

SACRAMENTO, CA  
BIRMINGHAM, AL

2021 - 22 SEASON

# ***COA ELITE*** ***SEASON 4 TEAM PACKET***



***FRIENDSHIP. FITNESS. FUN.***



## ***Welcome to the COA Elite Dance Company & Majorette Program!***

Thank you for your interest in COA Elite. 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 diverse 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 life long 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 do so with new perspective, goals, expectations, energy and focus. We hope that you are ready to join us for Season 4 as COA's momentum continues to build!!!

This packet contains a wealth of information and 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.

# ABOUT US



Thank you for showing interest in the COA Elite Competitive Dance Program!  
We are excited that you are considering joining us for Season 4!

Please refer to the Program Overview below.

No matter what age or skill level — we have a program to fit your athlete's needs.

COA Elite Dance Company and Majorette Program		
Category	Mini/Juniors	Seniors
Age Group	Ages 7 - 14	Ages 12 - 18
Season	August - July	August - July
Practices	2-3 days/week plus mandatory Rising Star Academy class	2-3 days/week plus mandatory Rising Star Academy class
Uniform & Accessory Package	Includes: Competition uniforms, Practice Clothes, Shoes, Bag, Travel Set, Team Warm Up Suit	Includes: Competition uniforms, Practice Clothes, Shoes, Bag, Travel Set, Team Warm Up Suit
Competitions * New in 2021-22 Travel & Non-Travel Teams	Competitions: TBD  * Will include out of state travel and required hotel stays	Competitions: TBD  * Will include out of state travel and required hotel stays
Additional Information	* Proof of travel arrangements will be required for dancers to be placed in routine formations one month prior to competition.	* Proof of travel arrangements will be required for dancers to be placed in routine formations one month prior to competition.

# CASTING PROCESS

## 2021 - 2022 CASTING CLINICS - SACRAMENTO, CA

**Athletes must attend BOTH the Clinic AND Audition for their age group**

CASTING LEVEL	CASTING CLINICS	AUDITIONS
<b>Mini/Junior</b> (Ages 7-14)	Monday, August 23rd, 6:00-7:30 PM Tuesday, August 24th, 6:00-7:30 PM	Wednesday, August 25th, 6:00-7:30 PM
<b>Senior</b> (Ages 12-18)	Monday, August 23rd, 7:30-9:00 PM Tuesday, August 24th, 7:30-9:00 PM	Wednesday, August 25th, 7:30-9:00 PM

**Contract Signing Day & Parent Meeting Thursday, August 26th @ 6:00 - 8:00 PM**

## 2021 - 2022 CASTING CLINICS - BIRMINGHAM, AL

**Athletes must attend BOTH the Clinic AND Audition for their age group**

CASTING LEVEL	CASTING CLINICS	AUDITIONS
<b>Mini/Junior</b> (Ages 7-14)	Wednesday, September 1st, 6:30-8:30 PM Thursday, September 2nd 6:00-8:30 PM	Friday, September 3rd 6:00-8:30 PM
<b>Senior</b> (Ages 12-18)	Wednesday, September 1st, 6:30-8:30 PM Thursday, September 2nd 6:00-8:30 PM	Friday, September 3rd 6:00-8:30 PM

**Contract Signing Day & Parent Meeting Saturday, September 4th @ 12:00 - 2:00 PM**

## How does Casting work?

"Casting" is a very relaxed and informal atmosphere where the athletes learn dance material, meet new friends, and have fun! Every athlete should have their hair pulled back, wear all black athletic fitting clothing, and athletic shoes. Evaluations are closed to parent viewing.

Athletes should take this opportunity to get extra help, as needed, from coaches to make sure they are prepared for their audition!

Athletes will come in and perform their routine pieces and any specialty skills for the panel of judges.

# PROGRAM COSTS

## TUITION

Before considering this or any program, please consider the financial commitment involved. Competitive dance, while not as costly as some other traveling competitive activities, is still expensive. You may find programs that advertise lower rates, however, when considering overall value per dollar, total season activities, and experiences, you will find that COA is highly competitive.

Tuition is paid MONTHLY for an 11 month term. Tuition covers all team practices and team boot camps. Any family discounts apply to team tuition only. Tuition will be charged September 1, 2021 - July 1, 2022. Monthly Tuition is due on the 1st and is automatically ran through iClassPro.

Tuition for ALL Teams:

- \$115 per month (team tuition)
- plus \$40 per month for MANDATORY training class

## DISCOUNTS & SAVINGS

- Sibling discount - Pay FULL team tuition for 1st athlete, \$85 for 2nd athlete, and \$45 for 3rd athlete

## ASSESSMENTS

Assessments are the fees that COA Elite pays out to third-party vendors.

The assessments include (but may not be limited to): Competition Fees, Choreography Fees, Camp Fees, Music Fees, Coaches Fees, and Practice Wear.

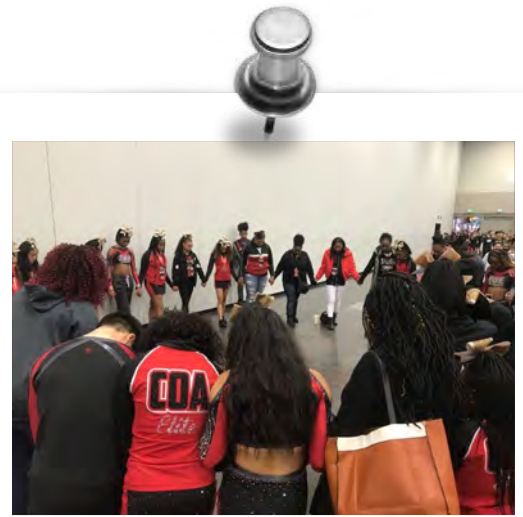
**NOTE: No Payment Arrangement Forms will be accepted or approved for the first two Assessment Fee payments.**

**THE FIRST ASSESSMENT PAYMENT IS DUE SEPTEMBER 2021.** A down payment towards your assessments is due when registering for a position on a COA Elite team or with your September 1st payment. Assessment payments are due on the 1st with tuition each month and will run automatically through iClassPro.

**Please contact us at [admin@coaelite.com](mailto:admin@coaelite.com) if you would like to arrange pre-payment of your assessments in order to reduce your monthly fees.**

## PLEASE NOTE:

For the 2021-2022 Season, COA will retain their current uniforms. Returning athletes will not be required to purchase a new uniform unless needed.



*"We joined COA after leaving another organization that was not working out for us. What I wanted was simple. I wanted to see my child progress. I wanted to see improvement in tumbling and a cleaner performance. I wanted to see her dance moves become more sharp and see more confidence in her performance. Most importantly, I wanted to see her love dance and her dance family."*

*COA accomplished all of this in such a short period of time. The coaches are all genuinely committed to making sure these Athletes are successful. They teach dance lessons AND life lessons. Dance can be expensive but I like that I was never once asked to pay for anything that was not already outlined in my contract. I knew exactly how much dance would cost and when my payments were due. No hidden fees. Plenty of fundraising available whenever I needed help making a payment. COA is an amazing gym to join. We are a dance family. I have completed my first year and my child and my family can't wait for our second year to start. Slay the COA way."*



— L. Johnson

COA Elite is proud to be the only area program with ALL-INCLUSIVE pricing. With the exception of season "extras" (i.e., team bonding/parties, EOY banquet, **Summit, US Finals, etc.**) special performances, etc.) or an unavoidable emergency you will know your complete financial obligation

# FAQS

## WHEN IS THE GYM CLOSED?

There will be no practices/classes during the following holidays/breaks:

**September 3 — 6, 2021:** Labor Day Weekend

**November 11, 2021:** Veterans Day Event

**November 24 — 28, 2021:** Thanksgiving Break

**December 23 — January 2, 2022:** Winter Break

**May 27 - May 30, 2022:** Memorial Day Weekend

**July 1 - July 4, 2022:** 4th of July Weekend

\*COA reserves the right to make changes to this schedule based upon team needs/competition schedule\*

## WHEN IS CAMP AND CHOREOGRAPHY?

**Camp:** Dates TBD

Camp location and details are TBD. At camp, all athletes will work on dance choreography, tricks, and general dance skills.

**Choreography:** TBA

- Choreography is **MANDATORY** for all team members.
- Each team has 2-3 days of choreography for 3-5 hours at a time
- Exact times and dates **TBD**

## OTHER IMPORTANT DATES:

- COA Elite Showcase — TBD
- Team Pics — TBD
- Year End Banquet — TBD

## WHAT DO I NEED TO BRING FOR TRYOUTS?

We look forward to working with you at our upcoming tryouts!

Be sure to arrive with these items. In order to expedite the process, please complete the forms **ONLINE:**

- \$45 Tryout Fee (receive free COA T-shirt)
- Tryout Information Form
- Financial Agreement
- Participation Form

Forms can be found in this packet or online.

**No athlete will be allowed to tryout without completing these steps.**

**If new to COA Elite please bring:**

- Official Birth Certificate
- A head shot (school photo)

## I TRIED OUT NOW WHAT?

After individual evaluations, we will take the athletes scores and assign each athlete to a workout group/team. We believe in giving the opportunity to continue advancing and perfecting skills in a competitive environment. Remember that you are signing up for a spot on a COA Elite Team, not for a specific team.

**Contract Signing & Parent Meeting:** On this day you will come in and receive any additional information, fill out any missing paperwork, and pay your first month assessments based on your payment schedule.

**Fees Due @ Registration:**

- Registration Fee
- Assessment Payment #1

**Tuition begins September 1st.**

got questions?

# GENERAL GYM POLICIES

1. COA Elite is a “love the skin you’re in environment” promoting inclusion and diversity. COA does not discriminate based on national origin, race, religion, background, or any other protected class.
2. Many COA Elite athletes, parents, and staff members participate in general prayers during practices or events. This practice is not mandatory nor is it specific to any particular religion or belief system. It is solely a positive affirmation to boost athlete confidence.
3. Parents/legal guardians are required to read and acknowledge all COA Elite LLC financial agreements, contracts, and handbooks prior to registering their athlete. These documents give detailed expectations of participation in the COA Elite program.
4. COA Staff utilizes parent and student contact information as well as the Band mobile apps to distribute pertinent information, schedules, practice changes, and updates/reminders throughout the season. It is the responsibility of parents and athletes to check their email and monitor the apps to remain in touch with program updates. COA Staff will not text or private message individuals.
5. Use of program contact information is strictly prohibited by COA members, parents, or friends for solicitation.
6. COA Elite is a “drama-free” zone. COA Directors will act swiftly and intently to quell any situations that pose a threat to the integrity of the business and more importantly the atmosphere and experience of COA athletes. Parent misbehavior may result in removal from the Program.
7. COA Elite often makes use of photos/videos taken of our athletes during practice or events for online advertisements and written marketing material. These images are the property of COA Elite LLC and may be used at our discretion.
8. COA Elite does not prorate tuition based on attendance. If an athlete holds a place on a team all fees will be charged accordingly.
9. Anyone threatening to quit the program in a “quid pro quo” may be dismissed immediately. Likewise, parents are not to hold or threaten to hold their athlete from practice/competition as a form of punishment.
10. Athletes, parents, relatives, or friends are NOT permitted 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 any concerns.
11. There is no food, drink, candy, GUM, etc., allowed inside of the COA facility except for water or a sports drink. If any equipment sustains damage due to negligent disregard of this policy, the parent of the athlete will be liable.
12. Any and all items of value (phones, tablets, MP3 players, etc.) brought to any COA practices/events are brought at athlete's own risk. COA staff, coaches, and Directors will not be responsible for lost or stolen items and will NOT assume liability for such loss.



# TEAM/ATHLETE POLICIES

## ABSENCES

Attendance is crucial to the success of any team. An absence request form should be submitted prior to missing any practice.

## EXCUSED ABSENCES

- Contagious Illness
- School Function that affects grade
- Death in Family
- Family Vacations (MUST be pre-approved)

## UN-EXCUSED ABSENCES

- School Dances or Games
- Birthday Party
- Family in town
- Traffic
- Too much homework or studying for finals
- Feeling tired/overslept
- No ride

## VACATIONS

Please work to plan your family vacations around the gym schedule if possible. We work hard to give you the gym closures early. Interference with team progress may result in changes in team roles. When the competition schedule is released, you will receive a schedule of Blackout Weeks. Athletes who miss a practice during these weeks will not be eligible to compete at the competition/performance that week.

## WHERE CAN I FIND AN ABSENCE REQUEST?

All of our forms can be found on your athletes Band and on the COA website **in the Member Resource area**. When your child is assigned to a team you will receive directions on how to access this. This form should be completed no less than two weeks prior to any absence. Failure to do so will result in an automatic denial and possible penalty assessment. Each athlete receives 3 unexcused absences per season after that a \$35 fee is assessed.

## INJURIES

If an injury should occur, it is the responsibility of the parent to seek professional help. After seeing a physician, please provide us with an evaluation of the athletes injury and status. An athlete with a serious injury will not be allowed to return to activity without a release from a medical professional.

## ACADEMIC EXCELLENCE

Part of success as a COA athlete entails maintaining academic excellence. Athletes are required to maintain a 2.5 GPA with no "F" letter grades.

## TRAVEL/COMPETITIONS

During the competition season, dancers will be asked to travel to events. Some athletes will travel to national events out of the state. In this case, a separate rule sheet is handed out closer to the time of the competition. Transportation to/from competitions is the responsibility of each team member and their family, **(In order to be placed in competition routine formations, proof of booked travel will have to be provided ONE MONTH PRIOR to competition.**

## UNIFORMS AND ATTIRE

Please keep all COA Elite clothing and uniforms in good condition. Please report any lost or damaged uniform items to your coach immediately. The cost of replacement will be the responsibility of the athlete/parent. Please wear assigned practice gear to practice. Athletes CANNOT have any piercings and/or jewelry in for practice or competitions.

## PRACTICES

All team members are required to attend **EVERY** practice. Once choreography is complete Team Coaches may call extra practices as necessary to ensure competition/performance readiness. 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.**

## BODY PIERCINGS

All jewelry must be removed PRIOR to any practice or competition. Athletes are formally advised NOT to get any new piercings (of any sort) as they will have to be removed **WITHOUT EXCEPTION**. Band-aids and clear space holders do not waive this requirement and place the team at risk of safety violations.

## DISCIPLINE

Athletes are expected to conduct themselves with dignity and respect at all times. If COA policies are compromised, the following actions will occur:

- 1st Violation - A meeting with athlete defining the problem
- 2nd Violation - A meeting with the athletes and the parents or entire program.
- 3rd Violation - The athlete may be removed from the team

## COPYRIGHT NOTICE

COA Elite logo belongs to the owners of the program. You may not sell or create your own COA Elite clothing or other items. This includes team names and any likeness to logo, affiliation and/or program without the permission of COA Elite.

# PARENT POLICIES



## COMMUNICATION

As a parent, you will receive information in several ways. Each week we send weekly emails. In addition each team has their own app in Band which all events and current information can be found. Check your Welcome Packet for information on how to download this. Please make sure you are on COA Nation Facebook page as well!

## FEES

- A schedule of payments is provided on our website. All monthly payments are set up in iClassPro and are auto-debited on the 1st of the month. If you choose to make a payment and not have your card charged you must bring in payment (cash or money order) by the final business day of the month. **COA ELITE DOES NOT ACCEPT PERSONAL CHECKS.**
- A late fee of \$50 will be assessed for all payments made after the 5th of each month. If your payment is declined from your bank, please make the payment immediately at the desk or via iClassPro.
- Monthly tuition is not pro-rated for any reason.
- Assessments are non-refundable. If you choose to leave the team or are removed from the team these fees are not returned.
- By the 15th of each month, your account must be up to date to avoid additional fees, and/or athlete suspension.

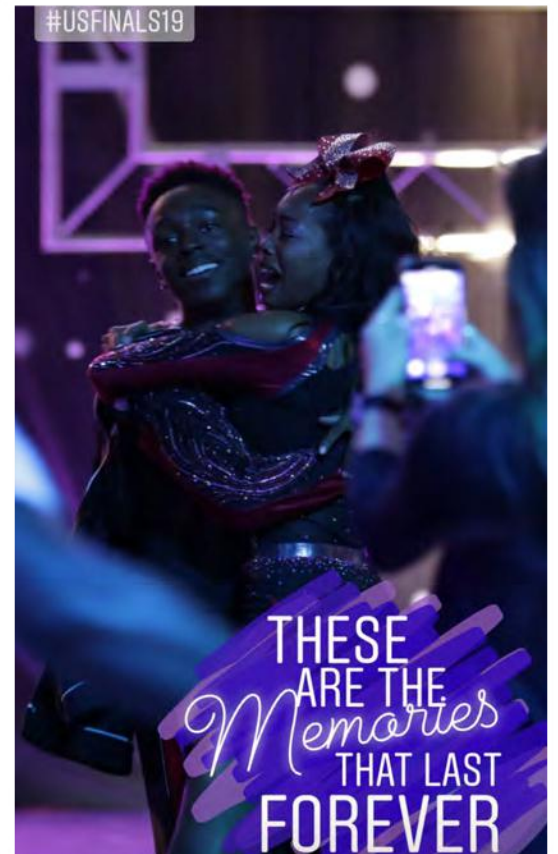
## FUNDRAISING

COA Elite offers the following:

- A new fundraiser every quarter (minimum). These are individual fundraisers and all credits will be credited directly to your account. These fundraisers do involve extra work outside of dance but we have seen people pay for an entire season of dance! We strongly suggest you participate in fundraising.
- Any surplus in fundraising credits can be applied to classes, and merchandise.
- Refund checks cannot be issued in the event of a surplus.

## CONDUCT

- Your dedication and support is just as important to us as your child. Conduct yourself with dignity at all times.
- We encourage all parents to sit together and cheer on COA Elite teams at competitions. We also suggest you show up wearing COA Elite clothes/colors to support the athletes.
- Showing respect for the coaching staff, other teams, and hosting organizations is expected as you are representing COA Elite and your athlete. Penalties for disrespectful/inappropriate behavior includes but isn't limited to: verbal warning, "Drive-By" status, and/or athlete dismissal.



# PARTICIPATION FORM



## *Liability Waiver and Participation Form*

Athletes Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Grade (as of August 31, 2021): \_\_\_\_\_

Parents Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Parents Email: \_\_\_\_\_

### **Medical Authorization and Liability Release**

I authorize COA Elite and its representatives to consent to medical treatment for my child when I cannot be reached to give consent. I am fully aware that any activity involving motion, height or athletic exercise creates the possibility of serious injury, paralysis or even death. I further agree to hold COA Elite and its staff harmless for any injury or resulting expense(s). I release and discharge all rights and claims against COA Elite, and its parties. COA Elite strives to provide the maximum in safety procedures and guidelines, and cannot assume responsibility for any accidents, injuries or illness that may occur.

Parents Name: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Medical Information**

Family Doctor: \_\_\_\_\_

Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Please list any previous injuries, physical conditions or weaknesses that may affect the athlete

Condition/Injury: \_\_\_\_\_

### **Parent Consent**

The athlete listed above has my permission to participate in the COA Elite program and/or camp for the 2021-2022 year. In consideration for the training and coaching provided by COA Elite and its staff, I understand that my son/daughter must abide by the rules and regulations set forth by the coaches and staff. I understand that violations of any of these rules may result in removal from the classes and/or events. We acknowledge and recognize that hazards are present in any athletic event and that injury may result. COA Elite coaches, staff and volunteers will not be liable for injury that occurs during dance practice, contests, or travel to and from dance activities.

Parents Name: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TRYOUT INFORMATION

\_\_\_\_\_  
Athletes Name

\_\_\_\_\_  
Athletes Date of Birth

\_\_\_\_\_  
Athletes Age as of 2021

\_\_\_\_\_  
Parent/Guardian #1 Name

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Work Number

\_\_\_\_\_  
Parent/Guardian #2 Name

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Work Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Primary Email

\_\_\_\_\_  
Secondary Email

\_\_\_\_\_  
Emergency Contact

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Emergency Contact

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Insurance Provider

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Expiration Date

Does your child have any allergies we need to be aware of? \_\_\_\_\_

Does your child have any medical conditions we need to be aware of? \_\_\_\_\_

Has your child ever experienced a concussion? \_\_\_\_\_

***Please Check All That Apply:***

☐ My Child Wants to Tryout for a Travel Team

☐ My Child Wants to Tryout for a non-Travel Team

Athletes T-Shirt Size: \_\_\_\_\_

*Notes: Is there anything you want us to know?*

# FINANCIAL AGREEMENT

**THIS FORM IS DUE AT THE TIME OF REGISTRATION**

\_\_\_\_ parent of \_\_\_\_\_  
Name of parent/legal guardian Print name of the team member

## I UNDERSTAND AND AGREE TO THE FOLLOWING:

- I understand and agree that tuition is due on the 1st of every month. Tuition is set up and automatically drafted through iClassPro each month. A credit card is **REQUIRED** to be on file, however, I may pay via cash/money order. In either event, a credit card MUST be placed on file. **If your card information changes, you must fill out a new authorization form.**
- I understand that in addition to tuition, I will pay assessments as outlined in the payment schedule. These combined payments will be ran through iClassPro automatically on the 1st of each month.
- I understand that I am subject to a late fee charge of \$50.00 after the fifth of the designated month and an additional \$25 finance charge if my balance remains unpaid after the 15th. Excessive late payments may be grounds for my athlete's suspension, possible dismissal, and where applicable, account assignment to a collection agency.
- I also understand and agree that as the parent/legal guardian signing this contract; I am solely responsible for the tuition, travel expenses, uniform and assessments as outlined in this packet.
- I understand that if I leave the program prior to June 30, 2022, I am subject to a \$500 buy out fee. This is due to additional payroll hours for added practices, routine re-choreography, additional fees for competition registration changes, etc. **(SEE ADDENDUM D)**
- I understand that COA Elite does not issue any credits or refunds on tuition/assessments under any circumstances. **These charges are non-refundable.**

Parent Signature (Participant if 18 or Older): \_\_\_\_\_ Date: \_\_\_\_\_

I understand and agree to allow COA Elite to charge my credit/debit card provided below in the event that an alternate payment has not been received prior to the 1st of each month.

\_\_\_ Visa \_\_\_ Master Card \_\_\_ American Express

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Exp. Date AND CVC

\_\_\_\_\_  
Billing Street Address

\_\_\_\_\_  
City, State and Zip

\_\_\_ I understand that the above card will be billed for my TUITION/ASSESSMENTS on the 1st of each month.

Signature of person on card: \_\_\_\_\_ Parent/Legal Guardian of: \_\_\_\_\_

Print the name of the card owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Effective from the date the agreement is signed thru July 31, 2022**

# POLICY AGREEMENT

COA Elite, LLC

*Please Read, Initial and Sign*

## **Fees, Payments and Policies**

- \_\_\_\_\_ 1. The Dance Season is a full year commitment from September 2021 - July 2022
- \_\_\_\_\_ 2. All COA Elite customers are required to have a credit card set up in iClassPro for all payments. All tuition is ran on the 1st. **Athletes will not be allowed to practice until there is a card on file or the account is paid in full.**
- \_\_\_\_\_ 3. All tuition is billed on the 25th of each month for the following month. Tuition is due on the 1st and late after the 5th. **On the 6th of each month a late fee of \$50 will be applied.** Any discrepancies in my statement should be brought to COA's attention via email at [admin@coaelite.com](mailto:admin@coaelite.com). I understand that a monthly billing statement is a courtesy. Whether or not I receive it, I am still obligated to make timely payments.
- \_\_\_\_\_ 4. My account must be current for my child to participate in team practices, classes, open gyms, private lessons and/or competitions.
- \_\_\_\_\_ 5. All monthly fees, assessment fees, and/or uniform fees, must be paid in advance in order to participate in any event. All fees are **100% NON-Refundable for any reason.**
- \_\_\_\_\_ 6. If you chose to pay your Assessments in full and choose to discontinue anytime from September 2021 to July 2022, your fees are **Non-Refundable**. The \$500 buyout fee and expenses already paid out for the season will be deducted and the remaining balance will be applied as a credit onto your account for COA Elite Services or Goods. **NO REFUNDS will be given.** Remember you are signing up for a spot within a COA Elite team, not for a specific team or position.
- \_\_\_\_\_ 7. I understand that if my child decides to quit the COA Elite program (for any reason other than family relocation with a valid real estate document, or a season ending sport injury with a valid physician's certificate) at anytime from September 1, 2021 to the end of the competition season June 30, 2022, I will be charged a \$500 Buy Out fee. This fee will be deducted from the card on file or needs to be paid by cash/money order within 5 days if card is not approved.
- \_\_\_\_\_ 8. It is mandatory to abide by the Attendance policy as outlined in **ADDENDUM A** given out in this packet. All athletes are to attend their team's regularly scheduled practices. COA cannot schedule practices so they do not conflict with an athlete's outside activities. All school activities and pre-planned vacations should be submitted on an Absence Request Form as soon as it is known. **After the athlete has reached 3 unexcused absences for the season, each additional unexcused absence will result in a \$35 absence fee.** If your athlete reaches 8 missed practices, unexcused or excused, a meeting with a Director/Owner will take place. At this time your child may be removed from the team at the discretion of COA Elite. Attendance is required for success.
- \_\_\_\_\_ 9. If at any time your child misses a competition for an unexcused reason, this is grounds for immediate termination from the team and **NO REFUNDS** of any sort will be given.
- \_\_\_\_\_ 10. COA Elite will issue a list of "Blackout Days/Weeks." During said Blackout weeks, any missed practices will result in the athlete not being able to compete at the next event. No competition fee refunds will be given for missing a Blackout Week practice.
- \_\_\_\_\_ 11. Your child can and will be suspended from practices and or competitions for displaying inappropriate behavior and refusal to follow gym rules and coaches instructions. Please discuss this with your child. You are still responsible for your athlete's fees during the period of suspension. **(SEE ADDENDUM C)**
- \_\_\_\_\_ 12. Athletes should not be dropped off more than 15 minutes early for a team or class. Athletes should not be picked up more than 10 minutes after class/practice dismissal, as this requires coaches and staff to work past their set hours.

# POLICY AGREEMENT

\_\_\_\_\_ 13. All fundraisers facilitated are individual, unless otherwise noted. We will apply credits to your accounts. Questions regarding fundraisers can be emailed . Any surplus of credits from fundraisers can be used towards any services or products COA Elite offers. **Funds can't be transferred to another athlete. If athletes leave with a credit that will be transferred to the general fund. Refund checks will not be issued in the result of a surplus.**

\_\_\_\_\_ 14. I understand that the booster club has no direct affiliation with COA Elite. It is ran by a group of elected officials. If you have a problem with the booster club funds or activities, you must go through the booster club channels. COA Elite, its coaches, staff and directors cannot help you with this.

\_\_\_\_\_ 15. All transportation to and from competitions is the sole responsibility of parents. I understand that some competitions require a specific hotel ("Stay-to-Play"). Information will be given as those dates approach. **Your lack of compliance is at my own risk!**

\_\_\_\_\_ 16. I understand that as a COA Elite member I am not allowed to use the COA Elite Logo and make my own merchandise. I cannot sell or create my own COA Elite clothing or merchandise. I also understand I am not allowed to contact any vendors on behalf of COA Elite, doing so is grounds for **IMMEDIATE** dismissal from the program.

\_\_\_\_\_ 17. I understand that my athlete needs to come to each practice in the proper attire. Practice attire includes the practice sets as assigned by coaches. Check Band for directions for each practice. Athletes can wear anything for class but must be in the right attire for team practice. Hair needs to be up. Lost practice wear needs to be replaced immediately.

\_\_\_\_\_ 18. Please remember to be your athlete's, team's and coach's biggest cheerleader! As a parent, if you are causing drama you can and will be removed from the gym.

\_\_\_\_\_ 19. It is the parent's responsibility to stay informed. Check your email and Band regularly, if you are not receiving emails contact the front desk immediately to verify your email. Every 1-2 weeks you should receive an email with updates and announcements.

\_\_\_\_\_ 20. Part of a competitive team is uniform, hair and make up. To be on the team, all athletes must follow these guidelines. If you cannot commit to doing hair and make up in the designated style, your athlete can't participate. We are mindful of our diverse population.

\_\_\_\_\_ 21. Athletes are placed on a team with the expectation that the skills they have at tryouts will remain and grow through the season. If an athlete can no longer fulfill the role they were placed on the team for, they will be moved to a team where they can fulfill the necessary role. **(SEE ADDENDUM B)**

**I understand, accept, and agree to abide by the policies as outlined above and in Addendum(s) A, B, C, D:**

Athlete(s) Name: \_\_\_\_\_

Athlete(s) Signature: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State of Issue: \_\_\_\_\_

# PRACTICE/PERFORMANCE/COMPETITION ATTENDANCE POLICY

The greatest threat to the success of ANY team, sport, or program is POOR attendance. We have 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 5 **EXCUSED** and 3 **UNEXCUSED** absence/miss points for the season.

Every POINT exceeding the above maximums will result in a \$35 fine added to athlete's account.

- Athletes must be at practice. Period. Because routines, formations, tricks, stunts, and pyramids ABSOLUTELY require the presence of each team member. Excessive missed practices, tardies, 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 **two weeks** prior to a competition may result in any combination of 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 an excused absence. Proof of graded activities may be requested.
- **Examples of excused absences (count toward the 5 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 all-star activities i.e., choreography, competitions, etc.). We do ask for a **ONE MONTH** notice regarding events such as weddings, school events, vacations, etc., which are planned well in advance.
- **Examples of unexcused absences (count toward the 3 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/text messages the day of practice, while expected as a courtesy, will not necessarily excuse an absence.
- 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 each event including host hotels (travel comps), 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 the 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!**

# ISING STAR ACADEMY AGREEMENT

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

All 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 \$40/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.

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**I agree to the following:**

- I understand that COA Elite is a competitive/community-based dance program and tumbling and specialty dance tricks are 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 a COA Elite competitive team.
- I understand that it is my responsibility to ensure that my child is in attendance to every COA Elite required Rising Star Academy class.
- 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 dance/tumbling 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.

## 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:**

- \$ 15.00 fines will 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.
- \$ 35.00 fines will 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 OPTION (EARLY TERMINATION)

**As a member of COA Elite LLC you understand, agree, and accept the following:**

Contract Buy Out Fee	Other:
\$ 500	<b>+ CURRENT ACCOUNT BALANCE</b>

### BREACH OF CONTRACT PENALTY (INVOLUNTARY EARLY TERMINATION)

I/we support and agree with the measures and business practices employed by COA Elite to ensure that all of its Members share the equal opportunity of benefitting from participation. As such, I/we have read and understand the following:

1. As Members of COA Elite, I/we understand that we must follow all rules and requirements listed in the contract 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. COA Elite reserves the right to dismiss or suspend an athlete from their team and/or from the entire program at any time for the following reasons:
  - a) for any act or omission that is in breach of COA Elite rules, policies and guidelines as set out in aforementioned documents.
  - b) for fees being more than 60 days overdue;
  - c) for excessive absences or tardiness;
  - d) possessing, using, or being a party to use of any illegal drug, controlled substance, or drug paraphernalia;
  - e) committing any act which would be considered a criminal offense under any governing law;
  - f) talent level/fitness level (specifically lack of improvement);
  - g) for attitude problems, personality conflicts and disrespectful behavior towards coaches, Directors, staff, athletes, parents, or anyone else involved with the COA Elite program including but not limited to: derogatory remarks, spiteful comments, unsportsmanlike behavior or harassment either verbally, written, texted, emailed, blogged or posted on a website or communicated via any other means;
  - h) for any other behavior that COA Elite deems unacceptable.
4. Dismissal under any of the aforementioned violations will result in the automatic assessment of a **\$500 Breach of Contract fee**. This fee will be owed in addition to any and all outstanding/unpaid invoices.

I/we understand that any account not cleared to -0- balance within 30 days of withdrawing/expulsion from the program will be sent to collections and assessed an additional \$50.00 service fee unless other terms are arranged.