

CEANAPOLIS

HAND BOOK

2026-2027
YEAR 5

- Team Placement Info
- Important Dates
- Program Offerings
- And More...



HANDBOOK OVERVIEW

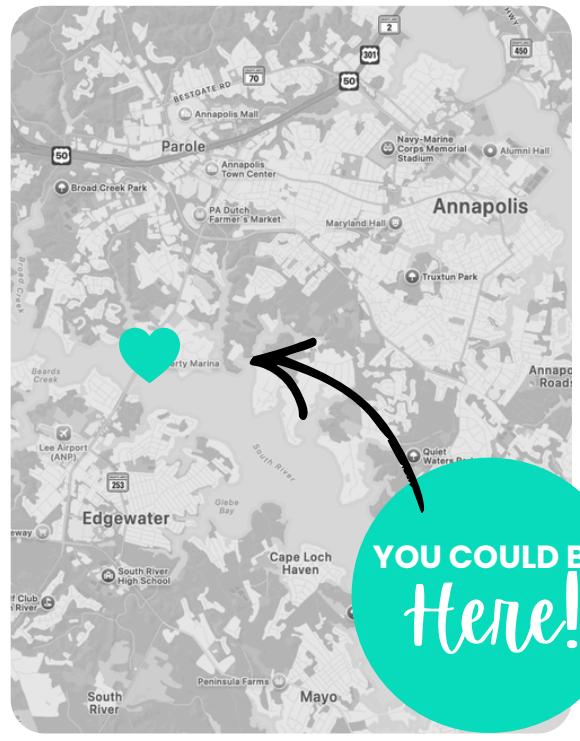
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**ARE YOU
READY TO
THRIVE IN
YEAR 5?**

*Join the
Teal Army!*



Who we are...

GYM INFORMATION:

Address: 64 Old South River Rd Edgewater, MD 21037

Email (General Questions):
office@cheerextremeannapolis.com

Email (Billing Questions):
billing@cheerextremeannapolis.com

Email (Private Tumble Request/Questions):
tumble@cheerextremeannapolis.com

Website:
www.cheerextremeannapolis.com

Welcome to Cheer Extreme Annapolis!

The mission of Cheer Extreme Annapolis is to provide a family-oriented environment focused on the athlete. We guarantee that your athletes will encounter:

- The most talented coaches in the area are focused on developing the athletes physical, social, and emotional skills.
- A safe, friendly place to practice the sport they love.
- Opportunities to participate in community service projects.
- Team bonding exercises that allow the athletes opportunities to build life - long friendships with their fellow athletes and coaches.
- A competitive environment that instills character traits such as leadership, discipline, perseverance, and teamwork.

TRYOUT SCHEDULE

CLINICS

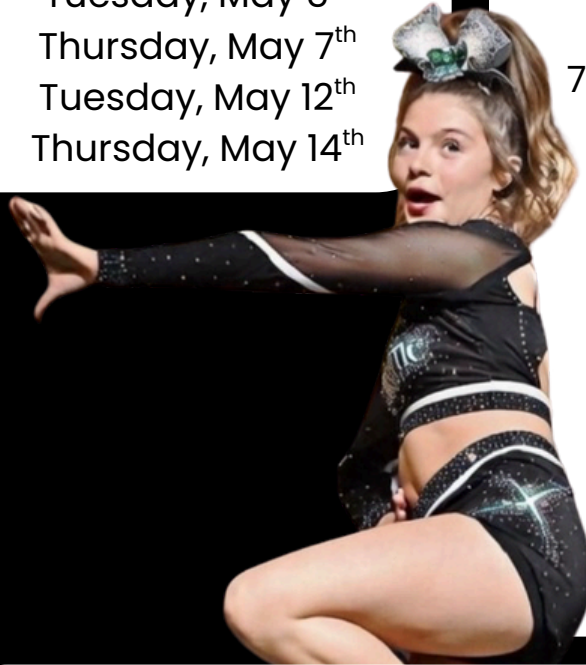
6:00 – 8:00PM

Tuesday, May 5th

Thursday, May 7th

Tuesday, May 12th

Thursday, May 14th



TRYOUTS

May 18th – Returning Athletes

5:30 – 7:30PM: Level 1&2

7:00 – 9:00PM: Level 3, 4 & 4.2

May 19th – ALL Level 5 & 6 Athletes

6:30 – 8:30PM

May 20th – New Athletes

6:00 – 8:00PM

Birth Year: 2017-2021

May 21st – New Athletes

6:00 – 8:00PM

Birth Year: 2007-2016

CALLBACKS WEEK 1:

May 26th:

Level 1: 5:30-7:00

Level 2: 6:30-8

May 27th:

Level 3: 6:00-7:30

Level 4: 7:00-8:30

May 28th:

Level 4.2: 6:00-7:30

Level 5&6: 7:00-8:30

CALLBACKS WEEK 2:

June 1st

Level 1: 5:30-7:30

June 2nd

Level 2: 5:30-7:30

June 3rd

Level 3: 6:00-8:00

Level 4: 7:00-9:00

June 4th

Level 4.2: 6:00-8:00

Level 5&6: 7:00-9:00

What if I can't make it to tryouts?

A private tryout can be held for \$50.

Email: office@cheerextremeannapolis.com

June 8th is Teal Reveal!

TEAL REVEAL is our in-house event where athletes will receive and take photos with cards indicating the team they will begin training with for the upcoming season. Skills and routine camp dates will also be announced at this time.

Placements received at Teal Reveal reflect **initial training groups** and are established for choreography purposes. Final team rosters will be determined by the coaching staff prior to routine camps in August.

For families unable to attend, Teal Reveal results will be communicated via email following the event.

When joining CEA, athletes are committing to the **program as a whole**, rather than a specific team. All team placements are subject to change at the discretion of the coaching staff. Athletes are expected to maintain the skills demonstrated at tryouts. Those who do not may be moved to a different team or assigned as an alternate. Athletes who demonstrate significant improvement may also be moved as needed. These expectations apply throughout the entire season, including postseason.

Team rosters may be adjusted as athletes grow into or out of stunt positions and as teams are structured to ensure overall success. Athletes must demonstrate consistent attendance, effort, and a positive attitude in order to maintain their placement.

Athletes are expected to consistently perform full-out routines no later than two weeks prior to a competition in order to secure their position on the competition floor. In cases of illness or absence, final decisions will be made at the discretion of the coaching staff.

Once choreography is set, each position is designed for specific athlete skill sets and body types. Adjustments are made only when necessary to meet the needs of the team.

GYM CLOSINGS

Memorial Day Break:

May 22nd – May 25th

4th of July Break:

June 29th – July 5th

Labor Day Break:

September 4th – September 7th

Halloween:

October 31st

Thanksgiving Holiday:

November 25th – 28th **

December Holiday Break:

December 23rd – 28th & Dec 30th – Jan 1st

Easter Break:

April 3rd – 5th

*** Full Year Teams will have practice on Sunday, November 29th

Please note that our timeline does NOT include a school spring break. Athletes should not commit to vacations, college tours, school hosted trips, extracurricular activities, or sports in the winter/spring unless approved by Director as we have a zero-tolerance attendance policy before competition.

Accounts:

Monthly tuition posts to your account during the last week of the month, for the following month. Monthly tuition runs through April 2027. Every month, statements are emailed out, to the billing email address on file. Monthly tuition is **due no later than the 1st of each month**. You will have until the 1st of each month to make payment by cash, check or credit card in the office or online. If payment is not manually made by the 1st, we will begin to process credit cards on file.

All monthly invoices paid to CEA Annapolis for all-star cheerleading will be done electronically on the 1st business day of every month through a bank draft or credit card. **Accounts must be created through the parent portal.** See *Full Year Payment Plan Form* for further details. Half-Year team payment plan dates begin later in the season. See *the Half-Year Payment Plan Form* for details.

All families are responsible for all fees regardless of date joined. All accounts must have a credit card on file. **We accept Visa and Mastercard.** Credit card fees may apply within the season and amounts may vary.

Payment is due when services are rendered. You may not “run tabs” on open gyms, classes, privates, pro shop items, etc.

Late Payments & Account Standing

If payment is not received and your credit card cannot be charged, a **\$30 late fee** will be added to your account. A late fee of \$50 will be assessed for all payments made after the 5th. All other fees are due on the exact due date.

All accounts must remain current for athletes to remain in active status on the team. By the 15th of each month, your account must be up to date. Otherwise, athlete will be moved to an alternate position.

If your account is past due, your athlete may be asked to sit out of practice and we reserve the right to withhold services, including privates, classes, open gyms, uniforms, practice wear, and pro shop purchases. Past due accounts will be assessed a monthly fee of \$30. If an account falls 30 days past due, additional actions may be taken to collect funds.

FINANCIAL BREAKDOWN

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Program Pricing & Included Services:

2026-2027 All-Star Cheerleading Pricing: The all-star program is offered as an 11-month program with payments due monthly from June 2026 through April 2027.

	WORLDS (Open Age 18+)	WORLDS (Under 18)	Senior/Junior/Youth	Mini/Tiny	Half Year (PREP)
START UP FEE	Contact Billing	650	650	650	300
COMPETITION FEE	950	950	950	800	700
MONTHLY TUITION	Contact Billing	270	250	220	195
COACH FEE	Contact Billing	25	25	25	15
					<i>*Half Year Novice info coming soon...</i>

Start-Up Fee: includes practice wear, gym membership/registration, practice & comp bow, program t-shirt, music, and choreography.

Competition Fee: Includes 4 - 8 competitions depending on age division, with additional expenses required for end of season events (Regional Summit, The Finale, Allstar Worlds, and/or Worlds). Post season events are not elective, and costs will be applied based on event registration fees and bids earned.

Start Up and Competition fees may be paid in monthly installments based on the Payment Plan.

Tuition (Monthly Rate): includes 2-3 practice days and 1 hour tumble class per week. Every All-Star Athlete will receive one appropriate level tumbling class weekly per month from June 2026 to expire April 30, 2027. These are not transferrable, and we do not do makeups for missed tumble classes. You cannot change your tumble days without approval from tumble coach/management.

Coaches Fee (Monthly Rate): To help offset the coaches end of season expenses. \$25 monthly Full Year and \$15 monthly Half Year from June 2026 - March 2027.

Refunds, Withdrawals & Fees

All monies paid are absolutely **non-refundable**, non-transferable and/or unassignable, regardless of reason. There are no refunds or prorating for missed practices or competitions for any reason.

If an athlete quits or is removed/dismissed from the gym, all monies/items paid for will be forfeited. If the athlete quits a team (for any reason) after August 31, 2026, a **\$800 Commitment Fee** will be charged to your account to cover the cost of re-choreographing routines.

All returned checks will be billed a **\$40.00 Non-Sufficient Funds Check Fee**. Checks returned for anything other than Non-Sufficient Funds will be charged a \$20.00 Fee.



DISCOUNTS & ADDITIONAL FEES

Discounts & Credits

Discounts: Based on the sole discretion of CEA Management.

Sibling discounts: Monthly tuition discount for siblings at 10% for the first sibling and 15% for any additional siblings.

Referral Bonuses: A \$100 discount will be applied to one month of tuition once the referred family has completed registration and submitted a signed handbook. If there is more than one referral, you will receive another discount on the following month.

Crossover Policy

- Athletes participating as crossovers are first and foremost rostered members of their primary team.
- Athletes are required to attend all scheduled practices for both their primary and secondary teams.
- Crossovers do not pay additional practice tuition.
- Crossovers are responsible for all competition and apparel fees for each team.
- A monthly crossover fee of \$75 will be applied from June 2026 through April 2027.
- All crossover accounts must remain in good standing.
- Level and division restrictions may apply when determining crossover eligibility and placement.

Fundraising

- Certain fundraisers are required, while others are optional.
- All fundraising profits will be applied directly to your account.
- Participation in fundraising requires effort outside of regular cheer activities; however, we have seen people pay for their whole year through fundraising!
- Any SURPLUS of credits from FUNDRAISERS will be applied towards Cheer Extreme classes, teams, and merchandise.
- Refund checks will not be issued in the event of a surplus.

Additional Fees

Uniform Fee: \$500-\$600 Final Payment due before/on the day of fitting. Date TBD

USASF Fee: Approximately \$50 (parent responsible for registration by October 1, 2026)

ASW/ZORTS: Approximately \$15 per person (parent responsible by October 1, 2026)

** Additional background check fees may apply based on company for post-season events.



COMMUNICATION & PARENT PORTAL INSTRUCTIONS

As a parent, you will receive information in several ways, such as monthly newsletters and emails from your coach or team rep. Check www.cheerextremeannapolis.com for new updates as well.

Parent Portal Login Instructions:

You are able to access your account 24/7, via the internet. Below are instructions on how to access your account on www.cheerextremeannapolis.com :

1. Click on Parent Portal Tab.
2. This will bring up a new window labeled "Parent Portal"
3. If it is your first time accessing the portal, click on "Forgot your password or need to get started?"
4. This will open a new box labeled "Portal Account Access Help"
5. Here you will enter the email address you provided on your registration
6. Click "Submit", and the system will automatically email you a password
7. Once you receive the password, go back to the Log-in window, enter your email address and password
8. Once logged in, you may update your password to your liking.

We would like all families to log-in to your account and become familiar with our Customer Portal. Please make sure you are logging in and using your current account when registering your child. This will avoid creating multiple accounts for your family.

Fees:

- A schedule of payments is listed in this handbook. All monthly fees are due on the 1st of each month or their designated due date on the Payment Plan Form through your Jack Rabbit parent portal. You are welcome to receive a monthly statement of your account with all payments listed. Please keep all copies in the event of a question or a discrepancy.
- A late fee of \$50 will be assessed for all payments made after the 5th. All other fees are due on the exact due date. Each person signing the contract will be responsible for keeping his/her child's account current
- Monthly tuition cannot be pro-rated for any reason.
- By the 15th of each month, your account must be up to date. Otherwise, athlete will be moved to an alternate position.

PROGRAM POLICIES

Appearance:

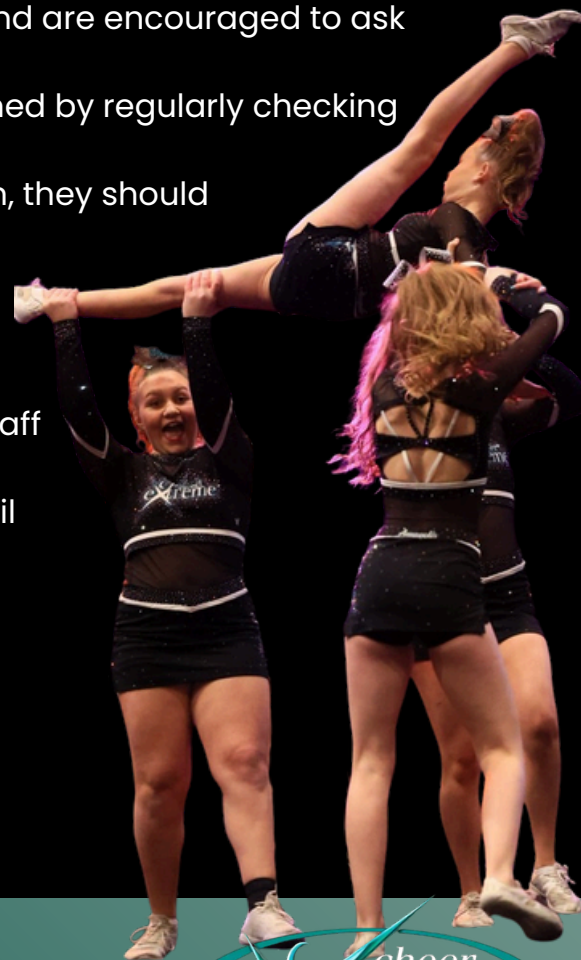
- Jewelry is not permitted at practice or competitions, and all piercings must be removed, as this is non-negotiable for safety reasons.
- Athletes should avoid getting new piercings during the competition season.
- Hair color must remain natural throughout the competition season, and unnatural colors (e.g., blue, purple, pink, etc.) are not permitted.
- Undergarments, including bras, must be fully concealed under the uniform and not visible at any time.
- Athletes are not permitted to wear additional spandex (e.g., Nike Pros or similar) under their uniform skirt, skort, or shorts.
- While at competitions, teams are expected to present a unified appearance, and athletes must wear the designated gym-wide warm-up (or approved team-specific warm-up, if applicable) when not in uniform.
- Per USASF guidelines, athletes wearing crop-top uniforms are required to wear a cover-up while moving throughout the competition venue.
- If there are any questions or concerns regarding uniform requirements, families should contact the Program Director.

Communication & Customer Service:

- Cheer Extreme Annapolis is committed to providing excellent service to all families, and families are encouraged to reach out whenever assistance is needed.
- Families should not make assumptions and are encouraged to ask questions whenever they have concerns.
- Parents are responsible for staying informed by regularly checking email and BandApp.
- If a family is not receiving communication, they should contact the Gym Director immediately.

Communication Guidelines:

- Families should not call or text staff members unless it is an emergency, as staff personal time must be respected.
- To discuss concerns, families should email or contact the gym to schedule an appointment.
- Families must follow the chain of communication: **Team Coaches → Gym Director → Owner**



PROGRAM POLICIES

Gym & Facility Expectations:

- Athletes must arrive on time for all practices, as punctuality is required.
- All cell phones must be turned off during practice.
- No food or drinks, other than bottled beverages, are permitted in the gym.
- Athletes should not bring valuables, such as jewelry, to the gym, as Cheer Extreme Annapolis is not responsible for lost or stolen items.
- Siblings, parents, and friends are not permitted on the practice floor at any time.
- Coaches and Directors reserve the right to close practices if the viewing environment becomes distracting or negative.

Program Expectations:

- Withholding an athlete from practice may not be used as a form of discipline, as it negatively impacts the team.
- Practice schedules are subject to change, and additional practices may be added at the coach's discretion, especially leading up to competitions.
- All decisions regarding practices, routines, and team structure are made by the coaching staff and are not subject to parent input.

Branding & Intellectual Property:

- The Cheer Extreme Annapolis name and logo are protected and may not be used to create or sell unauthorized apparel.
- Any apparel ideas must be submitted and approved by management prior to production.

Commitment & Accountability:

- Commitment to the program is expected. Statements or threats of quitting may result in immediate removal from the program without refund.
- All decisions regarding practices, routines, and team structure are made by the coaching staff and are not subject to parent input.

Social Media & Representation:

- Do not post negative comments, routines, or music on social media platforms.
- Athletes and families must represent Cheer Extreme Annapolis in a positive and respectful manner at all times.

Inclement Weather

- Any gym closings due to weather, or other circumstances, will be decided by 3pm.
- Any closing due to inclement weather, or any other reasons, may be made up but are not guaranteed to be made up.

ATHLETE POLICIES

Training Dress Code Expectations

- Athletes must wear the specified practice attire.
- Cheer shoes must be worn at every practice.
- Athletes must keep all CEA clothing, warm-ups, and uniforms in good condition, and replacement costs are the responsibility of the athlete.
- Hair should be pulled up and out of the face and off the shoulders.
- Female athletes must wear spandex and a sports bra under practice attire.
- Fingernails must be kept short, and false nails are strongly discouraged as they may pose a safety risk.

Practice Expectations

- Athletes should arrive at least 5–10 minutes before practices are scheduled to begin.
- Athletes should depart the gym when practices are scheduled to end and may not remain unsupervised in the gym between activities unless prior arrangements have been made.

Team Placement

- All athletes are placed on a team at the discretion of the coaches, and age, experience, and ability are all considered.
- Athletes may be repositioned, moved, or replaced at any time at the discretion of the coaches in order to benefit the team as a whole.

Competition Expectations

- Competitions are a time for athletes to focus and be fully committed to the team, and they are not considered a vacation.
- Athletes must arrive at the designated time provided for, which will be provided the Thursday prior to each event – this is an industry standard regardless of Event Producer.
- Athletes must check in with their team coach upon arrival, and tardiness will result in a **\$50 fee**.
- Athletes must leave all personal items with a parent or guardian during meet time.
- Athletes must follow all scheduled warm-up, performance, and awards times assigned by the event producer.
- Athletes must attend awards, or all prizes and awards will be forfeited.
- Failure to report to an event may result in dismissal from the team.

Competition Dress Code Expectations

- Athletes must wear either the full uniform with cover-up or the official program warm-up.
- Hair and makeup must be completed prior to entering the venue.
- Proper shoes must be worn at all times.
- Jewelry is not permitted at events.

Travel Competitions

- Athletes may be required to travel for national competitions out of state.
- Uniform items must be packed neatly in the team bag.

PARENT POLICIES

Practice Environment & Behavior

- Athletes, parents, and spectators are expected to maintain a positive and respectful environment at all times.
- Negative comments or behavior toward any team, coach, parent, or athlete will not be tolerated and may result in being addressed by staff or asked to leave.
- Continued issues may lead to removal from the team.
- Any parent or family member who verbally assaults or threatens a student, coach, or parent will result in immediate dismissal from the program.

Transportation & Travel Expenses

- All transportation and accommodations for competitions in state and out-of-state are the responsibility of each family.
- Cheer Extreme Annapolis is not responsible for reimbursement if a competition is canceled or rescheduled.

Parental Support

- Parents are encouraged to support all CEA Annapolis teams and contribute to a positive environment.
- Parents are encouraged to sit together and wear CEA apparel at competitions.
- Parents are expected to show respect for coaching staff, other teams, and event hosts at all times.

****Required Documents at First Practice****

- Families must submit a clear copy of the athlete's birth certificate.
- Families must complete the handbook acknowledgment and Code of Conduct signatures.
- June invoices must be paid as outlined in the payment plan.



ATTENDANCE POLICY

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General Attendance Policy

- Cheer Extreme Annapolis adheres to a strict attendance policy, as consistent attendance is essential to team safety, progression, and success.
- Athletes are expected to attend all mandatory practices and events.
- **Mandatory attendance begins August 1st**, excluding summer skills camps.
- Athletes must demonstrate consistent attendance to maintain their position on the team.
- During the competitive season (Sept 2026 - May 2027), **athletes are expected to attend every practice** and are responsible for learning all changes made in their absence.
- Absences are not permitted within two weeks prior to a competition or on the day of an event, showcase, or choreography session.
- Absences or injuries may result in re-choreography, and athletes may not return to their original positions.
- Failure to meet attendance expectations may result in routine changes, loss of position, removal from a performance, or dismissal from the team, at the discretion of the coaching staff.

Unexcused Absences

- Athletes are only allowed **two (2) unexcused absences** during the competitive season.
- The third unexcused absence will incur a **fee of \$25**, a fill-in may be used, and the athlete's position may begin to be adjusted.
- If a fourth unexcused absence occurs, a parent meeting will be scheduled, the athlete may be removed from the following competition, and placement will be reviewed.
- If the athlete continues on the team an **additional \$25 per absence fee** will be charged for every occurrence.
- Continued noncompliance may result in additional fees, placement changes, or removal from the team.

Excused Absences

- Excused absences must be submitted **at least two weeks in advance** using the designated absence request form and must be approved by coaches.
- Illness or injury requires a doctor's note to be considered excused.
- Family emergencies will be considered excused, and coaches must be notified immediately.

Illness, Injury, & Emergencies

- Athletes who are not contagious are expected to attend practice even if they cannot fully participate.
- Injuries must be reported immediately, and updates must be provided.
- Ongoing illnesses may require documentation.

Competition, Showcase & Camp Attendance

- **All competitions, showcases, and camps are mandatory**, and full event dates must be kept open as we will not have specific event information prior to the Thursday before the event.
- Full competition schedules will be provided by August 31, 2026.



CODE OF CONDUCT

As a part of the Cheer Extreme Family, we pride ourselves on the positive behavior of both parents & athletes. We expect our members, to conduct themselves with class and dignity. As a CEA Annapolis parent, you are expected to adhere to the code of conduct, the same as your athletes. All CEA Annapolis members are to follow the sets of principals and expectations as set by our Code of Conduct.

Athlete Conduct

- Athletes are expected to demonstrate good sportsmanship at all times – cheer for themselves and others, be gracious when you win and graceful when you lose.
- Athletes must treat all individuals with respect and may not engage in gossip or negative behavior toward others including regarding other programs.
- Athletes must accept coaching decisions and remain accountable for their actions.
- Athletes are expected to prioritize their team and demonstrate discipline.

Parent Conduct

- Parents must model positive behavior and support all athletes and teams.
- Parents must follow the chain of communication.
- Parents may not engage in gossip, bullying, or negative behavior.
- Parents may not threaten to remove their athlete from the program.
- Parents must defer to the coach's discretion regarding team decisions and not express their opinions regarding routine elements.

Bullying Policy

- Cheer Extreme Annapolis has a zero-tolerance policy for bullying in any form.
- If your athlete is being bullied, please contact the Gym Director immediately.
- The following steps will be taken:
 - Notify parents of athletes involved
 - Conversation between coaches and athletes – if unresolved, there will be a meeting with the athletes and their parents
 - Confirmed, unresolved bullying will result in dismissal from the program and forfeiting all monies paid.

Discipline

If any of the above rules or any program, parent, and/or athlete policies are compromised, the following actions will occur:

- First violation results in an athlete meeting.
- Second violation results in a meeting with the athlete and parent.
- Third violation may result in removal from the team or entire program.



FINANCIAL AGREEMENT

I acknowledge that I have financial obligations to Cheer Extreme Annapolis and will honor the payment plan that has been created, and I understand the no refund policy.

I understand that if my athlete leaves the program/quits for any reason, after August 31, 2026, that I (adult athlete and/or legal parent-guardian) will pay the \$800 Commitment Fee.

PUBLICITY RELEASE

I understand that while my son/daughter or adult athlete will be performing as a member of this program, several pictures will be taken during the competition. From time to time we use these photos for our website and printed marketing materials.

HANDBOOK AGREEMENT

I have read the handbook and the guidelines set forth. By signing below, I agree to abide by the expectations, and I recognize the importance of fulfilling these obligations, including but not limited to, the Parent/Athlete Code of Conduct. Should I fail to abide by this handbook, I clearly recognize that my involvement as an athlete can be jeopardized. I understand that Cheer Extreme Annapolis reserves the right to change, amend or assess the stated policies.

Athlete’s Name Printed

Athlete’s Signature Date

Parent Name Printed

Parent/Guardian Signature Date