

## **ASCENSION EAGLES CODE OF CONDUCT**

Each time "Ascension Eagles", (AEC), is mentioned it is intended to be all inclusive of any Ascension Eagles training facility, athletes, coaches, volunteers, and trustees. These rules and regulations have been set up in the best interest of the entire AEC programme. AEC members & parents must sign an annual contract to show their support and acceptance of this AEC Code of Conduct.

**AEC athletes and parents are held to a high standard of behaviour. Our members adhere to the code of conduct to help ensure they become the best athletes they can be. These guidelines help create a safe, welcoming environment that is at the core of AEC.**

### **GENERAL**

- All completed forms or information needed by AEC must be turned in to the front desk as requested.
- It is the parent/guardian's responsibility to ensure that AEC has the most up to date contact information for their athlete along with any changes to their health or personal details.
- The AEC private Facebook group and emails must be checked regularly for all updates. Notes will also be sent home regularly. There is no excuse for being uninformed when the information has been provided.

### **THE COMMITMENT**

- Each AEC athlete makes a yearlong commitment to her/his team and coaches. Athletes will strive to discipline themselves to use their time wisely, prioritising their academic workload and AEC practices & performances. AEC members recognise that this yearlong commitment will affect their other social & extracurricular activities. As AEC members uphold this commitment, they will also be developing "life skills" for future responsibilities.
- AEC athletes will represent our community everywhere they go. Therefore, it is important they earn the respect of not only the crowds they entertain, but also the people who see them daily.
- AEC has earned the reputation for being of high moral character. It is essential that each athlete works hard to keep it that way.
- AEC does not tolerate the illegal consumption of tobacco, alcohol or drugs. If AEC suspects a member to be under the influence of alcohol/drugs during any AEC event or training, they will be unable to take part and disciplinary action will be taken.

### **CHILD AND ADULTS AT RISK PROTECTION POLICY**

- AEC operates a Child and Adults at Risk Protection Policy (CAARP) with nominated safeguarding leads, Robert Horton and Paula Brown, to ensure the well-being of our athletes (children and young people), this policy can be found on the AEC website ([www.ascensioneagles.com](http://www.ascensioneagles.com)).
- If any member of staff or volunteer becomes concerned that the behaviour of an athlete suggests the athlete may need protection or that the athlete may present a risk of harm to other athletes, they will follow our child protection procedures. This may involve making a referral to the local authority. If child protection procedures are necessary, we will talk this through with the athlete and the athlete's parents/guardians as soon as possible, unless doing so would put the athlete in danger or interfere with a police investigation.
- We see parents and guardians as valuable partners in promoting positive behaviour and will involve them as appropriate. We will always inform and involve the athlete's parents or carers if an athlete receives a formal warning about their behaviour, unless doing so would put the athlete in danger.
- Should you have any questions or wish to know more about our CAARP then please contact our nominated Safeguarding leads, Robert Horton and Paula Brown.



## Ascension Eagles Cheerleaders

### **FAIRNESS & EQUALITY**

- We are committed to ensuring that everyone involved with AEC is treated with dignity and respect.
- Our commitment to diversity and inclusion is key to everything we do, and we believe each individual should be valued for their whole identity.
- AEC aim to create an environment in which everyone can give their best, where there is no bullying or harassment, victimisation, or discrimination.
- AEC will not tolerate discrimination of any description, on any grounds. Incidents of discrimination may result in removal from the programme.
- Our full Fairness and Equality policy can be found on the AEC website ([www.ascensioneagles.com](http://www.ascensioneagles.com)).

### **THE ATTITUDE OF TEAMWORK**

- AEC is committed to providing a caring, friendly, and safe environment for all our staff and athletes so that they can learn and work together in a relaxed and secure atmosphere.
- AEC athletes should always have a positive attitude. You may not agree with every decision, but decisions are made based upon what is best for the programme as a whole.
- Back talking, rolling of the eyes & and other disrespectful gestures towards coaches or adult leaders/volunteers will not be tolerated. After a warning, the athlete will be put on probation until a meeting is set up with the parent/guardian to discuss the problem. The next offence that happens will result in the member being suspended or removed from the team.
- As disputes among individual athletes affect the entire team, it is essential that these are resolved quickly & with respect. The teams will only be as strong as the relationships among its members.
- Teammates are expected to treat one another with mutual respect. They should talk to one another in a manner in which they wish to be spoken to. Athletes do not have to be best friends, but they do have to treat each other with respect. Pettiness, gossiping, fighting, racism, bullying or cliques which attempt to alienate or exclude certain athletes will not be tolerated and where deemed necessary severe cases of this behaviour will result in expulsion from the programme.
- Bullying of any kind is unacceptable in our programme. If bullying does occur, athletes should report any incidents to coaching staff or to the senior team at AEC. You can always report your concerns in confidence.
- Our full Anti-Bullying Policy can be found on the AEC website ([www.ascensioneagles.com](http://www.ascensioneagles.com))

### **ATTENDANCE**

- Each athlete is an important part of the programme and without him/her the team would not be as effective. Cheerleading is a team sport, and the success of our teams depends on each athlete making the full commitment.
- Any athlete with excessive unexcused absences may be asked to leave the programme.
- If an athlete must miss a practice or performance because of a contagious illness or holiday, it is the parent/guardian's responsibility to notify Paula on the front desk before the event (exceptions will be made in an emergency). Please note a message from the athlete to their coach, or to a group chat for the team is not an acceptable notification for an absence. The parent/guardian must contact Paula on 07866612610 to notify us of any absences.
- We ask that the dates of any holidays booked or school trips are communicated to Paula as early as possible.



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- It is the athlete's responsibility to learn any material missed outside of practice time.
- If an athlete is ill & non-contagious, they are expected to attend practice & watch from the side.
- We understand that there are some circumstances that are unavoidable, but remember, cheerleading is a team sport and absences impact the whole team.
- Attendance awards will be given to members with the best attendance records at the end of the season.

### APPEARANCE

- Every effort should be made to wear the set t-shirt and training clothes for each AEC session.
- Athletes should look well-kept and professional at all AEC events.
- Make up is not required but where worn should be done tastefully and not excessively.
- Uniforms should always be clean & neat.
- Jewellery must not be worn to practice or at competition.
- Long hair must be securely tied in a high ponytail away from the face.

### TRAINING SESSIONS

- All practices are mandatory unless otherwise specified. Teams will train together twice weekly. Each athlete must prioritise weekly practices.
- AEC athletes will strive for excellence in all they do. Every team will be expected to progress to achieve their maximum potential. In addition to building skills and technique through practices each week, athletes are expected to maintain and improve their fitness levels and flexibility outside of training.
- Each member is responsible for learning every routine and drill. If a practice is missed where new material is taught, it is the athlete's responsibility to learn it on their own time, not during regular practice.
- A member earns the right to perform/compete through preparedness as a team member. An irresponsible member will not be allowed to jeopardise the performance & safety of others.
- Athletes should not wear jewellery or trinkets that must be held. All athletes are responsible for their own things.
- No mobile phones should be out during practice.
- Athletes should be ready to learn & perfect drills, routines & stunts with a good attitude & encouragement to share.
- Athletes must arrive 10-15 minutes prior to the start of class and are expected to wear AEC branded training wear.
- Athletes should remain within the practice area. If athletes arrive at the gym early, they should not disrupt any other team's training session. Siblings who accompany parents/guardians delivering & picking up athletes must be supervised by an adult.
- Parents/guardians are not permitted in the gym unless asked by a coach. Friends & family members who are interested in watching should attend performances or competition; practices are NOT the place for guests or visitors.
- Parents/guardians must arrive at least 5 minutes before the end of classes for pick up. If parents/guardians are, for any reason at all, going to be late picking up their children, it is their responsibility to call the gym phone to notify the coaches (07866612610).
- Any person that disrupts a practice will be asked to leave the gym immediately.
- No food, drinks, or gum are permitted on the practice floor.
- All rubbish is to be disposed of in the bins provided.
- AEC is not responsible for any personal items lost or stolen.
- All accidents, however small, must be reported to the coach.
- Athletes must not share/post videos of routine choreography.
- Athletes should not use any gym equipment without permission from a coach.



## Ascension Eagles Cheerleaders

### COMPETITIONS

- All athletes will show up to competition on time in the designated attire.
- Full uniform will be worn during competition unless otherwise stated.
- No jewellery will be worn (any violation could result in squad disqualification).
- AEC athletes and parents will be respectful to other teams and their athletes.
- AEC athletes and parents/guardians will not taunt, brag, boast, name call, or otherwise humiliate or discourage other teams.
- AEC athletes and parents/guardians will stay and support all teams within our large Ascension family where possible. What makes us strong is our show of force & unity among all our teams.
- AEC athletes and parents/guardians will especially support teams with few fans to cheer them on. All teams have to start somewhere & AEC will strive to always exemplify the fun & friendship that Cheerleading is all about.
- Athletes old enough to smoke or vape are not permitted to do so in any AEC branded clothing or uniform.
- Other Cheerleading squads may have different (or no) rules about athlete behaviour, smoking, alcohol usage & drugs. Regardless of others' standards, AEC takes pride in being a programme that operates always with class and integrity.

### SPORTSMANSHIP

All athletes **AND** parents/guardians must always:

- Set a positive example for others to follow. At all times, represent AEC with excellence.
- Be respectful and courteous to everyone.
- Refrain from any form of verbal or physical confrontation. This includes but is not limited to all social media (FACEBOOK, YOUTUBE, TWITTER, INSTAGRAM, SNAPCHAT etc.).
- Refrain from celebrating the misfortune or defeat of another person, team, or program.
- Accept team placements and awards with dignity and class.
- Schedule an appointment to speak with a coach or staff member to discuss any issues that may arise.
- Be gracious on receipt of ALL competition results. Due to the subjective nature of competition, there may be times where results do not reflect the performances given by our athletes. While we understand this is disappointing for all involved, any behaviour that we deem inappropriate or that will bring AEC's reputation into disrepute may result in that person no longer being able to attend competitions.

### GUIDELINES FOR PARENTS & AEC SUPPORTERS

We know that cheerleading can be an expensive & time-consuming sport. Commitment is required not just from athletes but also from their families. As we strive to be champions, we ask the following of our family members and supporters:

- We ask AEC parents/guardians to support & reinforce the Director's and Coaches' decisions for their kids.
- AEC coaches are committed to the development of all our athletes and to ensuring they have a great experience as part of the programme. We ask parents/guardians to support us in this by being their athlete/team's biggest cheerleaders, leaving the coaching to us.
- Parents/guardians may not agree with every decision made, but by choosing to be part of the AEC Programme, they are choosing to follow the 'Code of Conduct', rules, and policies of this programme. Any concerns should be discussed directly with the Director.



## Ascension Eagles Cheerleaders

- It takes bases, flyers, spotters, dancers & tumblers to make routines work. Each and every athlete is an important part of the programme; no one person/child/parent/guardian is bigger than the AEC programme.
- We ask that parents/guardians support each and every individual athlete & team member as their own.
- Divisiveness, name calling, disrespecting other parents/guardians, children, the Director, coaches, leaders or volunteers are all things that are unacceptable. Any individual responsible for such actions will be asked not to attend practices/ performances. If such actions persist, the child of the offending parent/guardian will have to leave the programme.
- Parents/guardians are responsible for looking after their child during competitions. AEC coaches are responsible for athletes from when they are taken from the meeting point for warm up until they compete. Parents/guardians resume responsibility for their athlete once they step off the competition mat.
- We ask parents/guardians to act as role models for our athletes at competition especially, when emotions run high.
- Parent/guardian support is crucial; without parents, there are no kids, & thus no programme. Remember, we are all on the same team. Each and every person is trying hard to have fun & grow. Together and only together can Ascension Eagles reach their full potential.

### **JUNIOR LEADERSHIP TEAM (JLT)**

- The AEC Junior Leadership Team is made up of junior athletes who are between the ages 13-18 and who show promise as the future leaders of the programme.
- To serve on the Junior Leadership Team, members must be 13, have a minimum of 1 year experience as an AEC athlete & must be willing to volunteer additional time weekly to developing AEC members & the programme. AEC leadership is about serving others, leading by example, earning respect and encouraging members to reach their full potential, individually & as a team. Leadership members will be expected to have outstanding attendance at all AEC activities, to serve as a role model, and to work closely with the senior management team.
- The Director can remove anyone who ceases to uphold these standards.
- Junior Coaches are appointed by the Director and Robert Horton. Those who are interested in being Junior Leaders are invited to submit a short video explaining (a) why they'd like to be a member of the JLT and (b) what they think they could bring to the programme. Submissions to be a member of the JLT are taken at the beginning of each season in mid-August.
- Athletes who are accepted on to the programme are allocated a role in either the All Star programme, Schools programme or recreational programme depending on suitability, experience and need.
- As part of the programme, members of the JLT commit to attending mentoring sessions and seminars that will contribute to their progression, as well as monthly evaluation sessions held with Rob and their overseeing coach.
- Rob will oversee sessions to ensure JLT members are applying themselves to the role and making expected progress.
- JLT members will gain qualifications when they are 16 in cheer & tumbling, safeguarding and first aid to ensure all in their care are safe, as well as having their DBS check.
- JLT members will be expected to assist in the planning and delivery of sessions by researching material and sharing ideas with their overseeing coach.



## Ascension Eagles Cheerleaders

### PROTECTION OF THE ORGANISATION

- AEC athletes are not allowed to use photographs or videos of themselves in uniform, or of any member of the squad, or the AEC name without written permission from the Director. This includes representation in newspapers, magazines, newsletters, TV, radio, auditions, competitions, websites, chat rooms, internet usage, etc. If there is any doubt, ask.
- Uniforms are to be worn for scheduled purposes only unless cleared by the Director.
- Whenever any member of the Ascension Eagles Cheerleaders is asked to participate in any type of publicity or performance opportunity, s/he can only do so with permission from the Director.
- No parent/guardian or athlete shall talk to anyone from any form of media without permission.
- No one may use any AEC logos or team names for any clothing, novelties or any other use unless authorised by the director.
- Parents/guardians and athletes cannot sell or create their own AEC cheer clothing or merchandise. This includes the use of team names and any likeness to the logo.
- All choreography including, but not limited to, dances, stunts, transitions, tumbling, music selections, etc. should be highly protected and shall not be discussed with others. **No PHOTOS OR VIDEOS of routines/choreography should be uploaded to any online site such as YOUTUBE, Facebook, Twitter, Snapchat, TIK TOK, or Instagram before the end of the season.**

### FINANCIAL OBLIGATIONS

- AEC parents/guardians/members agree to pay the AEC fees as outlined in the financial packet.
- Tuition fees do not fluctuate based on the number or duration of practices in any month.
- Tuition fees contribute towards training costs; tuition payment does not automatically earn the right to perform/compete.
- AEC parents/guardians/members assume full responsibility for all costs incurred as a member of AEC, including but not limited to registration fees, monthly tuition fees, practice clothes or any other items(s), competition and travel expenses or services rendered and the payment in full of those items or services regardless of any circumstances that may arise.
- All payment due dates must be met.
- An athlete's account must be current and in good standing to participate in practices, competitions, or special events.
- AEC reserves the right to cancel all travel arrangements made that are not paid in full by the payment due dates.
- Any monies received from an athlete/parent/guardian will be applied first to any overdue fees/past unpaid bills.
- All fees must be up to date before an athlete may collect any clothing or other retail items.
- If an athlete is injured/sick and unable to train/compete, no refunds will be given for classes/events missed.
- If an athlete chooses to leave or is asked to leave AEC for any reason before the season is over, all funds are completely non-refundable.
- AEC reserves the right to turn over all delinquent accounts to a collections agency and the parent/guardian/athlete will be responsible for all additional costs incurred.



## Ascension Eagles Cheerleaders

### **PANDEMICS & EPIDEMICS**

- AEC is committed to adhering to government guidelines regarding disease outbreaks. We will take extensive steps to ensure the safe running of our classes. AEC is not liable for any cases of disease following attendance at an AEC class or event.
- In case of any cancellation or non-receipt of competitions, practices or any other goods or services due to events or circumstances outside of the control of AEC (including but not limited to pandemics and epidemics), AEC will only reimburse or credit athletes for fees cancelled or refunded by vendors. In any of the above circumstances, AEC is not responsible for payments made to vendors or other providers that are not refunded, whether those payments were made through AEC or directly from AEC member to vendor.

### **OUR APPROACH TO BREACHES OF THE CODE OF CONDUCT**

AEC will always strive to resolve any issues through discussion and positive encouragement. However, there may be instances where athletes will be removed from classes, competitions, performances or from the programme entirely. This could be due to

- Behaviour/Attitude
- Excessive absence
- Finances
- Parent Conflicts
- Acts of bullying or discrimination
- Breaches of the code of conduct/AEC policies

Where it is necessary AEC will take a 3-step approach:

- Step 1 - Athlete will be given a verbal warning and parent informed
  - Step 2 - After a warning, the athlete will be put on probation until a meeting is set up with the parent/guardian to discuss the problem
  - Step 3 - The next offence that happens will result in the member being suspended or removed from the team.
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- AEC retains the right to skip any/all the steps where we feel necessary.
  - Any parent that does not abide by the AEC policies and procedures risks their athlete being dismissed from the programme.
  - AEC is not obliged to return monies paid for/by athletes who are dismissed from the programme.

### **DATA PROTECTION**

- We will process any personal data collected in accordance with our data protection policy.
- Our full Data Protection policy can be found on the AEC website ([www.ascensioneagles.com](http://www.ascensioneagles.com))