

TOPGUN

ALL STARS

Rules and Regulations

I hereby understand that each time “Top Gun of Orlando” or “TGO” is mentioned throughout this parent handbook it is meant to be all inclusive of Top Gun of Orlando, its officers, shareholders, agents, and employees.

• GENERAL

1. Only registered athletes are allowed in the practice area.
2. Siblings, family members, friends, etc. are not allowed in the practice area, including at competitions.
3. All spectators must remain in the designated area and keep the noise level down at all times.
4. Any person that disrupts a practice will be asked to leave the gym immediately.
5. No food, drinks, or gum are permitted in the practice area.
6. Cell phones and pagers must be put on silent mode and left outside of the practice area.
7. Top Gun of Orlando is not responsible for any personal items lost or stolen.
8. The Top Gun of Orlando website and E-mails (you must visit the website and register to receive email each year) must be checked daily for any and all updates. There is no excuse for being uninformed or irresponsible when the information has been provided.
9. All completed forms or information needed by Top Gun of Orlando must be downloaded and turned in to the TGO office as requested.
10. Prior written approval is required for any privately monogrammed/ produced clothing bearing the Top Gun of Orlando name/logo/likeness. Anything created without approval will not be acceptable and cannot be worn or sold separately. **Legal action may be exercised if this rule is violated.**
11. All choreography including dances, stunts, transitions, tumbling, music selections, etc. should be highly protected and shall not be shown or discussed with others. NO VIDEOS of routines/choreography should be uploaded to any online site such as YOUTUBE, Facebook (other than team Facebook pages) or message boards.

➤ TEAMS

TGO retains the right to:

1. Place its athletes on the team(s) it feels will best suit them and the program.
2. Move, replace, add, suspend, or even dismiss an athlete for a period of time or indefinitely from a team or the entire program based on criteria including but not limited to:
 - A. Attendance
 - B. Conduct
 - C. Skills
 - D. Finances
 - E. Parent conflicts
3. Request that an athlete or team take additional classes or camps to improve their skills.
4. One skill is not the sole reason an athlete will be placed on a team and lacking a skill will not necessarily keep an athlete off of a specific team.

5. We ask that you wait until after two weeks of practices before you bring any concerns to our attention regarding your child's level.

➤ **ATTENDANCE**

All athletes must:

1. Make TGO priority over other extracurricular activities.
2. Schedule all vacations so as not to interfere with any TGO activities.
3. Notify their coaches immediately of all expected absences at least two weeks in advance by using the absentee form.
 - By phone or Facebook post if unexpected
 - Absentee form if expected
4. If absences become a problem:
 - A. Routine spots can/will change
 - B. Athlete will be responsible for learning changes on their own time
 - C. Team placement may change
5. Abide by our Attendance Policy

Two excused absences for August-November and **two excused** absences for December-May (Absences do not rollover if unused).

- Death in the family, extreme illness (Doctor's note required), school event that is graded (Please provide documentation)

One unexcused absence

- Homework, family in town, birthday parties, projects, exams
- After one warning, you risk possible removal from the team/routine

➤ **DRESS CODE**

All athletes must follow the guidelines listed below:

1. Maintain a well-groomed appearance and good personal hygiene at all times.
2. Hair must be kept out of the face (if possible in a high ponytail) and a bow worn at all times when wearing any TGO uniform unless otherwise instructed.
3. Nails must be kept shorter than fingertips when participating in any physical TGO activity.
4. No jewelry (other than approved medical ID tags) is allowed when wearing any OA, practice, warm up, camp, or competition uniform.
5. Sandals, flip flops, boots, or open-toed shoes are not allowed when wearing practice wear, warm up, or competition uniform.

➤ **COMPETITION DRESS CODE**

By each team's scheduled meeting time and anytime they are in an TGO uniform:

1. Athletes must be dressed as specified below unless otherwise instructed by their coach.
 - Uniform top and skirt with competition shirt or warm ups over it at all times.
 - Cheer shoes and all white no show socks
 - TGO competition bow
2. Hair and competition make-up must be complete at meet time.
3. All jewelry (except approved medical ID tags) and colored nail polish must be removed.
4. All non-uniform items such as sunglasses, cell phones, CD players, and iPods must be put away.
5. Any braces or tape needed to perform must be supplied by the athlete and put on before the team takes the warm up mat.
 - After Competing:
 1. Athletes may only change into their official TGO competition shirt and/or warm ups.
 2. Socks and cheer shoes must be worn at all times.

- During awards ceremonies; athletes must be in full competition uniform. Teams may elect to wear competition shirt over the uniform or their warm ups. This will be communicated prior to awards.

➤ **SPORTSMANSHIP/CONDUCT**

All athletes **AND** parents must always:

1. Set a positive example for others to follow.
2. Be respectful and courteous to everyone.
3. Refrain from gossiping or any form of verbal or physical confrontation.
4. Refrain from saying anything negative about Top Gun on any form of social media (Facebook, Instagram, Twitter, Snap Chat, etc.), even if you do not associate yourself with Top Gun on your personal social media page. This also includes saying anything negative about any other program.
5. Refrain from celebrating the misfortune or defeat of another person, team, or program.
6. Accept team placements and awards with dignity and class.
7. Schedule an appointment to speak with the owners to discuss any issues that may arise. Appointments can be made only after a 24 hour period from the event with which you wish to discuss has occurred.
8. TGO Staff will not discuss another child's position within the program.

➤ **HEALTH/INJURIES**

All athletes must:

1. Notify team coaches of any injuries.
2. Inform TGO of all medical conditions that may limit or prevent their ability to participate in any TGO activities.
3. Notify TGO of any injuries sustained as a result of their participation in any sanctioned TGO activity.
4. Provide valid written documentation from a doctor explaining the reason(s) and the duration for which they may be limited or unable to participate in any TGO activity.
5. Be completely cleared before they can return to the routine
6. It will be up to the team coaches as to when an athlete may return to the routine
7. Refrain from the illegal use of drugs, alcohol, tobacco or any other substances.

➤ **TRAVEL / COMPETITION**

All athletes and their families must:

1. Have all travel arrangements booked by the travel block black-out dates.
2. Arrive to competition by the designated check-in time and will check-in with the coaches/staff/gym/team mom/owners accordingly. By not arriving on time you are putting the team at a huge disadvantage and it will be the coach's decision if you will compete.
3. Not use competition as a family vacation and will therefore follow the designated schedule and abide by all rules set forth by TGO.
4. Be responsible for downloading and keeping track of all competition dates, venues, and itineraries on the TGO website and written papers received from TGO. All information will be released as soon as we have that information available.

➤ **FINANCIAL OBLIGATIONS**

All athletes and parents understand that:

Monthly Payments

All monthly payments are due by the **1st** of every month by auto debit. Every account is required to have auto debit information on file, if you do not wish to have your payments auto debited you will need to be one month ahead on cash or check payments to avoid auto debit. Your cheerleaders will be required to sit out immediately if your card is declined. The 11th of every month is "go home day", if your account is not current then your cheerleader will be sent home. We do not want to embarrass any children so please make sure that your account is paid!!

Monthly payments are all inclusive.

Monthly payments **DO NOT** include the cost of the following items: additionally ordered Merchandise, specialty camps, all athlete and parent travel expenses, booster club dues (TGO requires that every athlete be a member of the TGO booster club), any individually elected private lessons/ recreational group class fees and open gyms.

1. Tuition does not fluctuate based on the number or duration of practices in any month.
2. Vacations and time off have already been prorated into the monthly fee; i.e. Christmas, Spring break, etc.
3. Tuition pays for training only, not for the right to perform.
4. As a guardian you accept full responsibility for all costs incurred as a member of TGO including but not limited to: gym registration fees, monthly tuition, practice outfits, uniforms or any other item(s), competition and travel expenses such as flight, bus or hotel reservations or services purchased or rendered to you/your athlete and the payment in full of those items or services regardless of any circumstances that may arise such as dismissal from the team, or disbandment of the team.
5. The TGO Auto Debit Authorization form must be completed and turned in at the initial parent meeting.
6. All payment due dates must be met.
7. Monthly payments are due from June through April 2017.
8. Automatic payments will be made via electronic debit if your account is not 1 month prepaid.
9. A \$20.00 late fee will be assessed in the event that a payment is past due.
10. Any payment attempts resulting in a NSF (non-sufficient funds), declined credit card, expired credit card, returned check and electronic debits etc. will incur a \$25 service charge. It is your responsibility to update your information with us if your information changes (E.g. bank account number, card number, exp. date, etc).
11. An athlete's account must be current and in good standing to participate in practices/competitions/special events.
12. TGO reserves the right to remove an athlete from their team at any time for failure to keep up with financial obligations.
13. TGO reserves the right to cancel any and all travel arrangements made that are not paid in full by the payment due dates.
14. Any monies received from an athlete/parent will be applied first to any overdue tuition/fees.
15. All tuition/fees must be current before an athlete may collect any clothing/uniform or other retail items.
16. If an athlete chooses to leave or if asked to leave TGO for any reason before the season is over, any and all funds including uniform deposits/payments are completely non-refundable, uniforms not paid in full and picked up become the property of TGO.
17. TGO reserves the right to turn over all delinquent accounts to a collections agency and the parent/athlete will be responsible for all additional costs incurred.
18. You are not allowed to take private lessons, classes or attend open gym if you have a balance on your account.

TOPGUN

ALL STARS

I have read the Top Gun Rules and Regulations Contract in its entirety and understand its contents. I understand the responsibility my child is undertaking by becoming a Top Gun member. I agree to fully support my child and will encourage them to fulfill their commitment. I also understand that by signing this contract I am bound to not use my child's participation in this program as a form of punishment as I realize that it also punishes their team and the entire Top Gun program. Furthermore, I understand that being a Top Gun member is a commitment on the part of the parent as well. I realize that when representing Top Gun I must always conduct myself with class and responsibility. I understand that any athlete or parent that does not abide by the rules and regulations contained in this contract, that is consistently negative, or acts in a manner that jeopardizes the name and reputation of the Top Gun program, will be subject to removal with no refund.

Athlete Name (Printed)

Athlete Signature

Date

Parent Name (Printed)

Parent Signature

Date