

NDECP Group Member Handbook

Revised by NDECP Board of Directors | March 10th, 2025

The NDECP Constitution and By-Laws document is the rules of this organization. This handbook's purpose is to provide guidance and set expectations of the members.

Season 11 NDECP Board of Directors:

Executive Director | Chelsea Hermanson | office@ndelite.com | 701-793-8754

President (2024-26) | Kelly Collins | president@ndecp.com | 218-790-6318

Vice President (2024-25) | Bryce Vanderwerff | vicepresident@ndecp.com | 701-238-4347

Secretary (2024-26) | Randi Berglund | secretary@ndecp.com

Treasurer (2024-25) | Rachel Kinneberg | treasurer@ndecp.com

Media Director (2024-26) | Melissa Gillund | media@ndecp.com

Fundraising Co-Director (2024-26) | Nicole Pederson | fundraising2@ndecp.com

Fundraising Co-Director (2024-25) | Brittany Groshong | fundraising1@ndecp.com

Purpose

The North Dakota Elite Cheer Parents (NDECP) group is a non-profit organization. The group follows the laws of the State of North Dakota and of the United States Internal Revenue Service, filing as a 501(c)3.

Each member of plays a crucial role in achieving its strength and success. To ensure everyone contributes to the organization's future accomplishments, it is important to have a clear understanding of its purpose, functioning, and the contribution of each member. Therefore, the objective of this guidebook is to provide a clear outline of the expectations and responsibilities of each member. The goal is to facilitate a smooth and efficient operation of the organization.

Mission Statement of the NDECP (per the NDECP Constitution and By-Laws)

NDECP group is committed and dedicated to supporting all athletes, families, and coaches of North Dakota Elite Cheer through fundraising efforts and sponsorship, so all athletes and coaches may realize their fullest potential to support the team as they achieve athletic excellence.

NDECP is not responsible for the policies of North Dakota Elite (NDE) nor the progress of its athletes.

The purpose of NDECP is to support NDE and its athletes. NDECP is not the owners nor the management of NDE. Gym policies or other subjects unrelated to NDECP's objectives are not discussed at NDECP meetings. Issues regarding NDE should be discussed directly with the team's coaches and/or owner, Chelsea Hermanson.

Membership

To gain membership to NDECP, one must be a parent or legal guardian of a current NDE athlete on an active team roster and have paid the annual membership fee. Executive Director reserves the right to amend this requirement or make exceptions with enrollment.

- **Membership Fee** – The annual membership fee is \$35. Membership fees are non-refundable. Each membership includes three approved individuals (not including athlete(s)) to work fundraising events.
- **Enrollment for Membership** – Members have 30 days from the beginning of the season to enroll into NDECP.
- **Acknowledgement Form of NDECP Group Member Handbook** – To become a member and be eligible for fundraising and working events, this handbook must be read, signed and turned into Secretary.
- **Fundraising** – Individual fundraising is approved for members without athletes on an active team roster. In order to participate in group fundraising and working events, members MUST have an athlete on an active team roster.

Government

The NDECP Board of Directors is responsible for the oversight of the administration and policies. For additional information regarding these positions, refer to the Constitution and By-Laws of NDECP. The two-year terms are as follows:

- President (elected in even years)
- Vice President (elected in odd years)
- Secretary (elected in even years)
- Treasurer (elected in odd years)
- Media Director (elected in even years)
- Fundraising Co-Director (elected in odd years)
- Fundraising Co-Director (elected in even years)

NDECP Board and General Meetings

The NDECP Board meets regularly to discuss ways to support and encourage the athletes, families, and coaches. The Board also discusses any problems or concerns, which may affect the best interests of NDECP.

Other areas of discussion include:

- Review of finances and budgets
- Fundraising activities
- Planning and conducting events of the NDECP

Approved meeting minutes will be posted to the NDECP website. Unresolved issues will be reviewed at the following NDECP Board meeting or during an Executive Board meeting.

Any questions of protocol not addressed in this handbook will follow Robert's Rule of Order.

Financial Policy and Procedures

Not in order of importance, major sources of funding are as follows:

- Annual NDECP membership fees
- Sponsorships
- Donations
- Fundraising events
- Grants

The NDECP Board reviews and votes on all financial matters. NDECP shall not support any activity not previously approved by the NDECP Board of Directors.

It is the Board's policy to deposit all money (including cash tips) received into the NDECP checking account and then to direct such money to appropriately benefit the individual athlete.

All funds deposited into the NDECP accounts are considered donations to a non-profit organization. Therefore, all deposits are non-refundable and non-transferable.

The Treasurer will maintain the checking account and the financial books. A copy of the annual financial report as well as the IRS Form 990 is published to the NDECP website.

Fundraising

1. Individual Fundraising Activities - The Board assists with coordinating fundraising activities.

- a. When the fundraising event concludes, the money must be turned in by the due date. Checks or money orders are to be turned in, and cash is not accepted. If a received payment is declined by NDECP's bank, the member will be notified by the Treasurer. Any fees assessed to NDECP due to the insufficient payment will be the responsibility of the member.

2. Group Fundraising Activities - The NDECP group has established strategic partnerships with local venues and events within the community to sell concessions or provide labor.

- a. NDECP does not maintain or have any type of worker's compensation insurance. The volunteers are also not covered by the insurance of the event's venues. Any injuries sustained while working are solely responsible to that of the volunteer. Volunteers are advised to be careful while working and monitor minors. Members of NDECP hold harmless the organization, the Board and NDE of any issues or injuries that may arise while working or volunteering. It is the responsibility of the volunteer to know about each venue's evacuation, policy and procedure plans in the event of an emergency or inclement weather.
- b. When an event is accepted and scheduled by the Fundraising Co-Directors, a SignUpGenius event will be created. Members are notified of the sign-up opportunities via e-mail and/or Facebook. Each event will state the minimum age as well as other restrictions and expectations.
- c. To keep the opportunities fair to all members, each household may be limited to a small number of spots and no more than three pre-approved workers in addition to the athlete(s).
- d. If the event includes selling alcohol, proof of completed Server Training must be submitted via e-mail to fundraising1@ndecp.com prior to signing up for an event. Server Training expires after three years from date of issue and members are responsible for ensuring Server Training is current and that NDECP has the current information.
- e. While conducting duties at events, it is imperative to remember members are representing NDECP, NDE, and the venue. It is expected to maintain a professional demeanor. If unprofessional conduct is reported, it will be addressed on a case-by-case basis.
- f. To participate in the event, members must adhere strictly to the venue's dress code, which has been outlined in the Dress Code section.
- g. When a member signs up for an event, there is a 24-hour window from initial sign-up to change or drop the event.
 - i. It is expected to be present and on time for the shift.
 - ii. If unable to attend, it is the responsibility of the member to find a suitable replacement for the position. The event contracts specify the specific number of volunteers for each event.

- iii. If a member is unable to fulfill their duty and fails to provide an adequate replacement, a written warning will be sent and a \$75 fee will be assessed, in addition to any amount assessed to NDECP by the venue. In the event of an emergency, members can complete an appeal within 7 days of receiving the written warning, that will be reviewed by the NDECP Board.
- iv. If more than 15 minutes late or leaving prior to event dismissal, a \$25 fee will be assessed. The Executive Board will be notified if any member is late or leaves their shift early more than 3 times in a 6-month timeframe.
- h. In the event of misconduct, the Executive Board will determine if the member can continue to work events. All fees assessed will be added to the NDECP general fund.

Dress Code

Each facility/venue has an established dress code outlined below. Failure to adhere to the dress code may result in being asked to leave and change before returning. It is mandatory to wear the designated attire and footwear during the duration of the shift. No team-specific apparel.

- **Fargodome:**
 - Shirt: Black NDE short-sleeve, long-sleeve or crewneck sweatshirt
 - Pants: Black leggings, black jeans or dark-washed jeans, black pants, or khakis with *NO holes or rips*
 - Shoes: Closed-toe, non-slip shoes only
- **Scheels Arena:**
 - Shirt: NDE logo short-sleeve, long-sleeve or crewneck sweatshirt
 - Pants: Pants, jeans or leggings of any color with *NO holes or rips*
 - Shoes: Closed-toe, non-slip shoes only
- **The Lights:**
 - Shirt: NDE logo tank top, NDE short-sleeve, long-sleeve or crewneck sweatshirt
 - Pants: Shorts, pants, jeans, or leggings of any color
 - Shoes: Closed-toe, non-slip shoes only
- **RRV Fair:**
 - Shirt: NDE logo short-sleeve, long-sleeve or crewneck sweatshirt
 - Pants: Pants: Pants, jeans or leggings of any color with *NO holes or rips*
 - Shoes: Closed-toe, non-slip shoes only
- **Other Venues:**
 - As specified by the Event Coordinator or Fundraising Co-Directors

Community Events

NDECP members interested in an Event Coordinator position shall contact the Fundraising Co-Directors to inquire about coordinating an event.

Athlete Leaves Mid-Season or is Dismissed from NDE

In the event an athlete leaves NDE mid-season or is dismissed from NDE, all funds accrued in their account will be immediately forfeited and transferred to the general fund of NDECP.

Expenses Eligible for Reimbursement

Must provide receipts for the following:

- Travel to/from competitions:
 - o Hotel room
 - o Gas – include beginning and end mileage (to destination, hotel to venue and back, back home only)
 - o Flight(s) – One adult per athlete (2 checked bags allowed)
- Entry fee(s) for competition
- Cheer shoes
- Competition jacket
- Private lessons
- Tuition
- Uniform
- Other cheer-related expenses approved by the NDECP Board

Reimbursement Request Process | Distribution of Funds

1. Event pay is listed in SignUpGenius as it varies per venue/event. Tips from an event are dispersed evenly among those working the event. For individuals not working the entire event, the tips are prorated.
2. They payout can take up to 12 weeks.
3. It is the NDECP Board's policy that all money (including cash tips) received be deposited into the NDECP checking account with reimbursement to iClass or to individuals as requested.
 - a. To request reimbursement, receipts and description of expenses must be sent to the NDECP Treasurer at Treasurer@ndecp.com.
4. All funds deposited into the NDECP account is considered donations to a non-profit organization. Therefore, all deposits are non-refundable and non-transferable.

At the end of every month, the Treasurer remits funds to NDE via iClass for any outstanding balance on the athlete's account. These funds held at NDE may be used to pay tuition, fees, private lessons, and gym apparel. Reimbursement requests are not processed until all fees for the season are paid in full. If there is an extenuating circumstance, please contact the NDECP Treasurer via email at Treasurer@ndecp.com.

General fees include:

- Uniforms
- Tuition
- Competition fees

Monthly Statements

On a monthly basis, the Treasurer disseminates the statement via email.

Corporate Sponsors

Members of NDECP may ask local businesses to be a corporate sponsor. Corporate sponsorships are a great opportunity to offset some larger expenses of cheer.

1. If the sponsorship is for an individual athlete, the company is not recognized on social media or athlete sponsorship t-shirts.
2. If the sponsorship is for the entire NDECP, the company will be recognized on social media and may be on athlete sponsorship t-shirts.