



INFORMATION PACKAGE

www.cheerleading.org.sg
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Competition Information

Event Title : Cheerleading Association (Singapore) National Cheerleading Championships (CASNCC) 2018
Date : 31st March 2018, Saturday
Time : Morning (exact timing to be released in March)
Venue : D'Marquee, Downtown East
1 Pasir Ris Close, Singapore 519599

CAS National Cheerleading Championships "CASNCC" is organized by Cheerleading Association (Singapore) "organizer" and managed by Active Sport Enterprise "event management". Cheerleading Association (Singapore) "CAS" is a member of the International Cheer Union "ICU" and Asian Cheer Union "ACU".

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 Fees

Competition Fee Structure			
Registration Phase	Deadline	Competition Fee First Division <i>per participant</i>	Competition Fee Additional Division <i>per participant per division</i>
On-Time	Wed, 28 th February 2018	SGD 25.00	SGD 15.00
Late	Sat, 31 st March 2018	SGD 35.00	SGD 21.00

The competition fee is based on the date of payment received (*Exception: Payment via Gebiz / Vendors@GOV. Payment information must be received by Registration Phase Deadline*). Insurance is not included in the competition fees. Participants are to purchase their own personal insurance for the competition.

For On-Time registrants, the individual Participant Release and Waiver (PRW) Form is to be submitted by **Wednesday, 7th March 2018**. For Late registrant, the PRW form is to be submitted by the **next working day they registered or before the competition, whichever is earlier**.

Registration of teams is not allowed after on-time registration phase. Registration of additional Participants and Staff 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. All changes and additions after on-time registration phase will have to be made by request to cas@cheerleading.org.sg. Registration of additional Participants may be charged extra competition fee according to the applicable registration phase.

The "Additional Division" fee is applicable only to participants registered under the same organization.

Please refer to the Registration Policy for more registration details and information.

Entitlements, Prizes and Awards

Top 3 Placing Teams and Participants

- Team Trophy
- Individual Medallion
- Individual Certificate of Achievement

Non-Medallist Teams and Participants

- Individual Certificate of Achievement

All Certificates of Achievement (CoA) will be given in digital format and will be downloadable from the event website 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.

Achievement Award Scheme

All teams will be awarded Gold, Silver, Bronze or Merit award based on their final score.

The award score range is as follows:

- Gold: 80% and above
- Silver: 70% and above to below 80%
- Bronze: 50% and above to below 70%
- Merit: Below 50%

Divisions

Division	Rules Reference	Age / Grade of Athletes	Team Size
Team Cheer Scholastic Divisions			
Team Cheer Primary School Novice	Level 1	Grade 1 to 6	12 - 24 athletes
Team Cheer Secondary School All Girl Advanced	Level 4	Grade 7 to 12	12 - 24 athletes
Team Cheer Secondary School Coed Advanced	Level 4	Grade 7 to 12	12 - 24 athletes
Team Cheer Tertiary Coed Elite	Elite	17 to 25 years	12 - 24 athletes
Team Cheer Tertiary Coed Premier	Premier	17 to 25 years	12 - 24 athletes
Team Cheer Freestyle Pom Scholastic Divisions			
Team Cheer Freestyle Pom Primary School	Freestyle Pom	Grade 1 to 6	12 - 16 athletes
Team Cheer Freestyle Pom Secondary School	Freestyle Pom	Grade 7 to 12	12 - 16 athletes
Team Cheer Freestyle Pom Tertiary	Freestyle Pom	17 to 25 years	12 - 16 athletes
Team Cheer Open Divisions			
Team Cheer Open Coed Elite	Elite	14 years or older	12 - 24 athletes
Team Cheer Open Coed Premier	Premier	15 years or older	12 - 24 athletes
Team Cheer Freestyle Pom Open Divisions			
Team Cheer Freestyle Pom Open	Freestyle Pom	14 years or older	12 - 16 athletes
Team Cheer Freestyle Pom Masters	Freestyle Pom	30 years or older	12 - 16 athletes
Team Cheer Freestyle Pom Legends	Freestyle Pom	40 years or older	12 - 16 athletes

Master and Legends Divisions

All Masters and Legends divisions will be classified as non-competitive division. All participants of the Masters and Legends division will receive medals corresponding to their award (e.g. gold, silver or bronze medal) during the award ceremony.

Exhibition Division

For teams who do not meet the age, team size or routine requirements of the division will be categorised as exhibition (non-competitive) division. Teams will receive entitlements of a non-medallist team.

Division Minimum Team 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-medallist team.
2. Complimentary change of division to an eligible competitive division
3. Withdraw from competition, refund of 100% of competition fee.

To encourage participation, new divisions will be added if there is a minimum of two [2] teams requesting for the new division.

The division minimum team requirement does not apply to all Masters and Legends divisions.

Division and Routine Requirements

For division and routine requirements, please refer to the Rule Book for details.

Crossovers

Please refer to the Rule Book for more crossover details and limitations.

Registration Policy

Terminology

Athlete	The participant who is registered on the team roster as a competing member.
Organizer	Organizer(s) of the competition
Organization	The account which all the participants register under.
Participant	Refers to registered athletes and substitutes
Staff	Refers to registered coaches and officials
Substitute	The participant who is registered on the team roster as an alternate.

Registration Phase Deadline

The deadline of each registration phase will be strictly adhered to and is based on the date (time based on GMT +8) the payment is received. Organizations are advised to submit the registration and make the payment in good time before the deadline.

Registration of Teams and Participants

Registration of teams is not allowed after on-time registration phase. Organization may email a request to the official event email but exceptions will only be granted at the discretion of the Organizer.

Registration of additional Participants to existing event-registered team(s) is allowed at any point up to the competition and the competition fee is applied according to the registration phase. Registration of additional Participants will have to be done by request via email to the official event email.

Registration of Substitutes

Substitutes may be registered and competition fee is applicable. Substitutes will enjoy the entitlements, prizes and awards as an Athlete.

Each team is allowed a maximum of four [4] Substitutes.

Completion of Registration Process

The registration process is completed only when:

1. ALL required information is submitted via email using the Registration Package excel sheet;
2. Individual Participant Release and Waiver Form is filled in, signed and submitted;
3. Full payment of the registration-related fees is received;
4. Submission of payment information to facilitate successful tracking of payment.

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

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 fielding ineligible athlete(s), whether before, during or after the event.

Registration Process

Step One: Submission of Registration Package

Please complete all of the forms in the registration package and submit the excel document via email to cas@cheerleading.org.sg

Please use the following subject header "<Your Organization Name> CASNCC Registration 2018" for the email.
E.g. Gym ABC CASNCC Registration 2018

All participants are required to submit the individual Participant Release and Waiver Form (link: [Participant Agreement](#)) in order to be eligible to compete for the competition. For participants aged below 18, the PRW form is to be submitted by a parent/legal guardian.

Step Two: Payment

An e-invoice will be issued to you once the registration package has been received and processed.

All payments must be made and received within the payment deadline stated on the e-invoice date (Exception: Payment via Gebiz / Vendors@GOV). Payments that are not received by the payment deadline will incur an additional late payment fee of 10% of the total payment amount. You are not required to transfer any payment prior to receiving the e-invoice in the contact person's email. To avoid any unnecessary hiccups, we highly advise all registrants to check with your local banks or postal service on the processing period to ensure that all payments are submitted timely.

Payment is to be made via internet banking, ATM machine or Cash Deposit Machine only (Exception: Payment via Gebiz / Vendors@GOV) to:

Account Name: Active Sports Enterprise
Account Number: 5918-1331-6001
SWIFT Code: OCBCSGSG
Bank: OCBC Bank
Bank Address: 65 Chulia Street, Singapore 049513

After which the following documents are to be submitted by email to cas@cheerleading.org.sg BY THE REGISTRATION DEADLINE to be eligible for the applicable competition fees:

1. Invoice
2. A scanned/photocopy of Payment Transaction Slip (must be of reasonable readable quality)

3. Receipt request (Receipt will not be issued unless requested)
4. Any remarks/special instructions (if any)

For Payment via Gebiz/Vendors@GOV, the following documents are to be submitted by email to cas@cheerleading.org.sg BY THE REGISTRATION DEADLINE to be eligible for the applicable competition fees:

1. Invoice
2. Information needed for Billing
 - a. Ministry/Statutory Board
 - b. Department
 - c. Sub-Business Unit
 - d. Attention To
3. Any remarks/special instructions (if any)

Changes to Registration

All changes, edits and deletions done via official event email are subjected to processing fee of SGD10.00 per item changed. Addition of Participants is not subjected to administrative fee.

Changes made after on-time registration may not be reflected in event collaterals due to operational deadlines.

Withdrawal

The Participant can cancel his or her participation at any point during the competition. An Organization may withdraw a registered team at any point during the competition. A cancellation fee is chargeable.

If withdrawal is made during...	Cancellation Fee
On-Time	50% of Competition Fee
After On-Time	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.

Bank fees or other charges incurred during the registration will not be refunded. Bank or other admin charges incurred during the refund process are to be undertaken by the Participant or Coach.

Disqualification

In the event a Participant is disqualified, no refunds will be given.

Invoice Issuance

Once e-invoice is issued, the organization is required to make the full payment of the e-invoice.

In the event of a no-show by the participants, the e-invoice amount is still payable to the Organizer.

Practice Session

Practice is available on Friday, 30th March 2018 for complimentary reservation. It will be conducted in D'Marquee on the actual competition mats. Attending the practice session is optional.

Each team is allowed one [1] session (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 slots. If your team can make it in the morning slot (8am-2pm), please reserve the earlier slots. If there are no immediate teams rehearsing after your slot, you will be allowed to use it.

Information on booking a practice session will be sent to you once we receive your payment.

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.

Warm-Up and Tumbling Floor

Warm-up and tumbling floor will be available on the competition day. Each team will have an opportunity to warm-up on the floors prior to competition time.

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 marshalls to vacate the area.

Photo and video taking is not allowed in the Athletes' Area. Violation of the policy may result in a three [3] point per judge deduction.

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.

Chaperone Pass Request

A chaperone (non-coach) is allowed for every 12 members below 18 years of age. Request for chaperone pass is required to be sent via email at least one [1] week prior to competition. *Clarification: If team have 20 members below age of 18, the team is allowed to request for 2 chaperone passes.*

The chaperone pass will allow access into Athletes' Area and Warm-Up Area.

Team Media Pass

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

Team photographers or videographers who wishes to take photos of their team(s) is required to apply for a media pass at least one [1] week prior to the event via the official email, which will allow them access to a designated media area. Besides the designated media area, s/he is allowed to take photos and videos in free access area.

DO NOT:

- Use flash photography;
- Take photos or videos of any other teams other than your own. The staff reserves the right to request deletion of unauthorised photos.

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 team photos will be given out with your results.

Teams who did not collect the score sheets and team photos 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.

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.

Admission Ticket Information

Free Entry

Entry is free of charge to team supporters and members of the public. There are free standing areas to view the competition.

Ticketed Seats

You may purchase tickets to the audience seats (free seating). Tickets are available for sale at the Ticketing Booth on Saturday and Sunday. More information on the ticketed seats will be available in March on the official website and social media channels.

Photo and video taking is not allowed in the audience seats. Staff reserves the right to evict any person in violation of the policy.

Agreement of Compliance

By submission of the registration, on behalf of the team, the registrant (coach, gym owner, person in-charge) accept and agree to abide by the policies and procedures listed in the Information Package and the rules and regulations of the Rule Book.

Contact and Social Media Information

Official Website	:	www.cheerleading.org.sg
Email Address	:	cas@cheerleading.org.sg
Facebook Page	:	www.facebook.com/cheersingapore
Official Event Hashtag	:	#casncc2018