

ACE CHEERLEADING ATHLETES ASSOCIATION

MEMBER HANDBOOK

2018 – 2019

ACAA Mission Statement

Our mission as the ACE Cheerleading Athletes Association (ACAA) is to provide fundraising opportunities to our members as a means of assisting athletes and their families with the costs associated with being involved in the sport of Cheerleading as required by Alberta Cheer Empire.

Annual General Meeting

We hold our Annual General Meeting in the Spring, within 30 days of tryouts. We encourage all interested members to attend to hear about the events of the previous year, as well as any new items that are being introduced. We value our member's feedback, and participation in making decisions and coming up with new ideas. We will also hold elections for any open board positions at that time.

Who We Are and Why It Pays to Become an ACAA Member

There is no mandatory fundraising involved with being a member of either All-Star, Prep or Recreational Teams of ACE. The ACAA is a non-profit society, whose Board of Directors is made up of other ACE parents just like yourselves. It is an entirely separate entity from ACE, whose sole purpose is to provide our members with opportunities to fundraise as much or as little as they want in order to earn funds to help pay for any mandatory costs that are required for them to participate on an ACE team including but not limited to registration fees, monthly tuition, uniform costs and travel. 100% of the sales and volunteer fundraising profits go back to the members. The ACAA only has the WEM fundraiser to cover our operational costs.

Becoming a Member

The ACAA Membership runs from May 1st to April 30th. The membership form can be found on the ACE Website, on the ACAA Facebook Page, and at the front desks of both the North and South gyms. Please place the completed form, along with either a cash or cheque payment, in an envelope. At the North, forms can be dropped in the mailbox, at the South with the front desk staff. If you purchase your membership between May 1st and September 30th, you will receive 4 tickets to our World Water Park/Galaxy land night in the fall. Memberships may be purchased throughout the year.

Member Payments

Currently, members have 2 options to receive their fundraising funds. You can choose to request a payout via cheque, a transfer to ACE on the scheduled dates by completing the Member Payout/Transfer form and submitting it by the deadlines on the form or you can choose to leave your money in your ACAA account and roll it over until you are ready for it.

The scheduled payments for 2018/2019 season are:

June 10, 2018 – form deadline May 31
July 15, 2018 (Transfer Only) – form deadline June 30
September 30, 2018 – form deadline September 15
December 1, 2018 – form deadline November 15

2019 Payout Dates to Be Determined

ACAA Policies with Respect to Your Fundraising Account

- ★ ACAA Members can only fundraise as much money as they are required to pay for cheer and travel each season. Mandatory payments are registration fees, monthly tuition, uniform, travel fees and costs directly associated with travel including transportation and accommodation. Mandatory travel consists of travel and accommodation costs for 1 athlete on older teams where athletes travel with their team, and for 1 athlete and 1 parent on teams where athletes travel with their parents, as outlined in the current ACE Handbook.
- ★ If an ACAA Member leaves Alberta Cheer Empire (ACE), they have 30 days to request a payout of your account or it will be gifted back to the ACAA. Their cheque will then be issued on the next scheduled payout date as outlined in the Member Payments section above.
- ★ If an ACAA Member has requested to have their funds transferred to ACE and then decide to leave ACE for any reason, they will not be refunded that amount, per Alberta's Cheer Empire's refund policy.
- ★ Payouts will only be on the scheduled payout date, with the exception of an additional to Athletes on Worlds teams. This is at the discretion of the ACAA Board.

Annual ACAA West Edmonton Mall Attraction Fundraiser

This fundraiser alternates between the World Water Park and Galaxy land each year and occurs on the 2nd Friday in October and is the ACAA's only fundraiser where the proceeds go directly to the ACAA instead of the individual athletes. The ACAA then decides on how to use the profits to benefit the membership as a whole. In past years, the funds have been utilized for things such as paying athlete's registration into a competition, provide additional training and clinics for the coaches and support ACE events. With any membership purchased between May 1 and September 30th, you are eligible to receive (4) tickets, while supplies last. Extra tickets will be available for purchase from ACAA, at the designated ACAA area in both the North and South gyms immediately with the goal of selling out the event.

ACAA Policies on Sales Fundraisers

- ★ Cheque is the preferred form of payment for fundraisers
- ★ ACAA cannot accept third party cheque unless they are from a business. Any third party who would like to write a cheque for a fundraiser, will need to make it payable to the ACCA member and the member shall write a cheque to ACAA.
- ★ The only other accepted form of payment is cash to the exact amount. Coin may be used in order to make an exact payment as no change will be given.
- ★ Any cheques returned as NSF will have to be replaced with cash only and include any banking fees occurred by ACAA.

Sales Fundraisers

September

- Worlds Finest Chocolate Covered Almonds: Cases are purchased at \$60.00 a case, and sold by your self for \$2.00 a box. \$29.00 is credited to your fundraising account. Cases must be preordered.

October

- Little Caesars Pizza Kit: Each kit sold by a member nets you \$5.00 towards your account. The average price of a kit is \$25.00. Offered again in January.

November

- Safeway/Sobeys Gift Cards: Gift cards can be pre-ordered in \$25, \$50 or \$100 denominations. Depending on the organizations sales, each member will receive up to 8% of their sales. To date, we have made the 8% return.
- VIP Meats: This fundraiser has an early December delivery, and profit returns vary by item.

January

- Booster Juice: Vouchers are offered at \$5.00, and members receive \$1.25 for each voucher sold. Vouchers are redeemable for a large smoothie. This is offered again in April.
- Little Caesars Pizza Kit: Each kit sold by a member nets you \$5.00 towards your account. The average price of a kit is \$25.00

March/April

- Purdy's Chocolate: This fundraiser offers a 25% return, and we run it before Easter.
- Booster Juice: Vouchers are offered at \$5.00, and members receive \$1.25 for each voucher sold. Vouchers are redeemable for a large smoothie. This will be run in April, and is our last fundraiser of the season.

Volunteer Fundraising Opportunities

In addition to the sales fundraisers offered by ACCA, we have access to Volunteer Fundraising Opportunities. ACAA members, and their families are able to work a variety of customer service shifts at an hourly wage, which is paid out to ACAA, and ACAA deposits 100% of the funds to the members account. These wages can be used towards mandatory cheer fees including travel. Events include but are not limited to; a Commonwealth Stadium Concession Booth and/or Oilers Hockey, Concerts and Live Events taking place in the Rogers Place Downtown Arena.

Event shifts are offered and scheduled by email request from the ACAA Volunteer Coordinator. Shift request are typically sent on monthly, with additional shift requests being sent out if needed.

For more information or to get involved, please email volfundraising@aceaa.ca

ACAA Policies on Volunteer Fundraisers

- ★ Volunteer funds must be deposited to an active ACAA Member Account.
- ★ Volunteers must meet the age requirement and uphold any policies and procedures set by ACAA and/or the Event Host. To avoid any confusion, these policies will be outlined for volunteers in the Event Confirmation email and contract that is forwarded by the Volunteer Coordinator. Any breach of policy can and will exclude members from participating.
- ★ In the event that a member fundraises more than the mandatory fees for the current season, they will only be allowed to continue to participate in the volunteer fundraising program if they are able to fill shifts that have not been requested by ACAA members whom are still fundraising for the current seasons. These funds will be held for the next season.

Thank you for reviewing our current handbook, and familiarizing yourself with ACAA, our policies and the benefits of becoming a member. Please note that by signing the membership form, you are confirming that you have read, and fully understand, and agree to abide by the ACAA Guidelines and Policies as set out in this handbook, and will endeavor to abide to any ACAA Guidelines and Policies posted on the ACE website, the ACAA Facebook page, in emails sent out or otherwise posted.

If you have any questions, suggestions or concerns please email us

info@aceaa.ca