



2025-2026 GENERAL POLICIES, PROCEDURES AND GUIDELINES FOR GYM OWNERS/COACHES



GENERAL GUIDELINES

- ALL gym owners/coaches must comply with all rules and age divisions set forth by the USASF and USA CHEER. Violations can result in deduction and/or disqualification.
- **If a coach/gym owner is on the ineligible list, he/she will not be permitted at the competition in any capacity per USASF and USA Cheer.**
- Coaches' credentials must always be visible. You cannot enter the warmup area, coaches' room, or Score Support without valid visible credentials.
- All participating all-star coaches/gym owners that need access to the warm-up areas at any event **and are part of USASF member gyms, must have completed SAFESPORT training and have a GREEN LIGHT background check that is cleared.** TCLM will **NOT ACCEPT** screenshots. The green light must be attached to your USASF profile.
 - All independent gym coaches/owners who need access to the warm-up areas at any event **must have a cleared GREEN LIGHT background check.** TCLM will **NOT ACCEPT** screenshots. The green light must match a valid picture ID.
 - Any USASF member gym/independent cheer gym with non-coaching staff, such as trainers, team moms, etc., needing access to the warm-up area will **ALSO** need a cleared **GREEN LIGHT** background check. Screenshots will **NOT** be accepted. The only exception will be Jr. Coaches. They must be in full uniform to be admitted to the warm-up area. **Coaches' biological children WILL be admitted to the coach's room. No junior coaches will be allowed in the coaches' room.**
- TCLM has the right to remove any person from competition for any reason, including, but not limited to, unsafe or unsportsmanlike conduct.
- No stunting or tumbling will be allowed on surfaces other than the warm-up and performance floor.
- It is TCLM's utmost priority to keep athletes and families safe. If suspicious activity or illicit behavior is suspected, please report it to any TCLM staff member immediately.
- Teams choosing to exhibition will **NOT** be scored. At various competitions, they will NOT receive an award for exhibition.

- The coach is responsible for ensuring all spectators from their gym keep objects such as cameras, signs, children, etc., at eye level while in the VIP seating provided by TCLM Events. If the judge's view of the performing surface is compromised, your team may suffer due to unclear visual access.
- Coaches for **TINY NOVICE TEAMS ONLY** will be allowed to sit on the stage during their team's performance with the following restrictions. CheerAbilities and DanceAbilities teams must follow USASF performance guidelines.
 - The coach must sit flat on the floor in the designated area set forth by TCLM.
*Maximum of 3 coaches/assistants at the front of the floor during a performance.

- Props used during any all-star performance must be cleared through the USASF /Recreation organization rules before the event. An email may be sent to Tracey@mevents.com or you may bring your approval email to the event and show it to the scoring director before YOUR PERFORMANCE.

COMPETING OUT OF DIVISION

If you compete "out of your division," it will be noted and may result in ineligibility for all awards. This will be considered on a case-by-case basis.

TCLM PAYMENT POLICY

EARLY BIRD PRICING

To receive early bird pricing, the gym must be registered, with full rosters, and **50% payment** must be received **4 weeks before** the event. The remaining 50% MUST be paid 2 weeks before the event. **If the remaining 50% balance is not paid on time, the account will automatically be switched to the ON-TIME pricing without notice.**

If the gym registers but has not contacted the registration department and payment has not been received two weeks before the event, it will be automatically dropped from the competition.

SCORING GUIDELINES & PROCEDURES

- A coach or gym owner/director will receive an **EMAIL** and/or text through our replay system at least 30 minutes following their team's performance. This video will show if your team has a safety violation or performance deduction that resulted in penalties. A video of the exact clip of the infraction will also be sent. Please be sure the email/phone number on file is a coach or gym owner who will BE **PRESENT AT THE EVENT**. The email/text will be sent to the information on file through RegChamp. TCLM is not responsible for internet issues in venues. If you have trouble receiving your video, please visit the ScoreSupport booth immediately.
- WORLDS teams will not receive their score sheets until the end of the WORLDS divisions.
- Score sheets will be **EMAILED** at least **30 minutes** after the team performs. **1-DAY EVENT RANKINGS (also DAY 2 of 2-DAY EVENTS)** of your final division & overall rankings **WILL BE EMAILED by Monday after the event.**
 - Events where teams compete two days, day 1 division standings will be emailed no later than 2 hours after the division is over.
- **Prep & Novice teams will only compete 1 time at 2-day events.** The teams will compete on Saturday unless otherwise stated by the sales representative.
- Scoring officials will **ONLY** discuss the concerns for your team. A maximum of two (2) coaches are permitted in Score Support. No junior coaches are allowed in Score Support.
- You cannot challenge scores or deductions of other teams.
- **THE SCORING SPLIT FOR 2-DAY EVENTS, INCLUDING WORLD EVENTS, WILL BE 40/60.** 40% of the first-day score and 60% of the second-day score. If the WORLDS team competes twice in one day, the first performance is worth 40% and the second is worth 60%.
- World's Bid Declarations will be sent via email by our sales representative.

- **TIE-BREAKER POLICY**
 - The team with the fewest deductions will win.
 - If the deductions for both teams remain tied, the execution only scores for each team will be added, and the team with the highest execution total score will win.
 - If the execution only scores for both teams remain tied, the overall scores for each team will be added, and the team with the highest overall total score will win.
 - If the overall scores for both teams remain tied, the head judge & scoring director will review both routines and select the winner.

- **2-DAY EVENT TIE-BREAKER POLICY**
 - The team with the fewest deductions on day 2 will win.
 - If the deductions for day 2 remain tied, the team with the least deductions on day 1 will win.
 - If deductions for both teams remain tied, the team with the highest execution score for day 2 will win, if it's still a tie, the day 1 highest execution score will win.
 - If execution score for both teams remains tied, the team with the highest overall score for day 2 will win, if it's still a tie, the day 1 highest overall score will win.
 - If the score for both teams still remains tied, the head judge and scoring director will review both routines and select the winner.

USASF COACHES APP

Coaches who submit a skill video 7-10 days before the event through the app and use it to reference during request review with the scoring officials **MUST** have the video pulled up prior to entering Score Support. This will help keep the flow of performance and awards running smoothly for all teams in attendance.

CANCELLATION POLICIES

TEAM CANCELLATION

If your team needs to cancel their performance before an event, be sure to get in touch with your sales representative **IMMEDIATELY** by **emailing AND calling/texting their cell phone**.

There will be NO refunds given. TCLM will apply your credit to a future event within the same season. If you choose not to compete, there will be no refunds given.

CANCELLATION OF THE EVENT

- If an event is canceled for any reason (including, but not limited to, closure of the event facility, adverse weather conditions, or natural disasters) the following policies shall apply:
 - If the event is rescheduled during the same competition season, your payment will be applied to the rescheduled event. If you cannot attend the rescheduled event, you can request a full refund by emailing your sales representative.
 - If the event is not rescheduled during the same competition season, you may transfer the payment to another TCLM event occurring during the same competition season, or the next competition season or request a full refund by emailing your sales representative.

PLEASE NOTE: If the facility/arena/expo/conference center is open, the competition WILL take place unless TCLM notifies you that the event has been canceled.

TRANSFER/REFUND

In the event of a cancellation under which you are permitted to receive a refund, transfer your payment, or both, you will have **30 days to email your "TRANSFER/REFUND REQUEST" to Reg@mevents.com**. If we do not receive your Transfer/Refund Request within 30 days, no transfer or refund will be permitted or given.

Except for situations where the TCLM staff deems necessary, **NO REFUNDS OR TRANSFERS** shall be permitted under any other circumstances, including, but not limited to, a **no-show, dropout, team numbers change or scratch**. Both parties agree that any payment forfeited to or retained by TCLM shall constitute liquidated damages to reimburse TCLM for the costs and expenses that the company incurs in such cancellation.

CROSSOVER POLICIES

TCLM will follow the USASF guidelines for athlete crossover.

TCLM allows cheer and dance participants to perform for more than one team and/or additional performances within the same organization. Each participant must pay the full registration fee for the first performance and the next performance will be discounted. **DANCE PARTICIPANTS WILL PAY FULL AMOUNT FOR EACH DANCE.** If a member of one organization crosses over to a new organization (EX: School), then the participant must pay the **FULL** registration fee for BOTH organizations.

Registration must indicate all crossover information and payment. **TCLM will do its best to allow 10 minutes between crossover athletes' performances, NOT WARM-UP TIMES; however, TCLM cannot guarantee separations between warm-up times, awards ceremonies, or coaching conflicts.**

CHANGES & SCHEDULE POLICIES

All division corrections or changes must be submitted **TWO weeks** before the event or a **\$250 fee** will be charged per team. **NO EXCEPTIONS. Please watch for the schedule 2 weeks prior and check for your divisions.**

ATHLETIC PERFORMANCE POLICY

Judges reserve the right to assess warnings and/or deductions when a team's choreography, uniform, make up, bows, etc. do not meet the standards of 'appropriate' as described in the USASF Athletic Performance Standards.

ELIGIBILITY

To be eligible to compete at TCLM, all teams, regardless of division and classification, **MUST** follow the published Division and Rule Guidelines for the USASF. All-star organizations must submit their official event roster via USASF and upload it into the RegChamp registration system. All participating athletes must be registered members of USASF. (Exception...Rec and School athletes)

- **Team rosters should be uploaded into RegChamp no later than 3 weeks prior to the competition.**

CHALLENGES OF AGE

Suppose a dispute regarding a participant's age arises. In that case, **the coach/director MUST provide an official document that legally verifies and certifies the correct name and age of the team member.** Acceptable forms of certified identification include, but are not limited to, a birth certificate, passport, school-issued identification card, USASF ID card, or a valid, state-issued driver's license. The team may be disqualified from competition if the dispute is accurate, and the coach/owner cannot verify the athlete's legal age. TCLM will use the official USASF event roster to ascertain the date of birth for all-star teams.

- Coaches or owners of a competing team **within the same division** may challenge the age of another team by reporting to Score Support, which is located by the judge's riser, and submitting their challenge in writing. The challenging coach must provide proof of ineligibility. If sufficient evidence is provided, TCLM will request that the challenged team provide proof of eligibility for age verification. TCLM will use the official USASF event roster to verify the date of birth for all-star teams before the event.
- At the time of the challenge, **the coach or owner must present a \$500 check payable to St. Jude Children's Hospital.** If the challenge is deemed valid, the check provided will be voided. If the challenge is invalid, the fees will be donated to the hospital. All age challenges may **ONLY** be made the day(s) of the event. At that time, TCLM will research the possible age violation with USASF and provide an answer to the challenging team within 10 business days.

MUSIC GUIDELINES

All programs attending TCLM must **follow the USA Cheer music guidelines** while attending any event. Please review the Music Copyrights Educational Initiative provided by USA Cheer to be sure you in compliance with the music guidelines. All music licensing documents should be uploaded into the RegChamp registration system before the event. <https://www.usacheer.org/music>

Each program must have at least one representative at the music station during their team's performance. This representative is responsible for starting the team's music and stopping the music in case of technical malfunction or injury. TCLM asks all programs to bring a minimum of TWO (2) copies of their music. TCLM will **ONLY** accept the following music types: iPods, iPhones & MP3 Players. **NO CDS WILL BE PERMITTED.** Please ensure all devices have a headphone jack that allows them to be connected to the sound system, are fully charged, **have the volume at maximum level, are placed in airplane mode, and DO NOT DISTURB MODE.** Once the play button has been pressed on iPods, iPhones & MP3 players, they must be placed on the DJ table. If your IPHONE or other device requires an adapter of any kind, **you must provide the adapter. TCLM is not responsible for any adapters you need to play your music.**

MUSIC GUIDELINES CONTINUED

ROUTINE INTERRUPTION

TCLM sound technicians and/or event staff will not be responsible for any labeling mistakes or poorly recorded music. They will assume no responsibility for the quality of the recording or its compatibility with the sound equipment. However, if your routine is interrupted by our equipment failure, the failure of your music equipment or by TCLM staff you will have the following options:

- Your team must perform their **routine full out** using your player or backup copy of your music. The team must perform the exercise again, **but judging will resume from when the injury/interruption occurred, as determined by the judges**. All point deductions accumulated to that point (if any) will carry over.
- Your team may use the original performance with the interruption.

INJURY INTERRUPTION: ROUTINE STOPPAGE

- The only individuals who may stop a routine for injury are Competition Officials, Gym Owners/Coaches from the team performing, injured individuals, and/or USASF Certified Safety Officials.
- An injured athlete may create a potential safety hazard because of the inability to hold, support, spot or catch. For the safety of all athletes competing, a routine may be interrupted if:
 - An athlete is injured.
 - An athlete is questionably injured and does not resume their role in the routine within 5 seconds of questionable injury.
 - An athlete leaves the competition floor due to an injury.
- If a routine is interrupted due to injury, the competition officials will decide whether that team will be allowed to perform again later.

ATHLETE RETURNING TO COMPETITION

- An injured participant/athlete may not return to the competition floor unless the competition officials receive clearance from all the representatives listed below: Event Medical Personnel attending to that participant.
 - Parent/Guardian (if present).
 - Head Coach/Gym Owner of the competing team.
- In the event of a suspected head injury, the participant cannot return to perform without clearance from a licensed medical professional (MD or DO) who has training related to head injuries.

TEAM PERFORMANCE

If a team can perform again following a routine interruption, the new performance time will be at the sole discretion of the Competition Official. **The team must perform the routine again, but judging will resume from when the injury/interruption occurred, as determined by the judges.** All skills must be performed entirely from the beginning of the routine. All point deductions accumulated to that point (if any) will carry over.

If an injury occurs during warm-ups, TCLM will do their best to work your team back into the schedule, as close as possible to your original performance time within your division. Furthermore, it will be up to the TCLM officials to schedule your team's performance. The performance must be within the section performed, and the awards sessions must be followed.

SPOTTERS

To promote a higher level of safety for competing athletes, TCLM will allow programs to provide spotters at our competitions. We feel the program is more qualified to provide spotters because they are familiar with routine skills and safety concerns. The use of spotters is left to the discretion of the coach or gym owner. Teams may use up to 4 spotters for each performance; however, spotters are not required.

DEFINITION OF SPOTTER

Individuals on the competition floor are provided as a safety precaution to spot some aspects of a routine. Additional spotters:

- Should only be used during the stunt, pyramid, and/or basket toss section. Additional spotters are provided for added safety and should stand at the back of the floor when not spotting those sections.
- Will not touch skills being performed unless to save skills being performed. Additional spotters should only be used to prevent a fall to the competition floor. Any touch or assist to a skill that is not "falling" will be given a significant building fall deduction.
- They should be dressed to be presentable, professional, and distinguishable from the performing athletes.
- Should NOT verbally coach during the routine.
- They should not dress or act in a manner that distracts them from the athletes and their performance.
- Must be at least 18 years old and familiar with spotting the skills being executed by the performing team.