



## **2010-2011 Cheer Alliance Policies and Registration Information**

### **Payment Policies:**

1. Full payment must be received the day of the registration deadline prior to any Cheer Alliance competition. If Cheer Alliance grants permission to pay the day of the event, CASH or CREDIT CARD payment is the only method of payment accepted.
2. Cheer Alliance accepts Money Order, Certified Cheques, Visa and Mastercard and Cheques. Business Cheques will be accepted from Cheerleading Clubs, Schools, Organizations or Sponsors made payable to Cheer Alliance –two weeks prior to the event. Personal Cheques will only be accepted if received 3 weeks prior to the event. Payment made after the deadline will need to be made by Money Order, Certified Check, Visa or Mastercard. If paying the day of the event, CASH or CREDIT CARD are the ONLY method of payment which will be accepted.
3. HST will be added to all fees.
4. RETURNED CHEQUES: Cheques that are returned for any reason or credit cards that are declined after the event 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, Certified Bank Cheque, or CASH.
5. Coaches Fees: Coaches listed on the registration form that are pre-paid or noted as FREE will be allowed to enter with the team. Each team will be permitted two (2) FREE coaches. Additional coaches that are NOT paid prior to the day of the event must enter through the spectator's door paying the spectator fee when the spectator entrance opens. Names of coaches may not be substituted the day of the event. Additional coaches will always be the same price as the spectator fee unless a coaches' lounge or gift is included. Teacher advisors are not free in addition to the two coaches included.
6. Deadlines: All registration forms and rosters must be received in office prior to the date of the competition registration deadline accompanied with payment. Registration forms may be faxed to 416 842 4347 and follow up with payment in the mail. Please note: Payment must be received in office by the registration deadline to insure performance placement and to not add late fees. If a payment is received AFTER the deadline, late charges will apply and there is NO GUARANTEE of registration unless confirmed by Cheer Alliance.

### **Cancellations & Refunds**

1. If your team needs to cancel your registration you must notify Cheer Alliance by phone AND with a written explanation at least 2 weeks prior to the competition.  
The following schedule will be used for refunds at any Alliance event with the exception of Nationals for which a longer notification period must be observed (please refer to the Nationals information for that refund policy).
  - a. Written request 4 weeks prior to the event – 100% of all amounts paid
  - b. Written request 3 weeks prior to the event – 75% of all amounts paid
  - c. Written request 2 weeks prior to the event – 50% of all amounts paid
  - d. Written request within last 2 weeks – NO REFUND – regardless of the issue.
2. No refunds will be made for a no-show, dropout or scratch at the competition.

3. If your team needs to cancel their performance for an event please contact Cheer Alliance immediately. Subject to terms and eligibility, your team may receive a credit to another event with written request.
4. No refunds for individuals can be made due to the volume of participants.

**Weather Permitting Policy** – If the event is cancelled due to weather and NOT rescheduled you will be refunded your monies in full. If the event is held or rescheduled and your team does not participate, there will be no refund of any monies. Cheer Alliance will make every attempt to reschedule the cancelled event. In the event of inclement weather, you must call our office the morning of the event for cancellation information. Cheer Alliance is not responsible for contacting each team, however, we will make an attempt to contact the coach designated on the registration form.

**Changing Divisions** – All requested division changes after a registration has been accepted and processed are subject to a \$500 administration fee per change, in the spirit of fair play. Teams with extenuating circumstances are advised to contact Cheer Alliance.

### Registration Forms

All forms will be available at [www.cheeralliance.ca](http://www.cheeralliance.ca) at least 6 weeks prior to the competition date or call our office to have it faxed/mailed to you prior to each event.

1. **Waiver Form**- All participants and coaches must sign a Participant Waiver/Agreement form in order to compete/perform at any Cheer Alliance event/competition. Forms must be turned in before registration in order for the team/individual to compete/perform. Waivers must be completed for each season.
2. **Team Roster Form**- A Team Roster must accompany EVERY competition registration form regardless if changes have been made from previous CA competitions. If a team adds a participant, a waiver must be turned in for that new participant or coach. **CROSSOVERS MUST BE NOTED ON TEAM ROSTERS OR CROSSOVERS WILL NOT BE PERMITTED!** Teams who have participants “crossing over” must have the cross-overs noted on the roster form PRIOR to the event. All Star teams who do not have a Team Roster form turned in with their registration form PRIOR to the event will NOT be allowed to have members cross-over. This allows for fair-play and no last minute substitutes. In case of an injury on site the day of the competition, a last minute substitute must be cleared in writing by the Convener.
3. **Online Registration** – A new online roster system will allow coaches to manage their rosters and shift athletes to different teams, switch to a non-active roster, etc., at each event. The coach must check their log-in to see which athletes have been cleared for waivers and payment.
4. **Registration Forms** –Each team must have its own Registration Form. **We do not accept a Team Registration form from an entire gym/organization.** This will be considered invalid, hinders fair play and results in longer processing times delaying scheduling. Any division change made to the registration form will incur charges as set in our Division Changes.
5. **Credit Card Authorization Form** – A Credit Card Authorization form must be returned with all credit card payments. This form must be COMPLETELY filled out and legible. Forms that are not appropriately filled out will not be accepted.

Cheer Alliance will follow IASF Safety Guidelines, but reserves the right to combine or split divisions, or otherwise, in order to facilitate the best competition experience for those involved.