

Dear Prospective PunchFront Cheerleader and Parent,

Thank you for choosing PunchFront Cheer. We are thrilled with the opportunity to work with you and your athlete. It is our goal to build skill and character in all of our athletes while enjoying a fun and memorable experience as a team player.

As we grow to be one of the top respected gyms in the area, positive attitude and customer service at PunchFront is what sets us apart from other programs. We invite you to add to our enthusiastic environment with your involvement as an athlete and as a parent supporter.

We know good communication is essential in a program and it is our goal to be readily accessible for your questions, comments and concerns. We will do everything in our power to make sure you are treated fairly and informed at all times. We have an “open door” policy in our office and encourage positive and constructive comments throughout your experience with us.

**We truly value you as our clients.**

It is the mission of PunchFront Gymnastics & Cheer to “build character and inspire athletes”. We hope this is evident in the time you spend with us. It is our intention to make every student and family feel welcome and important in our program.

On a personal note we would like to thank you for your business. We are appreciative of the loyal customers we have in the PunchFront Cheer program and truly have a #PFGCFamily we are certain you will love.

Thank you again and welcome to the PunchFront Cheer program!!

Jarvis Willis  
All-Star Director

Cell: (478)718-2280

Email: [jarvis.punchfront@gmail.com](mailto:jarvis.punchfront@gmail.com)

Chris & Chrystie McIlwain

Owner & Gym Director

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We are excited about you joining one of the newest running all-star programs in the nation. As a PunchFront Cheer team member, you will have opportunities to perform and compete at games, festivals and promotional work as well as local and National competitions. Participating on an all-star team may increase one's chance of placement on a high school squad or obtaining college scholarships by exposing cheerleaders and dancers to the advanced skills sought by these programs.

We want this to be an exciting and unforgettable experience for you and your child(ren). We will provide a structured and healthy environment for your child, but we expect your child to take our program seriously and work hard as a PunchFront Cheerleader. Our goal is reaching the maximum potential of each individual and the squad as a whole. We expect each family to represent our gym and PunchFront in a positive manner. There will be more information to follow regarding parent expectations and behaviors.

### **What is All-Star Cheer?**

All-Star cheer is a competitive, team activity that includes a 2:30 minute routine combining tumbling, stunts, jumps, dance/motions and performance/showmanship. The All-Star industry is governed by an organization known as the United States All Star Federation, USASF.

The USASF sets routine guidelines, experience levels and age groups in order to allow teams to compete against other teams of similar age and ability levels. Teams are divided into six levels and the following age groups: Tiny (6 & under), Mini (8 & under), Youth (11 & under), Junior (14 & under), Senior (11-18).

USASF requires athlete registration for the 2017-2018 season. This is similar to athlete registration with other youth sports like baseball, gymnastics and swimming. Your USASF Fees are covered in tryout fee.

## **Safety**

Safety is the number one priority of this program. Unsafe behavior is strictly forbidden. If at any time the gym staff feels an individual's behavior is jeopardizing the team or her/himself in any way, the staff may warn, suspend or remove that individual from the squad. Only enrolled athletes are allowed in the gym area. **No parent or sibling are permitted inside the training at any time. Should you need your child please see a staff member at the front! Also for the safety of all clients and families all children in lobby must be supervised by an adult. NO CHILDREN AT ALL IN THE PRESCHOOL AREA!**

## **PFGC Branding**

PunchFront is working exceptionally hard in all facets of bringing the children in our community the most positive cheer program you can be proud of. We have set high standards in all we do from the cleanliness in our facility and the products we offer. We are proud to show the feelings in our heart by displaying a fist on our chest as do our families.

It is the policy of PunchFront that our logo or name not be used to create any type of apparel or merchandise. We do however understand that team moms create gifts for the athletes but they must ALL be pre-approved by the owner of PFGC at the beginning of the season. Under no circumstances is it appropriate to use the copyright logo of PunchFront unless an authorized vendor who is provided the artwork.

## **Forms & Payments**

A medical release form must be completed for each participant involved with PunchFront Gymnastics and Cheer. This release allows coaches and representatives of the gym to obtain medical attention for your child should the parent/guardian not be present.

## **TEAM PLACEMENT INFO**

### **Placement Evaluations May 13th**

11:00 am - 1:00 pm Level 1-2

1:30 pm - 2:30 pm Level 3-5

Private Evaluation Please Email [jarvis.punchfront@gmail.com](mailto:jarvis.punchfront@gmail.com)

**Once you have completed your placement assessment you are free to leave the gym. Parents will not be allowed to watch evaluations.** All squad decisions will be made by the PunchFront coaching staff.

We will select teams to be the most competitive within their division. This requires us to look for a certain number of bases and flyers for each team. We will place cheerleaders on teams based on their overall abilities and where we feel they will be most successful. Keep in mind that one or two individual skills will not dictate the level for an athlete. Also note that the levels dictate the ability range, not the age group. It is our goal to place EVERY athlete on a PunchFront team.

## **RESULTS**

**Results will be posted on our web-site [www.punchfrontgc.com](http://www.punchfrontgc.com) by 9 am on Sunday May 14th. Be sure to “like” us on Facebook and follow us on twitter and Instagram for a possible earlier posting!**

## **MANDATORY PARENT MEETINGS**

**Attendance of at least one parent is mandatory at a parent meeting Tuesday, May 16th at 7pm in the dance room. Please note that your practice wear payment will be due to the front desk by May 14th to retain your placement on a team.**

## **PRACTICE**

Cheer team members will practice with their squad 2 times per week and attend a mandatory regular tumbling class of their choice. We also offer a stretch class free of charge each week to all PunchFront Cheerleaders. Normal practice times include one weeknight and a Sunday afternoon for cheer squads. Since school is not an issue in the summer, we do not practice on Sundays during the months of May, June & July so families may spend their weekends together. An additional weekday practice will take place during these months. A calendar is posted on-line for all members by the 15<sup>th</sup> of the month prior. This calendar is approved by the coaching staff in advance and extra practices will only be called in case of emergency. All PunchFront Cheerleaders are expected to be there.

## **PERFORMANCES/COMPETITIONS**

Throughout the months of November through April we typically attend one competition per month. We will not know exact competition dates and locations from the hosting companies until the beginning of the summer. When traveling, all squad members must stay at the hotel reserved by the gym, if mandated by event company. Each family may travel any way they want (car, plane, bus, train) as long as they are at the correct meeting place at the right time. Our staff and gym representatives will not assume liability for your child while traveling.

For competitions you will be given the following times the week of the event:

**Arrival Time:** When you must be present for team reps to take roll completely dressed in warm up with hair and make-up complete.

**Meet Time:** When you must meet your coaches in the meeting area/room dressed in full uniform. All backpacks, etc. must be left at this time as you will head to warm ups shortly.

**Performance Time:** When the team is scheduled to perform.

**Award Time:** When you should be present for awards ceremony in full warm-up, hair and make-up. Team reps will escort the team to awards.

**Teams to Support:** You will attend performances to support required PunchFront teams. The length of the competition will determine which and how many teams to support. Your assignment will be addressed prior to each competition by the gym administration. Your attendance at assigned performances is required and failure to attend may result in dismissal from the squad without refund.

All PunchFront Cheerleaders will be properly dressed in a PunchFront warm up or uniform at all times during a competition. All PunchFront Cheerleaders should arrive in warm-up, full make-up and hair up at every event. Parents are strongly encouraged to wear PunchFront apparel to support our teams and help others to recognize you as a fellow PunchFront fan.

All PunchFront Cheerleaders are required to attend their awards ceremony unless they have another performance during that time. **They must remain in full warm-up, make-up, hair up and shoes or they may not go up on stage.** Good sportsmanship must be displayed before, during and after the awards ceremonies.

## **FUNDRAISING**

Sponsorship and fundraising opportunities will be available throughout the year. All monies raised by each family go directly into the family's gym account. Fundraising is optional. **Information on the first practice t-shirt sponsorship fundraiser can be picked up at the front desk or online by July 3, 2017.**

## **MANDATORY PARENT MEETINGS**

Attendance of at least one parent is mandatory at a parent meeting **Tuesday, May 16th at 7:00pm** in the birthday party room.

## **PRACTICE**

PunchFront Cheer members will practice with their teams 2 times per week which will be based on their level. We also offer a private lessons at a reduced rate of \$40 per hour for team members.

## **ATTENDANCE**

**ALL ABSENCES must be cleared by your coach via e-mail in advance.** Please do not assume an absence is excused until you have heard back from your coach. Please do not leave messages on the gym phone about absences as we do not check the voicemail right before practice. Excused absences include contagious sickness with a doctor's note, vacation plans submitted to the director ([jarvis.punchfront@gmail.com](mailto:jarvis.punchfront@gmail.com)), mandatory school events and family emergencies. Withholding a child from practice should NOT be used as a form of punishment. Athletes are expected to handle school and practice; therefore, homework is not an excuse for missing practice. We do believe God, family and school take priority but we also feel that athletes must work hard to be a competitive athlete and make sacrifices that require time management skills that will help them implement good skills for the years to come. For the sake of safety of each athlete, any member absent for any reason two weeks before a competition may be removed from the upcoming competition. Excessive absences or absences not cleared through your coach may result in dismissal from the team for the remainder of the season without refund.

Tardiness hinders the team's ability to utilize all practice time and will be handled with additional conditioning. Excessive tardiness (excused or unexcused) may result in dismissal from the team for the remainder of the season without refund.

## **ADDITIONAL GYM RULES/EXPECTATIONS**

We are proud of our clean facility and expect all students and families to take care of our gym. There is absolutely no food or drink allowed in the instructional area. Please clean up after yourselves to keep our gym presentable at all times. Each family will be expected to donate either 4 hours of their time per year to help with cleaning/maintenance or pay \$40. We will use this as a team bonding event as well to instill pride into our athletes for their gym.

Siblings and parents are not allowed in the practice area. Please do not drop your PunchFront Athlete or siblings off extremely early for practice or make a habit of picking them up extremely late. We do not offer babysitting and when not under our direct supervision, we cannot be responsible for your child.

We ask that team parents help to set the example by remaining outside of the instructional area while viewing practice. If needed the viewing area may be closed at any time at the coaching staff's discretion.

Our gym prides itself on good sportsmanship and character. We will be a well-respected gym with a solid reputation for enthusiasm for the sport and award winning teams. PunchFront participants will be held to certain standards as they are role models in the community and ambassadors for their sport. Appropriate behavior and positive representation of the gym are expected at all times. Any violation of team rules may result in dismissal from the team for the remainder of the season without refund. PunchFront Athletes will not:

- drink, smoke or use any illegal substances.
- have inappropriate relations with any other athlete (male or female) while at practice, in class or at a competition.
- use inappropriate language in the gym or at any PunchFront event.
- Participate in or post negative discussions on social media about a PunchFront team, coach or team member.
- No GOSSIPING. If you have an issue you need addressed the problem will not be resolved by gossiping. There are parents who have made their concerns known that they don't want to hear it.
- Addressing concerns: Although we would love to discuss each concern it is becoming more and more challenging to become productive to address each one daily. The appropriate chain of command for addressing concerns is:
  1. Team Representative
  2. Head Team Coach
  3. All Star Director
  4. Owner

## PunchFront Financial Policies Agreement

**1) Electronic Payments:** All monthly tuition for coaching paid to PFGC will be done electronically and due on the last day of the prior month through the credit card on file. A late charge of \$20 will be assessed after the 7<sup>th</sup> of the month. NO EXCEPTIONS! If your credit card expires or changes you will get a notification sent after the draft date. It will be your responsibility to ensure the card is valid. We will also email a statement to you from the gym if it is declined

**2) 2017-2018 Prices:** The All Star Cheer program requires year round training with payments due monthly from June 2017 through May 2018.

**What you will be paying TOTAL (OUTSIDE) tuition: *The uniform fee is included BUT NOT in the monthly breakdown because it is a ONE-TIME UP FRONT FEE.***

- **JR Team - \$2,389**
- **SR Team - \$2,340**
- **Returning ½ Season Members to Full Year - \$1,970**
- **Returning Members - \$1,595**

### Monthly Tuition –

- All Teams - \$149 (includes 4 hours of team practice and 1 hour of tumbling)

**Annual fee** – one-time fee per season \$100.00 per child. *Should have already been paid with tryout fee.*

### Choreography – One-time fee per season

- \$100

### Music – One-time fee per season

- \$100

### Competition Coaching Fees (coaching session fees, mileage, per diem, and hotels for traveling coaches)

- \$50 per competition (\$50x9) = \$450

### Competition Fees

- \$80 per competition average (9 comps) = \$720

### Team Gift Fund – One-time fee per season

- \$100 – will be used for gifts at competitions; Team Reps will be responsible for this. All gifts will be pre-approved prior to season starting.

### Uniform – One-time fee per season – Due by June 30, 2017 \*If returning and need new sizes please let us know

- JR Team members: \$819 Total (includes: Competition Uniform \$350, Convert leo \$49, Bow \$25, Warm-up \$155, Practice Wear \$70, Dream Bag \$120, Shipping \$50)
- SR Team members: \$770 total (includes: Competition Uniform \$350, Bow \$25, Warm-up \$155, Practice Wear \$70, Dream Bag \$120, Shipping \$50)
- Returning ½ Season Team Members: \$400 Total (includes: Bow \$25, Warm-up \$155, Practice Wear \$70, Dream Bag \$120, Shipping \$30)
- Returning Team members: \$25, Bow \$25 unless you need any new sizes

*\*please note if you need any new sizes from last year you will need to add that on to your package\**



## PFGC Fee Schedule for 2017-2018

**There are 7 Competition installments for 9 competitions. The total for each installment so the season is paid in advance is \$167.15 plus tuition of \$149 that totals \$316.15 for 7 months. The tuition rate of \$149 will be the payments for the remainder of the season after competition installments are completed.**

*\* All Uniform Fees are paid separately than monthly installments that are listed below and are payable by check or cash only. First installment is due on June 30<sup>th</sup> and second installment is due by July 31<sup>st</sup>\**

**\*\*All fundraising efforts will be deducted from overall amount after each fundraiser is complete\*\***

<p>May 31 – (Tuition/Music and ½ Choreography)</p> <ul style="list-style-type: none"> <li>• \$299</li> </ul> <p><b>*UNIFORM FEES 1<sup>st</sup> Installment DUE BY JUNE 30*</b></p> <p>June 30 – (Tuition, ½ Choreography fee &amp; Gift Fund Fee)</p> <ul style="list-style-type: none"> <li>• \$299</li> </ul> <p><b>*UNIFORM FEES 2<sup>nd</sup> Installment DUE BY JULY 31*</b></p> <p>July 31 – (Tuition + comp installment)</p> <ul style="list-style-type: none"> <li>• \$317.15</li> </ul> <p>August 31 (Tuition + comp installment)</p> <ul style="list-style-type: none"> <li>• \$316.15</li> </ul> <p>September 30 (Tuition + comp installment)</p> <ul style="list-style-type: none"> <li>• \$316.15</li> </ul> <p>October 31 (Tuition + 4<sup>th</sup> comp installment)</p> <ul style="list-style-type: none"> <li>• \$316.15</li> </ul>	<p>November 30 (Tuition + comp installment)</p> <ul style="list-style-type: none"> <li>• \$316.15</li> </ul> <p>December 31 (Tuition + comp installment)</p> <ul style="list-style-type: none"> <li>• \$316.15</li> </ul> <p>January 31 (Tuition + comp installment)</p> <ul style="list-style-type: none"> <li>• \$316.15</li> </ul> <p>February 28 (Tuition Only)</p> <ul style="list-style-type: none"> <li>• \$149</li> </ul> <p>March 30 (Tuition Only)</p> <ul style="list-style-type: none"> <li>• \$149</li> </ul> <p>April 30 (Tuition Only)</p> <ul style="list-style-type: none"> <li>• \$149</li> </ul> <p>May 31 Begins new competition season</p>
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- JR Team members: \$819 Total (includes: Competition Uniform \$350, Convert leo \$49, Bow \$25, Warm-up \$155, Practice Wear \$70, Dream Bag \$120, Shipping \$50)
- SR Team members: \$770 total (includes: Competition Uniform \$350, Bow \$25, Warm-up \$155, Practice Wear \$70, Dream Bag \$120, Shipping \$50)
- Returning ½ Season Team Members: \$400 Total (includes: Bow \$25, Warm-up \$155, Practice Wear \$70, Dream Bag \$120, Shipping \$30)
- Returning Team members: \$25, Bow \$25 unless you need any new sizes

*\*please note if you need any new sizes from last year you will need to add that on to your package\**

**Please return this page and the next page of this packet (and a copy of your birth certificate) signed and initialed. This will indicate your understanding and agreement of our program. If you would like to keep a copy please make one before turning in your paperwork. We are looking forward to a great season with you and your athlete(s). Go PunchFront Cheer!!**

Would you consider being a team rep for your child's team? \_\_Yes \_\_No Team Representatives will use TeamSnap for important communications throughout the season (more information provided at mandatory parent meeting).

Mom's Name \_\_\_\_\_

Mom's Cell \_\_\_\_\_

Mom's E-Mail \_\_\_\_\_

Dad's Name \_\_\_\_\_

Dad's Cell \_\_\_\_\_

Dad's E-Mail \_\_\_\_\_

Athlete's Cell Phone (if applicable) \_\_\_\_\_

Athlete's E-Mail \_\_\_\_\_

We are excited you have chosen to consider PunchFront as your new family. We promise to offer our best service possible with effective communication to you and your family during the upcoming season. Here's to another fabulous 2017-2018 season!

**2017-2018 PUNCHFRONT CHEER PLACEMENT PACKET**

Please turn in your completed placement packet to the front desk by April 15 (\$75 fee), by May 1 (\$90 fee) OR the day of placements (\$100 fee). This fee includes a PunchFront bow, tank, and USASF membership. A medical release waiver is required for all PunchFront Gymnastics and Cheer (see website). **NEW athletes are REQUIRED to attach a copy of birth certificate and ALL athletes should attach a recent photo.**

Cheerleader's Name \_\_\_\_\_

Age as of 8/31/2017 \_\_\_\_\_ Date of Birth (mm/dd/yy) \_\_\_\_\_

Parent E-mail \_\_\_\_\_

**In case of emergency:** Does the staff at PunchFront have your permission to act on the behalf of your child by calling 911 during a medical emergency?  YES  NO

Who is your child's primary care physician? \_\_\_\_\_

**Would you like to be considered for double-teaming (additional fee)  Yes  No**

Have you cheered before?  YES  NO

If so, please list where so we can transfer your USASF membership to PunchFront \_\_\_\_\_

Are you willing to cheer for any level PunchFront team?  YES  NO If no, circle levels on which you are willing to cheer and list an explanation. 1 2 3 4 5 \_\_\_\_\_

**I UNDERSTAND ALL TEAM RULES OF THE PUNCHFRONT GYMNASTICS AND CHEER AND WILL ABIDE BY THEM. I UNDERSTAND THAT ONCE I AM PLACED ON A PUNCHFRONT CHEER SQUAD, FAILURE TO FOLLOW THROUGH WITH THE CONTRACTED SEASON MAY PROHIBIT ME FROM PLACEMENT ON A PUNCHFRONT CHEER SQUAD IN THE FUTURE. I ALSO UNDERSTAND I MAY NOT PARTICIPATE AT ANOTHER CHEER GYM DURING THE SEASON UNLESS IT IS WITH A SCHOOL SQUAD PRACTICE. I UNDERSTAND THAT ANY & ALL PAYMENTS ARE NON-REFUNDABLE.**

Participant's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Standard T-Shirt Size (circle one) YXS YS YM YL AS AM AL AXL

Phone number we can reach you at during the placement process \_\_\_\_\_ Parent's Initials \_\_\_\_\_

Participant's Initials \_\_\_\_\_ Date \_\_\_\_\_