University Cheer Force

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“Represents”
Competitive Cheerleading!

Information Packet
The UCF Mission…
University Cheer Force is more than a cheerleading program with multiple numbers of titles, trophies and banners. For the last 10 years our company has been dedicated to making a life-long positive impact on all of our athletes.

Our teams are extremely successful and nationally recognized. We’ve won numerous titles at UCA, Athletic Championships, GSSA, Jamfest and NCA, all very challenging events. This achievement is shared with no program in Elk Grove. We truly are “Elk Grove’s Finest” and recognized as one of the best cheerleading programs in the area.

With so many achievements, one might believe that our program is driven on the need to win, win big and win at all costs. We know that our team members are ultimately successful even if they lose a competition. The UCF coaching philosophy is centered on our athlete’s personal growth through the entire competitive experience.

We make every decision based on this one simple question:

“What will our athletes have gained from our program 10 years into their future?”

We hope the answer is confidence, discipline, determination, work ethics, high moral standards and the ability to overcome any obstacle. We are passionate about achieving this goal and whole heartedly committed making it a reality.

It’s not just cheerleading; it’s learning to be a leader in life.

…“Force – Represents”
LEVELS & AGE DIVISIONS

**TINY** (Age 5 & Younger)*  
**MINI** (Age 8 & Younger)*  
**JUNIOR** (Age 14 & Younger)*  
**SENIOR** (Age 10 to 18)*  

*Note: The age of the athlete as of August 31, 2013!

UCF will offer different levels in each of the above age categories for both female and male cheerleaders. Year after year, competitive cheerleading becomes increasingly more difficult, especially since the introduction of competition spring floors. UCF has kept up with industry standards, hosting 5 different skill levels in our cheerleading program. These levels allow all athletes to train and compete at their individual skill and experience level within their own age category. These levels include the following:

<table>
<thead>
<tr>
<th>TEAM LEVEL</th>
<th>CHEER SKILLS / EXPERIENCE</th>
<th>MINIMUM TUMBLING REQUIREMENTS</th>
<th>DESIRED TUMBLING REQUIREMENTS (PREFERRED SKILLS FOR LEVEL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Beginner All Star Level</td>
<td>No Tumbling Skills Required</td>
<td>Forward &amp; Backward Rolls Cartwheels Front &amp; Back Walkovers</td>
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<tr>
<td></td>
<td>Basic Cheer Skill Knowledge</td>
<td></td>
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<tr>
<td>Level 2</td>
<td>Previous Cheer Experience</td>
<td>Standing Back Handspring</td>
<td>Cartwheel Back Handspring</td>
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<tr>
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<td>Basic Jump &amp; Motion</td>
<td>Round off Back Handspring</td>
<td>Back Walkover Back Handspring</td>
</tr>
<tr>
<td></td>
<td>Technique/Knowledge</td>
<td>Series (2)</td>
<td>Front Walkover Round Off Back Handspring Series</td>
</tr>
<tr>
<td>Level 3</td>
<td>Previous Competitive Cheer</td>
<td>Standing Back Handspring</td>
<td>Toe Touch Back Handspring</td>
</tr>
<tr>
<td></td>
<td>Experience</td>
<td>Series (3)</td>
<td>Standing Back Handspring Step</td>
</tr>
<tr>
<td></td>
<td>Intermediate Jump &amp; Motion</td>
<td>Round Off Back Handspring</td>
<td>Out and/or Front Walkover</td>
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<tr>
<td></td>
<td>Technique/Knowledge</td>
<td>Back Tuck</td>
<td>Round Off Back Handspring Back Tuck</td>
</tr>
<tr>
<td>Level 4</td>
<td>Previous Competitive Cheer</td>
<td>Standing Back Tuck</td>
<td>Standing Back Handspring</td>
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<tr>
<td></td>
<td>Experience</td>
<td>Standing Back Handspring Back Tuck</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced Jump &amp; Motion</td>
<td>Round off Back Handspring</td>
<td>Standing Back Handspring Series Layout</td>
</tr>
<tr>
<td></td>
<td>Technique/Knowledge</td>
<td>Layout</td>
<td>Running Round Off Back Handspring</td>
</tr>
<tr>
<td>Level 5</td>
<td>Previous Competitive Cheer</td>
<td>Toe Touch Series (3) Back Tuck</td>
<td>Standing Full</td>
</tr>
<tr>
<td></td>
<td>Experience</td>
<td>Standing Back Handspring</td>
<td>Standing Series (2 or 3) Double Full</td>
</tr>
<tr>
<td></td>
<td>Elite Jump &amp; Motion</td>
<td>Series Full</td>
<td>Round Off Back Handspring Double Full</td>
</tr>
<tr>
<td></td>
<td>Technique/Knowledge</td>
<td>Running Round Off Back</td>
<td>Elite Passes Including Whips, Punch Fronts and Arabians</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Handspring Full</td>
<td>Ending in a Full or Double Full</td>
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TEAM REGISTRATION & AUDITIONS – GETTING STARTED!

Registration
Register at the UCF gym beginning Monday, March 1, 2013.

Monday – Thursday 4:00 – 8:00 PM
Friday 4:00 – 7:00 PM
Saturday & Sunday Closed

Applicants must be accompanied by a parent or legal guardian to register. Expect to spend about 20 minutes to complete the necessary paperwork. Fill out the registration forms & pay the $200 non-refundable registration fee (returning cheerleaders will be discounted.)

UCF cheerleaders are exclusive to UCF

UCF cheerleaders will not be allowed to participate in another All-Star gym, or organized All-Star function, this season. It is important that your training is done at UCF. If UCF doesn’t provide the coaching services or class instruction, AND your cheerleader absolutely needs to attain this skill AND it is offered by another All Star gym, you must clear this with Nicole or Jill.

Individual Evaluations - Standing Tumbling * Running Tumbling * Jumps

The UCF staff does not believe in seeing a cheerleader in a “one chance” tryout. UCF dedicates its first two months of practice to strength training. These practice sessions will focus on tumbling and stunting. It is here, in the two months, that the cheerleaders are evaluated for team placements – end of June. EVERYONE will make a team.

UCF will evaluate and consider each athlete’s technique in executing the above skills. All skills will be performed on spring floor, with shoes and without a spotter. Each level of our program REQUIRES minimum skills as described on the previous page. Skills cannot be considered as “mastered” skills unless they are performed on spring floor, with shoes and without a spotter.

UCF applicants will range in ability and experience from “first time cheerleaders” to the most elite experienced competitors. The goal of the two month evaluation is to find a team that is the right fit for each applicant. Our goal is to place each person on a team that can help them grow as a person and learn skills while having fun!

SKILL TRAINING CLASSES & WORKSHOPS

Tumbling Classes
In order to better prepare our athletes, we provide tumbling classes for each USASF ability level. All students are invited to sign up for these classes, but it is not a requirement for the program.

- Classes run on a monthly basis.
- We offer tumbling classes year round.
- One coach for every 8 students is provided in all team tumbling classes.
- UCF does not pro-rate the class tuition based on missed classes.
- Class tuition must be paid with cash or check.

UCF also provides individual tumbling instruction during regular practices. We focus more on individual tumbling skills during our spring and summer classes. This focus changes to squad tumbling and routines during the fall and winter months.

Private Instruction
For those that want “one on one” training, private lessons can be scheduled with one of our coaches. These instructors are contracted by you, the customer, for private classes. UCF cannot schedule, take messages, or be responsible for the coach you hire. Coaches are allowed to charge whatever fees they desire for the classes, although most charge $25-40 per 1/2 hour.

Please note that all University Cheer Force students must be cleared at a –0– balance with University Cheer Force in order to take private lessons. Any athlete with money owed on their account is placed on a “NO PRIVATE” list until their account is up to date.
TEAM PLACEMENT

Everyone asks the question, “What skills do I need to make a specific team?” Our best answer before the two month evaluation is simply this:

“Expect to be on a team with participants that can perform the same skills and have the same experience as you do.”

In other words, if you can execute a solid standing back tuck and you have the same cheerleading maturity level of those with the same skill, you will be on a team with other members that also have a standing back tuck and the cheerleading maturity level.

There are a few exceptions to this rule. Experience, age, and stunting ability have to be taken into consideration when placing cheerleaders on a squad. We do our very best to make sure everyone is placed on a team that they will enjoy.

Of course, we take into consideration the possibility of attaining that skill. Tumbling is a major factor in placing members on a team, but competition score sheets are made up of several sections that we also consider, such as: jumps, performance ability, cheer skills and stunt technique. It is important for each member to work on all of these areas for the two month evaluation.

If you are new to our program you may wonder if your child will have the same opportunities as a returning member. The new season puts everyone on an equal playing ground. Each applicant is viewed equally. It is also important for you to know that we move cheerleaders from team to team based on newly attained skills and squad division changes. Everyone has the opportunity to move up through the levels during the two month evaluation. We might also move people down a level if skills are not maintained. Everyone must work hard all year in order to move up or stay at their level.

FLYING POSITIONS

The “flying” position will be required to show flexibility and body positions on the ground. Body positions required for a “flying” position must include a “heel stretch”, an “overstretch” (bow and arrow), a “scorpion” and a “scale”. All UCF flyers must master all body positions before being considered for a flying position in the program.
FINANCIAL OBLIGATIONS

University Cheer Force has always understood the high cost of cheerleading and has made every effort to maintain a reasonable fee schedule with flexible paying options. In researching local cheerleading programs, UCF is not only one of the best programs in the nation, but one of the most cost effective programs too.

Cost Overview

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$175/200 per year</td>
</tr>
<tr>
<td>Seasonal Instruction Fees</td>
<td>$858.00 per year (if starting in April - $78.00 per month)</td>
</tr>
<tr>
<td>Summer Choreography Camp</td>
<td>$265</td>
</tr>
<tr>
<td>Coaches competition expenses</td>
<td>$75.00</td>
</tr>
<tr>
<td>Gym equipment and gym handouts</td>
<td>$50.00</td>
</tr>
<tr>
<td>Competition Uniform</td>
<td>$322.00</td>
</tr>
<tr>
<td>Practice Wear</td>
<td>$100.00</td>
</tr>
<tr>
<td>Competition Accessories - optional</td>
<td>$50.00 to $300.00</td>
</tr>
<tr>
<td>Competition Fees</td>
<td>$350 to $550 per year*</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>Per Event†</td>
</tr>
</tbody>
</table>

* 2013-14 Season: UCF will be traveling to California locations - this season.

A detailed explanation of these expenses is outlined in this packet. We do our very best to fully inform you of all expenses so that you don’t get surprised throughout the year.

Seasonal Instruction Fees
Seasonal instruction all team practices, re-work of choreography and music production. UCF proudly boasts the best student to instructor ratio in the city of Elk Grove. “Quality and Quantity” is our philosophy when staffing a team practice.

Summer Choreography Camp
Summer camp is the time for our teams to come together as a program and begin outlining their competition routines. Coaches will spend most of the summer training individual technique and perfecting team skills needed for their routines. Camp is used to put those skills together with specific stunt sequences, pyramid sections, jump choreography and tumbling placement.

Camp is held over 5 days at the University Cheer Force Gym. All competitive team members are required to attend except for our Tiny level 1 team.

Dates: July 27th – August 9th
Teams: All Mini, Youth, Junior & Senior Teams (All Levels)

GYM CLOSURE DATES

- May – Memorial Day
- July – July 1 – 6, 2013
- September – Labor Day
- November – Wednesday, Thursday, Friday of Thanksgiving
Competition Entry Fees
Cheerleading event companies charge a “competition fee” (comp fee) per athlete to enter their competition. Comp fees are due well in advance of the actual event date. Regional one day qualifiers cost between $45 and $65 per event. National 2-day championships cost between $80 and $175 to register. UCF teams will attend 4 to 9 events this season. The actual fee will vary depending on which events we choose suitable for our individual teams.

UCF chooses only 1st rate events organized by the best event producers in the country. Our goal is to compete against as many strong programs as possible during the pre-season while getting the best possible feedback from the most professional judges in the industry.

Most companies line up the performance order by the date of registration. For this reason, University Cheer Force registers for all competitions months in advance.

Competition fees will be split into eight (8) payments. The first payment is schedule for the month of August 2013. Payments will be continued to be collected through the month of February 2014.

Comp fees paid after February, 2014 will be assessed a $50 late fee.

Comp fees must be paid continually on a monthly bases order for an athlete to be eligible to compete.

Any cheerleader that drops out of the program must do so on or before July 15, 2013 following the “Drop Procedures” outlined in this packet.

Refunds will not be given on competition fees for any reason.

Coaches’ competition fees are listed in your expense packet. These fees include staff registration fees, travel expenses and event production costs.

Cheerleaders are required to pay for every competition that their team attends even if they miss due to illness, injury or family emergencies. If your daughter needs a sub, one will be trained, however the substitute receives all awards, trophies, and jackets presented to that team on the day of the event. Our philosophy is “the cheerleader that performs on the floor gets the award.”

Fundraising
We realize the high cost of all star cheerleading. We do our very best to keep our fees down. Our program is competitively priced in the cheerleading industry against other comparable companies.

University Cheer Force, LLC does not organize program fundraisers. We are fortunate to have the One Step Above Parent Club (non-profit) help with fundraising opportunities.

The following guidelines should be followed for approved fundraisers:

- Parents are not allowed to sell ANYTHING to other UCF parents.
- Only pre-approved fundraisers are allowed.
- The UCF name and company logo are a registered trademark and not allowed to be used on anything unless prior written notification is obtained by Jill Norgaard or Nicole Strahl.
- Money raised by individuals will be credited directly to their OSA account.
- UCF does not allow fundraised money to be distributed evenly amongst team members.
- Sponsorships are approved, but the sponsor must be made aware that they are donating to you as an individual and not to University Cheer Force, LLC.
- Many of our members have been very successful in raising the funds they need to be in our program. UCF will do everything possible to help individuals, if needed.
- If you have a special financial situation, please contact the UCF office staff via email at Universitycheerforce@yahoo.com to discuss your options and/or temporary payment options.
PAYMENT POLICIES & PROCEDURES

Monthly Tuition
Tuition charges begin on April 1, 2013 and continue through March 30, 2014. Members that wish to decline their position as an UCF cheerleader after team results are posted must follow the following procedure:

- Notify Nicole Strahl or Jill Norgaard via email, universitycheerforce@yahoo.com by Monday, April 11, 2013 at noon.
- Include athlete name, parent contact name, phone number and the reason for declining your position in your written notification.
- You will receive a written response from UCF Staff stating that your account will not be charged any fees. Tuition fees charged on your account for the month of April will be credited back to you no later than April 15, 2013.
- Please save your written response for verification and future reference.

If the above guidelines are not followed, members will automatically be considered part of the team and charged monthly tuition for May regardless of the athlete’s attendance to the first practice.

- All UCF members must pay monthly tuition.
- A $25 late fee or 5% of the outstanding balance will be applied to any account that is not paid by 5th of each month.
- A $35 fee will be charged for any checks returned for any reason. In addition, UCF reserves the right to place any customer on a “cash only” basis for all future fees once a returned check has been processed.
- University Cheer Force will not pro-rate monthly tuition for missed classes. Tuition is based on 8 classes per month and several months will allow members to attend 9 classes at no additional charge. All extra team practices throughout the season are also included in the monthly tuition fee.
- Individual accounts must be cleared at a -0- balance before March 15, 2013 in order to sign up for the 2013-2014 UCF season.

Member “Drop” Procedure

- University Cheer Force requires one month’s advance notice in writing if a participant decides to leave the program for any reason throughout the year.
- Written notices must be mailed to 8569 Bond Road, Suite 110, ELK GROVE, CA 95624.
- Emailed, faxed, or hand-written dropped off notes are not considered formal notice in writing.
- Any member giving formal written notice will still be charged for that current month as well as the month following the last date of participation or 30 days from the date that the notice was postmarked (whichever is later).
- Refunds on uniforms, practice wear, performance items, tuition, choreography camp, comp fees and travel expenses will not be given for ANY REASON.
- Any unpaid fees charged to your UCF account prior to your withdrawal from the program will still be owed to University Cheer Force.
- Any accounts not cleared at a -0- balance 30 days after withdrawing from the program will be sent to collections and charged a $50 service fee.
General Program Policies

- Practices are designed with everyone in attendance. Therefore, all absences must be called into the office with an explanation.
- Jewelry is not allowed at any UCF function, performance, event or practice. Cheerleaders are not allowed to have any part of their body pierced between June of 2013 and April of 2014. Bandages covering stud earrings or other pierced body parts are not acceptable.
- University Cheer Force does not discriminate against any student for race, background or religion preferences.
- Often times team members to pray at practices and/or events. These prayers are non specific to any particular religious belief and are not mandatory.
- The UCF office staff and head coaches use parent and student contact information to distribute schedules and other program related information throughout the year. It is the responsibility of the athletes and parents to check email and update contact information with their head coach and/or the office staff.
- UCF does not allow its’ members, their parents or friends to use our program contact information for solicitation.
- UCF will not tolerate “parent politics” in the program. Parents are respectfully asked to not interfere with coaching decisions.
- Parents are required to sign the University Cheer Force, LLC parent member agreement before registering their child. This agreement outlines in detail the expectations and consequences as set forth by University Cheer Force, LLC.
- Athletes are required to sign a non-binding contract with their team in the first week of practice. This agreement details each cheerleader’s commitment to their team and the program for the 2013-2014 season.
- University Cheer Force uses photo and video images of its’ team members in advertising and information publications. These images are the sole ownership of University Cheer Force and may be used on the internet.

Regularly Scheduled Team Practices

All UCF competitive teams will attend two (2) hour and half practices per week. Classes begin in April 2013 and continue through March 2014. The practice schedule will be set after our evaluations. It is based on which teams we choose for the season. We are aware of most school activities that might conflict with our program. Be assured that every effort is made to hold practices on a day that you will be able to attend. Give us as much information as possible before we place our teams so that we can prevent time conflicts. Information such as: school cheerleading, school athletic participation, family issues, etc. will all be helpful for the staff to know at the time of evaluations. Obviously, time conflicts may not be able to be resolved for some students. If someone is placed on a team that holds practice on an unavailable night we will make every effort to move that person to a more acceptable team. We will not move anyone to a higher level team simply because it is a better night for them to attend practice. Our team structure must come first in order to have a successful program.

Extra Practices & Choreography Sessions

Extra practices are scheduled on an “as needed” basis per squad. There is no limit to the number of extra practices for any particular team. Head coaches will decide which teams need extra practices based on their teams’ specific situation. Some teams may practice more than others due to injuries or choreography changes. Please understand that it is to our advantage that each is fully prepared for every performance. We will practice as much as necessary to ensure that our teams look amazing on competition day.

Extra practices are usually scheduled directly with each team with only one to two weeks notice. It is our experience that short-term notice works best in getting everyone to attend the extra practices. In previous years when we’ve given out extra practice schedules months ahead of time, we have ended up having to change practice times or practice with many athletes missing due to school cheerleading functions. We realize that short scheduling can be an inconvenience, but it’s really the best way to have everyone in attendance.

It is also a requirement for all UCF athletes to be available the weekend prior and the entire week before a competition event. It may be necessary to have last minute practices during those days due to illness or injuries. We fully expect our cheerleaders to put our program FIRST the week and the weekend prior to a UCF scheduled event.

Attendance Requirements

All regularly scheduled and extra practices are mandatory. The safety and preparation of our teams must be respected. Our teams perform very difficult and challenging skills in their competition routines. These routines demand teamwork and dedication from all athletes in order to be executed well and prevent injuries.

Performances including UCF sponsored events are also mandatory. With such a large program, we do have the capability of using crossover athletes in the event of an emergency. This is a difficult task to pull off at an event and obviously puts our team at a disadvantage on the performance floor. We ONLY use substitutes in an emergency situation such as a serious injury or death in the family.
**Excused & Unexcused Absences - Practice, Performance & UCF Events**

Required school cheer functions are automatically excused upon notifying head coaches.

Head coaches or other UCF staff members cannot give permission for any athlete to miss a practice or performance. Anyone with a special circumstance requires an absence must get approval from Nicole Strahl via email (universitycheerforce@yahoo.com) or by calling the gym to speak to Nicole or Jill (916-690-8050).

Athletes that have been excused by Nicole from a practice must learn missed material on their own and BEFORE the next practice.

Substitutes will not be called in to replace athletes with scheduling conflicts.

The UCF staff reserves the right to remove any team member from a performance, team or the entire program if the athlete misses ANY practice, performance or event. Under these circumstances, all monies paid to University Cheer Force will be forfeited. **NO REFUNDS WILL BE ISSUED!**