



DDCA Payment Policy

The Dance and Drill Coaches Association operates as a non-profit organization and aspires to serve our mission as efficiently as possible. Delays in payments being received cause undue burden to the organization. Below is a new policy the DDCA is implementing beginning September 1, 2024 to prevent late payments.

Policy Overview:

1. Fee incurred by member.
2. Invoice sent by the DDCA Board.
3. If no payment is received and/or no action is taken*, an automated reminder is sent to the member.
4. Email sent to the member and school athletic director three days after the automated reminder.
5. Second email sent to the member, school athletic director, and bookkeeper three days after the first email.
6. A late fee is applied to the invoice if no payment is received and/or no action is taken* within 45 days from the initial invoice date.

*Proof of PO provided to the DDCA that shows the member has submitted a request for payment to the school bookkeeper will suffice as “action taken”.

This policy applies to the following:

- Membership fees
- Coaches Education Conference fees
- DDCA Awards Banquet fees
- Apparel and photography offerings
- All-State registration fees
- DDCA Invitational registration fees
- All fees associated with hosting sanctioned competitions

NOTE: If a member agrees to a service/offering from the DDCA, but the member withdraws from the commitment after the stated deadline for change, the member will be billed for the cost of that service.