



## 2022–2023 GENERAL POLICIES, PROCEDURES, AND GUIDELINES FOR GYM OWNERS/COACHES



### GENERAL GUIDELINES

- M Events gym owners/coaches must comply with all rules set forth by the USASF, UNITED SCORING PARTNERS and USA CHEER. Violations can result in deduction and/or disqualification.
- Coaches' credentials must always be visible. You will not be allowed to enter the warm-up 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.** M Events will **NOT ACCEPT** screen shots. The green light must be attached to your USASF profile.
- All independent gym coaches/owners that need access to the warm-up areas at any event, **must have completed SAFESPORT training and have a GREEN LIGHT background check that is cleared.** M Events will **NOT ACCEPT** screen shots. 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., that need access to the warm-up area will **ALSO** need to have a cleared **GREEN LIGHT** background check from the USASF. Screen shots will **NOT** be accepted. The only exception will be Jr. Coaches. They will need to be in full uniform to be admitted to the warm-up area. **Junior Coaches will not have access to the coaches' room.**
- M Events has the right to remove any persons from a competition for any reason including, but not limited to unsafe or unsportsmanlike conduct.
- No stunting or tumbling will be allowed on any surface other than the warm-up and performance floor.
- It is M Events' utmost priority to keep athletes and families safe, in the event of a suspicious activity and/or illicit behavior is suspected, please report this to any M Events staff member immediately.
- Teams choosing to exhibit will **NOT** be scored.
- It is the coaches' responsibility to make sure all spectators from their gym keep all objects such as cameras, signs, children, etc. at eye level while in the VIP seating provided by M Events. If the judge's view of the performing surface is compromised, your team may suffer due to visual access not being clear.
- Coaches for TINY TEAMS ONLY will be allowed to sit on the stage during their team 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 M Events.
  - \*Maximum of 3 coaches/assistants per team.

- Props used during any all-star performance will need to be cleared through the USASF /Rec organization rules prior to the event. An email may be sent to Tracey@mevents.com or you may bring your email to the event and show it to the scoring director PRIOR TO YOUR PERFORMANCE.

## M EVENTS PAYMENT POLICY

### EARLY BIRD PRICING

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

If the gym has not been in contact with the registration department and payment have not been received, the gym will be automatically dropped from the competition.

### M EVENTS EDGE PASS

Gyms who choose to take advantage of the M Events EDGE PASS must submit **FULL PAYMENT no later than October 1st, 2022**. Please make note of this. No late payments will be accepted.

## SCORING GUIDELINES & PROCEDURES

### DAY 1

- A coach or gym owner/director will receive an **EMAIL** and/or text through Cheer Replay at a minimum of 30 minutes following their team's performance. This will state if they have 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 that will **BE PRESENT AT THE EVENT**. M Events is not responsible for internet issues in venues. If you have trouble receiving your video, please visit the ScoreSupport booth immediately.
- Score sheets will be **EMAILED** a minimum of 30 minutes after the team performs. **1-DAY EVENT RANKINGS WILL BE EMAILED on Monday after the event.** Overall rankings will also be sent on Monday.

### DAY 2 of 2-DAY EVENTS

- The coach/gym owner/director will receive an email and/or text through Cheer Replay at a minimum of 30 minutes following their team's performance. This will state if they have a safety violation and or a point deduction. A video of the exact clip of the infraction will also be sent. The email/text will be sent to the information on file through RegChamp. M Events is not responsible for internet issues in venues. If you have trouble receiving your video, please visit the Score Support booth immediately.
- Score sheets will be **EMAILED** at a minimum of 30 minutes after the team performs. **Division rankings at 2-DAY events will be emailed on Monday after the event.** Overall rankings will also be sent on Monday.
- **Prep & Novice teams will only compete 1 time at 2-day events.**
- 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 permitted in Score Support.
- You cannot challenge scores or deductions of other teams.
- **THE SCORING SPLIT FOR 2-DAY EVENTS, INCLUDING WORLDS EVENTS WILL BE 40/60.** 40% of the first day score and 60% of the second day score. This includes WORLDS divisions.
- WORLDS Bid Declarations can be found on the M Events web site.



## TIE BREAKER POLICY

1. The team with the least number of deductions will win.
2. If the deductions for both teams remain equal or zero, technique only scores on each score sheet will be added, and the highest technique total score will win
3. If the technique only scores for both teams remain equal, the team with the highest performance score will win.
4. The head judge & scoring director will review both routines and select the winner.

## 2-DAY EVENT TIE BREAKER POLICY

1. The team with the least number of deductions on day 2 will win.
2. If the deductions for day 2 are equal or zero, the team with the least number of deductions on day 1 will win.
3. If deductions for both teams remain equal or zero, the team with the highest total performance score for day 2 will win.
4. If the performance scores remain equal, the team with the highest performance score day 1 will win.
5. If the performance score remains equal, the head judge and scoring director will review both routines and select the winner.

## USASF COACHES APP

Coaches who have submitted a skill video 7-10 days prior to the event through the app and are using it to reference during request review with the scoring officials **MUST** have the video pulled up prior to entering Score Support. This will help to 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 prior to an event, please contact your sales representative **IMMEDIATELY** by **emailing AND calling/texting their cell phone**. Your cancellation will not be in effect until the date we receive your email with the subject "CANCELLATION NOTICE." The following team cancellation policies shall apply:

- If we receive your Cancellation Notice **60 or more days** prior to the first day of the event, you may either transfer the payment to another event during the same competition season or request a full refund in accordance with the Transfer/Refund policy set forth below.
- If we receive your Cancellation Notice **59-30 days** prior to the first day of the event, you must transfer the payment to another event occurring during the same competition season in accordance with the Transfer/Refund policy set forth below.
- If we receive your Cancellation Notice **29 days or less** before the first day of the event, there is **NO REFUND** or ability to transfer funds to another event.
- If your team needs to reduce participant numbers for **ANY** reason within **7 days** of the event, then there is **NO REFUND** of the difference.



## CANCELLATION POLICIES CONTINUED

### 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 in accordance with the Transfer/Refund policy below.
- If the event is not rescheduled during the same competition season, you may either transfer the payment to another M Events event occurring during the same competition season, the next competition season, or request a full refund in accordance with the Transfer/Refund policy set forth below.

**PLEASE NOTE: If the facility/arena/expo/conference center is open, the competition WILL take place unless M Events 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 request your "TRANSFER/REFUND REQUEST" via **email to Reg@mevents.com**. If we do not receive your Transfer/Refund Request within the 30-day period, no transfer or refund will be permitted or given.

Except for situations where the M Events staff deems necessary, absolutely **NO REFUNDS OR TRANSFERS** shall be permitted under any other circumstances, including, but not limited to, a **no-show, dropout or scratch**. Both parties agree that any payment forfeited to or retained by M Events shall constitute liquidated damages to reimburse M Events for the costs and expenses that M Events incurs in such cancellation. **A 3% processing fee on the total payment amount will be deducted from all refunds. Refunds will be processed by April 30, 2023.**

### CROSSOVER POLICIES

M Events will follow the USASF guidelines for athlete crossover.

M Events 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. **M Events will do its best to allow 15 minutes between a crossover athlete's performances, NOT WARM UP TIMES; however, M Events cannot guarantee separations between warm up times, awards ceremonies, or for 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.**



## 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 M events, all teams, regardless of division and classification, MUST follow the published Division and Rule Guidelines for M Events and USASF. All star organizations must submit their official event roster via USASF and upload into the RegChamp Registration system. All participating athletes must be registered members of USASF. (Exception...Rec and School athletes)

## CHALLENGES OF AGE

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

1. Coach's or Owners of a competing team, within the same division, may challenge the age of another team by reporting to Score Support 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, M Events will request that the challenged team provide proof of eligibility for age verification. M Events will use the official USASF event roster for date of birth verification for all-star teams prior to the event.
2. At the time of the challenge, **the coach or owner must present a check in the amount of \$500 made payable to the St. Jude Children's Hospital.** If the challenge is deemed to be valid, the check provided will be voided. If the challenge is invalid, the fees will be donated to the afore mentioned hospital. All age challenges may ONLY be made the day(s) of the event. At that time, M Events will research the possible age violation with USASF and provide an answer to the challenging team within 5 business days.

## MUSIC GUIDELINES

All programs attending M Events are **required to 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 prior to the event.

If deemed necessary, M Events has the right to request a copy of written confirmation and/or proper licensing for music used during a routine. <https://www.usacheer.org/music>



## MUSIC GUIDELINES CONTINUED

**Each program is required to have at least one representative at the music station during their team(s) performance.** This representative is responsible for starting the team's music, as well as stopping the music in case of technical malfunction or injury. M Events asks all programs to bring a minimum of TWO (2) copies of their music. M Events will ONLY be accepting the following types of music: iPods, iPhones & MP3 Players. **NO CD'S WILL BE PERMITTED.** Please make sure all devices have a headphone jack that allows the device to be connected to the sound system, are fully charged, **have the volume at maximum level and are placed in airplane mode as well as 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. M Events is not responsible for any adapters you will need to play your music.**

## ROUTINE INTERRUPTION

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

1. Your team must perform their **routine full out**, by using your own player or your back up copy of your music. The team must perform the routine again in its entirety, **but judging will resume from the point at which the injury/interruption occurred as determined by the judges.** All point deductions accumulated to that point (if any) will carry over.
2. Your team may use the original performance with the interruption.

## INJURY INTERRUPTION

### ROUTINE STOPPAGE

1. The only individuals that may stop a routine for injury are Competition Officials, Gym Owners/Coach from the team performing, Injured Individual, and/or USASF Certified Safety Official.
2. 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:
  - a. An athlete is clearly injured.
3. An athlete is questionably injured and does not resume their role in the routine within 5 seconds of questionable injury.
  - a. An athlete leaves the competition floor due to an injury.
4. If a routine is interrupted due to injury, it will be at the competition officials' discretion whether that team will be allowed to perform again later.

## ATHLETE RETURNING TO COMPETITION

1. An injured participant/athlete may not return to the competition floor unless the competition officials receive clearance from all the representatives listed below:
  - a. Event Medical Personnel attending to that participant.
  - b. Parent/Guardian (if present).
  - c. Head Coach/Gym Owner of competing team.
2. In the event of a suspected head injury, the participant cannot return to perform without clearance from a licensed medical professional (MD or DO) that 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 in its entirety, but judging will resume from the point at which the injury/interruption occurred as determined by the judges.** All skills must be performed full out 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, M Events 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 M Events officials as to when or if to schedule your team's performance.

## SPOTTERS

To promote a higher level of safety for competing athletes, M Events will allow programs to provide spotters at M Events competitions. We feel that the program is more qualified to provide spotters because of their familiarity 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 provided as a safety precaution to spot certain elements 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 major building fall deduction.
- Should be dressed so that they are presentable, professional, and distinguishable from the performing athletes.
- Should NOT verbally coach during the routine.
- Should not dress or act in a manner that distracts 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.

## PARTICIPATION WAIVER

All participants must have a waiver signed by their legal guardian to attend any M Events, if not already covered under the USASF sanctioning body. M Events waivers are sent via email through your program's registration account or by paper individually depending on what the coach prefers. If a blank physical waiver is required for a physical signature, please contact your sales representative on how to do so.

Print Name \_\_\_\_\_ Coach/Gym Owner/Director

Signature \_\_\_\_\_ Date \_\_\_\_\_

Gym Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

### TEAM NAMES

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