



TOPGUN *Savannah*

2025-2026

POLICIES AND PROCEDURES

Thank you for being a part of the inaugural season at Top Gun Savannah! Please take the time to carefully review the policies outlined below, as all athletes, parents, and fans are expected to uphold these standards. The name "Top Gun" is used throughout this document to collectively refer to Top Gun Savannah, Top Gun Allstars, as well as all officers, shareholders, agents, and employees. Top Gun reserves the right to modify, update, or add to these policies at any time.

Gym Rules:

- Only athletes who are actively participating in a scheduled activity are permitted inside the gym.
- Parents, siblings, and friends must remain in the lobby or designated viewing areas.
- Help us maintain a clean environment by disposing of trash and returning chairs and tables to their original positions.
- Siblings and friends must always be supervised by an adult and should avoid running, roughhousing, or disruptive behavior in the lobby or viewing areas.
- Anyone who disrupts practice will be required to leave the gym immediately.
- Food, gum, and drinks (except water) are not allowed in the training area.
- Top Gun is not responsible for lost or stolen belongings. Items left in cubbies are at the owner's risk.
- Ensure all personal items are labeled with the athlete's name.
- Athletes may enter the training area no more than 15 minutes before practice and must leave immediately after their session ends.
- Equipment may only be used under the supervision of a coach during scheduled practices, classes, or private lessons.
- Athletes playing on or around equipment outside of practice times do so at their own risk.
- Families who are repeatedly late for pick-up without prior notice may incur a fine.

Code of Conduct

- **Positive Atmosphere:** Athletes and parents must maintain a positive gym environment by avoiding gossip or negative comments about other athletes, families, or coaches. Violating this policy may result in loss of access to the parent viewing areas.
- **No Bullying:** Bullying is strictly prohibited. Any concerns will prompt a parent meeting and may lead to disciplinary action, including suspension or removal from the program.
- **Social Media Conduct:** No discussing athletes, the brand, or the program on social media.
- Athletes and parents representing Top Gun must maintain clean, respectful social media profiles.
- Posts that reflect poorly on Top Gun All Stars must be removed upon request and may result in disciplinary action, including suspension or removal.
- Parents who speak negatively about the program, teams, coaches, or other athletes will be removed immediately.
- **Commitment to the Team:** Any parent or athlete who threatens to quit their team may be immediately dismissed from the program.
- **Respectful Behavior:** All gym members must treat others with respect. Aggressive behavior, yelling, disrespectful language, or harassment toward coaches, staff, athletes, or parents will not be tolerated and may result in dismissal.
- **Training Restrictions:** Athletes are not allowed to train at any other competitive All Star Cheerleading gym in the area.

Teams

- **Team Placement:** Top Gun reserves the right to place athletes on the team(s) that best suit both the athlete and the program.
- **Multiple Teams:** The program will determine if an athlete may participate on more than one team. If selected, crossover fees will apply
- **Roles & Positions:** Coaches will assign each athlete's role/position on their team(s), such as flyer, base, backspot, tumbler, or alternate.
- **Additional Training:** Athletes or teams may be required to take extra classes, lessons, or camps to improve their skills and maintain placement.
- **Extended Practice & Competitions:** Teams may be required to practice beyond their scheduled times or attend additional practices, camps, or competitions as needed.
- **Athlete Status:** Top Gun has the right to move, replace, add, suspend, or dismiss an athlete's temporarily or permanently based on factors including attendance, conduct, skills, finances, or parent conflicts.
- **Crossover Athletes:** Athletes invited to participate on multiple teams must:
 - Be in good financial standing
 - Fully commit to all team responsibilities
 - Cover any additional entry fees beyond their first team
- **Routine & Choreography Ownership:** All routines, choreography, stunts, transitions, tumbling, music, and edits are the exclusive property of Top Gun.
 - Routine details, including competition music, must not be shared or discussed outside the program.
 - Videos of routines/choreography may not be uploaded to any online platform (YouTube, Facebook, Instagram, TikTok, etc.).
- Failure to comply will result in immediate removal from the program

Contact and Communication

- **Team Communication:** Parents must join and regularly check all team communication channels (Facebook, GroupMe, Band, etc.). Missing important updates is not an excuse when information is provided through multiple platforms.
- Turn on alerts for all communication groups to stay informed.
- **Forms & Documentation:** All required forms and requested information must be downloaded and submitted to the office in a timely manner.
- **Athlete-Specific Concerns:** Questions regarding an athlete should be addressed directly and privately with a coach or owner. Avoid discussing individual concerns in parent communication groups.
- **Open Door Policy:** Top Gun Savannah's owners and program directors are available to meet with parents regarding concerns and are happy to schedule meetings.
- **Coach Communication:** Team coaches are available to discuss an athlete's placement or progress at appropriate times.
- **Best times to speak with a coach:** before or after practice, by scheduling a meeting, or through text, phone call, or email.
- **Respecting Coaches' Time:** Unless it is an emergency, please avoid contacting coaches before 8 a.m. or after 9 p.m.
- **Email Response Time:** Please allow 24-48 hours for a response to emails before following up.
- **Chain of Communication:** Please be sure all concerns pass through the appropriate personnel
 - Team Rep
 - Coach
 - Directors
 - Owner

Health and Safety

- **Health Insurance & Emergency Contacts:** All participants must provide Top Gun with current health insurance and emergency contact information. Medical Conditions & Medications: Families must inform Top Gun of any medical conditions that may affect participation, as well as any medications their child is currently taking.
- **Injury Reporting:** Any injuries sustained during Top Gun activities must be reported to the program.
- **Doctor's Documentation:** Injured athletes must provide valid written documentation from a doctor stating the reason and duration of any participation limitations.
 - Top Gun reserves the right to require a doctor's note before an athlete can return to training.
- **Substance Use Policy:** All athletes must refrain from illegal use of drugs, alcohol, tobacco, or any other substances. They may be required to participate in drug or health-related testing, counseling, or rehabilitation if requested.
- **Returning from Injury:** Team coaches will determine when an injured athlete can be reintegrated into the routine.
 - Athletes must be fully capable of participating in all aspects of the routine before returning.
 - A doctor's note is required before resuming practice.
- **Braces & Athletic Tape:** Athletes are responsible for providing their own braces or athletic tape and must know how to apply them properly.

Attendance

- **Attendance & Punctuality:** Athletes must be present and on time for all team activities, including practices, competitions, choreography sessions, and appearances—even those added unexpectedly during the season.
- **Top Priority Commitment:** Top Gun takes precedence over all other extracurricular activities.
- **Absences & Tardiness:** Excessive absences or tardiness may impact an athlete's position on the team.
- **Competition Week:** Attendance is mandatory the week leading up to a competition. Missing practice during this time may result in replacement at the coach's discretion.
- **Scheduling Conflicts:** Vacations and appointments must be planned to avoid conflicts with practice schedules.
- **Reporting Absences:** Planned Absences must be communicated as early as possible using the absence request form.
- **Unexpected Absences (e.g., illness) should be reported directly to the coach as soon as possible.**
- **Injured/Ill Athletes:** Athletes with non-contagious illnesses or injuries are still required to attend practice to stay familiar with the routine and assist alternates or fill-ins.
- **TG Sunday Start Date:** The first Sunday after Labor Day marks the beginning of TG Sunday for all teams.
- **Mandatory Practices Begin:** All athletes must attend mandatory practices starting August 11th.
- **Summer Attendance Policy:** From the start of summer practices until school begins, athletes are allowed up to four (4) absences.
- **Exceeding this limit may result in review and potential consequences.**
- **Year-Round Unexcused Absence Policy:**
 - 1st Unexcused Absence: **\$50 fine**
 - 2nd Unexcused Absence: **\$75 fine**
 - After two unexcused absences, it is at the coach's discretion whether the athlete will continue with the team.
- **Excused Absences:** Must be submitted via the designated Google Form at least three (3) weeks in advance to be considered excused.
 - **Exceptions include:**
 - **Death in the family**
 - **Serious illness or hospitalization**
 - **Injury that prohibits activity (must be documented)**

Competition and Travel

- **Mandatory Attendance:** All competitions, showcases, and public performances are mandatory.
- Missing a competition without at least two weeks written notice may result in a \$200 fine and potential removal from the team.
- **Supervision Requirements:** A parent, guardian, or designee must remain on-site with each minor athlete during competitions.
- Coaches are only responsible for athletes during warm-ups, performance, and awards.
- For travel competitions, a parent, guardian, or designee must accompany each minor athlete. Top Gun does not assume responsibility for athletes during travel.
- **Competition Check-In:** Athletes must arrive on time and check in with coaches, staff, or gym owners as instructed.
- **Travel Policy:** All events outside of a 4-hour radius will require airfare. All athletes must arrive to ALL travel events before 2 p.m the day before the first day of competition. You may NOT travel on a thursday unless specified by management.
- **Support for Top Gun Savannah Teams:** Parents and athletes will be mandated to support every single Top Gun Savannah team at every event unless notified otherwise by management.
- A support schedule will be provided, along with report times. Athletes and parents must check in with team reps before each performance. There will be a designated videographer. Parents are required to have phones down and hands up with loud voices.
- **Stay-to-Play Policy:** Families must book hotels within designated Stay-to-Play room blocks for required competitions. Failure to comply may result in team disqualification. Confirmation numbers will be required for each Stay-to-Play event..
- **Parent Attire:** Parent attire for events will be chosen and sent out the week of the event.
- **Representation & Conduct:** Athletes, parents, and fans represent Top Gun All Stars at all times while traveling and competing.
- Negative behavior that reflects poorly on the program may result in disciplinary action, suspension, or removal.
- **Sportsmanship Expectations:** Athletes are expected to accept placements in good sportsmanship with dignity and respect.
- Do not celebrate the defeat or misfortune of other athletes or programs.
- **Competition Officials:** Parents and fans must never approach judges, event producers, or competition officials.

AT TOP GUN SAVANNAH, COMPETITION DAYS ARE MORE THAN JUST PERFORMANCES—THEY ARE A DIRECT REFLECTION OF OUR PROGRAM, OUR DISCIPLINE, AND OUR PRIDE. FROM OUR APPEARANCE TO OUR BEHAVIOR, EVERY DETAIL MATTERS, AND WE EXPECT EVERY ATHLETE AND PARENT TO UPHOLD THE HIGHEST STANDARDS. WE TAKE THIS VERY SERIOUSLY. FAILURE TO COMPLY WITH COMPETITION DAY EXPECTATIONS WILL RESULT IN A \$25 FINE FOR THE FIRST OCCURRENCE, A \$50 FINE FOR THE SECOND OCCURRENCE, AND REMOVAL FROM THE TEAM UPON THE THIRD. THERE ARE NO EXCEPTIONS. OUR IMAGE, PROFESSIONALISM, AND COMMITMENT MUST BE UPHELD AT ALL TIMES. SHOW UP, STAND OUT, AND REPRESENT TOP GUN SAVANNAH THE RIGHT WAY.

Finance

- **Financial Responsibilities & Payment Policies :** Parent Financial Responsibility: Parents are fully responsible for all costs associated with Top Gun membership, including but not limited to:
 - Gym registration fees
 - Monthly tuition
 - Apparel costs
 - Competition and travel expenses
 - Any other purchased items or services
 - This applies regardless of circumstances such as dismissal or team disbandment.
- **Payment Method & Schedule:** All payments must be made via ACH Electronic Debit or Credit/Debit Card on the 1st of every month.
 - In addition, there will be apparel fees which will be drafted on the 15th of the first three months.
 - The Top Gun Auto Debit Authorization form must be completed at registration.
- **Tuition Policies:** Tuition remains the same regardless of the number or length of practices in a given month.
 - Tuition covers training only- it does not guarantee the right to perform.
- **Late & Failed Payments:** Payments must be made on time; a \$25 late fee will be charged for payments made after the 5th of the month.
 - Failed payment attempts (NSF, declined cards, expired cards, returned checks, etc.) will incur a \$25 service charge.
 - It is the parent's responsibility to update payment information as needed.
- **Financial Standing & Participation:** Athletes must have an up-to-date account to participate in practices, competitions, private lessons, and special events.
 - Top Gun reserves the right to withhold items, deny participation, or remove an athlete from their team due to unpaid balances.
 - Any payments received will first be applied to overdue tuition/fees.
 - Tuition/fees must be fully paid before receiving clothing, uniforms, or other retail items.
- **Refund & Ownership Policy:** If an athlete leaves or is dismissed from the program for any reason before the season ends, all payments are non-refundable.
- **Collections:** Delinquent accounts may be turned over to a collections agency, and the parent/athlete will be responsible for all additional costs incurred.

Branding and Licensing

- **Ownership & Usage:** The Top Gun name, logos, branding, team names, images, and icons are the exclusive property of Top Gun All Stars.
 - These elements cannot be used, reproduced, or altered without permission.
- **Merchandise Policy:** No outside merchandise may be designed, produced, purchased, donated, or distributed.
 - Items featuring the Top Gun name, branding, mascots, logos, team names, abbreviations (e.g., Revs, Sassy, Pink, Cuties, Dubs), team logos, slogans, or any references to Top Gun are strictly prohibited.
- Violating this policy may result in fines or dismissal from the program.
- If you want to create your own apparel, this is not the gym for you.
- **Social Media Policy:** Athletes are not permitted to create or manage their own Top Gun team social media accounts.
- All team-related social media accounts must be managed by Top Gun staff.