

INFORMATION PACKAGE



ASIA CHEERLEADING INVITATIONAL CHAMPIONSHPS 2019



ASIA
CHEERLEADING
Invitational Championships
2019

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[@AseActiveSports](https://www.instagram.com/AseActiveSports) [#ACIC2019](https://twitter.com/ACIC2019)

1st December, 2018

Dear Cheerleaders, Coaches, Team Managers and Officials,

Invitation to participate in the Asia Cheerleading Invitational Championships 2019

The organizing committee of Active Sports Enterprise (ASE) would like to extend an official invitation to participate in the Asia Cheerleading Invitational Championships (ACIC) 2019.

ACIC is organized by ASE and is supported by Cheerleading Association (Singapore), (CAS), a member of the International Cheer Union (ICU) and Asian Cheer Union. The event will be held in conjunction with the CAS National Cheerleading Championships on Saturday and Sunday, 6th and 7th April 2019 at Our Tampines Hub, Community Auditorium, Singapore.

ICU score sheets will apply for all divisions. Divisions will require a minimum of two teams to be considered a competitive division. Teams in divisions with less than two teams will be categorised as non-competitive and will be judged according to international standards by a stellar international panel of certified judges.

To promote the sport and encourage the athletes, we have an Achievement Award (in addition to the top three medal placement) where teams are conferred Gold, Silver, Bronze or Merit award based on their scores attained by their performance. Exhibition teams will also be included into the scheme. This is to ensure that every athlete at our event goes home as a winner! We also have our Masters divisions which honour and cater to our athletes aged 30 and above. Eligible teams can also crossover from scholastic to open divisions with one performance, giving them an additional chance at placing in another division.

The travel package, which includes accommodation and transportation, is available for your team and can be found in the Travel Package.

Please read through the Information Package and Rule Book for information pertaining to your participation in the competition. For enquiries, please feel free to contact us at events@aseactivesports.com. For latest updates, please visit our website www.aseactivesports.com and Facebook page www.facebook.com/aseactivesports

Thank you and we look forward to welcoming you at our event.

Yours Sincerely,

ACTIVE SPORTS ENTERPRISE



Michelle Tang
Events Director



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COMPETITION INFORMATION

Event Title : Asia Cheerleading Invitational Championships 2019

Date : 6th and 7th April, 2019
Saturday and Sunday

Venue : Our Tampines Hub, Community Auditorium
1 Tampines Walk, #03-A3, Singapore 528523

Asia Cheerleading Invitational Championships “ACIC” is organized by Active Sport Enterprise “organizer” and is supported by Cheerleading Association (Singapore) “CAS”, a member of the International Cheer Union “ICU” and Asian Cheer Union “ACU”.

ACIC is held in conjunction with the Cheerleading Association (Singapore) National Cheerleading Championships (CASNCC).

ACIC is opened to all schools and clubs. Teams are encouraged to seek endorsement from their National Governing Body “NGB” to participate in the ACIC.

Teams representing Singapore in the ACIC must be a registered participating team in the CASNCC.

Exception: Teams competing in ACIC divisions not offered in the CASNCC are not required to participate in CASNCC.

The organizer shall have the right to alter the time and location of the competition in the event changes become necessary due to inclement weather, facility problems, television production requirements, or any other situation deemed by the organizer to be essential to the successful execution of the championship.

COMPETITION SCHEDULE

This is a preliminary schedule and is subject to changes.

Thursday, 4th April 2019

Arrival of teams

Friday, 5th April 2019

Practice

Saturday, 6th April 2019

Competition Day 1

All Performance Cheer Divisions

All Beginner, Novice, Intermediate, and Median Cheer Divisions

Sunday, 7th April 2019

Competition Day 2

All Advanced, Elite and Premier Cheer Divisions

LIVE FEED AND SOCIAL MEDIA

The competition will be available on live feed on the official event Facebook page and Meipai app **@ASEActiveSports**

We'd love to follow your journey to ACIC! Be sure to tag and follow us on social media **@ASEActiveSports** and/or use the hashtag **#ACIC2019**.

COMPETITION INFORMATION

ENTITLEMENTS, PRIZES AND AWARDS

All Registered Participants and Coaches

- Gift Pack
- Professional photos
- Admission to competition venue

Non-Medallist Teams, Participants and Coaches

- Individual Achievement Award Pin
- Individual Certificate of Achievement

Top 3 Placing Teams, Participants and Coaches

- Team Trophy
- Individual Medallion
- Individual Achievement Award Pin
- Individual Certificate of Achievement
- Individual Champion Pin for first placing teams

Non-Competitive and Exhibition Teams, Participants and Coaches*

- Individual Medallion (corresponding to Achievement Award)
- Individual Achievement Award Pin
- Individual Certificate of Achievement

*Non-competitive and exhibition teams will receive scores and/or feedback from the judging panel.

Exception: Teams in Cheer Exhibition Open and Performance Cheer Exhibition Open divisions which are not division formats / categories offered in the competition. These divisions are not eligible for individual medallions and achievement award pins. Participants and coaches participating in these divisions will receive team and individual Certificate of Participation (digital format).

AWARD AND CHAMPION PINS

The individual Achievement Award pin is given to all athletes and coaches to encourage and reward their effort and ensure that every athlete who participates in the event goes home a winner! This is based on an additional award system ASE pioneered to introduce the concept to teams to challenge to compete against themselves and achieve their personal best. Under the Achievement Award system, teams are conferred Gold, Silver, Bronze or Merit award based on their final score. For more information, please refer to ***Achievement Award System***.

Champion pins is awarded to each first placing athletes and coaches in each competitive division.

The pins are not given out during the award ceremony due to time constraints. It will be ready for collection after the Award Ceremony at the Administration Counter together with the score and ranking sheets.

CERTIFICATES

All Certificates of Achievement (CoA) will be given in digital format and will be downloadable from the event website within two [2] months after the event. This is part of our green effort. With a digital version, you are free to print the certificate as and when you need it. The CoA comes with a unique serial number for authenticity.

DIVISIONS

CHEER DIVISIONS

Division Type	Division	Age / Grade of Athletes	Levels	Gender	Team Size	Routine Time
Double Partner Stunt	Open	14 years & older	L5	C	2 groups x 2 athletes, maximum 2 alternates, 1 to 2 coaches	1:00 min
	Open	15 years & older	L6	C		
	Masters	30 years & older	L5, L6	C		
Double Group Stunt	Junior	7 to 14 years old	L2	X	2 groups of 3 to 5 athletes, maximum 2 alternates, 1 to 2 coaches	1:00 min
	Senior	10 to 18 years old	L2, L3	G, C		
	Open	12 years & older	L4	G, B, C		
	Open	14 years & older	L5	G, B, C		
	Open	15 years & older	L6	G, B, C		
	Masters	30 years & older	L5, L6	G, B, C		
Team	Primary	Grade 1 to 6	L1, L2	X	12 to 24 athletes, maximum 4 alternates, 1 to 3 coaches	2:30min Music + minimum 0:30min Cheer
	Secondary	Grade 7 to 12	L2, L3, L4	G, C		
	University	17 to 25 years old	L4, L5, L6	G, C		
	Tiny	3 to 6 years old	L0	X		
	Mini	3 to 8 years old	L0	X		
	Mini	5 to 8 years old	L1	X		
	Junior	7 to 14 years old	L0, L1, L2	X		
	Senior	10 to 18 years old	L2, L3	G, C		
	Open	12 years & older	L4	G, B, C		
	Open	14 years & older	L5	G, B, C		
	Open	15 years & older	L6	G, B, C		
	Masters	30 years & older	L5, L6	G, B, C		
Cheer	Exhibition	Unlimited	All Levels	X	Unlimited athletes 1 to 2 coaches	2:30min Music + minimum 0:30min Cheer
	Exhibition	Unlimited	Open*	X	Unlimited athletes 1 to 2 coaches	5:00min

*Cheer Exhibition Open Division

This division is offered to teams whose cheer performances format does not fit into the team division requirements. Teams participating in this division is not eligible for scores and/or feedback from judging panel and therefore will not receive individual medallion or achievement pins.

Teams will receive team and individual Certificate of Participation (digital format) and given opportunity to use the venue, facility, floors, production/AV, audience engagement, and programming time for the purpose of real-life experience in the competitive arena.

Levels Abbreviation

L0: Beginner, L1: Novice, L2: Intermediate, L3: Median, L4: Advanced, L5: Elite, L6: Premier

Gender Abbreviation

X: Combined, G: All Girl, B: All Boy, C: Coed

DIVISIONS

PERFORMANCE CHEER DIVISIONS

Division Type	Division	Age / Grade of Athletes	Categories	Gender	Team Size	Routine Time
Doubles	Open	14 years & older	P, J, H	Combined	2 athletes, maximum 1 alternate, 1 to 2 coaches	1:30 min
	University	17 to 25 years old				
Group	Primary	Grade 1 to 6	P, J, H	Combined	4 to 8 athletes, maximum 2 alternate, 1 to 2 coaches	1:30 min
	Secondary	Grade 7 to 12				
	University	17 to 25 years old				
	Tiny	3 to 6 years old				
	Mini	3 to 8 years old				
	Junior	7 to 14 years old				
	Senior	12 to 18 years old				
	Open	14 years & older				
Team	Masters	30 years & older	P, J, H	Combined	12 to 16 athletes, maximum 3 alternates, 1 to 2 coaches	2:30min
	Primary	Grade 1 to 6				
	Secondary	Grade 7 to 12				
	University	17 to 25 years old				
	Tiny	3 to 6 years old				
	Mini	3 to 8 years old				
	Junior	7 to 14 years old				
	Senior	12 to 18 years old				
	Open	14 years & older				
Performance Cheer	Exhibition	Unlimited	P, J, H	Combined	Unlimited athletes 1 to 2 coaches	2:30min
	Exhibition	Unlimited	Open*	Combined	Unlimited athletes 1 to 2 coaches	5:00min

*Performance Cheer Exhibition Open Divisions

This division is offered to teams whose performance cheer category/genre is not one of the three categories offered. *E.g. folk dance, contemporary, drill, etc.* Teams participating in this division is not eligible for scores and/or feedback from judging panel and therefore will not receive individual medallion or achievement pins.

Teams will receive team and individual Certificate of Participation (digital format) and given opportunity to use the venue, facility, floors, production/AV, audience engagement, and programming time for the purpose of real-life experience in the competitive arena.

Categories Abbreviation

P: Freestyle Pom, J: Jazz, H: Hip Hop

DIVISIONS

DIVISION MINIMUM TEAMS REQUIREMENT

To maintain a competitive atmosphere, the organizer may combine, split or close a division at any time leading up to the event. A minimum of two [2] teams is required to open a division.

For teams participating in division with less than two [2] teams, the division will be classified as non-competitive. The team will have 3 options:

1. Remain in the non-competitive division. The team will receive the entitlements of a non-competitive team and receive medals corresponding to their award (e.g. gold, silver, bronze or merit medal) during the award ceremony;
2. Complimentary change of division to an eligible competitive division; OR
3. Withdraw from competition, an administrative fee of SGD10.00 per participant (for first division participants) or SGD5.00 (for additional division participants) will be charged.

Teams who fall into non-competitive division will be informed within five [5] working days after the On-Time Registration closes.

To encourage participation, new divisions will be added if there is a minimum of two [2] teams requesting for the new division. Request for new divisions are to be made via official email.

CROSSOVERS

1. Crossovers are allowed between divisions. Each athlete may not represent more than one team within the same division.
Clarification: An athlete may represent a team across different divisions (e.g. representing team X in Team Cheer Coed Premier and Team Cheer Coed Elite) but may not represent more than one team in the same division (e.g. representing team X & Y in Team Cheer Coed Premier).
2. Crossovers are not allowed between and within Double Group Stunt and Double Partner Stunt divisions. Each athlete may only compete in one Double Group Stunt or one Double Partner Stunt division.
Example: An athlete competing in Double Group Stunt All Girl Elite is not allowed to compete in other Double Group Stunt Divisions such as Double Group Stunt All Girl Premier, and Double Partner Stunt Divisions such as Double Partner Stunt Coed Elite, etc.
3. Crossovers are not allowed between Group and Team Performance Cheer divisions.
Example: An athlete may represent Team X in Group Freestyle Pom, Group Jazz and Group Hip Hop but may not represent Team X or another Team in Team Freestyle Pom, Team Jazz or Team Hip Hop division.
4. Teams may not use the same routine to crossover to another division (except for crossovers between scholastic/collegiate and open divisions).
Example: A team competing in Senior Level 4 may not crossover to compete in Open Elite with the same routine but is allowed to compete in Secondary Level 4.
5. Teams in scholastic/collegiate divisions are allowed to crossover to compete in open divisions of a similar level or category with the same routine as long as the athletes meet the age requirements of the open division. For such crossovers, teams will only have to perform their routine once.

DIVISIONS

CROSSEOVERS

6. Due to scheduling limitations, we advise a maximum of 3 crossovers between all Performance Cheer divisions (not including crossovers between scholastic/collegiate and open divisions – athlete performs a maximum total of 3 routines)
7. Crossovers are at the athlete's risk. Please note that crossover athletes may miss scheduled warm-up and while we make every effort to provide time for uniform changes and/or rest between crossover routines, we cannot guarantee more than ten [10] minutes interval between competition time. The rehearsal and championship schedule will not be changed or delayed to accommodate the crossovers.

DIVISION REQUIREMENTS

DOUBLE PARTNER AND GROUP STUNT DIVISIONS

These divisions consist of stunt-only routines performed to music. Two groups of partner/group stunt groups will perform the exact same routine at the same time. Synchronization will be awarded under difficulty in the score sheet.

ROUTINE LIMITATIONS

1. Pyramids and props are NOT allowed.
2. For Group Stunt Divisions, no more than one [1] group of partner stunt at one time is allowed throughout the routine.
3. For Group Stunt Divisions, change of top person is NOT allowed.
Exception: An additional top person for double cupie is allowed.

TEAM CHEER DIVISIONS

CHEER PORTION OF TEAM CHEER ROUTINE

Based on importance of separation of cheerleading from other sports; making it a unique sport globally, a cheer will be included in the beginning or middle of routine. Use of native language is encouraged and using a more national or team pride style cheer is encouraged.

The Cheer portion of the routine is based on the ability to lead the crowd for the team's nation, use of signs, poms, flags, megaphones and practical use of stunt / pyramids to lead the crowd. The cheer portion must be performed without music. No voice-overs or words may be recorded to make the team vocal projection louder.

TUMBLING PORTION OF TEAM CHEER ROUTINE

A minimum of two [2] athletes tumbling in synchronization is required for a score in the tumbling section of the score sheet. No scores will be awarded under the tumbling section on the score sheet for individual tumbling.

DIVISIONS

DIVISION REQUIREMENTS

PERFORMANCE CHEER CATEGORIES

FREESTYLE POM

Poms are required to be used throughout the routine. Important characteristics of a pom routine include synchronization and visual effects, along with proper pom placement and technique. Motions should be very sharp, clean and precise. Your team should be synchronized and appear as “one.” A routine that is visually effective is extremely important, including level changes, group work, formation changes, etc. Keep in mind that a pom routine carries a more traditional cheerleading theme, while incorporating the concepts of Jazz and Hip Hop. See Score Sheet for more information.

HIP HOP

Incorporates street style influenced movements and rhythms with an emphasis on execution, style, creativity, body isolations and control, rhythm, uniformity and musical interpretation. The uniformity of all movement throughout the performance should complement the beats and rhythm of the music. There is also an additional focus on athletic incorporations such as jumps, freezes, floor work and other skills. Distinctive clothing and accessories reflecting the Hip Hop Culture must be worn. See Score Sheet for more information.

JAZZ

Incorporates and exhibits traditional and stylized movements and combinations with strength, attack and presence, formation changes, group work and technical elements. An emphasis is placed on proper technical execution, extension, control, body placement, style, musical interpretation, continuity of movement and team uniformity. The overall impression of the routine should be up-tempo, lively, energetic and motivating – while allowing for texture of movement to utilize musicality. See Score Sheet for more information.

TIME OF ROUTINE

Division	Time of Routine
Double Partner Stunt	Music Portion: Maximum 1:00 min
Double Group Stunt	
Doubles Performance Cheer	Music Portion: Maximum 1:30 min
Group Performance Cheer	
Team Cheer	Cheer Portion: Minimum 00:30 min, can be placed in the beginning or middle of routine. Music Portion: Maximum 2:30 min Maximum time between Cheer and Music Portion: 00:20min
Team Performance Cheer	Music Portion: Maximum 2:30 min
Cheer Exhibition Open	Music Portion: Maximum 5:00 min
Performance Cheer Exhibition Open	

DIVISIONS

TIME OF ROUTINE

1. Each team in Double Partner and Group Stunt divisions will have a maximum of one minute [1:00] for the routine.
2. Each team in Group Performance Cheer divisions will have a maximum of one minute and thirty seconds [1:30] for the routine.
3. Each team in Team Cheer divisions will have a maximum of two minutes and thirty seconds [2:30] for music and a minimum of thirty [30] seconds for cheer which must be performed in the beginning or middle of the routine. There is a time limit of maximum time interval of twenty [20] seconds between the cheer and music portion. A penalty of one [1] point per judge will be assessed for cheer portion time shortfall and exceeding the interval time limit between cheer and music portion.
4. Each team in Team Performance Cheer divisions will have a maximum of two minutes and thirty seconds [2:30].
5. There is a maximum time limit of five [5] minutes for Team Performance Cheer and Cheer Exhibition Open divisions. There is no penalty for exceeding time limit for these divisions.
6. Timing will begin with the first choreographed movement or note of the music and end with the last choreographed movement or note of music whichever comes last.
7. If a team exceeds the time routine limit, a penalty will be assessed for each violation. One [1] point deduction for five to ten [5 – 10] seconds and three [3] point deduction for eleven [11] seconds and over per judge.
8. Because penalties are severe, it is recommended that all teams time their performance several times prior to competition and leave a several second cushion to allow for variations in sound equipment.

COMPETITION AREA

1. **CHEER:** The performance floor will be approximately 42 feet x 54 feet / 9 strips (12.8 metres x 16.5 metres). The surface will be traditional carpeted foam mat.
2. **PERFORMANCE CHEER:** The performance floor will be approximately 42 x 42 feet (12.8 x 12.8 meters). The surface will be professional grade material (e.g. Marley floor or a wooden parquet floor)
3. Teams may line up anywhere inside the competition area.
4. There is no penalty for stepping outside the area, however all skills must originate from the performance surface. Skills which do not originate from the performance surface will be assessed a one [1] point penalty per judge.

ELIGIBILITY POLICIES

ELIGIBILITY POLICY ENFORCEMENT

1. In fairness to all, ASE strictly enforces its eligibility policy and requirements for each division.
2. The organizer reserves the right to assess a penalty, disqualify, reclaim any and/or all awards and remove television appearance (if applicable) for any team found to be in violation of the eligibility policy, whether before, during or after the event.

ELIGIBILITY CHALLENGES

If a team wishes to challenge the eligibility of another team on the day of an event, the following protocol shall apply:

1. The claim must be made directly to the ASE Event Director.
2. The team asking for the review will pay a SGD100.00 cash only deposit for the review to take place. It is the responsibility of the source of the accusation to properly document any illegal participation to an event official.
3. The team in question will be approached by the event director and must show legal or official proof for the athlete(s) in question.
4. If the team in question is deemed to be in compliance with eligibility requirements: the full SGD100.00 deposit will be given to ASE chosen charity.
5. If the team in question is deemed to have illegal members on the roster: the team making the claim will receive their SGD100.00 deposit back in full and the event producer will disqualify to the offending team for that event. Additionally, any prizes awarded to said team will be forfeited.
6. If the eligibility cannot be proven or disproven within 90 minutes or before the related awards ceremony: the full deposit is returned to the claimant and further research will continue after the event. Results may be altered post event, based on findings. Every effort will be made to research in a timely manner, but ASE will not delay an awards ceremony amidst a claim that is not yet fully evaluated fairly for both sides. Awards are announced on the presumption that all teams are eligible, until proven otherwise.
7. Eligibility challenge requests are limited to ONE [1] challenge per programme per competition and must address a specific team. ASE will not review multiple teams within a programme or “general claims”. Specific concerns must be cited for reviews to be granted.
8. Decisions regarding eligibility challenges are to be evaluated on a case-by-case basis and are at the sole discretion of the ASE Event Director. All decisions are final.

SINGAPORE TEAMS

Teams representing Singapore in the ACIC must be a registered participating team in the CASNCC to be eligible to take part in ACIC.

Exception: Teams competing in ACIC divisions not offered in the CASNCC are not required to participate in CASNCC.

ELIGIBILITY POLICIES

AGE AND GRADE OF ATHLETES

The age requirement is applicable to the age the participant will turn on 31st December of the year of the competition. The grade requirement is applicable to the grade the bona-fide student athlete is currently enrolled in the school on the day of the competition. Please refer to Scholastic and Collegiate Divisions for more information.

It is the responsibility of the coach and programme director to ensure the age and grade eligibility for all athletes (including alternates). Specifically, gym/studio owners, programme directors, officers/teachers in-charge and coaches must verify ages within their own programme. Once verified, it is further the responsibility of the above-named parties to ensure the data is entered into a registered roster accurately. Typos, error on the part of delegated administrator, or parent dishonesty are not a valid excuse for inaccurate age data.

TEAM SIZE

CHEER

1. DOUBLE PARTNER STUNT divisions:
Two [2] groups of two [2] athletes each, total four [4] athletes, maximum two [2] alternates, one [1] to two [2] coaches.
2. DOUBLE GROUP STUNT divisions:
Two [2] groups of three [3] to five [5] athletes each, total six [6] to ten [10] athletes, maximum two [2] alternates, one [1] to two [2] coaches.
3. TEAM divisions:
Twelve [12] to twenty-four [24] athletes, maximum four [4] athletes, one [1] to three [3] coaches
4. CHEER EXHIBITION OPEN division:
Unlimited number of athletes, one [1] to two [2] coaches.

PERFORMANCE CHEER

1. DOUBLES division:
Two [2] athletes, maximum one [1] alternate, one [1] to two [2] coaches.
2. GROUP division:
Four [4] to eight [8] athletes, maximum [2] alternates, one [1] to two [2] coaches.
3. TEAM: Twelve [12] to sixteen [16] athletes, maximum three [3] alternates, one [1] to two [2] coaches.

ALTERNATES

1. It is optional to include alternates on the team roster.
2. Alternates are considered registered members of the team and may substitute an athlete on the team. Alternates enjoy the same entitlements as a registered athlete and is required to pay the competition fee as a registered athlete.
3. By registering alternate(s), coaches can substitute athletes on the team roster without administrative hassle - no need to make changes to roster (e.g. reassign marking of alternates) or inform event staff.

ELIGIBILITY POLICIES

TEAM COMPOSITION

1. COMBINED divisions: Teams can be Coed, All Girl or All Boy. All teams will compete within the same division.
2. ALL GIRL divisions: All members in the team must be female.
3. ALL BOY divisions: All members in the team must be male.
4. COED divisions: At least one [1] male and one [1] female athlete must be participating on the team.
5. PERFORMANCE CHEER divisions: Males and females are permitted to participate on the same team.
6. DOUBLE PARTNER STUNT COED divisions: The two [2] partner stunt groups must EACH consist of one [1] male and [1] female athlete.
7. DOUBLE GROUP STUNT divisions: The two [2] group stunt groups must EACH consist of:
 - a. All female athletes if participating in All Girl division;
 - b. All male athletes if participating in All Boy division;
 - c. At least one [1] male and [1] female athlete if participating in Coed division.

REGISTERED COACH(ES)

Each registered team is to have at least ONE registered coach on the team roster to be eligible for competition.

PARTICIPATION AND SUBSTITUTION

1. Only registered participants are permitted to participate in the competition.
2. The competitors who begin a routine must remain the same throughout the course of a routine. A performer is not permitted to be “replaced” by another performer during a routine.
3. Substitutions may be made in the event of any injury or other serious circumstance. Substitutes must be registered as one of the team members and abide by the age restrictions and eligibility requirements in all divisions. Unregistered substitutes are not allowed to participate in the competition. Fielding non-registered substitutes will result in an automatic disqualification.

SCHOLASTIC AND COLLEGIATE DIVISIONS

1. Participants of scholastics divisions are limited to bona-fide students of the following educational institutions:
2. As a guideline, for Primary and Secondary student athletes, they should be aged seven to twelve [7 – 12] for Primary division and aged thirteen to eighteen [13 – 18] for Secondary division. Student athletes not falling within the age range may be required to submit verification of their grade level to be eligible for the aforementioned divisions. Grade level can be adjusted in the registration system.
3. **PRIMARY:** For student athletes who are currently enrolled in a Primary school or an equivalent institution (e.g. Primary School, Elementary school, etc), and are in grade one to six [1 – 6].
4. **SECONDARY:** For student athletes who are currently enrolled in a Secondary school or an equivalent institution (e.g. High school, Secondary School, Middle School, Lower Secondary School, Upper Secondary school, Junior Colleges, etc), and are in grade seven to twelve [7 – 12].

ELIGIBILITY POLICIES

SCHOLASTIC AND COLLEGIATE DIVISIONS

5. A bona-fide student is one who has not graduated and is eligible to participate with and/or compete for a designated school.
Exception: Athletes participating in University divisions must be student athletes who have not been out of university or an equivalent institution for more than a year, and are aged between seventeen [17] and twenty-five [25].
Clarification: By graduation, it is with reference to the official graduation date given by the school and does not apply to date of graduation ceremony or receiving graduation certificate which may or may not happen after the official date of graduation.
6. The collegiate divisions – **UNIVERSITY**, is for student athletes who have not been out of university or an equivalent institution for more than a year, and are aged between seventeen [17] and twenty-five [25]. The requirements are in accordance to the International University Sports Federation (FISU).

PARTICIPANT AGREEMENT FORM (PAF)

Each participant is to submit the individual PAF online via the registration system by the dateline to complete the registration. Participants who did not submit the PAF form will NOT be eligible to compete in the competition.

Participant aged below eighteen [18] years of age require a parent/guardian to complete the PAF form. A copy of the PAF form is available on the Online Registration System (ORS). To access it, login and click on “COMPETITIONS”, select the event, click on “Docs, Reports & Results”. Under “Documents Related to this Event”, a link to the Participant Agreement Form is available.

For more information on submission, please refer to ***Participant Agreement Form (PAF) Submission***.

REGISTRATION POLICIES

COMPETITION FEE

TEAM & PARTICIPANT Registration		PARTICIPANT Registration (to Registered Teams) Only	
EARLY BIRD 1 Dec – 31 Dec 2018	ON-TIME 1 Jan – 28 Feb 2019	LATE 1 Mar – 15 Mar 2019	LAST MINUTE 16 Mar 2019 onwards
FIRST DIVISION <i>per participant</i> SGD 30.00	FIRST DIVISION <i>per participant</i> SGD 40.00	FIRST DIVISION <i>per participant</i> SGD 60.00	FIRST DIVISION <i>per participant</i> SGD 80.00
ADDITIONAL DIVISION <i>per participant</i> SGD 15.00	ADDITIONAL DIVISION <i>per participant</i> SGD 20.00	ADDITIONAL DIVISION <i>per participant</i> SGD 30.00	ADDITIONAL DIVISION <i>per participant</i> SGD 40.00

The deadline of each registration phase will be strictly adhered to and is based on the date and time (GMT +8) the following is received:

1. Registration submission;
2. Payment made; AND
3. Payment information sent to official email.

The earlier discounted registration phase competition fees will not apply if one of the submission/payment is missing, and will be changed to the later registration phase fees based on the date all three [3] submission/payment is made. *Exception: Payment via Gebiz / Vendors@GOV / GIRO (for local schools only). Payment information must be sent by Registration Phase Deadline.*

Organizations are advised to submit the registration, make the payment and submit payment information in good time before the deadline.

There may be additional processing fees charged by banks / online payment system, depending on the payment method used. Please refer to **Payment Policy** for more information.

Please refer to the **Payment Information** for details on how to submit the make payment and submit payment information.

Registration of teams is not allowed after on-time registration phase. Registration of additional Participants and Staff (coach) to existing registered team(s) is allowed at any point up to the competition and the competition fee is applied according to the registration phase.

Each registered team is to have at least ONE registered coach to be eligible for competition.

Additional Division Competition Fees are applicable to participants crossing over under the SAME account.

Insurance is not included in the competition fees. Participants are to purchase their own personal insurance for the competition. On-site first aid and ambulance services (ONLY when recommended by first aider staff) will be provided complimentary at the event.

REGISTRATION POLICIES

PARTICIPANT AGREEMENT FORM (PAF) SUBMISSION DEADLINE

The individual PAF form is to be submitted online via the registration system by the following dateline to complete the registration. Participants who did not submit the PAF form will **NOT** be eligible to compete in the competition.

EARLY BIRD & ON-TIME Thursday, 7th March 2019	LATE & LAST MINUTE Next working day new athlete is registered OR Before the competition, whichever is earlier
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COMPLETION OF REGISTRATION PROCESS

The registration process is completed only when:

1. ALL required information is submitted via ORS;
2. Full payment of the competition-related fees is received;
3. Submission of payment information to facilitate successful tracking of payment;
4. Individual Participant Release and Waiver Form is filled in, signed and submitted;

Participants who have not completed the registration process will not be eligible to compete in the competition.

ASE reserves the right to assess a penalty, disqualify, reclaim any and/or all awards and remove television appearance (if applicable) for any team found to be in violation of fielding ineligible athlete(s), whether before, during or after the event.

ONLINE REGISTRATION

Registration for the competition is to be done online via our **ONLINE REGISTRATION SYSTEM (ORS)**

www.aseactivesports.com/registration

You can refer to the **REGISTRATION GUIDE** and **REGISTRATION FAQs** at the following link on the official website

www.aseactivesports.com/registrationhelp

There are video tutorials on using the ORS available on the Registration Guide. Please refer to it if you are new to the ORS or require a quick refresher. Feel free to contact us if you have any questions- we are more than happy to help.

If team is unable to register the team online, ASE can help process the registration for a processing fee of additional SGD5.00 per athlete/division.

REGISTRATION POLICIES

CREATING AN ONLINE REGISTRATION SYSTEM (ORS) ACCOUNT

Registering an account with the ORS is required to register for the competition. If you are new to the ORS, please refer to our Registration Guide and Registration FAQ prior to registration.

ONE ACCOUNT

One account per programme, school, organization, gym, only. If additional account(s) have been registered, please inform ASE via the official email so additional accounts may be deleted, transferred or combined.

Please DO NOT register a new account for every competition season. Once created, your account will remain in the database for every competitions season for easy registration.

CREATING AN ORS ACCOUNT

Click “Sign Up” after on the ORS website.

A few important key points to note when creating an ORS account:

1. **Organization Name:** Refers to your organization, school, gym, team or programme name
2. **Email of Contact Person:** This is the login email address and CANNOT be changed.
We advise against using the administrator’s personal account which may change when the administrator is no longer affiliated to the organization. We highly advise using an email address which belongs to the organization.
3. Fields accompanied by the red asterisk mark [*] are compulsory fields.
4. We highly recommend the team administrator to fill up as much information as possible, in particular the contact information such as phone and cell phone (please include country and area code).
5. **All event related information will be sent to the Contact Person and Owner/Director email.**

ADD ATHLETES AND COACHES

Please do not register the same athlete / coach multiple times. You will only need to register them ONE time.
Please refer to the online guide on our official website for more information on adding athletes and coaches.

ATHLETES

To add athletes into the “**Participants**” database, the following athlete’s information is required:

1. First Name
2. Last Name (*family name, surname, etc*)
Make sure first and last name are as stated in official identification. No nicknames.
3. Gender
4. Birthdate (*d/MM/yyyy format*)
5. Parent Email
18 years and over: Athlete’s email, under 18 years: Parent/Guardian email. Required for PRW form submission

The First and Last Name, Gender and Birth date must be accurate. It can only be changed through ASE office. Processing fee for the change(s) applies.

REGISTRATION POLICIES

ADD ATHLETES AND COACHES

COACHES

To add coaches into the “**Staff & Others – Staff**” database under, the following coach’s information is required:

1. First Name
2. Last Name (*family name, surname, etc*)
Make sure first and last name is as stated in official identification. No nicknames.
3. Gender
4. Primary Role
Please select “Coach” regardless if coach is head coach, assistant coach, choreographer, instructor, etc.
5. Birthdate (*d/MM/yyyy format*)
6. Email

First and Last Name (as stated in official documents), Gender, Birthdate, and Primary Role are required fields.

CREATING TEAMS

Please refer to the online guide on our official website for more information on creating teams.

As a general guideline, the teams created under “**Teams**” are drafts. Changes can be made to the team roster without a commitment to enter or pay for the registration. If the team(s) is not registered for event(s) (selecting a division), the teams remain a draft and non-committal. Teams can be created at any time (even before the start of competition season).

Remember to include at least one [1] coach in the team roster to be eligible for the competition.

TEAM NAME

During the competition, the Master of Ceremonies (MC) will announce the team competition number, division, representing country, the account organization name, and the team name. Please avoid naming the team which includes the country and organization name, unless the country and organization name is also the team name.

E.g. Team name is Singapore Lions which is also the country and organization name

If there are two [2] or more teams with the same name competing in the same division, please differentiate them by added a postfix. *E.g. Singapore Lions Red, Singapore Lions White, Singapore Lion Team A, Singapore Lions Team B*

DESIGNATING ALTERNATES

Designate an athlete on your team roster as an alternate by clicking “Mark” against the athlete’s name in the team roster.

OPEN / SCHOLASTIC DIVISIONS CROSSOVER

If the team is crossing over from open to scholastic division (performing once), please duplicate the team (same team name and roster) and register each team in the scholastic and open division respectively (refer to next step **Registration Submission**).

REGISTRATION POLICIES

REGISTRATION SUBMISSION

Once athletes have been accurately placed in the team for the competition, go to “**COMPETITIONS**” and select the event and import your team(s). Once teams are submitted under “**COMPETITIONS**”, the invoice is generated, and you are committed to all associated fees, policies and deadlines.

CLOSURE OF ORS ACCOUNT

The ORS account will be closed at the end of the registration phase during which you have submitted your payment information. This is for event database consolidating purposes.

INVOICE AND COMMITMENT

Once e-invoice is issued, registration and/or changes to registration is accepted and processed. The invoice will be updated automatically when changes are made through the registration system during different registration phases and will reflect outstanding payment even when partial payment have been made.

If the invoice is needed for accounting purposes, please save a copy of the invoice once teams have been registered or changes made to your registration. Once payment is made, the invoice will reflect the payment paid; The invoice is displayed like an account statement which is updated whenever there is a new invoice amount or payment is made.

In the event of a no-show by the teams or participants, the e-invoice amount (including late interests, other fees occurring via mode of payment) is still payable.

PARTICIPANT AGREEMENT FORM (PAF) SUBMISSION

The PAF is to be submitted online via the registration system by the dateline to complete the registration. Participants who did not submit the PRW form will NOT be eligible to compete in the competition.

To submit the PAF, after registering for the competition, login to the registration system:

1. Click “**Participants**” on the menu on the left;
2. Click “**Send All Waivers**” button to send all the participants their PRW form. Once successfully sent, the date will be indicated under the participants name under “**Wavr Sent**”; OR
3. Click “**Send Waiver**” link for each participant;
4. Participant will receive a link to submit PRW in the email stated under “**Parent Email**” in their Record. Click on the link and follow the instructions to complete and submit the PRW form. Once waiver is received by the system, a date will reflect under “**Wavr Rec'd**”.
5. If participant, parent/guardian did not receive the link, please check for the email in the spam folder.

REGISTRATION POLICIES

CHANGES AFTER REGISTRATION SUBMISSION

Team administrators are advised to check the registration details carefully prior to submission as changes represents potential administrative workload, errors in applying changes which will affect your registration, and/or additional costs.

CHANGES BEFORE CLOSURE OF ORS ACCOUNT

You can make changes to your registration (team roster and team division) before the closure of the ORS account.

IMPORTANT NOTES

It is possible to make changes to your team roster after you have imported your teams to “**COMPETITIONS**” but for the changes to reflect in the system, you have to apply it to the teams under “**COMPETITIONS**” by deleting/importing (replacing) athletes/coaches, change team division. **Making changes to the teams created under “Teams” will NOT reflect in the system.**

CHANGES AFTER CLOSURE OF ORS ACCOUNT

To make changes and additions after the submission, there are two ways to do so:

1. Make changes through account administrator; OR
2. Request changes via the ASE office.

MAKING CHANGES YOURSELF

There is no processing fee for making the changes through the account administrator. Request to re-open the account is to be made via the official email.

The registration phase competition fees will apply to additions of athletes or new team(s) registration. When changes have been completed, please inform the ASE office as the account will need to be closed and the invoice to be adjusted for the additions made.

IMPORTANT NOTES

Prior to making team roster and division changes, please refer to **Important Notes** under the previous section **Changes After Closure of ORS Account** and/or the Registration FAQ on the website. You want to ensure that the changes are applied correctly to avoid processing fees and/or administrative hassle of correcting the changes.

Team administrators are NOT allowed to delete/withdraw team(s) and athlete(s) from team roster. This must be requested via official email to the ASE office.

To check if changes are applied correctly, go to “**COMPETITIONS**”, select the event and click on the “**Docs, Reports & Results**” tab. Click on:

1. “**Rosters**” to check if the team roster is correct.
2. “**Participants & Staff**” to check the list of athletes and coaches.
3. “**Competition Details**” to check if the teams are entered in the right division.

REGISTRATION POLICIES

CHANGES AFTER REGISTRATION SUBMISSION

MAKING CHANGES YOURSELF

If changes have been applied incorrectly and assistance from ASE office to correct the changes is required, the following processing fee applies for each item changed per person per team per division. Additional charges such as Bank/Paypal fees may apply in addition to the processing fee, depending on the mode of payment.

Changes	On-Time	Late	Last Minute
Addition of athlete/coach	SGD10.00	SGD20.00	SGD40.00
Replacement of athlete/coach	SGD10.00	SGD20.00	SGD40.00
Division change	SGD10.00	SGD20.00*	NA
Registering athlete/coach	SGD10.00	SGD30.00	SGD50.00

* Division change is not allowed after preliminary performance order is published.

For addition/replacement of athlete/coach, please ensure the athlete/coach is registered in the database. If athlete/coach is not in the database and require ASE office to register on your behalf, additional charges for registering athlete/coach applies.

REQUEST CHANGES VIA ASE OFFICE

If you are apprehensive about making the changes yourself, or incurring higher costs if changes are not applied correctly, you may request assistance from ASE office via official email. There will a processing fee for changes as it represents additional administrative workload for our staff. The following processing fee applies for each item changed per person per team per division. Additional charges such as Bank/Paypal fees may apply in addition to the processing fee, depending on the mode of payment.

Changes	On-Time	Late	Last Minute
Addition of athlete/coach	SGD 5.00	SGD10.00	SGD20.00
Replacement of athlete/coach	SGD 5.00	SGD10.00	SGD20.00
Division change	SGD 5.00	SGD10.00*	NA
Registering athlete/coach	SGD 10.00	SGD15.00	SGD25.00

* Division change is not allowed after preliminary performance order is published.

For addition/replacement of athlete/coach, please ensure the athlete/coach is registered in the database. If athlete/coach is not in the database and require ASE office to register on your behalf, additional charges for registering athlete/coach applies.

The ASE office will not entertain the above changes after the event, therefore account administrators are advised to thoroughly check the registration prior and post submission.

REGISTRATION POLICIES

CHANGES BY ASE OFFICE ONLY

There are changes that can only be done through the ASE office. They are as follows:

1. Athlete's First
2. Athlete's Last Name
3. Athlete's Gender
4. Athlete's Birth Date
5. Withdrawal of Athlete from Team Roster
6. Withdrawal of Team from Competition

For withdrawals, please refer to **Withdrawals**.

The following processing fee applies for each item per changed per athlete. Additional charges such as Bank/Paypal fees may apply in addition to the processing fee, depending on the mode of payment.

Early Bird or On-Time	Late	Last Minute	After Event
SGD5.00	SGD10.00	SG20.00	SG20.00

CHANGES ON COMPETITION DAY

LAST MINUTE ATHLETE REPLACEMENT

In the event of an injured or ill member of a team and an alternate is not registered on the team roster, the athlete may be replaced with another non-registered athletes. A replacement is defined as an individual who was not on the team's original roster taking the place of another athlete at an event. The injury or illness must be supported by a doctor's letter or declaration of unfit for competition by event first aid staff. The change must be informed to the administrative counter and a processing fee of SGD20.00 per athlete per team per division replacement applies. If supporting documentation is not available, a replacement is not permitted, and the team is allowed the option to register a new athlete to the roster at Last Minute competition fee rate.

If the replacement athlete does not meet the age requirements for the division, then the team is permitted to perform in an exhibition division. Performing competitively for a team with a replacement member who does not meet division age requirements is not permitted. All appropriate general safety rules and level rules must be followed for the team regardless of the age of performers on the team. With last minute changes to divisions, there may be a shortage of awards (e.g. medals) in which case, the team will be presented with a temporary award which needs to be returned at the end of the Award Ceremony. ASE office will arrange for replacement awards to be sent to the team within one [1] month after the competition.

DIVISION CHANGE

Division change is not allowed on the competition day except for changes from a competitive to exhibition division. The change must be informed to the administrative counter and a processing fee of SGD20.00 applies.

REGISTRATION POLICIES

WITHDRAWAL

An athlete (including registered alternate) can cancel his/her participation at any point during the registration period. A registered team may withdraw at any point during the competition. A cancellation fee per athlete/alternate is chargeable.

If withdrawal is made during...	Cancellation Fee
Early Bird	None
On-Time	SGD10.00 for First Division, SGD5.00 for Additional Division
Late – Before release of Preliminary Schedule	SGD10.00 for First Division, SGD5.00 for Additional Division
Late – After release of Preliminary Schedule	100% of Competition Fee
Last Minute	100% of Competition Fee

If participant of the withdrawn team is participating in additional division(s)/team(s), the refund will be based on the additional division competition fee.

If an athlete is injured and is unable to participate in the competition and there is no replacement for the athlete, a full refund will be given with the submission of medical proof of inability to participate in the competition from the doctor. Alternatively, the athlete can remain on the roster but not compete on the competition (provided the actual team size and composition is within the division requirement) and still receive his/her entitlements. For such cases, the team administrator is required to mark the injured athlete as alternate on the team roster.

Please notify all withdrawals via official email to ASE office or to the administrative counter on the event day.

REFUND POLICY

For all refunds, bank fees or other charges incurred during the registration will not be refunded. Bank or other admin charges incurred during the refund process will be offset against the refund.

In the event a participant or coach is disqualified, no refunds will be given.

AGREEMENT OF COMPLIANCE

By submission of the registration, on behalf of the team, the account administrator (coach, gym owner, person in-charge) confirms that all participants, coaches and administrators have read and understood the policies and procedures listed in the Information Package, and the rules and regulations of the Rule Book and accept and agree to abide by them.

PAYMENT POLICIES

PAYMENT DEADLINES

Payments are to be made by the registration deadline to be eligible for the registration phase competition fee rates (Exception: Payment via Gebiz / Vendors@GOV).

For last minute registration or changes, cash payment may be made on the day of the event. No change will be available therefore payment are to be made in exact cash amount.

Late payment after the event is subjected to a 1.5% per month late fee. To avoid any unnecessary hiccups, we highly advise all registrants to check with your local banks on the processing period to ensure that all payments are submitted in a timely fashion.

PAYMENT AND PAYMENT INFORMATION SUBMISSION

STEP 1: SAVE A COPY OF THE INVOICE

Save a copy of the invoice by clicking on:

- "EMAIL Invoice to Contact" at the top right corner of your invoice.
The invoice will be sent to the email of the contact person registered to the account; OR
- "PRINT this Page" and printing the invoice in PDF format.

STEP 2: MAKE PAYMENT

- Please include your **ACCOUNT ID** in the remarks/comments/reference section if available when you make the payment to facilitate the tracking of your payment.
- Please keep a copy of your **PAYMENT TRANSACTION SLIP**.

PAYMENT METHODS

✓ LOCAL (SINGAPORE) BANK TRANSFER / CASH DEPOSIT

✓ INTERNATIONAL TELEGRAPHIC TRANSFER

For international telegraphic transfer, please include an **additional SGD10.00** for the **bank inward remittance fee**.
Exception: Transfer made via MEPS (MAS Electronic Payment System) need not include the bank inward remittance fee of SGD10.00. The list of participating banks can be found in the link below:

<http://www.mas.gov.sg/Singapore-Financial-Centre/Payment-and-Settlement-Systems/Clearing-and-Settlement-Systems/MEPS/Participants-and-NonParticipants-Lists/2017/List-of-MEPS-Plus-Participants.aspx>

All **bank charges** are to be charged to the payer's account. For MEPS payment, please note that your bank/intermediary bank may charge a processing fee. Please include the processing fee to your invoice amount to remit. Please check with your bank regarding bank charges prior to transfer to avoid incurring extra bank / Paypal fees to transfer additional outstanding amount later.

PAYMENT POLICIES

STEP 2: MAKE PAYMENT

PAYMENT METHODS

✓ **GEBIZ / VENDORS @ GOV / GIRO**

For payment via Gebiz / Vendors@GOV / GIRO (for local government organizations), please refer to Step 3.

✓ **PAYPAL**

Payment via Paypal is available. Additional Paypal fee is applicable. As a reference guide, an amount of SGD190.00 is required to pay additional SGD9.00 Paypal fee. We recommend Paypal for international payment of amount less than SGD200.00. Please refer to Step 3 for payment via Paypal. **Please do not make payment prior to Step 3 as the Paypal fee will be advised so that the payment will be received in full.**

BENEFICIARY BANK ACCOUNT

Account Name : Active Sports Enterprise

Account Number : 5918-1331-6001

SWIFT Code : OCBCSGSG

Bank : OCBC Bank

Bank Address : 65 Chulia Street, Singapore 049513

Recipient Address : 668B Edgefield Plains, #03-698, Singapore 822668

STEP 3: SUBMIT PAYMENT DETAILS VIA EMAIL

Submit the following documents/information to the official email **BY THE REGISTRATION PHASE DEADLINE** to be eligible for the competition fee rates:

Email Subject: [Account ID] Payment

E.g. 12345 Payment

Payment via Bank	Payment via Gebiz / Vendors@Gov / GIRO	Payment via Paypal
Attach / Include: 1. Invoice 2. A scanned / photo copy of Payment Transaction Slip (must be of reasonable readable quality) 3. Receipt request <i>Receipt will not be issued unless requested.</i> 4. Any remarks or special instructions (if any)	Attach / Include: 1. Invoice 2. Information needed for Billing a. Ministry/Statutory Board b. Department c. Sub-Business Unit d. Attention To 3. Any remarks or special instructions (if any)	Attach / Include: 1. Invoice 2. Paypal Account email 3. Any remarks or special instructions (if any)

Submission of Payment Information is not considered payment received. The online registration system will reflect payment receipt within ten [10] working days after the payment is received.

PAYMENT POLICIES

STEP 4: PAYMENT RECEIVED

Thank you for your registration. Please note that the submission of payment information is not considered payment received.

We will track your payment via the information you have provided us and will apply it to your account. If you have submitted your payment within a week from the registration deadline, it will take us longer to revert to you due to the registration crunch we experience nearer to the deadline.

If you are worried that we did not receive your payment in time, you can:

- Make the payment earlier, at least more than one [1] week before the deadline, so we can respond to you faster;
- Check your bank balance. If payment is successful, you should see a deduction in your bank balance.

We should get back to you within seven [7] working days from the date of your email. If we did not get back to you, please email us again and we will get to you real soon. Please do not email us requesting update on payment during the seven [7] working days period to avoid further delays in our response time.

GENERAL COMPETITION POLICIES

HOW TO HANDLE PROCEDURAL QUESTIONS

1. Rules and Procedures: Any questions concerning the rules and procedures of the competition will be handled exclusively by the advisor / coach of the team and will be directed to the Competition Director. Such questions should be made prior to the team's competition performance.
2. Performance: Any questions concerning the team's performance should be made to the Competition Director immediately after the team's performance and/or following the outcome of the competition by the advisor / coach of the team.
3. The Competition Director will NOT handle any questions or feedback by any other person other than the advisor / coach of the team. Any other person wishing to provide feedback can do so via email or obtain a feedback form from the Administration Counter. Insistence on directing questions to the Competition Director will constitute as harassment and will risk a five [5] point per judge deduction.

FEEDBACK DURING COMPETITION

RULES AND PROCEDURES

Any questions concerning the rules and procedures of the competition will be handled exclusively by the advisor / coach of the team and will be directed to the Competition Director. Such questions should be made prior to the team's competition performance.

PERFORMANCE

Any questions concerning the team's performance should be made to the Competition Director immediately after the team's performance and/or following the outcome of the competition by the advisor / coach of the team.

NON-AUTHORISED TEAM REPRESENTATIVES

The Competition Director will NOT handle any questions or feedback by any other person other than the advisor / coach of the team. Any other person wishing to provide feedback can do so via email or obtain a feedback form from the Admin Counter.

Insistence on directing questions to the Competition Director or abuse of the staff will constitute as harassment and will risk deductions to the team's overall score.

INTERPRETATIONS AND/OR RULINGS

1. Any interpretation of any aspect of these Rules and Regulations or any decision involving any other aspect of the competition will be rendered by the Rules Committee.
2. The Rules Committee will render a judgment in an effort to ensure that the competition proceeds in a manner consistent with the general spirit and goals of the competition.
3. The Rules Committee will consist of the Competition Director, Head Judge, and a designated competition official.

GENERAL COMPETITION POLICIES

DISQUALIFICATION

Any team that does not adhere to the terms and procedures of the policies and rules covered in this Information Package and Rule Book will be subject to disqualification from the competition, will automatically forfeit any right to any prizes or awards presented by the competition, and may also forfeit the opportunity to participate the following year.

FLOOR ENTRANCES AND EXITS

1. Athletes are expected to exhibit the utmost of sportsmanship, respect, and support throughout the entire event.
2. Entrance: In order to keep the competition on time, teams must enter the performance floor as quickly as possible. When teams are introduced, teams are expected to take the floor within a thirty [30] second window and assume the starting position for their routine. Elaborate choreographed entrances will not be allowed.
3. Exit: At the conclusion of the routine, teams are expected to exit the performance floor immediately, within a thirty [30] second window.
4. Although teams are allowed to show spirit briefly to the crowd, any skill performed before or after the allotted routine time is not allowed and will be assessed a penalty of one [1] point deduction to per judge.
5. Actions that exhibit excessive boasting, a delay in competition, poor sportsmanship, unprofessional behaviour, etc, may be assessed a penalty of five [5] point deduction per judge or in severe cases, disqualification. These actions may include, but not limited to, things such as
 - a. Taunting another team. Taunting may be defined as the use of baiting or taunting acts of words that engender ill will between teams;
 - b. An athlete calling unnecessary attention to her/himself;
E.g. High five's, chest bumps, etc.
 - c. Excessive pre or post competition team rituals (team bonding traditions must take place behind the stage area);
 - d. Displays of public affection;
 - e. Running the perimeter of the performance floor (like a "victory" lap);
 - f. Stepping outside of the floor bounds to approach coaching staff, crowd members and/or other members of the audience;
 - g. Excessive celebration; any prolonged, excessive, or premeditated celebration by individual athletes or a group of athletes while on the competition floor;
E.g. Athletes wrapping their legs around coaches and/or each other, victory dances, etc.
 - h. Coaching staff, parents, fans and/or other members of the performing team taking the performance floor before, during or after a performance (unless in direct response to an obvious athlete injury). The only people allowed on the performance floor are the competitors and competition personnel; or
 - i. Athletes collapsing to the floor following a performance when an injury does not seem apparent.

GENERAL COMPETITION POLICIES

INTERRUPTION OF PERFORMANCE

UNFORESEEN CIRCUMSTANCES

1. If, in the opinion of the competition officials, a team's routine is interrupted because of failure of the competition equipment, facilities, or other factors attributable to the competition rather than the team, the team affected should STOP the routine.
2. The team will perform the routine again in its entirety with all skills performed full-out from the beginning of the routine, but will be evaluated ONLY from the point where the interruption occurred. The degree and effect of the interruption will be determined by the competition officials. All point deduction up to that point (if any) will carry over.
3. If a team needs to re-perform a routine again in its entirety but fails to do the routine in its entirety, then this team will receive a score based on the lower level performance.

FAULT OF TEAM

1. In the event a team's routine is interrupted because of failure of the team's own equipment, the team must either continue the routine or withdraw from the competition.
2. The competition officials will determine if the team will be allowed to perform at a later time. If decided by officials, the team will perform the routine again in its entirety with all skills performed full-out from the beginning of the routine, but will be evaluated ONLY from the point where the interruption occurred. All point deduction up to that point (if any) will carry over.
3. If a team needs to re-perform a routine again in its entirety but fails to do the routine in its entirety, then this team will receive a score based on the lower level performance.

INJURY

1. The only persons that may stop a routine for injury are: a) competition officials, b) administrator/gym owner/coach from the team performing, c) injured individual or d) judges.
2. An injured athlete may cause 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.
 - b. An athlete is questionably injured and does not resume their role in the routine within five [5] seconds of questionable injury.
 - c. An athlete leaves the competition floor due to an injury.
3. In the event that a routine is interrupted due to injury, it will be at the Competition Officials' discretion whether or not that team will be allowed to perform again at a later date.
4. An Injured Participant may not return to the competition floor unless the competition officials receive clearance from all of 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

GENERAL COMPETITION POLICIES

INTERRUPTION OF PERFORMANCE

INJURY

5. The competition officials will determine if the team will be allowed to perform at a later time. If the competition officials allow a routine to be performed at a later time, the spot in the schedule where the performance is to take place is at the sole discretion of the competition officials. The team may perform the routine again in its entirety, but will be evaluated ONLY from the point where the interruption occurred.
6. In the event of a suspected concussion/head injury, the participant cannot return to perform without clearance from a medical professional that has training related to head injuries, even with a waiver from a parent or legal guardian.
7. If a team is permitted to perform again, but fails to perform the routine in its entirety (example: throwing back tucks instead of the full twist thrown in the original performance), it is at the discretion of the Competition Official how that team's scores will be affected.

CHOREOGRAPHY AND MUSIC

1. Suggestive, offensive, or vulgar choreography and/or music are inappropriate for family audiences, and therefore lack crowd appeal.
2. All facets of a performance / routine, including both choreography and music selection, should be age appropriate, entertaining and suitable for all audience members.
3. Vulgar or suggestive material is defined as any movement or choreography implying something improper or indecent, appearing offensive or sexual in content, and/or replaying lewd or profane gestures or implications. Examples of inappropriate choreography may include, but not limited to, movements such as hip thrusting and inappropriate touching, gestures, hand/arm movements and signals, slapping, positioning of body parts and positioning to one another.
4. Every effort should be made to ensure that the lyrics of the music are appropriate for all audience members. Music or words unsuitable for family listening, which includes, but is not limited to, swear words and connotations of any type of sexual act or behaviour are examples of inappropriate choreography.
5. Removing improper language or words from a song and replacing with sound effects or other words may still constitute 'inappropriate'.
6. Music or movement in which appropriateness is questionable or with which uncertainty exists should be assumed by the coach to be inappropriate and removed so as not to put the team in an unfortunate situation.
7. Inappropriate choreography and music will be assessed a penalty of three [3] points deduction per judge and may affect the overall impression score.

GENERAL COMPETITION POLICIES

APPEARANCE AND IMAGE POLICY

1. Uniform Guidelines
 - a. No risqué, sexually provocative, or lingerie-looking or inspired uniform or garments allowed. All uniform pieces should adequately cover an athlete and must be secured to eliminate any possible wardrobe malfunction. Costume malfunctions resulting in team members being exposed may be grounds for disqualification.
 - b. Athletes must also consider that a combination of uniform pieces may also deem a uniform appropriate or inappropriate. All garments must properly cover the athlete and the athlete's undergarments during the routine.
2. Uniform Skirt

When a skirt is worn as part of the uniform, briefs under the skirt is required. The skirt must fully cover the hips. The skirt must completely cover the briefs and fall at least one [1] inch below briefs (regular and boy cut briefs).
3. Uniform Shorts

When shorts are worn as part of the uniform, there must be a minimum of 2" inseam.
4. Uniform Top

Uniform tops must be secured by straps or material over at least one shoulder or around the neck. Tube tops are not allowed
5. Make-Up
 - a. Make-up should be uniform and appropriate for both the performance and the age of the athletes.
 - b. Face / eyelid rhinestones are not allowed.
 - c. False eyelashes are allowed but may not be decorated in rhinestones or additional jewellery.
6. Bows and Hair Accessories
 - a. Bows and hair accessories should not be excessive in size and should not be a distraction to the performance. Acceptable bows are generally no more than three inches [3"] in width.
 - b. Bows and hair accessories should be worn in a manner to minimise risk for the participants, adequately secured and should not fall over the forehead into the participants' eyes or block the view of the participant while performing.
7. Judges reserve the right to assess warning and/or a deduction of five [5] point per judge when a team's appearance do not meet the standards of appropriate described in this policy.
8. Additional appearance requirements such as additional costuming requirements, footwear, jewellery and medical items may be found in the General Safety Rules and Performance Cheer Rules.

GENERAL COMPETITION POLICIES

MUSIC POLICY

Regarding Copyright and Licensing Use: ASE HIGHLY recommends the use of music that has been cleared and approved for use as you have mixed for your routine(s), specifically for the purpose of being fully compliant with the law. ASE does not have any control over the content of your music, nor does it possess the authority or interest to police it. This responsibility remains solely on the programme owner and/or persons who have provided the music. Programmes by way of competing and opting to play their music at a Legacy event are also fully releasing any and all liability specific to their own music and its rights or lack thereof. If you have any questions concerning your music, we suggest consulting a music attorney.

To the fullest extent of the law, registered Programmes and all its affiliates, supporters, and competitors shall indemnify, defend and hold harmless Active Sports Enterprise, its officers, employees, agents, representatives, consultants, and contractors from and against any and all loss, costs, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities arising out of, resulting from, or in connection with the services contemplated by the policies and rules stated in the Information Package and Rule Book, including but not limited to a programme's choice of music.

MUSIC PROTOCOL

MUSIC FORMAT

1. All teams who use music must provide their music in audio format on a CDs or MP3 format on a USB drive for use on the event provided sound system. If using CDs, please ensure the CD is unscratched so there is no skip while playing.
2. CDs and USB drive must only contain the music used for the team (no combining multiple team soundtracks on a single CD or USB drive).
3. Please bring at least two [2] good quality copies of the music to the event.
4. All CDs and USB drives should be labelled with the team number.

MUSIC REPRESENTATIVE

1. One (1) representative of the team will be responsible for running the music during the competition. This representative MUST report to the music console with the team music in the above stated format at the team's reporting time and remain at the music console throughout the entire routine.
2. This person will be asked to hold onto their own music until the time of performance and to take music back following the performance. In the event a routine is delayed due to operator error, timing of your routine will continue. No unnecessary team members, parents etc. are allowed at the music console.
3. ASE will not be responsible for any timing errors or routine interruptions that result from the music person leaving his/her position or assigning another individual to control the music.
4. In the event a routine fails to start on their appointed time for any reason (*e.g. representative cannot find the track or brings the wrong track to the music desk*), they will have the option to perform immediately to 8-count music, count out loud, or withdraw from the competition. If 8-count music is selected, it may or may not be an option to select specific BPM.
5. Photography, videography, food or drinks are NOT permitted at the music console area.

GENERAL COMPETITION GUIDELINES

SAFETY SPOTTER POLICY FOR CHEER DIVISIONS

1. Each team should have required spotters (who are part of the team roster) for the routine in accordance to the corresponding level rules and is trained in proper spotting techniques.
2. If coaches feel the need for extra safety spotters, a person/s may step onto the performing area during stunts, pyramids or tosses to assist in the event of an unexpected fall.
3. Definition of Safety Spotter: Individuals on the competition floor provided as a safety precaution to spot certain elements of a routine.
4. Teams are allowed to provide up to two [2] safety spotters for double partner and group stunt divisions and four [4] safety spotters for team cheer divisions during the competition.
5. Safety spotter(s) are to report to the backstage with the team at the team's reporting time. Safety spotters will not be allowed into the Athletes Area but is permitted access to Warm-Up Area.
6. Guidelines:
Safety spotters:
 - a. Should only be used during the stunt, pyramid and/or basket toss sections. Safety spotters are provided for added safety and should stand at the back of the floor when not spotting those sections.
 - b. Should not touch, assist, or save skills being performed. Safety spotters should only be used to prevent a fall to the competition floor. Any touch, assist or saved skill, the top should be returned to the performance surface.
Exception: In Double Coed Partner Stunt division in which the Safety Spotter is required to assist in catching a cradle. The spotter may not then assist in tossing the Flyer from the cradle catch to another skill.
 - c. Should be dressed in accordance to the General Safety Rules and are presentable, professional, and distinguishable from the performing athletes. Safety Spotters should not wear any lanyards, badges or pins including competition IDs and no bags are to be carried.
 - d. Should not dress or act in a manner that distracts from the athletes and their performance and conduct any form of verbal coaching during the routine.
 - e. Should be at least seventeen [17] years old (within the year) and familiar with spotting the skills of the performing team.
7. Teams with Safety Spotters in violation of the guidelines will be assessed a five [5] point penalty per judge.
8. To provide the safest competitive environment, teams should not attempt skills beyond their level.

GENERAL COMPETITION GUIDELINES

SPORTSMANSHIP AND CODE OF CONDUCT

1. We like to create a positive experience for everyone by encouraging great sportsmanship at our championships. As such, a code of conduct is adopted for all championships and championships-related events to ensure that a spirit of sportsmanship and integrity is maintained in the heat of the competition. All behaviours should be kept professional and respectful.
2. All participants (athletes, substitutes, coaches, teacher-advisors, entourage) agree to conduct themselves in a manner displaying good sportsmanship throughout the competition with positive presentation upon entry and exit from the performance area as well as throughout the routine. The advisor and coach of each team is responsible for seeing that team members, coaches and entourage (other persons affiliated with the team) conduct themselves accordingly.
3. The Code of Conduct will be enforced from arrival to departure.
4. Severe cases of unsportsmanlike conduct are grounds for disqualification and/or suspension or ban from future championships. Any event staff member can report any unsportsmanlike behaviour from cheerleaders, coaches, teacher-advisors, parents and/or supporters to the organizer. Every report will be reviewed, and a decision will be rendered by the organizer and judging panel. A deduction of five [5] points per judge may be given to the team's composite score, or in extreme cases, the team may be disqualified. Multiple infractions will result in disqualification. The organizer reserves the right to evict any person in violation of the code of conduct.
5. Should a question of interpretation occur, the question will be discussed between one [1] coach representative and/or one [1] teacher-advisor of the team and the organizer and/or judge in private and in an atmosphere of mutual respect and professionalism.
6. Decision of the judges and organizer are final, even in the event of disqualification. Discussion with judges and/or organizer will be conducted only at assigned times and only in an atmosphere of mutual respect and professionalism with one [1] coach representative and/or one [1] teacher-advisor of the team.

CODE OF CONDUCT

1. Athletes, substitutes, coaches, teacher-advisors, entourage, as well as team supporters, should not commit an unsporting act or conduct which includes, but is not limited to the, such as:
 - a. Disrespectfully addressing or contacting an official or gesturing in such a manner as to indicate antipathy.
 - b. Harassing and abusing officials and event staff physically, and/or through words and/or gestures and/or on social media (including before or after the actual event)
 - c. Using inappropriate abusive or profane language or gestures at any time.
 - d. Baiting or taunting an opposing team, its athletes, other coaches, or fans through acts or word of mouth that engender ill will between teams. Any form of taunting (including on social media) which is intended to embarrass, ridicule, demean, discriminate, and/or insult others under any circumstances is not allowed.
 - e. Possessing and drinking of alcoholic beverages.
 - f. Not observing instructions given by event staff.
 - g. Causing disruptions, and/or delay to the event.
 - h. Acts which compromises on the safety of the athletes.

GENERAL COMPETITION GUIDELINES

CODE OF CONDUCT

2. Coaches should:
 - a. Uphold the honour and dignity of the sport of Cheer. In all personal contact with the students, athletes, officials, judges, parents, spectators, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
 - b. Act as professionals and in a manner that elevates their stature, their sport and their position as stewards of the sport.
 - c. Not criticise athletes, officials, judges, Event Producer and/or related supporting / sanctioning organizations and sponsors in front of spectators, but reserve constructive criticism for later, in an appropriate setting and environment, or in the presence of team members if others might benefit.
 - d. Not use abusive or profane language at any time.
 - e. Not incite un-sportsman like conduct.
 - f. Abstain from the possession and smoking of tobacco and drinking of alcoholic beverages in the presence of spectators, officials, judges and/or team members and during times where such activity may have perceived association with an athlete, team or the sport of Cheer (*Example: while wearing team tracksuits, jackets, official team wear*).
 - g. Abstain from the usage, administration and taking of illegal substances, as stated in the "Olympic Movement Anti-Doping Code 1999" and Appendix A (Prohibited Classes of Substances and Prohibited Methods 1st April 2000).
 - h. Together with officials, be jointly responsible for the conduct and control of team fans and spectators.
 - i. Accept decisions of the event officials and judges during and when associated with competitions as being fair and made with the best effort possible by said officials.
 - j. Never involve himself/herself in any way with conduct that could be interpreted as abusive or sexual in nature with any student, athlete, team member or minor.
 - k. Always be aware of his/her responsibility as a mentor, teacher, supervisor and guardian of his/her athletes.
3. Athletes should:
 - a. Uphold the honour and dignity of the sport of Cheer. In all personal contact with other athletes, coaches, officials, judges, parents, spectators, the media, and the public, the athlete shall strive to set an example of the highest ethical and moral conduct.
 - b. Act as professionals and in a manner that elevates their stature, their sport and their position as practitioners of the sport.
 - c. Not use abusive or profane language at any time.
 - d. Abstain from the possession and smoking of tobacco and drinking of alcoholic beverages in the presence of spectators, officials, judges and/or team members and during times where such activity may have perceived association with an athlete, team or the sport of Cheer (*Example: while wearing team uniform, tracksuits, jackets, warm-up gears, official team wear*).
 - e. Abstain from the usage, administration and taking of illegal substances, as stated in the "Olympic Movement Anti-Doping Code 1999" and Appendix A (Prohibited Classes of Substances and Prohibited Methods 1st April 2000) and can be asked to submit to a random drug test. Failure to submit to such test is grounds for removal from or disqualification of the team.
 - f. Accept decisions of the event officials and judges during and when associated with competitions as being fair and made with the best effort possible by said officials.

GENERAL COMPETITION GUIDELINES

CODE OF CONDUCT

3. Athletes should:
 - g. Strive to promote good sportsmanship
 - h. Strive to be modest in victory and gracious in defeat.
 - i. Be ambassadors of goodwill.

SUBSTANCE ABUSE POLICY

1. Athletes and coaches may not be under the influence of alcohol, narcotics, performance enhancing substances or over-the-counter medications that would hinder the ability to supervise or execute a routine safely while participating in a practice or performance.
2. Should an athlete and/coach be found in guilty of substance abuse, the following actions may or will be taken:
 - a. Team disqualification from the competition
 - b. Automatic notification to the school and/or parents/guardians
 - c. Suspension from future competitions for a period to be determined by Competition Officials

In all instances deemed appropriate by the organizers, law enforcement officials may be contacted.

PRACTICE SESSION

Practice is available on Friday, 5th April 2019 for complimentary reservation. It is held at the competition venue. Attending the practice session is optional.

Only teams participating in the following divisions can reserve a practice floor session.

- Group Performance Cheer divisions
- Team Cheer divisions
- Team Performance Cheer divisions
- Exhibition Team divisions

Each team is allowed one [1] session of ten [10] minutes per session and is on first come first served basis. According to past event data, rehearsals slots are in demand in the afternoon and evening slot due to flight arrivals timing. If your team can make it in the morning slot, please reserve the earlier slots. If there are no immediate teams rehearsing after your slot, you will be allowed to use it for up to a maximum of additional one [1] slot.

The link to booking practice session will be sent to you via email once payment is received in full.

GENERAL COMPETITION GUIDELINES

PRACTICE SESSION

THINGS TO NOTE

Rehearsal timing will be strictly enforced to prevent delays to other teams. If you miss your rehearsal timing, you will only be able to rehearse during an empty slot in the event a team fails to show up for their rehearsal. Music player will be provided. Please bring your music in CD or MP3 (in USB drive) format. No spotters will be provided during the practice session.

During the practice session, DO NOT:

- Take videos and photos of other teams without their permission
- Distract the team while waiting for your turn
- Use loud speakers, microphones, and/or music players

Teams who are not cooperative will be asked to leave the premises until the time of their rehearsal. In extreme cases, staff reserves the right to deny the team of their rehearsal.

SAFETY AND VENUE RESTRICTIONS

No practice of stunting and tumbling skills anywhere apart from the designated warm-up during your designated warm-up time and on tumbling mats. Safety is of paramount importance.

Teams are not allowed to bring their own safety mats to be used on the venue premises. Teams found/reported practising in unauthorised venue premises will be assessed warning, a deduction of five [5] point per judge or in extreme cases, disqualification.

ATHLETES AREA

Only athletes, coaches (with identification), and chaperones (with identification) who are competing in the relevant session are allowed in the Athletes Area.

The Athletes Area is to be vacated immediately after the awards ceremony to allow athletes of the next session to use the area. Kindly please take cue from the announcements and event staff to vacate the area.

BAGGAGE

- Bags may be placed within the Athletes Area
- Due to limited space, once athletes are seated within the allocated area, all bags are to be placed on the lap.
- Any item such as bulky boxes and equipment which cannot be placed on the lap of the athletes are NOT ALLOWED in the Athletes Area.
- The event staff is not responsible for your baggage. You are advised to refrain from bringing any valuable items. Always have someone look after the baggage.
- Any unaccounted baggage found in the Athletes Area will be disposed of for safety reasons.

GENERAL COMPETITION GUIDELINES

PASSES FOR ATHLETES' ENTOURAGE

The athletes' entourage is the group of people who travel with and assist the athlete.

The athletes' entourage is required to abide by the code of conduct. There will be several passes available to certain members of the entourage that allow access to restricted areas and/or provide special privileges. By default, all coaches will be issued a Coach Pass to allow access to restricted areas accessible by athletes.

CHAPERONE

A chaperone is allowed for every 16 registered participants below 18 years of age. *Clarification: If team have 20 members below age of 18, the team is allowed to request for 2 chaperone passes.* A chaperone cannot be a coach on any of the account's registered team roster.

CHAPERONE PASS

The chaperone pass will allow access into Athletes' Area and Warm-Up Area. The chaperone pass is only for teams who require adult supervision for minors. Request for passes for team's welfare, make-up/hair artist will not be approved.

Each chaperone will receive one chaperone pass. Chaperone pass is non-transferable and requires photo identification/passport to collect the pass at the administration counter on the day of the event.

APPLYING FOR CHAPERONE PASS

To obtain a chaperone pass, chaperones are required to be registered on the ORS under "Staff & Others" – "Others" First and Last Name (as stated in official documents), Gender, Birthdate, and Primary Role are required. For Primary Role, please select "Chaperone". Any other roles will not be issued chaperone pass.

Chaperones are then added to the team roster. It is not necessary to add the chaperone to each team with minors. As long as the chaperone is added to one of the team roster, the pass will be issued.

Addition of chaperones to team roster is not allowed after On-Time registration deadline to allow ample time for pass processing.

OFFICIAL

An official is a person who does not participate in the development of a team or routine but is an official of your organisation or community (e.g. school principal, department director, etc). If your country's national sports association representative is here to grace the event, please contact us via official email to request a separate official pass.

OFFICIAL PASS

We offer a maximum of 2 official pass, which allow access to VIP seats, for officials per account. ASE reserves the right to refuse VIP seats requests. **Photo Policy** applies to VIPs. Team administrators can collect the VIP pass on behalf of the official at the administration counter on the day of the event.

GENERAL COMPETITION GUIDELINES

PASSES FOR ATHLETES' ENTOURAGE

OFFICIAL

APPLYING FOR OFFICIAL PASS

To obtain an official pass, officials are required to be registered on the ORS under “Staff & Others” – “Others” First and Last Name (as stated in official documents), Gender, Birthdate, Primary Role and Additional Title are required. For Primary Role, please select “Official”. Any other roles will not be issued official pass. For Additional Title, please state clearly the title of the official, *e.g. [School Name] Principal, [School Name] Director of Sports & Recreation, etc.*

Officials are then added to the team roster. It is not necessary to add the official to each team. As long as the chaperone is added to one of the team roster, the pass will be issued to the official.

Addition of officials to team roster is not allowed after On-Time registration deadline to allow ample time for pass processing.

TEAM PHOTOGRAPHERS

Each team will receive free professional photos taken during the performance at our competition. Videos will be uploaded to the official media channel on both Facebook and Youtube for free viewing.

MEDIA PASS

Each team is allowed up to one [1] photographer and one [1] videographer to apply for Media pass which allows access to a designated photography area during the team’s performance and use of professional camera equipment to record the routine. Team photographers (also refer to videographer) are not allowed access to warm-up areas and are not permitted to use professional equipment at any other time during the event except during their team(s) performance. Please refer to the **Photo Policy**. Team administrators can collect the media pass on behalf of the media personnels at the administration counter on the day of the event.

APPLYING FOR MEDIA PASS

To obtain a media pass, media personnels are required to be registered on the ORS under “Staff & Others” – “Others” First and Last Name (as stated in official documents), Gender, Birthdate, and Primary Role are required. For Primary Role, please select “Photographer”. Any other roles will not be issued media pass.

Photographers are then added to the team roster. It is REQUIRED to add the photographers to each team that the photographers will be taking photos and videos of. If photographers are not added to the team roster, they will not be allowed to take photos and videos of the team.

GENERAL COMPETITION GUIDELINES

PHOTO POLICY

All photos and videos of your team competing at the competition are taken by our team of professional photographers and videographers and are available complimentary to every athlete and coach. All photos be available online accessed via a secured link. The videos will be posted online on our official Facebook and Youtube channel @ASEActiveSports

We understand the importance of capturing memories and at the same time we seek to protect the privacy and safety of our athletes, spectators, teams, organizations and programmes. As such, the following photo policy will be in effect:

PHOTOS AND VIDEO CAPTURE

Non-commercial photos and videos taking of your own team, club, or child is allowed with the following equipment:

1. Mobile phone or tablets (no zoom lenses)
2. Amateur camera equipment (e.g. small digital or point-and-click cameras, larger digital camera with non-removable zoom lenses) and camcorders
3. Tripod stands are NOT permitted.

Filming of teams that you have no affiliation with or those that you do not have express permission from in advance and for personal and commercial gains is strictly prohibited.

FLASH PHOTOGRAPHY

Strictly NO use of flash photography, continuous flash, or any other lighting during competition as this can produce glare and be distracting and dangerous for the competitors. This includes small flashes such as (but not limited to) those from a camera phone.

USE OF PROFESSIONAL EQUIPMENT

Specialist professional photography lens equipment is forbidden at our events unless prior consent from ASE has been given. This is to comply with child protection and privacy policy. ASE reserves the right to determine if equipment falls under this category based on inspection and ask users to desist from usage at any time.

Forbidden professional lens equipment includes (but is not limited to):

1. Any lens (including non telephoto) with a fixed or zoom focal length over 105mm.
2. Any lens (including non telephoto) with an aperture rating of 2.8 or wider (enabling lower light photography).
3. All professional telephoto lenses regardless of aperture rating.

GENERAL COMPETITION GUIDELINES

PHOTO POLICY

USE OF PROFESSIONAL EQUIPMENT

If you wish to use the above professional equipment at ASE events, you must apply for a Media Pass at least thirty [30] days prior to the event via the official email in the following format:

Email Subject: Media Pass Request - "Your Name"

E.g. Media Pass Request - John Doe

Information to be included:

1. Name (as in official ID, no nicknames)
2. Purpose of Photography
3. Personal related published photography links
E.g. Personal blog, Facebook, Youtube, Flickr, etc

Late requests will not be entertained. ASE reserves the right to reject Media Pass requests.

PHOTOGRAPHY POLICY ENFORCEMENT

ASE and venue staff reserve the right to reserve the right to refuse anyone from taking photographs and videos at any events and competitions and at any time. We also reserve the right to request inspection of images on any equipment for any reason and request deletion of unauthorised photos.

ASE and venue staff reserve the right request the equipment be put away for the remainder of the event, and we also reserve the right to remove the person from the event entirely, or to call authorities in extreme situations, such as but not limited to persons causing disturbance or refusing to comply with requests.

Should the person in violation of the photography policy is affiliated to a competing team(s), a penalty of three [3] points per judge will be applied to the team(s)'s score.

Should any audience members witness photography in any questionable format, there is an obligation to report any potential threat to the event staff.

SOLICITATION

Solicitation is not tolerated at the event. Teams (coaches, gym owners, athletes, parents and friends) trying to poach athletes will be disqualified from the competition and will be removed from the premises immediately.

Please report any individuals who is trying to sell to you (e.g. choreography/coaching services, uniform, merchandise, etc) at the competition immediately, as they are not endorsed. They will be removed from our premises immediately.

GENERAL COMPETITION GUIDELINES

POST-COMPETITION

Team score sheets and division ranking sheet will be available for collection at the Administration Counter after the award ceremony and will be released to your team's representative by surrendering the team pass.

Your award pins will be given out with your results. If coaches and alternates have not collected their medals (for teams in top three [3] positions) during the award ceremony, please do so during collection of the score sheets.

The download link for team photos will be sent to team contact person.

Teams who did not collect the score sheets, award pins, team photos, and/or medals after the event may request organizer via email to send it to them within six [6] months after the competition. Postal fees is payable by the team.

Certificates will be available to download within two [2] months after the competition. Information on the download will be sent to team contact person and posted on our official website and social media.

RULES, SCORING AND LEGALITY

SAFETY AND TECHNICAL RULES

Please refer to the Rule Book – International Cheer Union (ICU) Divisions Rules and Regulations 2017-2019 available at the following link

http://cheerunion.org.ismmedia.com/ISM3/std-content/repos/Top/docs/ICU_TeamCheer_Rules_2018.pdf

CHEER DIVISIONS

1. General Safety Rules (applicable across all Cheer divisions)
2. Beginning Division Rules
3. Novice Division Rules
4. Intermediate Division Rules
5. Median Division Rules
6. Advanced Division Rules
7. Elite Division Rules
8. Premier Division Rules
9. Glossary of Terms (applicable across all Cheer divisions)
10. Cheerleading Diagram Reference (applicable across all Cheer divisions)
11. Cheerleading Score Sheets
 - (a) Beginner (for Team Cheer)
 - (b) Novice (for Team Cheer)
 - (c) Intermediate (for Team Cheer)
 - (d) Median All Girl (for Team Cheer)
 - (e) Median Coed (for Team Cheer)
 - (f) Advanced All Girl (for Team Cheer)
 - (g) Advanced Coed (for Team Cheer)
 - (h) Elite All Girl (for Team Cheer)
 - (i) Elite Coed (for Team Cheer Coed and All Boy)
 - (j) Premier All Girl (for Team Cheer)
 - (k) Premier Coed (for Team Cheer and All Boy)
 - (l) Group Stunt (for Double Group Stunt)
 - (m) Coed Partner Stunt (for Double Partner Stunt)

PERFORMANCE CHEER DIVISIONS

1. General Safety Rules (applicable across all Performance Cheer divisions)
2. Genre/Category Definitions
3. Performance Cheer Freestyle Pom / Pom Division Rules
4. Performance Cheer Hip Hop Division Rules
5. Performance Cheer Jazz Division Rules
6. Glossary of Terms (applicable across all Performance Cheer divisions)
7. Performance Score Sheets
 - (a) Performance Cheer Freestyle Pom / Pom (for Team and Group Performance Cheer Freestyle Pom)
 - (b) Performance Cheer Hip Hop (for Team and Group Performance Cheer Hip Hop)
 - (c) Performance Cheer Jazz (for Team and Group Performance Cheer Jazz)
 - (d) Performance Cheer Doubles – All Genres (for Performance Cheer Doubles)

RULES, SCORING AND LEGALITY

JUDGING CRITERIA

1. The judges will score the teams according to the judging criteria on a hundred [100] point system.
2. Please refer to the Rule Book for the judging criteria (score sheets).

INFRACTIONS

Any team in violation of the Rule Book will be assessed deductions which include, but are not limited to, those listed in the infraction table below. The infraction table below assists in defining common violations, but should not be deemed a comprehensive and exclusive list.

VIOLATION	Infraction Per Judge
Team Size / Team Composition / Age Requirements	Disqualification
Illegal Substitution	Disqualification
Substance Abuse Policy	Disqualification
Solicitation	Disqualification
Routine Requirements	Five [5] points
Inappropriate Choreography and Music	Three [3] points
Time Limit: Cheer portion less than thirty [3] seconds	One [1] point
Time Limit: Interval between Cheer and Music Portion exceed twenty [20] seconds	One [1] point
Time Limit: Music exceed for five to ten [5 – 10] seconds	One [1] point
Time Limit: Music exceed for eleven [11] seconds and over	Three [3] points
Floor Entrances and Exits: Skills performed	One [1] point
Entrance/Exit: Unprofessional behaviour	
Competition Area: Skills not originating from performance area	One [1] point
Appearance and Image Policy: Costume Malfunction	Disqualification
Inappropriate Appearance and Image	Five [5] points
Safety Spotters Guidelines	Five [5] points
Safety and Technical Rules	Five [5] points
Harassment	Five [5] points
Sportsmanship and Code of Conduct	Five [5] points OR Disqualification AND/OR suspension or ban from future championships
Use of authorised venue premises	Five [5] points
Violation of Photography and Videography Policy	Three [3] points

RULES, SCORING AND LEGALITY

INFRACTIONS

If you have any questions concerning the legality of a move or trick, please send a video or video link of your skills to the official event email with the following email header: Legality "Account ID" - "Number"

E.g. "Legality 12345 – 1" for first email sent regarding legality, "Legality 12345 -2" for the second email, etc.

The video should fulfil the following guidelines:

1. Every email should state the level of the skill is seeking ruling for.
2. Every email should be answerable with one word, LEGAL or ILLEGAL.
3. Videos should be filmed specifically for the purpose of getting a ruling.
4. Videos must be of a single skill or sequence.
5. Tumbling videos should only include 1 person.
6. Stunt or toss videos should only include 1 group.
7. Pyramid videos may include all members but should be of one [1] side when possible.
8. Videos from competitions, of more than one skill or sequence, or believed to be of other teams will not receive a reply.
9. Video must be of exactly what you want a ruling on. We will not rule on a portion of a video, based on a description, or based on a video with a description of a difference.
10. Video must be clear, such as view is not being obstructed or blocked.
11. Please ensure there are no extra people in the video that could impact the ruling, such as someone that is in view and could unintentionally be considered a spotter.

If you have questions regarding multiple skills they should be sent in separate emails. Sending multiple angles of the same skill in a single email is allowed, but a separate email is required for each different skill.

INFRACTION REVIEW

The Infraction Review (IR) will be implemented during the competition. The procedures of the IR is as follows:

1. After your team has performed, the music representative should wait at the music console to be notified if there is any infraction applied and when to report for IR if coach wishes to query the infraction.
2. During IR, the coach (with Coach Pass) can query the infraction which they feel is not correctly applied. The Infraction Judge will assess and review the query via a video recording of the routine. If infraction is found to be incorrect, the infraction will be retracted immediately.
3. If the Infraction Judge saw any rule infraction during video review that was previously missed out, it will be applied.
4. If the coach is being argumentative and unreasonable with their challenge, the Infraction Judge reserves the right to ignore the challenge and/or apply five [5] point per judge infractions for harassment.

RULES, SCORING AND LEGALITY

JUDGING PROCEDURES

1. The judges for the event will be appointed at the sole discretion of the organizer.
2. As the teams make their presentations, judges will score the teams using a 100 point system.
3. If panel has 5 or more judges, the highest and lowest score given for each team will be dropped and the remaining judges scored will be totalled to determine the team score.
4. In the event of a tie, the high and low score (and per judge penalties, if applicable) will be added back into the total score. If a tie remains, the ranking points from each judge will be used to break the tie.

ACHIEVEMENT AWARD SCHEME

The Achievement Award confers all teams Gold, Silver, Bronze or Merit award based on the final score achieved. The award score range is as follows:

- Gold: 80% and above
- Silver: 65% to below 80%
- Bronze: 50% to below 65%
- Merit: Below 50%

SCORES AND RANKING

1. Individual judges score sheets are for the exclusive use of each particular judge. Each judge has the responsibility and authority to review and submit his or her final scores and rankings prior to the final tally of the scores for all teams.
2. Scores and rankings will be available only to coaches or administrators after the conclusion of the competition. No scores or rankings will be given over the telephone.
3. After each round of competition, teams will receive the judges' score sheets as well as their infraction sheet (if any). In addition, teams will receive a division ranking sheet with the names and scores of the teams' final placement.

FINALITY OF DECISIONS

1. By participating in this championship, each team agrees that decision by the judges will be final and will not be subject for review.
2. Each team acknowledges the necessity for the judges to make prompt and fair decisions in this competition and each team therefore expressly waives any legal, equitable, administrative or procedural review of such decisions.

RULES, SCORING AND LEGALITY

APPEARANCES, ENDORSEMENTS AND PUBLICITY

1. All teams winning titles or awards agree to have all appearances, endorsements and publicity approved through the organizer's office.
2. Each team acknowledges the necessity for the judges to make prompt and fair decisions in this competition and each team therefore expressly waives any legal, equitable, administrative or procedural review of such decisions.

CONTACT AND SOCIAL MEDIA INFORMATION

Official Website	:	www.aseactivesports.com
Email Address	:	events@aseactivesports.com
Mobile / WhatsApp	:	+65 9228 5805
Wechat	:	aseactivesports
Facebook Page	:	www.facebook.com/aseactivesports
Instagram / Twitter	:	@aseactivesports
Meipai	:	@aseactivesports
Official Event Hashtag	:	#acic2019

For enquiries, we highly encourage **EMAIL CORRESPONDENCE**. Certain information will not be shared via texting or phone calls for privacy reasons and record purposes. We recommend texting or phone calls only for emergency cases where you need assistance immediately.