



## 2021 Membership Handbook

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Welcome to Balance Cheer and Gymnastics!

First and foremost, I would like to thank you for your interest in Balance Cheer and Gymnastics (BCAG). I am humbly honored to be given the opportunity to not only coach gymnastics and cheerleading but to also be a positive and inspirational role model to our participants. With over 20 years of gymnastics and cheerleading experience combined and over 6 years of coaching experience, I firsthand can relate to the strength, perseverance, and commitment the sport of both gymnastics and cheerleading entails. I hope to provide students with not only physical growth throughout our classes but also personal growth and achieving dreams outside of sporting realm. Please, feel free to contact me directly and/or BCAG with any concerns or questions. Welcome to the BCAG family!

Warmly,

Kanisha R. Harwell, Owner and Founder

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### **Balance Cheer and Gymnastics Mission**

Balance Cheer and Gymnastics (BCAG), LLC seeks to implement the utmost quality gymnastics and cheerleading program to all individuals. BCAG is dedicated to providing students with a professional and inspirational athletic experience. Our mission is to allow participants to actively engage in a safe, limitless, and most importantly, a fun atmosphere while increasing perseverance, strength, self-esteem, and confidence that can surpass all obstacles. We strive to empower and increase “balance” in every participant through our athletic activities and assist individuals in achieving all goals and aspirations beyond our recreational program. We hope that our trained professionals and staff can provide you with more than a fulfilling gymnastics, tumbling and cheerleading experience, but also provide you with a loving and caring support system as well. Warmly, Balance Cheer and Gymnastics (BCAG)

## **BCAG COVID-19 Guidelines**

### **Facility**

- All classes are limited to 9:1 student-instructor ratio.
- All drill stations will be 6 feet or more apart when possible.
- Instructor/coach required to wear face covering at all times.
- Cash payments are not accepted.
- All classes require reservation. No walk ins available.
- 6 feet social distance will be maintained and required for students and instructor (except when instruction requires close interaction with coach).
- All equipment to be cleaned and disinfected before and after each class.
- Hand washing or hand sanitization required before and after any class participation.

### **Members**

- Masks required to enter facility (students are permitted to wear masks during class, masks are not required during class participation).
- Temperature check required prior to any class participation (any student with temperature over 100 degrees will not be allowed to participate).
- Parent/guardian recommended to wait in car during designated class time, if possible.
- Limit one parent/guardian per student/pair for drop off/class spectating (please, no additional family/friends/etc).
- Front door drop off and pick up recommended for all students ages 5 and over in which coach will be available to assist during designated start and end class time (5 min before scheduled class).
- Please do not enter facility more than 5 minutes before scheduled class time.
- Parents/guardians must conduct assessment of child and not enter our facility if student is exhibiting symptoms or have been exposed to COVID-19 (make up classes always available for any missed class).
- Tuition must be paid in full and all waivers must be completed prior to any class participation.
- Please notify instructor on any out of state traveling as quarantine may be required as recommended.

## **BCAG Policies and Procedures**

### Registration

Currently, participants can register and secure class reservations via phone or email only. Reservations must be placed in advanced (no later than two hours from scheduled class start time) to secure class slot. Students can be registered at any time, however, tuition is based on class reservation not class attendance. Registration also requires that a BCAG waiver as well as COVID-19 waiver from are completed along with class tuition payment in full. It is expected that parents familiarize themselves with our website, handbook, and inquire on any questions or concerns prior to class participation. No exceptions.

### Payment Procedures

Currently BCAG accepts credit/debit forms of payment. Please note, there is up to a 4.5% service charge for all electronic payments. Tuition is due on or before the 1st of each month or 1st day of class, whichever comes first. There is a late fee per student applied to any past due tuition. Two consecutive unexcused missed classes will result in removal of class slot and subject to re-enrollment fee. Re-enrollment fee also applicable to one or more non-continuous class sessions. No cash payments accepted currently. Private lesson will be forfeited and non-refundable if cancelled within 24 hours of scheduled appointment. There is a service fee for all non-automatic monthly payments. Three class minimum monthly payment required for active members. We do not offer refunds as all sales are final.

### Make-up Policy

We happily offer make up classes to all actively enrolled individuals and based on availability. We also offer make up classes for inclement weather, power outages, and etc. Parents may also choose to opt for class credit (restrictions may apply).

- Makeups must be scheduled in advanced
- If a scheduled make up class is missed, makeup class is forfeited as this still counts as makeup (some exceptions apply).
- Make up class is forfeited to any membership cancelled without 7 days notice of upcoming session.

## **BCAG Schedule**

Currently, BCAG standard membership includes four monthly classes i.e. one weekly class for full month of enrollment. However, there are some cases in which schedule will be adjusted accordingly to accommodate five week months, holidays, and etc. BCAG also allows for participants to enroll in additional classes (at their functional level) for an additional fee.

- Monthly tuition varies depending on class, frequency, and duration.
- Private lessons, Group Lessons, Birthday Parties, and etc. are also available.
- Please check our website for up to date fees as well as class times and days.
- We are closed on holidays: Thanksgiving, Christmas Eve, Christmas Day, and New Years Day.
- Memorial Day, Fourth of July, Labor Day, and New Years Eve are subject to class schedule.

## **BCAG Guidelines and Expectations**

### **Expectations for Athletes**

- Athletes are expected to have a positive attitude and do their best.
- Athletes are expected to come to practice ready to participate and with proper attire such as leotards, leggings, body suits, shorts, and no socks. Hair is expected to be out of face and free from interference of class participation. No jeans, jewelry, or gum.
- Athletes are expected to always inform instructor when leaving the practice area such as to go to the restroom, water break, and etc.
- Athletes are expected to treat fellow classmates with respect. BCAG has a ZERO tolerance for bullying, inappropriate remarks, gestures, etc.

### **Expectations for Parents**

- Parents are expected to pay tuition and fees on the 1st of each month or 1st day of class, whichever comes first. There will be no class participation until tuition is paid in full.
- Parents are expected to provide round trip transportation for participants to classes in a timely manner and to not enter facility more than 10 minutes early than scheduled class time. There is a \$25 fee per child that is picked up 10 minutes after scheduled class end time
- Parents are expected to be encouraging to participants and are permitted in the athletic area unless a parents behavior becomes a distraction to class.
- Parents are expected to demonstrate positive attitudes and appropriate behavior in all circumstances.
- Parents are expected to contact BCAG staff for any questions and concerns and to notify staff regarding updates such as phone numbers, address, etc.



## **BCAG Safety and Emergency Protocol**

### **Safety**

- All parents must be fully aware of the risk involved in the sport of gymnastics, cheerleading, tumbling, and etc. in which participants can potentially life-threatening situations may arrive due to speed, height, motion, and difficulty.
- BCAG is knowledgeable of the potential danger each participant faces and will make every effort to achieve and maintain a safe environment for our athletes.
- We believe in conditioning, strength, and flexibility to keep our athletes as safe as possible.

### **Emergency Procedure.**

- In the rare event of a medical emergency, there will be an emergency procedure.
- Emergency First Aid will be administered, including requesting of emergency medical technicians and an ambulance if needed.
- If you are at the gym when an injury occurs, please do not come onto floor until the coach/staff members gives you the appropriate signal.
- If you are not at the gym, you will be contacted using the emergency contact information located on your registration cards.
- From that point on, your instructions will be followed.
- In the event where we are unable to make contact with a parent, guardian, etc. then we will make arrangements to contact the medical staff and hospital closest to the facility.

### **Concussion Protocol (emergency situation)**

- 1) If it is suspected that an athlete has a suspected concussion, a Balance Cheer and Gymnastics staff member will immediately pause the current class and remove the athlete from the activity.
- 2) Balance Cheer and Gymnastics staff will not try to judge the severity of the injury in which while the athlete is being monitored or immediately following the suspected concussion, if the athlete loses consciousness, shows signs of neurological deficits, mental status changes, and etc, 911 is to be called immediately.
- 3) Balance Cheer and Gymnastics staff member will inform the athlete's parent/guardian of the suspected concussion and inform of 911 call.
- 4) Balance Cheer and Gymnastics staff member will request the parent/ guardian to bring documentation from the evaluating medical professional with diagnosis and information on the athlete's restrictions after their visit.

5) Balance Cheer and Gymnastics staff member will absolutely not allow the athlete to return to play without documentation from the evaluating medical professional stating that the athlete is cleared to begin participating in the activity.

6) Even with a note, if an athlete still complains of symptoms, Balance Cheer and Gymnastics staff member will hold the athlete out of all activity. Balance Cheer and Gymnastics staff member will speak to the parent/guardian and have the athlete re-visit their health care provider.

7) Balance Cheer and Gymnastics will keep the medical professional documented clearance on file and organized.

### **Concussion Protocol (non-emergency situation)**

1) If it is suspected that an athlete has a concussion, a Balance Cheer and Gymnastics staff member will immediately pause the current class and remove the athlete from the activity.

2) Balance Cheer and Gymnastics staff will not try to judge the severity of the injury in which staff will keep the athlete out of activity involvement on the day of the injury and monitor for symptoms such as altered mental status, dizziness, lethargy, confusion, and etc.

3) Balance Cheer and Gymnastics staff member will inform the athlete's parent/guardian of the suspected concussion. Balance Cheer and Gymnastics staff member will instruct the parent/guardian to have their child evaluated by a medical professional for concussion evaluation and treatment.

4) Balance Cheer and Gymnastics staff member will also ask the parent/ guardian to bring documentation from the evaluating medical professional with diagnosis and information on the athlete's restrictions after their visit

5) Balance Cheer and Gymnastics staff member will absolutely not allow the athlete to return to play without documentation from the evaluating medical professional stating that the athlete is cleared to begin participating in the activity.

6) Even with a note, if an athlete still complains of symptoms, Balance Cheer and Gymnastics staff member will hold the athlete out of all activity. Balance Cheer and Gymnastics staff member will speak to the parent/guardian and have the athlete re-visit their health care provider.

7) Balance Cheer and Gymnastics will keep the medical professional documented clearance on file and organized.

**BALANCE CHEER AND GYMNASTICS, LLC**  
**26210 Emery Road, Suite 307, Warrensville Heights, OH, 44128**  
**Telephone: 216-978-3622 Email: [BCAGCLE@gmail.com](mailto:BCAGCLE@gmail.com) Website: [www.balancecheergym.com](http://www.balancecheergym.com)**

**RELEASE AND WAIVER OF LIABILITY AGREEMENT**

**DISCLAIMER:** BALANCE CHEER AND GYMNASTICS, LLC is not responsible for any injury (or loss of property) to any person while practicing, training, taking classes, competing, participating in open gym, special events, birthday parties, fitness/aerobics classes, demonstrations or shows, or in any other way involved in gymnastics, cheerleading, or teams at BALANCE CHEER AND GYMNASTICS, LLC for any reason whatsoever, including ordinary negligence on the part of BALANCE CHEER AND GYMNASTICS, LLC its members, managers, agents, independent contractors, or employees.

**CONSENT:** I consent to my or my minor's participation in the activity and acknowledge that I fully understand my or my minor's participation may involve risk of serious injury, illness, or death, including losses which may result not only from my or my minor's own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the activity is being conducted, and/or the rules of play of this type of activity. I understand that if I have any risk concerns, I shall discuss them completely with the staff before I sign this agreement and before my or my minor's participation in the activity begins.

I am aware that gymnastics and cheerleading are both high intensity and vigorous sports involving movement, rotation, and height that may pose a risk for serious injury. Knowing and understanding the risks involved with participation in the activity, I hereby voluntarily and willingly assume full and complete responsibility for all losses and damages, including injury, illness, paralysis, and death, resulting from my or my minor's participation in the activity, including transportation to and from the activity. I agree I am financially responsible for any losses and damages resulting from my or my minor's participation in the activity.

**WAIVER:** In consideration for my or my minor's participation in the activity, I hereby waive all claims or causes of action, including ordinary negligence, against BALANCE CHEER AND GYMNASTICS, LLC its managers and members, and any of their employees, teachers, coaches, independent contractors, or agents, arising out of my or my minor's participation in the activity wherever, whenever or however the same may occur.

**CONSENT TO PHOTOGRAPH AND MEDIA RELEASE:**

I understand that my or my minor's photograph or video may be taken during the course of class instruction, during a special event at BALANCE CHEER AND GYMNASTICS, LLC or at a function sanctioned by BALANCE CHEER AND GYMNASTICS, LLC. I hereby grant permission to BALANCE CHEER AND GYMNASTICS, LLC to use my or my minor's photograph or likeness in any publicity or promotional publications (e.g., social media, web site, newspaper ads, bulletin boards, newsletters, programs, brochures, public broadcasting releases, etc.) and to allow the news media to film and/or photograph programs and activities for broadcast purposes.

I affirm that I am of legal age and am freely signing this release and waiver of liability agreement. This agreement shall be on going and shall apply during all the years my or my minor's participation in activities under the direction or control of BALANCE CHEER AND GYMNASTICS, LLC. I have read this form and fully understand that by signing this form, I am giving up legal rights and or remedies which may be available to me for the ordinary negligence of BALANCE CHEER AND GYMNASTICS, LLC or any person listed above.

I have carefully read and understand completely this "Release and Waiver of Liability" and "Consent to Photograph and Media Release" form and I voluntarily attach my name in agreement **(please check box to the left)**

A release and waiver of liability form must be completely filled out and signed before any student is able to participate in BALANCE CHEER AND GYMNASTICS, LLC activities.

**Please print legible**

Participant Name (first and last): \_\_\_\_\_

Participant date of birth (month/day/year): \_\_\_\_\_

Please report and describe any medical and/or behavioral conditions: \_\_\_\_\_

Parent/Guardian Name (first and last): \_\_\_\_\_

Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date: \_\_\_\_\_

**(if participant is under 18 years of age)**

Participant signature \_\_\_\_\_ Date: \_\_\_\_\_

**(if participant is over 18 years of age)**



## **Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Balance Cheer and Gymnastics (BCAG) has put in place preventative measures to reduce the spread of COVID-19; however, Balance Cheer and Gymnastics (BCAG) cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending Balance Cheer and Gymnastics (BCAG) could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Balance Cheer and Gymnastics (BCAG) and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Balance Cheer and Gymnastics (BCAG) may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Balance Cheer and Gymnastics (BCAG) employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at Balance Cheer and Gymnastics (BCAG) or participation in Balance Cheer and Gymnastics (BCAG) programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless Balance Cheer and Gymnastics (BCAG), its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Balance Cheer and Gymnastics (BCAG), its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Balance Cheer and Gymnastics (BCAG) programming.

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Signature of Parent/Guardian

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Date

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Print Name of Signature of Parent/Guardian

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Name of BCAG Participant(s)

Balance Cheer and Gymnastics handbook and website are subject to change.