

# Proof of Eligibility Process 2025



**NOTE:** This is for Allstar (Age Eligibility) and University/College/CEGEP (Student Status) teams only!

## PROCESS AT CHEEREXPO:

1. The “Head Coach” (or designate) of each team will be responsible to have all verification papers / files (see requirements below) with them when the team is competing.
2. After each routine is finished, the coaches and the team will exit the floor area on the left-hand side (from the judges’ vantage point) back behind the backdrop to the “Lucky Dice Area”. Only team members and coaches of the competing team will be permitted in this area and must remain in this area until verification is complete.
3. The coach of the team will roll a dice once for each performance. If they roll a pre-determined number (let’s say 6), all of the teams’ paperwork will be checked. If they roll anything other than 6, they will not be checked and are free to go\*.
4. **NOTE: ALL WORLDS ELIGIBLE TEAMS WILL BE CHECKED** (no need to roll).
5. Coach(s) will be asked to arrange the group in a line that coincides with the order of the paperwork to make the verification as efficient as possible. Program directors / coaches must have immediate access to physical or digital colour copies of athlete IDs (as explained below) for this process.
6. The CheerExpo staff/volunteer will compare the paperwork and pictures with each athlete in order. Once everyone is checked and everything has been verified you may exit the area. If you have crossovers, it is advisable to have their paperwork ready first if they need to leave quickly. They will not be permitted to leave until the director says it is OK.

All Star teams are checked to ensure that the age of the participant matches the age specifications for their division. Please refer to the CheerExpo division list on our website to review ages. Worlds teams must match the age specifications for Worlds. Summit teams must match the requirements for Summit.

University/College/Cegep teams are **NOT** being checked for ages. The staff will simply confirm that the people who just competed on the floor have ID that matches the **names** that are on the official **student list** on school letterhead **to confirm that all athletes are registered students**. Their ages do not matter.

\*CheerExpo reserves the right to verify any teams’ eligibility at any time without warning.

## PENALTIES:

1. If the number of participants does not match the number of participants that was given to the CheerExpo, the team may be assessed a \$250 fee and a 20-point deduction.
2. If a coach does not have the paperwork **readily available for verification** there may be a \$100 fee. If they do not have the paperwork at all, or the paperwork is incomplete, there may be a \$500 fee, a 20-point deduction, and/or disqualification.
3. Any team who is found to have members who are ineligible will be assessed a \$500 fee and may be disqualified.
4. Teams with more than 10 coaches/people in the warm up room and with the team after performance may be assessed a \$250 fee. These are restricted areas.

The CheerExpo director will inform the head tally judge of any deductions.

**PAYMENT OF FEES:** ALL FEES ARE PAYABLE AT THE INFO BOOTH IN **CASH ONLY**. ALL PAYMENTS ARE REQUIRED BY THE END OF THE EVENT. Receipts will be provided. Any balance owing at the close of the event will subject to the conditions set out in the coaches' agreement. No team with fees owing will be awarded placements at the awards ceremony. Team with a balance owing may not be permitted to compete in other PTSO sanctioned events.

## **DOCUMENTATION REQUIREMENTS:**

### **TEAM LIST (Per Team):**

- **Allstar Teams:** Copy of CheerExpo Team list
- OR
- **University/Collegiate Cheer Teams:** A copy of the Registrars' Letter or Athletic Department Letter on school letterhead listing all athletes' names and confirming them as students of the school. See sample letter below. CheerExpo will have a copy on record but the staff member may not have this on hand so please ensure that the head coach has a copy of this to present. Photocopies are sufficient.

### **IDENTIFICATION (Per Athlete)\*:**

- One (1) piece of government issued ID with picture, name and date of birth. Clear photocopy, full color scan or original. This can include a Passport or Photo Identification Card: <https://www.novascotia.ca/sns/RMV/other/idcard.asp>
- OR
- Two (2) Pieces of ID: one of which shows a minimum of picture & name and the other shows minimum of name & date of birth. Examples: Legible photocopy (clear scan or original) of birth certificate, health card, hospital card, etc. showing name and date of birth, AND Clear photocopy/scan or original Photo ID showing name. Names must match on IDs. Acceptable options include health card (in provinces where pictures are on cards), and school ID. For athletes who are younger than school age (or who attend a school that does not do School IDs) a recent photograph with the athlete's name and parent signature will be sufficient.

Please keep all of these in a binder or folder ready to present if required or saved in an efficient format on a thumb drive or on your phone. Once the competition schedule has been set it is advisable to put crossovers that may need to leave quickly at the front of the binder/file. In all cases the actual ID / document rather than a photocopy or scan, is also permitted. However, it would be unadvisable, especially for children, to carry these documents.

DO NOT EMAIL, MAIL OR SUBMIT THESE DOCUMENTS TO ANY CHEEREXPO REPRESENTATIVE. WE NEED TO **SEE** THEM AT THE EVENT, WE DO **NOT** WANT TO TAKE THEM.

\*If you have a special circumstance for a particular athlete, please let us know (child who does not have any ID due to being abandoned, removed from parents, orphaned or refugee from war, etc). This process is not meant to prevent children from being able to participate in cheerleading.

Questions? Contact us at [info@cheerexpo.net](mailto:info@cheerexpo.net)

