be presented to a Director.

Sports Physicals:

• I understand that every athlete must have a physical completed and have a Medical Clearance Form filled out by a physician and turned in no later than April 1st. I/we agree that the Medical Clearance Form must be signed and dated after the first day of the current year and should be accompanied by a Visit Verification from the Physician.

Birth Certificates:

• I/we agree to submit a copy of our athlete's birth certificate upon registration but no later than April 1st.

Member Competition Participation:

- I/we agree that Members are to actively participate in the cheering on of all COA teams.
- I/we agree that Members are to sit TOGETHER in designated COA areas.
- I/we agree that Members are **NOT permitted** to leave a competition unless it is previously indicated in an itinerary, cleared with a coach/Director, or the team has been dismissed.



	dition to the aforementioned Athlete & Parent Commitment pages I understand and agree to the following: se initial)
	Anyone threatening to quit or pull their child from a squad may be dismissed from the program immediately.
	I/we will not hold or threaten to hold my child from practice or competition as a form of punishment.
	I/we understand that all athletes are required to wear the appropriate practice attire to every practice.
	I/we understand the importance of punctuality and will arrive at all scheduled events on time.
	I/we understand the COA Elite reserves the right to suspend any athlete's or parent's participation in activities at COA Elite or at COA Elite functions as disciplinary action.
	I/we will not participate in negative gossip or communications that adversely affect COA Elite. This includes, but is not limited to Facebook, Twitter, Instagram, Chat Rooms or other Websites.
	I/we will not post any COA Elite music, choreography, routines, stunts, etc., on any website or social media.
	I/we understand it is sometimes necessary for athletes to be moved from one team to another.
	I/we understand that my monthly billing statement is provided as a courtesy. Whether I receive it or not, I am still obligated to make my payments on time. If my billing information changes, it is my responsibility to notify the COA Elite front office.
	I/we understand this is an 11 MONTH COMMITMENT I am making. I/we will honor my commitment.
	I/we understand that if I quit or if I am removed from the program for any reason, I will not be entitled to a refund of any kind. This includes all monies paid to COA Elite including prepaid expenses.
	Athletes, parents, relatives and friends are NOT allowed to contact competition companies or their officials, or any other COA vendor or business partner for any reason. Posing as COA or attempting to act on COA's behalf is grounds for IMMEDIATE DISMISSAL FROM THE PROGRAM. Contact COA Elite with your concerns.
	I/we have read and understand the COA Financial Agreement, Attendance Policy, Fines Assessment, Contract Buyout and Handbook in their entirety and will abide by their contents.
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PRACTICE/PERFORMANCE/COMPETITION ATTENDANCE POLICY

The greatest threat to the success of ANY team, sport, or program is POOR attendance. We established a STRICT attendance policy, which requires Members to submit a written request for missed practices. ALL REQUESTS ARE SUBJECT TO DIRECTOR APPROVAL OR DENIAL.

Each athlete will be allowed 3 EXCUSED and 2 UNEXCUSED absence/miss points for the season.

Every ABSENCE exceeding the above maximums will result in a \$20 Fine added to athlete's account.

- Athletes must be at practice. Period. Because routines, formations, tricks, and stunts ABSOLUTELY require the presence of each team member, missing practices, being tardy, and/or leaving early from practices, events, or competitions will NOT be tolerated. Attendance being so crucial, it is to be expected that missed practices/tardiness will affect an athlete's placement on his/her team and in his/her routine.
- Sick Policy: If you are sick/injured, but not to the point of seeing a doctor or contagious, you MUST still attend practice. You will not be required to participate, however, you must be present to see the changes made to your routine, hear announcements, and learn from the coaches' feedback even if you are not on the floor. A doctor's note may be requested. (_____)
- Excessive absenteeism can result in athlete being suspended and/or removed from the COA program entirely.
 (______)
- Only absence requests submitted on the Absence Request Form will be considered. (______/
- Missing ANY practice during the <u>two weeks</u> prior to a competition may result in a fine, suspension, and/or expulsion from COA.
- Extra practices are sometimes required before events and attendance is MANDATORY. (______)
- Education is one of our priorities, however, football games, school dances, etc., are not considered an educational need and therefore will not be considered for an excused absence. Proof of graded activities may be requested.
- Examples of excused absences (count toward the 3 allowed absences):
 - Fever, vomiting, diarrhea (with a doctor's note), family weddings, funerals, college visits/orientations, GRADED school events, court mandated visitation with parents, family vacations (if they do not interfere with MAJOR activities i.e., choreography, competitions, etc.). We do ask for a ONE MONTH notice regarding events such as weddings, school events, etc., which are planned well in advance.
- Examples of unexcused absences (count toward the 2 allowed absences):
 - Parties, practices/games/activities for other sports/clubs, minor illness (headache, etc.) family/friends in town, doctor appointments (other than appointments for dance related injuries), work-related absences, multiple tardies or absences not requested in advance.
- Phone calls on the way to practice, while expected as a courtesy, will not excuse a tardy.
- All competitions are **MANDATORY**. Missing a competition will be cause for removal from the COA program and be subject to fine assessments and terms of Breach of Contract Penalty. (______)
- Athletes must follow all written and oral directions by coaches and chaperones while at any COA event.
- COA does not mandate group travel. Parents/athletes will be given information regarding the event including host hotels, meeting times, and team activity information. Parents are required to make timely reservations in order to secure a room in the host hotel and/or look for other parents to share a room with. Depending on the competition, we may require athletes to arrive the evening before the competition and check in with coaches for practice rounds or team meetings. In any event, parents MUST follow all directions and get their athlete(s) to designated place ON TIME. If an athlete misses a meeting time or check in, he/she may be suspended for the next competition.
- The COA staff reserves the right to remove any team member from a performance, team, or the entire program if the athlete misses ANY practice within two weeks of a performance, or a performance competition, or event. Under these circumstances, all monies paid to COA will be forfeited. NO REFUNDS WILL BE ISSUED! (_____)

We have read the above and agree to the conditions. Parent Initials: (______) Athlete Initials: (______)

RISING STAR ACADEMY AGREEMENT

All members are <u>required</u> to meet (and maintain) the <u>minimum</u> dance/tumbling skills for the team they are assigned to.

All Team Members must participate in the COA Elite Rising Star Academy. At COA Elite's discretion, any athlete that is not progressing toward and/or maintaining the skills required per their team placement will be enrolled in an additional tumbling/dance class and their account will be billed \$25/monthly. In addition, any athlete may be required to take mandatory private lessons at the expense of the member. The athlete may "graduate" out upon approval of any COA Director.

Please read and initial:

- I understand that COA Elite's Majorette Program is a competitive/community-based program where tumbling and dance technique is ESSENTIAL to the success of the dance teams within the program. (_____)
- I understand that my child must participate in the Rising Star Academy as a member of COA Elite. (_____)
- I understand that it is my responsibility to ensure that my child is in attendance to every Rising Star Academy class. (_____)
- I understand that I will be assessed a monthly fee of \$25 if my athlete fails to progress toward and/or maintain the required skills per their team placement. (_____)
- I understand that Rising Star Academy charges are treated the same as tuition payments; subject to the same fees, penalties, and/or fee assessments. (_____)
- I understand that if my child fails to meet (and/or maintain) the requirements of his/her team by competition season, he/she may be removed from that team and placed on a lower level team. (_____)
- I understand that in order to participate in private lessons my account must be in good standing. (_____)
- If you choose to participate in private lessons, your instructor reserves the right to set up a personal contract with you and your athlete. All private lessons must sign in and pay the office staff prior to each lesson. (_____)

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FINES ASSESSMENT

All monies collected under Fines Assessment are maintained in a separate fund and utilized for COA Facility improvements and equipment purchases.

In addition to all other aforementioned charges, fees, and penalties, I/we have read and understand that our account is also subject to the following fines/assessments:

- \$ 10.00 fines may be issued for the following:
 - As a late fee per 15-minute increment that an athlete is late being picked up from practice or an event/performance.
- \$ 20.00 fines may be issued for the following:
 - Missing practice without ADVANCE notice. (Phone calls/text messages less than 4 hours PRIOR to practice will not constitute a waiver of this fee assessment).
 - Excessive absences.
 - Failure to produce a doctor's note with 24 hours of request when athlete sits out of practice.
 - Arriving late to a competition, COA performance or parade OR leaving an event prior to being dismissed by coaches.
 - Uniform violations at competitions, parades or performance events.
- \$ 50.00 fines will be issued for the following:
 - a) Violation of COA rules that force athlete to be removed from practice.
 - b) Athlete defiantly leaving practice floor or competition during instruction time.
 - c) Athlete being disrespectful to performers, families, staff, or coaches and other violations of behavior/commitment rules.
 - d) Outdated financial information.
 - e) Missing ANY practice two weeks prior to a scheduled competition.
- \$100.00 fines will be issued for the following:
 - a) No Show/No Call to a COA competition, event, or performance. Additionally, athlete will be placed on automatic suspension and recommended for expulsion from the COA program.

CONTRACT BUYOUT OPTIONS (EARLY TERMINATION)

Please initial all options to acknowledge that you have read and understand them:

Contract Buy Out \$ 500		PLUS CURRENT ACCOUNT BALANCE ()				
					·····/	
	BREAC	H OF CONTRA	CT PENALTY (IN	VOLUNTARY EARLY TE	RMINATION)	
	upport and a	gree with the meas	ures and business pra	ctices employed by COA E rom participation. As such	lite to ensure that all o	
1.	As Members of COA Elite, I/we understand that we must follow all rules and requirements listed in the contrac and all affiliated handbooks, information packets, handouts, brochures, etc.					
2.	Staffing at COA is based on active participation. If Member leaves a team after expiration of cancellation period Member (and/or parent/legal guardian) will be subject to Breach of Contract Penalty and NO refunds will be made.					
3.		erves the right to disr the following reasons	-	ete from their team and/or fr	om the entire program a	
	a) for any act or omission that is in breach of COA Elite rules, policies and guidelines as set out in aforementioned documents.			ines as set out in		
	b) for fees being more than 60 days overdue;					
	c) for excessive absences or tardiness;					
		sessing, using, or bein aphernalia;	g a party to use of any i	llegal drug, controlled substa	ince, or drug	
	e) com	mitting any act which	would be considered a	criminal offense under any	governing law;	
	f) tale	nt level/fitness level (specifically lack of impr	ovement);		
	stafi to: c	f, athletes, parents, o derogatory remarks, s	r anyone else involved v piteful comments, unsp	lisrespectful behavior towarc with the COA Elite program ir portsmanlike behavior or hara website or communicated vi	ncluding but not limited assment either verbally,	
	h) for a	any other behavior th	at COA Elite deems una	cceptable.		
4. Dismissal under any of the aforementioned violations will result in the automatic assessment of a \$5 of Contract fee . This fee will be owed in addition to any and all outstanding/unpaid invoices. (

be sent to collections and assessed an additional \$50.00 service fee unless other terms are arranged.

We have read the above and agree to the conditions. Parent Initials: (______) Athlete Initials: (_____)

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