

MCD ULTIMATE PRODUCTIONS
REGISTRATION
Guidelines and Policies

What do I need to send in with registration?

- 1.) Payment (see accepted payment types below)
- 2.) Registration form filled out and signed
- 3.) Rosters (Team and Specialty) and signed
you can register specialty later
You may send a hard copy of your own rosters if you have a word or excel etc..BUT it MUST have Bdays and coach must sign each page or it will be returned
- 4.) Coaches Code of Ethics (each coach MUST sign & All Star Owner)

NEW...

What is your policy on making changes to my original registration?

- **If any of the directions or payments are not followed we will NOT process your changes**

DIRECTIONS ON MAKING CHANGES

- **ALL CHANGES must always be written out on NEW forms—we will no longer take changes through email or on phone and correct them for the coach—the Coach MUST write out a new roster etc.and Scan a copy and email OR Mail to us**
 - 1.) **If you copied your rosters—you May make corrections BUT it must Be signed by you and Dated**

FEES FOR MAKING CHANGES

- **If you are ADDING Athletes**
 - 1.) there is NO Additional fee
 - 2.) But those Athletes need to pay the Current price at the time they Register
 - 3.) We need mailed with payment NEW Roster (see above directions)
- **If you are Changing Division (or Sm/Lg) Levels OR any other change**
 - 1.) IF DONE BEFORE JAN 31st
There is NO FEE however you still Must follow above directions for Making changes
 - 2.) IF DONE Feb. 1st—March 10th
FEE= \$50.00 for EACH CHANGE
 - 3.) Please follow above directions
We need NEW forms AND a NEW Registration form with payment
 - 4.) Changes will NOT be made until Payment is received
- **CHANGES CAN NOT BE MADE AFTER THE FIRST DRAFT SCHEDULE IS EMAILED that is usually 10 days before the event**

What do I need to send in PRIOR to the event?

- 1.) **MEDICAL/MEDIA FORMS**—Deadline
Hoosier Open February 15
Open National—Kalahari Ohio March 10th
Open National—Kalahari PA Oct. 26th
Not Postmarked must be in our mailbox —
Team will be disqualified & no refund if late
Preferred method is emailing midwestcheerdance@yahoo.com
- 2.) Sandusky Nationals Only—Advance Ticket payment and Registration form Deadline Feb 13

NEW....

What if I need a copy of the Registration form—Roster—Medical Release etc.. that was sent in?

- 1.) We highly recommend that you make COPIES of EVERYTHING before mailing in Registration
- 2.) If you do need a copy of any forms please email with the request and we can email them to you OR mail them to you
- 3.) PLEASE BE ADVISED THERE IS A FEE Of \$25 for each occurrence
- 4.) you will need to fill out another Registration form and mail in with payment

Payment in FULL

No team will be added to schedule until they have paid their full payment (that includes any outstanding Change Fee OR Copying Fee)

NO REFUNDS
ONCE WE RECEIVE YOUR
REGISTRATION—NO EXCEPTIONS

TYPE OF PAYMENTS

Rec./All Star/studio/Individual
Certified Check or
Money Order
Private / Public Schools
School Check
Money Order
NO PURCHASE ORDERS

MAILING ADDRESS

MCD Ultimate Productions
Christy Young
PO BOX 61651
Fort Myers, FL 33906

PAYMENTS MADE OUT TO
MCD Ultimate Productions

T SHIRT

DEADLINE FOR TEAM NAMES
Nationals PA Oct. 29th
Nationals Ohio March 7 th
Hoosier Feb 12th