



145 Pacific Avenue  
Winnipeg, MB R3B 2Z6

## **Registration Package TEMPLATE**

**The highlighted information in this document is mandatory and must be included in your event registration package.**

**The format chosen is completely up to the host just ensure that all details are communicated.**



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**LOGO**

**EVENT NAME**

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### **EVENT INTRODUCTION**

Include a basic description of what people can expect from your event. Anything unique? SELL your event!

Please include if the competition is on a sprung floor or dead floor.

Please include if the competition is a 2-run event.

Award details – do all teams receive an award? Just top 3? Top half? Etc.

At least 7 days prior to the event, all registered coach contacts will receive a schedule of both performance and warm up times. Registered teams must receive a schedule at least ONE week in advance.

### **LOCATION/FACILITY**

Where is your event being held? Include an address. Describe the venue and any special amenities.

### **CONTACT INFORMATION**

Who can people contact with questions?

Where can registrations be sent? Mailed? Can they be dropped off?

Accepted payment type? Cheques made payable to who?

### **DATE/TIME**

What is the date and time of day of your event? At least a start time MUST be included. Are there multiple mini events? Can you estimate what time awards will be held? Is there just one award ceremony at the end of the day or multiple throughout the day? The more info you can provide, the better.

### **SPECTATOR ADMISSIONS**

Is your admission the same rate for everyone? Children under a certain age discounted or free? Seniors discounted or free? Etc. Maybe you're offering a family rate?

### **REGISTRATION RATES:**

Is there an Early bird, Regular and Late registration option?

Are Schools and All-Star the same price?

Do you charge per team or per athlete?

How many coaches are included with each team?

How much for crossover athletes?

How much for specialty? Flat rate per athlete? Different rates for Tumblers vs. Stunt Groups? Are there different early bird, regular and late rates for specialty?

Does specialty cost more if athletes are not also registered on a participating team?



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Here are a few examples of how to set your fees:

Be sure to include deadline(s) and consider the deadline you have to submit schedules to participants (1 week prior to event)

<b>EXAMPLE #1:</b>	<b>Early Bird</b> Deadline?	<b>Regular</b> Deadline?	<b>Late</b> Deadline?
<b>Team Routine</b> (per athlete)	\$25.00	\$30.00	\$35.00
<b>Crossover</b> *within same program	\$7.00	\$9.00	\$11.00
<b>Individual</b> *also registered with team	\$12.00	\$15.00	\$19.00
<b>Stunt/Duo (per athlete)</b> *also registered with team	\$8.00	\$10.00	\$12.00
<b>Individual</b> *not registered with team	\$20.00	\$25.00	\$30.00
<b>Stunt/Duo (per athlete)</b> *not registered with team	\$14.00	\$18.00	\$22.00

<b>EXAMPLE #2:</b>	<b>Early Bird</b> Deadline?	<b>Regular</b> Deadline?	<b>Late</b> Deadline?
<b>Team Routine</b> (per athlete)	\$25.00	\$30.00	\$35.00
<b>Crossover</b> *within same program	\$10.00	\$10.00	\$10.00
<b>Specialty/athlete</b> *also registered with team	\$10.00	\$10.00	\$10.00
<b>Specialty/athlete</b> *also registered with team	\$15.00	\$15.00	\$15.00

<b>EXAMPLE #3:</b>	<b>Registration</b> Deadline?
<b>Team Routine</b> (per athlete)	\$25.00
<b>Crossover</b> *within same program	\$10.00
<b>Individual/Duo</b> (per athlete)	\$10.00
<b>Stunt Group</b> (per group)	\$40.00



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**REGISTRATION:**

Club/Team Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*\*\*Here are all possible levels and division offered at Cheer Manitoba Events. It is not necessary to allow all levels/divisions. For example: Maybe this is a SCHOOL ONLY event, or maybe it's in a small venue with lower ceilings so you're hosting a LEVEL 1 ONLY event, or perhaps you want to run an OPEN AGE DIVISION ONLY Event, or a SPECIALTY DIVISION ONLY Event. It's up to you as the host as long as it's clearly explained in your registration package.

**All-Star Team divisions (please select):**

Non- Comp	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4.2	LEVEL 4	LEVEL 5	LEVEL 6
<input type="checkbox"/> Tiny	<input type="checkbox"/> Tiny	<input type="checkbox"/> Mini	<input type="checkbox"/> Youth	<input type="checkbox"/> Senior	<input type="checkbox"/> Youth	<input type="checkbox"/> Youth (rest)	<input type="checkbox"/> Int'l Open
<input type="checkbox"/> Mini	<input type="checkbox"/> Mini	<input type="checkbox"/> Youth	<input type="checkbox"/> Junior		<input type="checkbox"/> Junior	<input type="checkbox"/> Junior	<input type="checkbox"/> Int'l Open Coed
<input type="checkbox"/> Youth	<input type="checkbox"/> Youth	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior		<input type="checkbox"/> Senior	<input type="checkbox"/> Junior Coed	
<input type="checkbox"/> Junior	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior	<input type="checkbox"/> Senior Coed		<input type="checkbox"/> Senior Coed	<input type="checkbox"/> Senior (rest)	
<input type="checkbox"/> Senior	<input type="checkbox"/> Senior				<input type="checkbox"/> Open	<input type="checkbox"/> Senior	
<input type="checkbox"/> Open						<input type="checkbox"/> Senior Coed	
<input type="checkbox"/> Parent						<input type="checkbox"/> Int'l Open	
<input type="checkbox"/> Sp Needs						<input type="checkbox"/> Int'l Open Coed	

**All-Star Team MOTIONS divisions (please select):**

<input type="checkbox"/> Tiny	<input type="checkbox"/> Mini	<input type="checkbox"/> Youth	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior	<input type="checkbox"/> Open
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**Scholastic Team CHEER divisions (please select: Category, Cheer/No Cheer, & Tumbling/No Tumbling)**

<input type="checkbox"/> Cheer	<input type="checkbox"/> No Cheer
<input type="checkbox"/> Tumbling	<input type="checkbox"/> No Tumbling

**Scholastic Team MOTIONS divisions (please select):**

<input type="checkbox"/> Youth	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior	<input type="checkbox"/> Collegiate
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YOUTH (Grades 1-6)	JUNIOR (Grades 6-9)	SENIOR (Grades 9-12)	COLLEGIATE
<input type="checkbox"/> Non-Compete	<input type="checkbox"/> Non-Compete	<input type="checkbox"/> Non-Compete	<input type="checkbox"/> Non-Compete
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 4
<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 5
	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3	<input type="checkbox"/> Coed Level 5
		<input type="checkbox"/> Coed Level 3	<input type="checkbox"/> Level 6
		<input type="checkbox"/> Level 4.2	<input type="checkbox"/> Coed Level 6
		<input type="checkbox"/> Level 4	
		<input type="checkbox"/> Coed Level 4	



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## TEAM ROSTERS

All athletes must be listed to be eligible for competition. Should your roster change before the event an updated roster must be provided to the host, with appropriate Waiver and Liability Release forms. A separate roster must be submitted for each team.

Program/School: \_\_\_\_\_

Team Name/Mascot: \_\_\_\_\_ Division/Level: \_\_\_\_\_

Total # of athletes: \_\_\_\_\_ Total # of males: \_\_\_\_\_

\*\*\*DOB of participants MUST be listed here\*\*\*.

For All Star teams, age must be that of the athlete as of Aug 31<sup>st</sup> of the beginning of the season. Exception: For IASF divisions age must be that of the athlete as of Dec 31<sup>st</sup> of the calendar year of which they are competing.

	ATHLETES	M/F	Birthdate D/M/Y EX:01-JAN-2000
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

	ATHLETES	M/F	Birthdate D/M/Y EX:01-JAN-2000
19			
20			
21			
22			
23			
24			
25			
26			
27			
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29			
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34			
35			
36			



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**COACHES**

How many coaches are included for free with each team registration? Additional coaches are (indicate cost). Please list ALL coaches, their level of credentialing and credentialing expiry date:

Coach Name: \_\_\_\_\_

Cheer Manitoba Credentials: \_\_\_\_\_ EXP Date \_\_\_\_\_

**CROSSOVERS**

Please list all crossovers from this team to ensure they are scheduled properly. Please include crossovers that may cross from all-star to school or vice versa if known.

<b>Name:</b>	<b>Additional Team:</b>
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**Specialty Routine Registration: - if applicable**

**STUNT GROUP:** (Maximum 5 athletes per routine)

Division & Level: \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

COACH: \_\_\_\_\_

Division & Level: \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

COACH: \_\_\_\_\_

**COED STUNT GROUP:** (Maximum 5 athletes per routine, Maximum 3 males)

Division & Level: \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

COACH: \_\_\_\_\_

Division & Level: \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

COACH: \_\_\_\_\_

**PARTNER STUNT:** (No cost for spotters, but they must be listed and must submit a waiver)

Division & Level: \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Spotter: \_\_\_\_\_

COACH: \_\_\_\_\_

Division & Level: \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Spotter: \_\_\_\_\_

COACH: \_\_\_\_\_

**INDIVIDUAL:** Division & Level: \_\_\_\_\_

- 1. \_\_\_\_\_

COACH: \_\_\_\_\_

Division & Level: \_\_\_\_\_

- 1. \_\_\_\_\_

COACH: \_\_\_\_\_

**DUO:** Division & Level: \_\_\_\_\_

- 1. \_\_\_\_\_

COACH: \_\_\_\_\_

Division & Level: \_\_\_\_\_

- 1. \_\_\_\_\_

COACH: \_\_\_\_\_



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**PAYMENT INFO:**

Include your refund/cancelation policy.

Be sure the information/rates here match the info provided elsewhere in this package.

**Option 1 – EARLY BIRD** registration must be received on or before ...**Date...**

Total number of athletes competing with a team ..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Crossover athletes (within same program)..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Duo/Stunt (per athlete, per routine) .....\*also registered in team routine..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Individual routines .....\*also registered in team routine ..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Duo/Stunt (per athlete, per routine) .....\*not registered in team routine..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Individual routines .....\*not registered in team routine ..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Additional coaches (2 per team are included)..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

SUB TOTAL ..... GST 5% (ONLY IF APPLICABLE, or maybe it's included in the above rates)  
.....\$ \_\_\_\_\_

Total amount paid to the Program? School? Etc? .....\$ \_\_\_\_\_

**Option 2 – REGULAR** registration must be received on or before ...**Date...**

Total number of athletes competing with a team ..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Crossover athletes (within same program)..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Duo/Stunt (per athlete, per routine) .....\*also registered in team routine..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Individual routines .....\*also registered in team routine ..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Duo/Stunt (per athlete, per routine) .....\*not registered in team routine..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Individual routines .....\*not registered in team routine ..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Additional coaches (2 per team are included)..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

SUB TOTAL .....\$ \_\_\_\_\_

GST 5% (ONLY IF APPLICABLE, or maybe it's included in the above rates) .....\$ \_\_\_\_\_

Total amount paid to the Program? School? Etc? .....\$ \_\_\_\_\_

**Option 3 – LATE** registration must be received on or before ...**Date...**

Total number of athletes competing with a team ..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Crossover athletes (within same program)..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Duo/Stunt (per athlete, per routine) .....\*also registered in team routine..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Individual routines .....\*also registered in team routine ..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Duo/Stunt (per athlete, per routine) .....\*not registered in team routine..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Individual routines .....\*not registered in team routine ..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Additional coaches (2 per team are included)..... x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

SUB TOTAL .....\$ \_\_\_\_\_

GST 5% (ONLY IF APPLICABLE, or maybe it's included in the above rates) .....\$ \_\_\_\_\_

Total amount paid to the Program? School? Etc? .....\$ \_\_\_\_\_





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## **EVENT INFO: COMPETITION RULES**

This Event is sanctioned by the Cheer Manitoba. We will follow all Cheer Manitoba competition rules, levels and age grids. For detailed information on rules levels and age grids, please visit [www.cheermanitoba.ca](http://www.cheermanitoba.ca).

## **LIABILITY RELEASE, WAIVER AND MEDIA CONSENT FORMS**

All Athletes (including those over the age of 18) must submit a "Cheer Manitoba Athlete Registration" waiver. This is a blanket waiver that is submitted to Cheer Manitoba along with the Teams/Clubs Membership Registration. All competition rosters must be sent to Cheer Manitoba **2 weeks before** the competition date to ensure all athletes are registered with Cheer Manitoba. If an athlete is not registered with Cheer Manitoba the host will need to contact the Head Director/Coach for the waiver. If the waiver is not received by the competition date, the athlete will not be eligible to compete (see below for "Cheer Manitoba Athlete Registration" waiver).

## **SPOTTERS**

Spotters are not provided by Cheer Manitoba. If participants would like the use of spotters on the competition floor they must provide your own. All Spotters must be noted on the competition roster. Spotters must submit an Athlete Registration waiver to CHEER MANITOBA as well. Spotters do not have to pay Competition registration fees (see below for "Cheer Manitoba Athlete Registration" waiver).

## **CATEGORIES/DIVISIONS**

'Event Host' will split large and small teams in all age divisions for Cheer if there are 2 or more entries per category. Small teams are 5 – 20 athletes, and large teams are 21 – 32 athletes (36 athletes for Level 5). Senior Level 5 may be split into small (5-20), medium (21-30) and large (31-36) if there are 2 or more entries per category.

## **MUSIC**

Be sure to include music requirements here. Does music have to be on CD? Can it be on an iPod/aux cord or USB? When is it to be turned into the DJ?

## **PERFORMANCE AND WARM UP AREAS**

Include all floor specifications here. How many warm up areas are there? What size of floor at each warm up station? How long will each team/specialty competitor receive at each floor? Is the Competition floor sprung? If so, ensure there is at minimum a sprung tumbling strip included in the warm up time.

## **PERFORMANCE ORDER**

A schedule of performance and warm up times will be sent out to all registered team contacts at least 7 days prior to the event. What time should teams arrive? Ie: at least 30 minutes prior to first scheduled warm up. Is there a check in station?

## **FOOD**

Will there be a canteen? Any food available at the event?



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### Cheer Manitoba Athlete Waiver

This waiver is mandatory for all Cheer Manitoba registered athletes

This waiver covers all Cheer Manitoba Event(s)

Athlete's Name: \_\_\_\_\_ Athlete Birthdate (D/M/Y): \_\_\_\_\_

(ex: 01-Jan-2000)

Team Name: \_\_\_\_\_ Division: \_\_\_\_\_

Age of the above named Participant:  18 & Over  Under 18

**IF UNDER 18:**

Name of Parent/ Legal Guardian: \_\_\_\_\_ Emergency Phone Number(s): \_\_\_\_\_

**IF OVER 18 (optional):**

Emergency Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Athletes that turn 18 during the competitive season (after this waiver has been signed, but before the end of the competitive season) are responsible for contacting CHEER MANITOBA to sign a new waiver for "18 & Over" before the next competition they are registered for.

Covers all Manitoba Cheer Federation Events including but not limited to;

Competitions, Banquets, Stunt Clinics, Conferences, Training

**Liability Release:** For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I \_\_\_\_\_ as parent or legal guardian of \_\_\_\_\_, the above named participant (hereinafter "Participant"), hereby grant the permission necessary to allow Participant to participate in the above Event(s) to be conducted by Manitoba Cheer Federation. I, in my own behalf and on behalf of Participant, further agree to release and to hold harmless to the Manitoba Cheer Federation and any of the sanctioned event hosts, and hosting sites involved with Manitoba Cheer Federation on whose premises the Event(s) will occur and the respective directors, officers, representatives, members, agents and employees of the Manitoba Cheer Federation and their respective affiliates (hereinafter collectively "Releasees") from any and all liability whether caused by negligence of the Releasees or otherwise for any claim, judgment, loss, liability, cost and expenses (including, without limitations, attorney's fees and costs) arising out of or connected with the Event(s), including any claim arising out of or connected with any illness or injury (minimal, serious, catastrophic and / or death) that Participant may incur or sustain during the Event(s), all activities associated with the Event(s) and while traveling to and from the site for the Event(s) whether or not the Event(s) actually occurs. I further expressly agree to indemnify and hold harmless Releasees and Releasees' heirs, successors, assigns, executors and administrators against loss from any further claims, demands or actions that may subsequently be brought by Participant or by any other persons on the account of damages of any character resulting to Participant in any way from the foregoing activities. I further agree to reimburse and to make good to Releasees any loss or costs Releasees may have to pay as a result of any such action, claim or demand. I, in my own behalf and on behalf of Participant, hereby warrant that I have read this Liability Release in its entirety and fully understand its contents. I, in my own behalf and on behalf of Participant, am aware that this Liability Release releases Releasees from liability and contains an acknowledgement of my voluntary and knowing assumption of the risk of injury or illness. I, in my own behalf and on behalf of Participant, further acknowledge that nothing in this Liability Release constitutes a guarantee that the Event will occur. I, in my own behalf and on behalf of Participant, have signed this document voluntarily and of my own free will. Supervision: Coaches are required to attend with participants and will be responsible for the participants at all times. Manitoba Cheer Federation is not responsible for participants' supervision.

**Appearance Agreement:** I understand that Manitoba Cheer Federation and the sanctioned event hosts may from time to time produce promotional material relating to its programs. I understand that as participant and/ or a spectator at the Event that Participant may be included in videotapes, DVDs, podcasts and videocasts or photographs taken during the Event(s). Therefore, without reservation or limitations, I, in my own behalf and on behalf of Participant, hereby assign, transfer and grant Manitoba Cheer Federation, its successors, assignees, licensees, sponsors, any television networks, and all other commercial exhibitors the exclusive right to photograph and / or videotape Participant and to utilize such videotapes and photographs and Participant's name, face likeness, voice and appearance as a part of the Event or in any other media now in existence or hereafter developed, in advertising and promoting the Event, in advertising and promoting similar future events or in advertising and promotions relating to all CHEER MANITOBA Events and/or Manitoba Cheer Federation, in general without reservations and limitations, this includes permission for all photos and videos taken at the Event(s) to be shared with the Manitoba Cheer Federation for their related advertising use.

**Medical Release:** I, in my own behalf and on behalf of Participant, acknowledge and agree that such participation subjects Participant to possibility of physical illness or injury (minimal, serious, catastrophic and/ or death) and that I, in my own behalf and on behalf of Participant, acknowledge that Participant is assuming the risk of such illness or injury by participating in the event. In the event of such illness or injury, I authorize Manitoba Cheer Federation and all event hosts under the Manitoba Cheer Federation to obtain necessary medical treatment for Participant and hereby, in my own behalf and on behalf of Participant, release and hold harmless Releasees in the exercises of this authority. I further acknowledge and understand that I will be responsible for any and all medical and related bills that may be incurred on behalf of Participant for any illness or injury that Participant may sustain during the Event(s) and while traveling to and from the site for the Event whether or not the Event(s) actually occurs. As Manitoba Cheer Federation wants to be able to provide the best and most efficient care to Participant, we ask that any medication to which Participant is allergic or medications that Participant is currently taking are listed below. (Providing this information is optional)

Medications (if any): \_\_\_\_\_

Allergic to (if any): \_\_\_\_\_

I acknowledge that the Participant suffers from the following conditions: \_\_\_\_\_

I, in my own behalf and on behalf of Participant, hereby warrant that I have read this Participant Release and Waiver Form in its entirety and fully understand its contents. I, in my own behalf and on behalf of Participant, am aware that this Participant Release and Waiver Form releases Releasees from liability and contains an acknowledgement of my voluntary and knowing assumption of the risk of injury or illness. I, in my own behalf and on behalf of Participant, further acknowledge that nothing in this Participant Release and Waiver Form constitutes a guarantee that the Event will occur. I, in my own behalf and on behalf of Participant, have signed this document voluntarily and of my own free will.

Signature of Parent or Legal Guardian (or Adult Participant): \_\_\_\_\_ Date: \_\_\_\_\_