



~ Est. 2021 ~

Kelowna All-Star Cheer Society

kasc.board@gmail.com | <https://kasc.ca>

Policies, Procedures, and Guidelines

February 2023

Revision 1

Revision Log:

Revision Number	Revision Date	Revised By	Reason	AGM Date Revision Passed
1	02/06/2023	JM	Initial revision for implementation	03-18-2023

A. Association to the Provincial and National Sport Organizations for Cheerleading.

1. The President of the Board will register Annually with the Provincial and National Cheerleading Organizational as a Program Volunteer Membership.

- a) *Submittal of a recent Criminal Record Check is required*
- b) *Obtaining an NCCP# and keeping up to date on the required training as needed to maintain the membership with the Provincial and National Cheer Organizations will be required.*

B. Financials

1. Signing authority (Signers). The Society will have a minimum of two (2) signers and a maximum of four (4) to be decided on an ongoing basis. At any given time, under any circumstances:

- a) *Signing authority will follow the priorities as outlined in the Society's bylaws Section 7.2.*
- b) *There shall not be any signers related by blood or marriage.*
- c) *The Society's president, vice president and treasurer will be a part of the signers group.*
- d) *No signer, under any circumstances, is authorized to sign a cheque or authorize an electronic transfer of funds (or transfer any funds) in their own name.*
- e) *Under any circumstances, no cheques will be pre-signed for any of the Society's expenses.*
- f) *All electronic funds transfers will be setup to require a minimum of two signers for authorization of the transfer*
- g) *All cheques will require two signers*
- h) *All electronic funds transfers from the Society's gaming account(s) will need authorization in writing by two officers of the board not related by blood or marriage. The authorizing document must properly specify the spending of the funds as per guidelines specified by the gaming body in British Columbia.*
- i) *Requests for funding support to the Society will be submitted by a member via Funding Request Form and require a motion and approval by the board prior to issuance of cheque or initiating electronic funds transfers.*

j) Expense and Reimbursements. Any expense less than or equal to \$200 CAD made by a board member as part of the normal operations of the association, will not require a motion and approval from the board to request reimbursement (unless point A.1.c. applies). Any expenses above \$200 CAD will require board approval before purchase takes place to qualify for a reimbursement. Failure to get approval will forfeit reimbursement.

C. Out of Province/Country Travel:

1. Teams will qualify for support to aid in out of province or country travel to attend sanctioned events for the Sport of Cheerleading with the following conditions:

- a) No funds from the Society's gaming account(s) will be used to support out of province travel without a Special Request document submitted and approved by the gaming body in British Columbia prior to the time of the travel. Expenses from this account must not exceed the values stated in the Special Approval.*
- b) A budget for out of province/country travel funding approval must be submitted by a member via Funding Request Form and approved prior to the time of travel. Approved funds may be released into the custody of a designated member, acting in a team manager role, assisting with the travel prior to departure to facilitate expenses accumulated during the duration of the travel.*
- c) Any designated member receiving funds released prior to travel must document and track all expenses and promptly return any portion of unused funds to the Society upon returning to the province. All expenses must be in accordance with the approved Funding Request Form.*

D. Membership:

1. Annual membership will align with the season dates distributed by the Okanagan Firestorm Cheerleading Gym:

- a) Membership will be accepted as per the terms of membership outlines in the Society's bylaws.*
- b) Registration for membership will be submitted by the members annually utilizing a Membership Registration Form distributed by the Society either electronically or paper copy.*
- c) Master membership record, either electronic or paper copy, will be kept by the secretary of the Society.*

2. Dues are to be received and processed as per Section 2.4 of the Societies Bylaws:

- a) A fee of Five Dollars CAD (\$5 CAD) will be charged for each membership registration. Dues are to be paid in accordance with the bylaws.*
- b) Member not in good standing may not vote as per the Society's bylaws*

c) Membership dues shall not be increased unless voted in at an AGM as per Section 2.4 of the Society's bylaws.

d) Membership dues included in athlete annual registration for the Okanagan Firestorm Cheerleading Gym will be paid to the Society by the Cheerleading gym in accordance with their registration paperwork.

E. Fundraising:

1. Fundraising will be permitted through the Society for overall, team specific, and athlete specific scenarios as aligned with the purposes of the Society:

a) All fundraisers through the Society or using the Society's name must first be sanctioned by the board, and will be overseen by the Fundraising Committee, or a board member in the absence of a committee. Un-authorized use of the Society's name for fundraising will not be permitted and will be forwarded to the board for further investigation and action.

b) Any fundraisers requiring licensing through the gaming body in British Columbia must have an approved license obtained by the Society prior to starting any fundraising activities.

F. Athlete Pool Fundraising Payout Plan:

1. Disbursement of fundraising monies raised by the athlete pool to be used for Competition and Tuition Support funding will be paid out in the following manner:

a) All funds will be tracked by the board by fundraiser and athlete. The total accumulated value will be paid monthly in a lump sum to the OK Firestorm Cheerleading Gym to be distributed across athlete accounts.

b) Payout to the OK Firestorm Gym will take place within one week following board approval at the monthly meeting.

c) No funds will be distributed directly to any member at any time.

G. Scholarship & Bursary Program:

1. KASCS Scholastic Scholarships will be offered up to One Thousand Dollars CAD (\$1000 CAD) each. Funds for these scholarships will be allocated from Corporate Sponsorship intended for this purpose.

a) Type 1 will be offered to an applicant who is a registered member athlete, who is still in grade 12, will be entering as a post secondary student and continuing within the sport of cheerleading.

b) Type 2 will be offered to an applicant who is a registered member athlete, who will be returning as a post secondary student and continuing withing the sport of cheerleading.

- c) Application process will consist of a questionnaire for post secondary plans, submittal of transcripts, completion of an essay question and letters of reference, both from within the cheer society and outside.*
- d) Essay questions each year may change annually at the discretion of the Board.*
- e) The Selection Committee (if created) otherwise the Board of the Society will go through an application checklist process to ensure all applications are completed in full. Incomplete applications will not be considered.*
- f) Award criteria will be based on highest academic achievement combined with highest ranked essay question. Both scales will be based on a maximum individual score of five (5) and a combined maximum score of ten (10).*
- g) Where a conflict may arise between applicants and the Selection Committee or board, the grading of the Essays will be performed by a committee either made of members of the Society or a third party. In this case, information of the applicants will be redacted, and only the Essay's themselves will be provided for scoring.*
- h) Successful candidates will be awarded at the annual Okanagan Firestorm Year End Gala*

2. KASCS Grants will be offered up to One Hundred-Fifty Dollars CAD (\$150 CAD) each. Funds for these scholarships will be allocated from Corporate Sponsorship intended for this purpose:

- a) These will be offered for financial aid to an applicant who is a registered member athlete.*
- b) Applicant may apply monthly and up to 2 times per cheerleading season maximum.*
- c) Applicants will be required to provide supporting documentation as requested by the board during evaluation process.*
- d) Successful candidates will have the grant funds paid directly to their accounts at the Okanagan Firestorm Cheerleading gym.*

3. BC Gaming Scholastic Scholarships will be offered up to One Thousand Dollars CAD (\$1000 CAD) each. Funds for these scholarships will be allocated from BC Gaming Community Grant funds intended for this purpose.

- a) Type 1 will be offered to an applicant who is a registered athlete of a sport cheerleading program within the Okanagan, who is still in grade 12, will be entering as a post secondary student and will be continuing within the sport of Cheerleading within the province of British Columbia.*

- b) Type 2 will be offered to an applicant who is a current or previously registered athlete of a program within the Okanagan, who will be returning as a post secondary student, and continuing within the sport of Cheerleading within the province of British Columbia.*
- c) Application process will consist of a questionnaire for post secondary plans, submittal of transcripts, completion of an essay question and letters of reference, both from within the cheer society and outside.*
- d) Essay questions each year may change annually at the discretion of the Board.*
- e) The Selection Committee (if created) otherwise the Board of the Society will go through an application checklist process to ensure all applications are completed in full. Incomplete applications will not be considered.*
- f) Award criteria will be based on highest academic achievement combined with highest ranked essay question. Both scales will be based on a maximum individual score of five (5) and a combined maximum score of ten (10).*
- g) Where a conflict may arise between applicants and the Selection Committee or board, the grading of the Essays will be performed by a committee either made of members of the Society or a third party. In this case, information of the applicants will be redacted, and only the Essay's themselves will be provided for scoring.*
- h) Successful candidates will be awarded at the annual Okanagan Firestorm Year End Gala where they are registered athletes of the Okanagan Firestorm Cheerleading or will be contacted directly where they are not.*

4. Availability and quantities offered for scholarships and grants will be evaluated each year and may be increased or reduced based on available program funding. Quantity changes will be at the discretion of the board.

- End of Document -