



# **INFORMATION PACKAGE**

[www.aseactivesports.com](http://www.aseactivesports.com)  
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1<sup>st</sup> November, 2017

Dear Cheerleaders, Coaches, Team Managers and Officials,

**Invitation to participate in the Asia Cheerleading Invitational Championships 2018**

The organizing committee of Active Sports Enterprise (ASE) would like to extend an official invitation to participate in the Asia Cheerleading Invitational Championships (ACIC) 2018.

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 after the CAS National Cheerleading Championships on Saturday and Sunday, 31<sup>st</sup> March and 1<sup>st</sup> April 2017 at D'Marquee, Downtown East, Singapore.

ICU score sheets will apply unless otherwise stated in the division specific rules. 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 exhibition (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 will be given 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 and Legends divisions which honour and cater to our athletes aged 30 and above. Eligible teams can also crossover to scholastic or open divisions with one performance, giving them an additional chance at placing in another division.

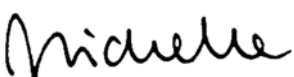
The travel package, which includes accommodation and transportation, is available for your team and can be found in the Travel Package.

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](mailto:events@aseactivesports.com). For latest updates, please visit our website [www.aseactivesports.com](http://www.aseactivesports.com) and Facebook page [www.facebook.com/aseactivesports](http://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 2018

Date : 31<sup>st</sup> March and 1<sup>st</sup> April, 2018  
Saturday and Sunday

Venue : D'Marquee, Downtown East  
1 Pasir Ris Close, Singapore 519599

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

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, 29<sup>th</sup> March 2018

Arrival of teams

### Saturday, 31<sup>st</sup> March 2018

#### Competition Day 1

All Novice, Intermediate, and Median Cheer Divisions  
All Group and Team Freestyle Pom Divisions

### Friday, 30<sup>th</sup> March 2018

Practice

### Sunday, 1<sup>st</sup> April 2018

#### Competition Day 2

All Advanced, Elite and Premier Cheer Divisions

## 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>	Competition Fee <i>per coach (one-time fee)</i>
<b>Early Bird</b>	Wed, 31 <sup>st</sup> January 2018	SGD 25.00	SGD 15.00	SGD 10.00
<b>On-Time</b>	Wed, 28 <sup>th</sup> February 2018	SGD 35.00	SGD 21.00	SGD 14.00
<b>Late</b>	Sat, 24 <sup>th</sup> March 2018	SGD 50.00	SGD 30.00	SGD 20.00
<b>Last Minute</b>	Sun, 1 <sup>st</sup> April 2018	SGD 70.00	SGD 42.00	SGD 28.00

The competition fee is based on the date payment AND payment information is received.

Exception: Payment via Gebiz / Vendors@GOV / GIRO. 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.

The **Individual Participant Release and Waiver (PRW) Form** is to be submitted by the following deadline:

Early Bird / On-Time Dateline: Wednesday, 7th March 2018

Late / Last Minute Dateline: Next working day new athlete is 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.

**Each registered team is to have a registered coach** to be eligible for competition.

All changes and additions after on-time registration phase will have to be made by request to the official email.

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

## Entitlements, Prizes and Awards

### All Registered Participants and Coaches

- Gift Pack
- Team performance photos (in USB drive, one per team)

### Top 3 Placing Teams, Participants and Coaches

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

### Non-Medallist Teams, Participants and Coaches

- Individual Achievement Award Pin
- Individual Certificate of Achievement

Coaches are to collect their gift pack and entry pass at the Administration Counter with their photo ID on the event day. Athlete gift pack are to be collected by the organization representative at the Administration Counter by quoting your Account ID.

The Individual Achievement Award and Champion Pin is 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 sheets.

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

The Achievement Award is implemented to encourage and reward all athletes' effort and ensure that every athlete who participates in the event goes home a winner! Each athlete and coach goes home with an Individual Achievement Award Pin.

The Achievement Award honours 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%

## Divisions

Division	Rules Reference	Age / Grade of Athletes	Team Size
<b>Partner Stunt Divisions</b>			
Partner Stunt Open Coed Elite	Elite	14 years or older	2 athletes
Partner Stunt Open Coed Premier	Premier	15 years or older	2 athletes
Partner Stunt Masters Coed Premier	Premier	30 years or older	2 athletes
Partner Stunt Legends Coed Elite	Elite	Male: 40 years or older Female: 30 years or older	2 athletes
<b>Double Partner Stunt Divisions</b>			
Double Partner Stunt Open Coed Elite	Elite	14 years or older	4 athletes
Double Partner Stunt Open Coed Premier	Premier	15 years or older	4 athletes
<b>Group Stunt Divisions</b>			
Group Stunt Junior Intermediate	Level 2	7 to 12 years	Max. 5 athletes
Group Stunt Senior All Girl / Coed Intermediate	Level 2	13 to 18 years	Max. 5 athletes
Group Stunt Senior All Girl / Coed Median	Level 3	13 to 18 years	Max. 5 athletes
Group Stunt Open All Girl / Coed Advanced	Level 4	13 years or older	Max. 5 athletes
Group Stunt Open All Girl / All Boy Elite	Elite	14 years or older	Max. 5 athletes
Group Stunt Open Coed Elite	Elite	14 years or older	Max. 4 athletes
Group Stunt Open All Girl / All Boy Premier	Premier	15 years or older	Max. 5 athletes
Group Stunt Open Coed Premier	Premier	15 years or older	Max. 4 athletes
Group Stunt Masters All Girl Premier	Premier	30 years or older	Max. 5 athletes
Group Stunt Masters Coed Premier	Premier	30 years or older	Max. 4 athletes
Group Stunt Legends All Girl Elite	Elite	40 years or older	Max. 5 athletes
Group Stunt Legends Coed Elite	Elite	Male: 40 years or older Female: 30 years or older	Max. 4 athletes
<b>Group Performance Cheer Divisions</b>			
Group Freestyle Pom Tiny	Freestyle Pom	4 to 6 years	4 - 8 athletes
Group Freestyle Pom Junior	Freestyle Pom	7 to 12 years	4 - 8 athletes
Group Freestyle Pom Senior	Freestyle Pom	13 to 18 years	4 - 8 athletes
Group Freestyle Pom Open	Freestyle Pom	14 years or older	4 - 8 athletes
Group Freestyle Pom Adults	Freestyle Pom	18 years or older	4 - 8 athletes
Group Freestyle Pom Masters	Freestyle Pom	30 years or older	4 - 8 athletes
Group Freestyle Pom Legends	Freestyle Pom	40 years or older	4 - 8 athletes

*Continue next page...*

Division	Rules Reference	Age / Grade of Athletes	Team Size
<b>Team Cheer Scholastic Divisions</b>			
Team Cheer Primary School Novice	Level 1	Grade 1 to 6	12 - 24 athletes
Team Cheer Primary School Intermediate	Level 2	Grade 1 to 6	12 - 24 athletes
Team Cheer High School All Girl / Coed Intermediate	Level 2	Grade 7 to 12	12 - 24 athletes
Team Cheer High School All Girl / Coed Median	Level 3	Grade 7 to 12	12 - 24 athletes
Team Cheer High School All Girl / Coed Advanced	Level 4	Grade 7 to 12	12 - 24 athletes
Team Cheer University All Girl / Coed Median	Level 3	17 to 25 years	12 - 24 athletes
Team Cheer University All Girl / Coed Advanced	Level 4	17 to 25 years	12 - 24 athletes
Team Cheer University All Girl / Coed Elite	Elite	17 to 25 years	12 - 24 athletes
Team Cheer University All Girl / Coed Premier	Premier	17 to 25 years	12 - 24 athletes
<b>Team Performance Cheer Scholastic Divisions</b>			
Team Cheer Freestyle Pom Primary School	Freestyle Pom	Grade 1 to 6	12 - 16 athletes
Team Cheer Freestyle Pom High School	Freestyle Pom	Grade 7 to 12	12 - 16 athletes
Team Cheer Freestyle Pom University	Freestyle Pom	17 to 28 years	12 - 16 athletes
<b>Team Cheer Open Divisions</b>			
Team Cheer Junior Novice	Level 1	7 to 12 years	12 - 24 athletes
Team Cheer Junior Intermediate	Level 2	7 to 12 years	12 - 24 athletes
Team Cheer Senior All Girl / Coed Intermediate	Level 2	13 to 18 years	12 - 24 athletes
Team Cheer Senior All Girl / Coed Median	Level 3	13 to 18 years	12 - 24 athletes
Team Cheer Open All Girl / Coed Advanced	Level 4	13 years or older	12 - 24 athletes
Team Cheer Open All Girl / All Boy / Coed Elite	Elite	14 years or older	12 - 24 athletes
Team Cheer Open All Girl / All Boy / Coed Premier	Premier	15 years or older	12 - 24 athletes
<b>Team Performance Cheer Open Divisions</b>			
Team Cheer Freestyle Pom Tiny	Freestyle Pom	4 to 6 years	12 - 16 athletes
Team Cheer Freestyle Pom Junior	Freestyle Pom	7 to 12 years	12 - 16 athletes
Team Cheer Freestyle Pom Senior	Freestyle Pom	13 to 18 years	12 - 16 athletes
Team Cheer Freestyle Pom Open	Freestyle Pom	14 years or older	12 - 16 athletes
Team Cheer Freestyle Pom Adults	Freestyle Pom	18 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
<b>Exhibition Divisions</b>			
Team Cheer Exhibition Novice	Level 1	no limit	no limit
Team Cheer Exhibition Intermediate	Level 2	no limit	no limit
Team Cheer Exhibition Median	Level 3	no limit	no limit
Team Cheer Exhibition Advanced	Level 4	no limit	no limit
Team Cheer Exhibition Elite	Elite	no limit	no limit
Team Cheer Exhibition Premier	Premier	no limit	no limit
Team Cheer Freestyle Pom Exhibition	Freestyle Pom	no limit	no limit

### Tiny, Master and Legends Divisions

All Tiny, Masters and Legends divisions will be classified as non-competitive division. All participants of the Tiny, Masters, and Legends division will receive medals corresponding to their award (e.g. gold, silver, bronze or merit 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 50% of competition fee.

*Clarification: If participant of the team is participating in additional division/team, the refund will be based on the additional division 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 Tiny, Masters and Legends divisions.

## Time of Routine

Division	Time of Routine
Partner Stunt Double Partner Stunt Group Stunt	Music Portion: Maximum 1:00 min
Group Freestyle Pom	Music Portion: Maximum 1:30 min
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 Freestyle Pom	Music Portion: Maximum 2:30 min

1. Each team in Partner and Group Stunt divisions will have a maximum of one minute [1:00] for the routine.
2. Each team in Group Freestyle Pom 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 Cheer Freestyle Pom divisions will have a maximum of two minutes and thirty seconds [2:30].
5. 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.
6. 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.
7. 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. 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. Teams may line up anywhere inside the competition area.
3. 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.

## Routine Requirements

### Partner Stunt, Double Partner Stunt, and Group Stunt Divisions

These divisions consist of stunt-only routines performed to music.

For Double Coed Partner Stunt, two [2] coed partner stunt groups are to 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.

### Group and Team Freestyle Pom

Freestyle Pom is a non-mounting freestyle dance-only routine which requires pom to be used throughout the routine. A pom routine carries a more traditional cheerleading theme, while incorporating the concepts of Jazz, Hip Hop and High Kick.

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.

### Routine Requirements

1. The entire routine is to be performed with music.
2. Every competitor in the team is required to use pom throughout the routine. No other props are allowed.
3. No large free standing props such as chairs, stools, benches boxes, stairs, steps, ladders, bars, sheets, etc. will be allowed. Any item that bears the weight of the participant is considered a standing prop.
4. No cheers or chants are allowed.

### 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.

## Eligibility

### Eligibility Policy Enforcement

1. In fairness to all, the organizer strictly enforces its eligibility policy and requirements for each division.
2. It is the responsibility of the source of the accusation to properly document any illegal participation to an event official. The team in-charge / coach(es) will be notified of both the source of the accusation and the requirements needed from that individual for proof of eligibility. If a participant is found to be in violation of this policy, the team will be automatically disqualified from the competition.
3. 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.

### Age of Athletes

The age requirement is applicable to the age the participant will turn on 31<sup>st</sup> December of the year of the competition.

### Team Composition

1. For ALL GIRL divisions, all members in the team must be female.
2. For ALL BOY divisions, all members in the team must be male.
3. For COED divisions, at least one [1] male and one [1] female athlete must be participating on the team.
4. For FREESTYLE POM divisions, males and females are allowed to participate on the same team.
5. For DOUBLE PARTNER STUNT divisions, the two [2] partner stunt group must consist of one [1] male and [1] female athlete in each group.

### Scholastic Divisions

1. Participants of scholastics divisions are limited to bona-fide students of the following educational institutions:
2. As a guideline, for Primary and High School student athletes, they should be aged seven to twelve [7 – 12] for Primary School division and aged thirteen to eighteen [13 – 18] for High School 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.
3. **PRIMARY SCHOOL:** 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. **HIGH SCHOOL:** For student athletes who are currently enrolled in a High 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].
5. **UNIVERSITY:** 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].
6. 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.*

## 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.

## 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 Group Stunt divisions. Each athlete may only compete in one Group Stunt division.  
*Example: An athlete competing in All Girl Elite Group Stunt is not allowed to compete in other Group Stunt Divisions such as All Girl Premier Group Stunt, and Coed Elite/Premier Group Stunt, etc. The athlete may compete in the Partner Stunt division and Double Partner Stunt division.*
3. Crossovers are not allowed between Partner Stunt divisions.  
*Example: An athlete competing in Coed Elite Partner Stunt is not allowed to compete in other Partner Stunt Divisions such as Coed Premier Partner Stunt. The athlete may compete in the Group Stunt and Double Partner Stunt division.*
4. Crossovers are not allowed between Double Partner Stunt divisions.  
*Example: An athlete is not allowed to crossover between Double Partner Stunt Coed Elite and Double Partner Stunt Coed Premier.*
5. Teams competing in Masters or Legends division may not crossover to compete in the same division category and level. E.g. Group Stunt Masters Coed Premier may not crossover to compete in Group Stunt Open Coed Premier, Team Cheer Freestyle Pom Legends may not crossover to compete in Team Cheer Freestyle Pom Open.
6. Teams may not use the same routine to crossover to another division (except for crossovers between scholastic 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 High School Level 4.*
7. Teams in scholastic 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. The crossovers from scholastic divisions to open divisions are as follows:

SCHOLASTIC DIVISION	OPEN DIVISION
Team Cheer Primary School Novice	Team Cheer Junior Novice
Team Cheer Primary School Intermediate	Team Cheer Junior Intermediate
Team Cheer High School All Girl Median	Team Cheer Open All Girl Median
Team Cheer High School Coed Median	Team Cheer Open Coed Median
Team Cheer High School All Girl Advanced	Team Cheer Open All Girl Advanced
Team Cheer High School Coed Advanced	Team Cheer Open Coed Advanced
Team Cheer University All Girl Elite	Team Cheer Open All Girl Elite
Team Cheer University Coed Elite	Team Cheer Open Coed Elite
Team Cheer University All Girl Premier	Team Cheer Open All Girl Premier
Team Cheer University Coed Premier	Team Cheer Open Coed Premier
Team Cheer Freestyle Pom Primary School	Team Cheer Freestyle Pom Junior
Team Cheer Freestyle Pom High School	Team Cheer Freestyle Pom Senior <i>or</i> Team Cheer Freestyle Pom Open
Team Cheer Freestyle Pom University	Team Cheer Freestyle Pom Open

8. Crossovers are at the athlete's risk. The rehearsal and championship schedule will not be changed or delayed to accommodate the crossovers.

## Registration

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

[www.aseactivesports.com/registration](http://www.aseactivesports.com/registration)

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

[www.aseactivesports.com/registrationhelp](http://www.aseactivesports.com/registrationhelp)

### Highlights of online registration system

- Manage athletes and team database from a single account;
- Build and manage teams easily using click select system;
- A one-time entry system for your athletes and coaches database – once you have input their information, it is there in your database to click and select for your teams for all future competitions;
- Manage and update your athletes and coaches database;
- Submit your competition entries with ease – key in your athletes and coaches details and team roster in advance, edit whenever you fancy, and submit your registration when details are finalised;
- Ease of submission of Release and Waiver Form and Medical Declaration Form which will be sent automatically to athletes or athletes' parents email (if email is keyed in).
- Download and print your individual certificates;
- Check and print your team results;
- And more...

## Registration Requirements

The following is required to complete the registration.

### 1. Participant/Coach Information

*Note: Each registered team (including partner and group divisions) must have a registered coach*

- a. Official First and Last (Surname) Name
- b. Gender
- c. Date of Birth
- d. Parent Email

*For participants aged below 17 years of age and below at the point of registration, please input the parent/guardian's email. For participants aged 18 and above, please input their contact email.*

### 2. Individual Participant Release and Waiver Form

Early Bird / On-Time Dateline: Wednesday, 7th March 2018

Late / Last Minute Dateline: Next working day new athlete is registered or before the competition, whichever is earlier.

### 3. Invoice, Payment and Proof of Payment

*Refer to Payment Instructions for more details.*

## Registration Policy

### Terminology

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

### Submission of Individual Participant Release and Waiver Form

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

Athletes who have not submitted the Individual Participant Release and Waiver Form will not be eligible to compete in the competition.

### Registration of Teams, Participants, and Staff

#### Registration of Teams

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 and Staff

Registration of additional participants and staff 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 and Staff will have to be done by request via email to the official event email for the administrators to reopen the account.

## 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 to register the following number of Substitutes:

Division	Maximum No. of Substitutes Per Team
Partner Stunt	1
Double Partner Stunt	2
Group Stunt	2
Group Freestyle Pom	3
Team Cheer	4
Team Freestyle Pom	4

## Registration of Coaches

Each registered team is to have a registered coach to be eligible for competition.

Coaches are to be registered under Staff. Coaches will only need to pay a one-time competition fee regardless of the number of teams registered with.

Coaches who are registered on the same team as an athlete will need not pay the coach competition fee.

*Clarification: If the same coach coaches on another team which s/he is not an athlete. s/he will be required to pay the competition fees.*

Each team is allowed to register the following number of Coaches:

Team Type	Maximum No. of Coaches Per Team
Partner Stunt	2
Double Partner Stunt	2
Group Stunt	2
Group Freestyle Pom	2
Team Cheer	3
Team Freestyle Pom	3

## Multiple Account Registration

### Athletes

For athletes competing in multiple teams which are registered under different accounts, the crossover fees will be applied (even if Athlete crossover in a different team in a different account). Please ensure that Athletes who are crossing over in multiple accounts are registered with the same name and birth date. The first division fee will be automatically applied to the account who registers the Athlete first (the crossover can be re-allocated).

### Coaches

For coaches coaching in multiple teams registered under different accounts, you are required to pay the competition fee once. Please ensure that Coaches who are coaching in multiple accounts are registered with the same name and birth date. The fee will be automatically applied to the account who registers the Coach first (the crossover can be re-allocated).

## Completion of Registration Process

The registration process is completed only when:

1. ALL required information is submitted via Online Registration;
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 Overview

#	Registration Process	Anytime	Early Bird / On-Time	Late	Last Minute
1	Update Participants and Staff Database (except Participants birthdate)	✓			
2	Edit birthdate of Participants and Staff	✓✓			
3	Non-event registered teams: Create teams, edit info, delete team, edit/delete team list	✓			
4	Register team for event(s)		✓		
5	Event-registered team: Edit team information		✓	✓✓✓	✓✓✓
6	Event-registered team: Change division		✓	✓✓✓	✓✓✓
7	Event-registered team: Delete team (withdrawal)		✓	✓✓	✓✓
8	Event-registered team: Add Participants and Staff		✓	✓✓	✓✓
9	Event-registered team: Replace Participants with new Participant not originally registered with the Team		✓	✓✓*	Not allowed
10	Event-registered team: Replace Staff with new Staff not originally registered with the Team		✓	✓✓	✓✓
11	Event-registered team: Delete Participants and Staff (withdrawal)		✓	✓✓	✓✓
12	Event-registered team: Change status of Participant (athlete to substitute and vice-versa)		✓	✓✓	✓✓

✓✓	Cannot be done via online registration system; to be done via official event email
✓✓✓	Cannot be done via online registration system; to be done via official event email, subject to approval from Organizer.
✓✓*	Cannot be done via online registration system; to be done via official event email, and only if original Participant is injured. Medical proof from the doctor is required to be submitted.

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

Majority of the registration process is required to be done via email after On-Time registration phase because the data needs to be locked down for schedule planning and event operational matters.

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

## Withdrawal

The Participant and Coach 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
Early Bird	None
On-Time	None
Late	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.

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 or Coach is disqualified, no refunds will be given.

## Invoice Issuance

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 Early Bird and On-Time registration phase and will reflect outstanding payment even when partial payment have been made.

If you need the invoice for accounting purposes, please save a copy of the invoice once you have registered your teams or made changes 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).

Changes made via official event email after the On-Time registration phase will be reflected in the invoice in the registration system when the registration staff key in the changes into the registration system.

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

## Payment Deadlines

Payments that are not received by the organizer by the registration deadline will be subjected to the registration phase during which payment is made (Exception: Payment via Gebiz / Vendors@GOV).

For last minute registration, 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.

Payments that are not received by the Organizer after the last minute registration phase deadline will be subjected to an additional 10% late payment 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 Instructions

There is a total of 3 steps.

### **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.

### **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**

#### ✓ **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. Please check with your bank regarding bank charges prior to transfer to avoid incurring extra bank / Paypal fees to transfer additional outstanding amount later.

#### ✓ **GEBIZ / VENDORS @ GOV / GIRO**

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

#### ✓ **PAYPAL**

For international payment of amount less than SGD200.00, 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.

Please refer to Step 3 for payment via Paypal.

Payment may be made to the following 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 applicable competition fees:

**Email Subject: [4-Letter Account ID] Payment**

E.g. 9876 Payment

<b>Payment via Bank</b>	<b>Payment via Gebiz / Vendors@Gov / GIRO</b>	<b>Payment via Paypal</b>
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 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.

## Practice Session

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

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

- Group Freestyle Pom divisions
- Team Cheer divisions
- Team Cheer Freestyle Pom divisions
- Exhibition Team divisions

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 slot due to flight arrivals timing. 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.

To book a practice session, please visit the official website.

### 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 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 partner/double partner/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.
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 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.

## 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.

## Live Feed

The competition will be available on live feed on the official event Facebook page.

## 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 award pins and team photos (one usb drive per team) 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.

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.

## 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.

## 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) 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.

## Contact and Social Media Information

Official Website	:	<a href="http://www.aseactivesports.com">www.aseactivesports.com</a>
Email Address	:	<a href="mailto:events@aseactivesports.com">events@aseactivesports.com</a>
Mobile / WhatsApp	:	+65 9228 5805
Wechat / Line	:	aseactivesports
Facebook Page	:	<a href="http://www.facebook.com/aseactivesports">www.facebook.com/aseactivesports</a>
Instagram / Twitter	:	@aseactivesports
Official Event Hashtag	:	#acic2018

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.