



WELCOME

OUR MISSION STATEMENT

Victory Sports Center's mission is to provide a happy, healthy, safe environment where children can reach personal goals and build character through quality sports instruction.

Victory Sports Center

1060-A Willow Industrial Ct.

Cookeville, TN 38501

931-526-4960

victorysportscentertn.com

VICTORY SPORTS CENTER

POLICIES AND PROCEDURES

Current Students: Students who are currently enrolled have a permanent spot in their class, until a paid 4 week written taking a break notice is given. We reserve the right to drop a class from the schedule if less than three students are registered for that class. We may also add a class if more than three students request it and the staff and space are available.

Arrival and Picking Up Students: Be sure that your student arrives 5 minutes before (no earlier please) to his/her scheduled class time. Parents are required to stay in the building until the student is in class with the instructor. After that time, parents may leave the facility. Please pick up your student on time. If you know you will be late picking up your student, please notify us as soon as possible. **Instruct your student to wait inside the building and you should escort them from the building to your car especially when the parking lot is crowded.** Please take into consideration that our students may include young children. Please drive slowly and carefully. Do not take the chance on your student running to and from your car. Additional parking is located in the gravel parking lot across the facility.

What to Wear: Boys and Girls may wear tucked in T-shirts and shorts free of buttons or zippers. Girls may choose to wear leotards (no footed tights or jeans). All students will be bare foot for class. Tumblers may have the option to wear shoes for tumbling purposes. Street shoes are not permitted on the matted surfaces. Hair should be pulled securely away from the face so it stays up for the entire class. Girls should not wear bows or other large hair ornaments that may cause discomfort during activity. For Karate: Uniforms must be worn to all classes. PLEASE LEAVE JEWELRY ARTICLES AT HOME. This facility's staff will not be responsible for ANY items that may be lost or stolen. Be sure your student's personal items are marked with their name and are not left in cubbies during their class.

Registration Fees: All families will be charged an annual registration fee of \$24.00. This fee is good for one full year. Registration will be prorated at sign up. Annual registration fees will be due on January 1st of each year.

Payment of Fees and Discounts: Monthly fees are due on or before the 5th of each month. A \$10.00 late fee will be charged on all accounts if fees are not paid by the 5th of the month. All fees can be paid by cash, check, credit card, ACH Automatic payments from checking or savings and payments can be made online. If payment is not received by the end of the second week, your child's spot will no longer be reserved in the class in which he or she is enrolled and the balance will remain on your child's account. There will be a 10% discount off total family enrollment if your family is enrolled in two same or different classes. A discount of 15% off total enrollment if your family is enrolled in three or more same or different classes. Statements regarding the next month's tuition will be sent to your email on the last week of the current month. If you have signed up for Auto Pay this statement will show you what will be drafted on the 5th of each month. If you are not signed up for Auto Pay you may sign up at any time. This is done by submitting your checking account information or credit card information to the front desk or registering online through the Parent Portal. You may also cancel this service at any time.

Drop Procedures: PARENTS MUST NOTIFY THE OFFICE 30 DAYS IN ADVANCE TO DROP A STUDENT FROM CLASS. **Only a written paid notice given to our front desk with advance payment will be accepted.** Please Note: You are responsible for payment for your student's classes WHETHER OR NOT YOUR STUDENT ATTENDS CLASS until the time you notify the front desk VIA WRITTEN NOTICE. Please do not rely on your student to verbally let us know that he/she will no longer be attending classes. If a student stops coming to class without notification then the student's account will be charged for the 30 additional days. This charge will be for holding the student's place in that class instead of offering that place to one of the many on the waiting list.

Refunds & Account credits: Will be given for extended illness or injury upon timely notification of the situation to the front office. If classes are missed for other reasons, you are responsible for arranging a makeup time with the front desk. Apparel will only be exchanged with proper tags.

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Makeup Policy: It is best that your child attend class on a regular basis. Your account will not be prorated or adjusted for any missed classes because our staff is here to teach that class. If space is available, all students will be allowed to make up missed class within a 2 month window. After 2 months, you will not be able to reschedule those missed classes. You will receive an absence call or email from the front office the following day and you may reschedule at that time or the next time that you are present in the gym.

Open Gym and Open Karate: If your child misses a gymnastics, tumbling, or karate class they may use Open Gym or Open Karate as a makeup class at any time. Open Gym and Open Karate can be scheduled ahead of time or you may walk in. Please check in at the front desk as a make up. Open Gym and Open Karate are held on Fridays from 5:30-6:25. If your child would like to come to Open Gym or Karate for extra practice the cost is \$10 per visit and walk-ins are welcome. Children under the age of 5 are not permitted to use Open Gym for makeups. They may reschedule a makeup class in our Tumble Tots Preschool classes.

Snow and Inclement Weather: We do not follow a Putnam County school schedule for inclement weather. Should schools close due to bad weather, classes will still operate on a regular schedule. If the weather does cause the gym to close, it will be announced on local radio stations, on our website, Facebook and our answering machine message. Any closures for inclement weather can be rescheduled.

Gym Safety: If any child's participation in any way jeopardizes the SAFETY of that child or other children and staff you may be recommend and given the opportunity to reschedule. Only students and staff are allowed in the gym area! Students must wait behind the wall for their instructor before getting on any equipment in the gym. This includes the floor exercise mat. For the safety of your child and others in class, please keep children from playing or anyone sitting on the wall. No running and playing will be allowed in the upstairs parent viewing or on the stairs.

Students with Special Needs: Children with special needs are welcome! We request that all parents communicate any unique needs that your child may have so that we may make the staff knowledgeable. Class enrollment requests for special needs children require a Student Evaluation before being able to be placed in class. Student class evaluations are \$35 and can be scheduled with our Directors of Special Needs. This evaluation will determine if your child needs to be paced in a class that will be more catered to the child's needs.

Gym Closures: VSC operates on a 48 week yearly calendar as opposed to a 52 week year. Therefore, there are 4 weeks out of the year the gym will be CLOSED and no makeups will be given. These weeks are as follows: One week during Spring, One week during Summer, One week during Fall and One week at Christmas. If the gym is closed any other time (Ex: Labor Day, Good Friday) you may schedule a makeup class for your child at your 2 month time period with the front desk at your convenience.

Food and Beverage: No food, beverages or gum is allowed on the gym floor.

Smoking: Smoking of any kind will not be permitted any where in the facility.

Advertising: Occasionally, Victory Sports Center will take photos of the gym and classes for promotional purposes. Photos taken for advertising and promotional purposes may include your children. Victory Sports Center may use these photos with no compensation to you or your child.



Student Registration Form

The following form must have each section completed to the best of your knowledge. By signing below, you agree to all provisions and covenants contained in this application. All information is kept confidential.

Child's Name _____ Male or Female _____ Birthdate _____

School Attending _____ Teacher _____ Grade Level _____

Are there any medical conditions or behavioral concerns that we should be aware of that will affect his/her participating in class? YES or NO If yes, please explain. _____

Child's Name _____ Male or Female _____ Birthdate _____

School Attending _____ Teacher _____ Grade Level _____

Are there any medical conditions or behavioral concerns that we should be aware of that will affect his/her participating in class? YES or NO If yes, please explain. _____

Parent/Guardian Name _____

Mailing Address _____ City _____ State _____ Zip _____

Home Phone # _____ Mom Cell # _____ Texting #? Yes No

Dad Cell # _____ Texting #? Yes No Additional #'s _____

Email _____ (We will send you class and enrollment notifications)

If we can't reach you and need to call someone else in regards to your child:

Emergency Contact Name _____ Relation to Child _____

Home Phone # _____ Cell Phone # _____

PARTICIPANT ENROLLMENT POLICIES

Please **READ and INITIAL** each statement listed below. By initialing, you agree to all terms and covenants contained therein.

_____ All families will be charged an annual registration fee of \$24.00. This fee is good for one full year. This annual Registration fee will be pro-rated upon sign up. Annual registration fees will be due January 1st of each year.

_____ Payment for a monthly tuition of classes must be made by the 5th of each month. In the event that your child's tuition is not paid by the 5th of the month, **you acknowledge that you will be charged a \$10 late fee.**

_____ You are aware that Victory Sports Center offers a variety of ways to pay including in person, by mail, check, phone payment as well the ability to register a checking account or credit card to be debited on the 5th. Tuition must be paid by 5th, regardless if it is your child's first class of the month to avoid any late penalty.

_____ If your account is not current by the end of the second week of classes, your child will be dropped from classes. The balance on your child's account will still need to be paid in order to re-enroll.

_____ A \$35.00 returned check fee will be added to your account in the event that your check is returned to us. The balance must be paid in full with cash before your child can resume class.

_____ If you feel that you have been charged incorrectly, **DO NOT** adjust your payment without making arrangements to do so with our front office. You will not receive a refund for absences, but we do have a make-up policy.

_____ Any missed classes can be made up within a **2 month window** of missing classes. After the 2 months, you will **not** be able to reschedule those missed classes.



PARTICIPANT ENROLLMENT POLICIES CONT'D

- _____ In the event that you wish to cancel your enrollment in our program, you will be required to submit a "Taking A Break" notice with advance payment to the front office 30 days before your child's last day in class.

- _____ If any child's participation in any way jeopardizes the SAFETY of that child or other children and staff you may be recommend and given the opportunity to reschedule.

- _____ Occasionally, Victory Sports Center will take photos of the gym and classes for promotional purposes. Photos taken for advertising and promotional purposes may include your children. V.S.C. may uses these photos with no compensation to you or your child.

- _____ You are aware that Victory Sports Center operates on a 48 week yearly calendar and there will be 4 weeks out of the year the gym will be CLOSED and NO makeups will be given. Any other gym closures can be made up at your convenience.

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT ("AGREEMENT")

In consideration of participating in any activity at VICTORY GYMASTICS, LLC, doing business as Victory Sports Center. I represent that I understand the nature of this Activity and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the activity. I fully understand that this Activity involves risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions, or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the "releases" named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, cost, and damages I incur as a result of my participation in the Activity.

I hereby release, discharge, and covenant not to sue VICTORY GYMASTICS LLC, its respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) from all liability, claims, demands, losses, or damages, on my account caused or alleged to be caused in whole or in part by the negligence of the "releases" or otherwise, including negligent rescue operations and future agree that if, despite this release, waiver of liability, and assumption of risk I, or anyone on my behalf, makes a claim against any of the Releases, I will indemnify, save, and hold harmless each of the Releases from any loss, liability, damage, or cost, which any may incur as the result of such claim.

I have read the RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

Printed name of participant

Date _____

Printed name of participant

Date _____

Signature of participant (Over the age of 18yrs/old)

PARENTAL CONSENT

AND I, the minor's parent and/or legal guardian, understand the nature of the above referenced activities and the Minor's experience and capabilities and believe the minor to be qualified to participate in such activity. I hereby Release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releasees from all liability, claims, demands, losses or damages on the minor's account caused or alleged to have been caused in whole or in part by the negligence of the Releasees or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above Releasees, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss liability, damage, or cost any Releasee may incur as the result of any such claim.

Printed name of Parent/or Legal Guardian

Date Signed

Signature of Parent/or Legal Guardian