

A.C.S.C. Requirements

Section Notes

This section is designed to help you adhere to A.C.S.C. requirements, and how to do many of the things that will be discussed or carried out during the year. Parts of this section include text taken directly from the A.C.S.C. Bylaws, or other forms and documents which are included in another section of this manual.

A.C.S.C. Requirements, Policies & Procedures

Membership in the A.C.S.C. (Source: A.C.S.C. Bylaws)

Membership Classifications

- **Full Member**---A club entitled to all rights and privileges within the Association.
- **Associate Member**---A club that has been accepted for membership, but has not yet met the qualifications to become a Full Member, or does not desire to become a Full Member. Associate Members shall have no voting rights, and shall receive no direct monetary compensation from the Association.
- **Subscriber Member**---A membership status that is **designed solely** for the sharing of information. Subscriber Members shall have no voting rights, and shall receive no direct monetary compensations from the Association.

Requirements

- Full Membership in the Association is open to any shag or dance club with duly elected officers, membership dues, regularly scheduled meetings, and a written charter or bylaws that explicitly state that the purpose of the club is the promotion and preservation of shag dancing and beach music.

Shag or dance clubs which seek membership shall have been in existence for **six (6) months** before submitting application for membership.

- Application form submission: Mail to the A.C.S.C. Secretary. You must include a check for applicable dues and a copy of the club charter or bylaws.

Acceptance Process

- The Chairman of the Board of Advisors shall appoint a person belonging to a Full Member Club in good standing, located as close as possible to the applying club, to attend a function of the applying club. The Association will reimburse the person for reasonable expenses for travel, meals, and lodging, as outlined in the Reimbursement Form (Found in the **FORMS** section of this binder).
- Applying clubs shall be voted on at the next regularly scheduled meeting of the Association after these requirements have been met. The sponsor club's representative and a representative of the applying club must be present on the day the applying club is voted on.
- Voting for membership shall be by secret ballot by the Board of Advisors. A two-thirds affirmative vote by the Board of Advisors present shall be necessary for acceptance.
- Each new club accepted for membership will be considered an Associate Member with no voting rights and with no monetary compensations or benefits from the Association for a period of one year from their acceptance date. An Associate Member becomes a Full Member after one year if all dues have been paid, and they have met the attendance requirements.

Dues

(Bylaws)

- The Board of Advisors shall establish dues.
- Dues notices will be sent out to member clubs by December 31st.
- Dues are payable by January 31st.
- Member clubs more than 60 days delinquent will have voting, and other privileges deferred until dues are paid. Member clubs more than 90 days delinquent will be presented to the Board of Advisors at the next general membership meeting for review and possible revocation of membership.
- Dues for Full Members are currently **\$50.00 annually**.

Maintaining Membership (Bylaws)

- Dues must be paid by **January 31st**
- Have at least one representative at the Mid-Winter Workshop Meeting, held in North Myrtle Beach, Summer Workshop, and at least one business meeting held during Spring or Fall SOS.

Failure to attend the required meetings will result in being placed on probation for a period of one year during which time the club shall have no voting rights, and shall receive no monetary compensations from the Association. If the club fails to meet membership requirements during that period, it will be dropped from membership in the Association.

“Forgiveness” may be granted for meeting absence if cause is submitted in writing (prior to the meeting, except in emergency situations) to the Chairman, and approved by the Board of Advisors.

Any club having membership revoked may reapply after ninety (90) days

Voting During A.C.S.C. Meetings

Each Full Member Club not on probation or Associate status is entitled to one (1) vote per club on those issues requiring a vote.

Workshop Guidelines

Considerations

- Provide lunch for the attendees.
- Provide adequate space for the meeting (and the party)
- Provide meeting space for SOS/ ACSC Board Meeting

Required Dates

Mid –Winter Workshop – 2nd full weekend in January

Summer Workshop = 2nd full weekend in July

Meeting Food Expenses

The A.C.S.C. will reimburse up to \$25.00 per meeting attendee, with a maximum of three representatives per club. The A.C.S.C. can make payment directly to the facility or caterer providing the food.

Invoice is required.

(A.C.S.C. Workshop Reimbursement Form found in the **FORMS** section of this binder)

Selection of Hosts

Full Member shag clubs are encouraged to announce their intention to bid on the upcoming Summer Workshop early in the year, preferably at the Mid-Winter Workshop Meeting in January in North Myrtle Beach. Actual presentations and voting will occur at the Summer Workshop meeting. Generally, each club's presentation should be no more than 10 to 15 minutes in length. After presentations, the Board of Advisors (Member Clubs) will vote and award the bids. Summer Workshop cannot be combined with an annual event or party of the hosting club, unless hotel accommodations are approved by the A.C.S.C. Executive Board.

All the shag clubs have been combined into one district. However, no club or group of clubs may host the ACSC Workshop for two consecutive workshops.

WORKSHOP GUIDELINES

Workshop bids are announced and presented at the SUMMER WORKSHOP meeting. After presentation, the Board of Advisors (Member Clubs) will vote and award the bids.

REQUIRED WEEKEND DATE:

Mid-Winter Workshop Meeting = 2nd Full Weekend in January

Summer Workshop = 2nd Full Weekend in July

The Board of Advisors voted these specific weekends at the 1992 Summer Workshop Meeting. They were reaffirmed in 1998, and updated in 2016.

PRESENTATIONS: Should run no more than 10 to 15 minutes per presenting club.

ITEMS TO COVER: DESCRIBE Hotel/Motel accommodations; describe capacity of meeting room, party room, and dance floor space/ballroom space.

Party Ticket Prices: Describe what a participant will get for their money (i.e. food, liquor, dance instruction, entertainment, hospitality, etc.)

SPONSORING CLUB IS EXPECTED TO:

1. Provide lunch for the attendees. The ACSC will reimburse the SPONSOR CLUB for **up to 3 attendees from each ACSC member club.** The attending CLUB should be charged for all individuals over and above the 3 attendees.
2. Provide adequate space for the meeting and dancing.
 - o Remember: There are approximately 100 ACSC Member Clubs. They are all encouraged to have at least 3 attendees at the meeting. That means that there will be approximately 300 people attending the weekend event. In addition, those attending often have spouses or significant others who will also attend and are responsible to pay for their lunch.

THE SPONSORING CLUB SHOULD:

1. Check with the ACSC Chairman to establish meeting time; Saturday at 10:00 A. M.
2. Distribute REGISTRATION FLYERS to all ACSC member clubs well in advance of the scheduled meeting date. These can be distributed at a prior ACSC meeting and/or can be mailed to each individual club. Be sure to include:
 - o Meeting dates and Meeting time
 - o Hotel reservation information: rates, phone number and directions to the hotel and any other facility used during the weekend.
 - o Notice of special events, DJ's, etc.... **make the flyer interesting.**
 - o Request all clubs to notify you of the number of attendees from their club and to register each of those individuals in advance.
 - o Be sure to have **CONTACT NAME & PHONE NUMBER** for any questions.
3. The host club shall give a progress report to the ACSC Chairman every 3 to 4 months and apprise the Chairman of any issues in the planning of the workshop.
4. Summer Workshop **cannot** be combined with an annual event or party of the hosting club, unless hotel accommodations are approved by the A.C.S.C. Executive Board.

SPONSOR CLUB REPORTING REQUIREMENTS TO THE ACSC BOARD

The SPONSOR CLUB will provide to the ACSC BOARD an EXPENSES REIMBURSEMENT FORM, found in the FORMS SECTION of this manual. The ACSC can make payment directly to the facility providing the lunch. Have the facility prepare an invoice for the ACSC. The form includes space to provide the following information: Sponsor Club Name, Workshop date, Workshop location, number of people eating lunch, cost per person, and the total amount to be reimbursed.

1) **The ACSC will reimburse the SPONSOR CLUB \$25.00 per participant for up to 3 attendees per club for the meeting luncheon.** Be sure to charge the attending clubs or individuals over the 3 participant limit for your clubs actual costs.

2) ACSC shag clubs hosting the Summer workshop **are allowed to advertise the workshop in the two issues prior to the workshop at no cost.** The hosting club gets 1/4 page ad in the Fall Migration and the Winter mail out issues. The hosting club can opt to combine its two (2) free 1/4 page ads for a one(1) time ad of 1/2 page in the Fall Migration issue or Winter mail out issue. If this option is exercised, all other advertising will be at regular

ACSC shag club advertising rates.

7/9/16

Almost Heaven WV Shaggers
Atlantic Beach Shag Club
Bass Lake Area Shag Society
Battlefield Boogie Club
Beach Shaggers of Birmingham
Beaufort Shag Club
Beckley Area Shag Club
Bluefield Area Shag Society
Boogie on the Bay
Boone Shag Club
Boppers Shag Club
Brushy Mountain Shag Club
Burlington Shag Club
Camden Lugoff Area Shag Society
Cape Fear Shag Club
Capital City Shag Club
Carolina Shag Club
Carolina Shaggers Shag Club
Causeway Shag Club
Charleston Area Shag Society
Charleston Shag Club
Charlotte Shag Club
Chatham Area shag Association
Coastal Shag Club
Colonial Shag Club
Columbia Shag Club
C.S.R.A.
Danville Shag Club
Eastern NC Shag Club
Electric City Shag Club
Eno Beach Shag Club
Fayetteville Area Shag Association
First Coast Shag Club
Florence Shag Club
Franklin Shag Club
Gaston Shaggers, Inc.
Golden Isles Shag Club
Greater Triad Shag Club
Harnett Area Shag Association
Hilton Head Island Carolina Shag Club
Islanders Shag Club
Kerr Lake Shag Club
Lake Hickory Shag Club
Lake Norman Shag Club
Lake Tillery Shag Club

Lake Wylie Shag Club

Lancaster Shag Club
Lynchburg Area Shag Club
Macon Shag Club - Accepted 4/23/16
Mid Ohio Valley Shaggers, Inc.
Monroe Shag Club
Moore Area Shag Society
Mountain Empire Shag Society
Mountain Shag Club
Music City Bop Club
Northern Virginia Shag Club
Ocean Drive Shag Club
Orangeburg Area Shag Club
Outer Banks Shag Club
Palmetto Shag Club
Piedmont Shag Association
Pittsburgh Area Jitterbug Club
R&B Shag Club of Spartanburg
Raleigh Shag Club
Richmond Shag Club
River City Shag Club
Roanoke Valley Shag Club
Rock Hill Area Shag Club
Rutherford County Shag Club
Salisbury Shag Club
SamCo Shag Club
Sandhills Shag Club
Sandy Beach Shag Club
Sanford Area Society of Shaggers
Savannah Shag Club
ShagAtlanta
Shag Lauderdale
Shelby Shaggers
Smoky Mountain Shaggers
Society of Brunswick Shaggers
South Strand Shag Club
Statesville Shag Club
Steel City Boogie Club
Steppin' Out Shag Club
Sugarfoot Shag Club
Summerville Shaggers Shag Club
Sumter Shag Club
Tampa Bay Beach Boppers
Twin Rivers Shag Club
Twister's Shag Club
Upstate Shag Club
Virginia Beach Shag Club
Winston Salem Shag Club
York Shag Club

Requirements

- The nominee must have a minimum of a five year history in the shag community.
- A Nomination form must be completed by a current President of an A.C.S.C. Full Member Shag Club. (Found in the **FORMS** Section of this binder.)
- The person submitting the nomination shall detail, on a separate sheet of paper, significant contributions the nominee has made within the local shag club and other reasons why they think the person is worthy of this award.
- There must be three (3) seconds from any members of any Full Member A.C.S.C. Shag Clubs. (They don't have to be officers, and they can/should be from the same club.) Each Second must also fill out a separate sheet describing their own reasons why the person is worthy of this award.
- The nomination must be submitted by November 1st of the current year.

A.C.S.C. Presidents Pin

Requirements

- A person must have served one (1) full year term as President of the local, Full Member A.C.S.C. shag club
- Complete the form and submit it to the A.C.S.C. Secretary.
- Only one Past President Pin and Certificate will be given to each qualifying Past President.

Planning an ACSC Workshop

The following steps are offered to help guide your workshop planning:

1. Make sure the Shag Club membership feels the workshop is important enough to merit the time and expense needed to properly stage, publicize and evaluate the value of hosting the workshop.
2. Ensure that the members fully support the event. Select a working committee with broad representation.
3. Track other Workshops that have taken place in your club's geographical area which should give some idea of how many participants to expect. Call the Workshop Chairman to see how many rooms were rented and for other information which can be extremely helpful.
4. If the governing body of your shag club decides that they want to make a bid on a Workshop, you must come prepared to bid. The bid should include your selected venue and any supporting information about the area.
5. Contact your Convention & Visitors Bureau and/or your Chamber of Commerce. When you contact them, ask for director of sales for Groups and Meetings and tell that person you need assistance in bidding for an "ACSC Workshop." Tell them how many people will be attending, food needs, dance floor size, meeting space, etc. In some areas, this group will take your requirements and send them to area hotels. These hotels will have the option to bid for your business.
6. Select a hotel (if possible) which is accessible to shopping, restaurants and other features or amenities appealing to workshop guests.
7. After choosing the best possible site, sit down with the hotel/venue representatives and talk about every single contract item that you can think of at the time—make sure the initial contract is contingent upon your club receiving the bid. Following are some areas to address when negotiating your contract.
 - A. Guest room rates can be negotiated. The number of guest rooms is generally determined by each separate night of the event, i.e., normally there will be more attendees on Friday than on Thursday or Saturday. Representatives of clubs in close proximity may opt to get up early and come for the day as opposed to staying the weekend.
 - B. Based on the number of paid room nights, your club will receive concessions such as complimentary suites and guestrooms which you may then use for DJs, dance instructors, or any others of your choosing.
 - C. Contact the ACSC Treasurer to determine what the needs are for ACSC/SOS Board members; e.g., meeting rooms, etc.
 - D. Learn what the consequences are if your club fails to meet any portion of performance of the contract, or if the event has to be cancelled. Clubs along the East Coast have to be concerned about hurricanes. Have a clause that neither party will be held responsible for circumstances beyond their control. One club negotiated a contract that contains the clause that includes, but is not limited to: "acts of God, shortage of commodities or supplies to be furnished by the hotel, governmental authority, or war in the United States that makes it illegal or impossible for the hotel to hold the event."
 - E. Decide on how much space needed for all the various functions you plan, such as the Saturday morning ACSC meeting. If your club plans to have vendors, additional space will be required, preferably a space that can be secured overnight. Do not plan events

that are in direct conflict with the ACSC meeting. It is almost imperative to have coffee in the Saturday morning meeting.

- F. The hotel almost without exception will require a minimum food and beverage revenue. The hotel will give you a menu in which the prices may look exorbitant. Give them a price your budget will allow, say for a buffet dinner, and tell them to come back with a menu for that exact amount of money. The same rule applies for the ACSC meeting lunch—tell them what the Association pays and that the budget requires the need to stay within those parameters. Check with the ACSC Treasurer to find out what the allowance is for lunch at that point in time.
 - G. For hotels with a restaurant, they will sometimes balk at bringing in food and beverages for a hospitality room. Be upfront. Tell them it's a deal breaker, that this issue is important and necessary to the success of the Workshop.
 - H. Check to see if they have parking fees and if so, if they can be negotiated.
 - I. Dance floor: compare the cost of a dance floor provided by the hotel to one rented from an outside dance floor vendor.
 - J. Security is often provided by the hotel; therefore, in that case, outside security would not have to be hired.
 - K. Once again, the drinks purchased inside the ballroom are usually part of fulfillment of the contract between the shag club and the hotel. Hotel drink prices are traditionally high; ask if the hotel can provide a few drinks at a special price and/or happy hour prices.
8. For a non-hotel venue:
- A. Make sure that one hotel is the host and can provide a room for the ACSC board to meet on Friday. Make sure to have a listing of places lunch can be ordered.
 - B. Secure a place for ACSC meeting on Saturday, if unable to have in same facility.
 - C. Reserve rental equipment such as van or shuttles, drivers, buses, tables, chairs, tents, podiums, etc.
 - D. Make security arrangements, this could cost as much as \$75.00 per person for 4 hours.
 - E. Need to decide if you will do your own bar or secure a Bar Service. Decide on amount they will be paid per night—some have 2 bars with 2 bartenders each night. During day probably only need one bar with one bartender.
 - F. Most caterers also have bartenders and can do bar—compare costs— they usually have one setup fee and corkage fees.
 - G. Need to find out if facility has ice.
 - H. Decide on drink prices and whether to sell drink tickets— 1.00 per ticket
 - I. Depending on ABC laws in area— may need special license— In SC – two day permit for beer, wine & liquor \$45.00 per day.
 - J. Purchase liquor, beer and wine on commission— pay for what you use. Find out from facility if there is a corkage fee.
 - K. Need committees— Food, Bar, Registration, Ways & Means for ticket sales of drinks, raffle tickets and cleanup.
 - L. Linens— if you do not have linens, see what the facility will rent them for. It may be cheaper to rent from caterer.
 - M. Venue rental— make sure what this includes - tables, chairs, etc.

- N. Dance floor- see if local clubs in area have floor that you can use if facility does not have wood floor. Give these clubs complimentary tickets for the use of their floor.
9. The objective is to provide workshop planners with a financial blueprint. The budget should be specific, and include revenue opportunities (sponsorship, ticket sales, donations, concession sales, etc.), as well as expenses, for printing, permits, DJs, dance instructors, food, gift bags, etc.
10. After receiving bid:
- A. Select chair and members of your planning committees:
 - 1. Select chairs for subcommittees such as hospitality, setup and cleanup, tour guides, transportation, promotion and marketing, DJ schedule, activities, registration and logistics.
 - 2. Organize volunteers for each committee.
 - B. Get sponsors-There are a lot of grants out there for non-profits; for example Charleston-Low Country Quarterly grant, SC Arts commission, as well as ATAC (accommodations tax) that can be applied for.
 - C. Ask sister clubs in area to help with hospitality.
 - D. Hire DJ's and if possible have a signed contract. DJ that brings equipment is paid more.
 - E. Hire Dance instructors.
 - F. Contact vendors and ask if they are willing to pay for a spot, maybe include event ticket.
 - G. Provide water stations for dancers in the evening hours.
 - H. Consider selling tickets for drinks, this could be far more advantageous rather than having the bartenders do so. The hotel holds the club responsible for fulfilling the food and beverage contract, and, unfortunately, bartenders provided by hotels might come up short at the end of the evening. By selling tickets, the bartender is not required to handle money. This also provides a better sanitary situation.
 - I. Select menus and submit them for approval & decide how many.
 - J. Keep ACSC officials informed of your plans and ask for their support.
 - 1. ACSC Treasurer will make room reservations for ACSC/SOS members and spouses.
 - 2. Make transportation arrangements for ACSC/SOS officials, if needed.
 - 3. Payment for ACSC lunch attendees will be made after lunch is served on Saturday. (See ACSC Winter & Summer Workshop Guidelines page 8-7)
 - 4. Payment of ACSC/SOS event tickets will be included in lunch payment.
 - 5. Contact ACSC Chairman, see if he/she has any special requirements for the meeting on Saturday.
 - 6. Contact ACSC Chairman, see what is needed for the board meeting on Friday.
 - K. Meet with a Transportation coordinator to discuss parking/shuttle needs.
 - L. Plan the decorations and theme
 - M. Mail an itinerary, tickets, hotel information and maps to instructors, DJ's and ACSC/SOS officials.
 - N. Make direction and welcome signs
 - O. Write and print the program

- P. Inspect the facility and request repairs to hazards, such as loose edges on stairs and upturned edges on dance floor.
- Q. Email out confirmations
- R. Prepare registration packets.
- S. Double-check publicity progress with marketing/promotion committee. Revise and update if necessary.
- T. Print out the guest list in alphabetical order.
- U. Brief the greeters, escorts and volunteers on their duties.
- V. Gather all presentation items such as gifts, plaques, trophies. Collect ceremonial items. Designate persons to be in charge of transporting them to the event site. (Gift bags, auction items, 50/50 Tickets, etc)
- W. Make catering guarantees/keep it to the minimum (rule of thumb is 10% less than registered)
- X. Prepare your workshop box with any supplies, such as tape, string zip ties, staplers, clip boards, baskets etc. you may need.
- Y. Set up a meeting with the club's officials and the hotel/venue staff (registration, chef, maintenance, etc) and identify the individuals from your club who will interact with the hotel staff. Have an identifying pin or something for these individuals to wear.

11. The Big Day

- A. Arrive early
- B. Bring the logistical outline, production schedule, instructions, directions, phone numbers, banquet orders, seating charts, name tags, table assignments, guest lists, and the event supply box with you.
- C. Check all facilities and grounds.
- D. Set up event venue with place cards, signs, favors, awards, etc.
- E. Conduct sound and equipment checks.
- F. Set up registration. Be sure it is ready no later than 30 minutes prior to the start of the event.