



NORTHERN EMPIRE

REGISTRATION INFORMATION

2026 / 2027 Season

Northern Empire Performing Arts
PO Box 38121 Capilano RPO, Edmonton, Alberta
Band phone: 587 414 0012
northernempirearts.ca

Registration Information Reference

This package is for you as a parent or guardian of a Northern Empire Performing Arts member. Please read it in full before you register, and keep it for reference. Fee dates, point requirements, and uniform terms are all set out here.

A few things have changed this season. The point requirement has increased, and volunteering now earns points for the first time. Please read the Season Commitment section carefully.

Who to contact

Band phone, call or text: 587 414 0012. This reaches Holly or Ella directly and is the number to use on a competition or travel day. Mail: PO Box 38121 Capilano RPO, Edmonton, Alberta.

Role	Name	Email
Director	Holly Roberge	director@northernempirearts.ca
Director	Ella Borynec	ella@northernempirearts.ca
President	Cheryl West-Hicks	president@northernempirearts.ca
Vice President	Heidi Corrigan	vicepresident@northernempirearts.ca
Treasurer	Ada Frederick	treasurer@northernempirearts.ca
Secretary	Amanda Wyatt	secretary@northernempirearts.ca
Parent Liaison	Amanda Wyatt	liaison@northernempirearts.ca
Bingo Coordinator	Liz Sylvester	bingos@northernempirearts.ca
Marketing and Webmaster	Alysha Ross	marketing@northernempirearts.ca
Chaperone Coordinator	Natalie Legault	chaperones@northernempirearts.ca
Fundraising Chair	<i>This could be you</i>	fundraising@northernempirearts.ca
Uniform Coordinator	<i>This could be you</i>	uniforms@northernempirearts.ca
Home Show Coordinator	<i>This could be you</i>	events@northernempirearts.ca
Truck and Maintenance	<i>This could be you</i>	bandtruck@northernempirearts.ca

Roles shown as "This could be you" are open. If you are interested in any of them, email the Director. These positions count as volunteer shifts.

Communication

Official communication is delivered through BAND. All members and parents or guardians are required to join the Northern Empire BAND group and are responsible for staying current with announcements posted there. BAND is the authoritative source. Emails are sent as a courtesy and may not carry the same detail or the most current information.

Parents and guardians are strongly encouraged to come inside at the end of each rehearsal for announcements. Some information is shared in person and nowhere else.

The parent portal at portal.northernempirearts.ca holds your family records, including the performance schedule, fees and invoices, and bingo point balances. Registration and account information is managed there. It is your responsibility to keep your contact information current in the portal.

Fees

Registration fees

Performer	Annual fee
First performer	\$1,500
Second performer	\$1,400
Each additional performer	\$1,300

Choose one payment schedule at registration: annual, semi-annual, or monthly. All three total the same amount. There is no discount or premium for the schedule you choose.

Percussion travel supplement

Our indoor percussion ensemble, drumline and front ensemble, travels to Calgary for overnight competition weekends in February and March. Those trips carry costs that the rest of the organization does not incur, so they are funded by the members who travel rather than out of general fees.

Supplement	Who	Amount
Percussion travel	Each performer registered in percussion	\$300

- Charged per performer. There is no sibling discount on the supplement, because it covers the cost of that performer travelling.
- Due December 16, 2026, as a single payment. It is not spread across the monthly schedule.
- **Non-refundable after January 15, 2027.** Travel and accommodation are booked and paid in advance by that date and cannot be recovered if a performer withdraws.
- The supplement does not earn points and does not change your point requirement.

You select your section when you register. If you register for percussion, the supplement applies.

Choose a payment schedule

All three schedules total the same amount. Choose one at registration.

Schedule	First	Second	Additional	Payment dates
Annual	\$1,500	\$1,400	\$1,300	September 16, 2026
Semi-annual	\$750	\$700	\$650	September 16, 2026 and February 24, 2027
Monthly	\$300 then \$150	\$280 then \$140	\$260 then \$130	September 16, 2026, then monthly from November 2026 through June 2027. Nine payments total.

On the monthly schedule the first payment is larger. Every payment after that is the same amount.

Season calendar

Dollar amounts below are for the **monthly** schedule, which most families choose. If you selected annual or semi-annual, your fee payments follow the dates in the schedule table instead. Everything else on this calendar applies to all families.

Date	One	Two	Three	What is due
September 16, 2026	\$300	\$580	\$840	First fee payment. Uniform deposit \$100 for each new performer, sent as a separate payment.
October 28, 2026	below	below	below	Additional items only. Travel bag and travel jacket. See the table below for amounts.
November 25, 2026	\$150	\$290	\$420	Monthly fee payment
December 16, 2026	\$150	\$290	\$420	Monthly fee payment. Percussion travel supplement \$300 for each performer registered in percussion.
January 27, 2027	\$150	\$290	\$420	Monthly fee payment
February 24, 2027	\$150	\$290	\$420	Monthly fee payment. Second semi-annual payment. Half of your season points must be complete by this date.
March 24, 2027	\$150	\$290	\$420	Monthly fee payment
April 28, 2027	\$150	\$290	\$420	Monthly fee payment
May 26, 2027	\$150	\$290	\$420	Monthly fee payment
June 23, 2027	\$150	\$290	\$420	Final monthly fee payment. All season points must be complete by this date. Any points not completed are invoiced at \$100 each.
July and August 2027	none	none	none	Nothing due

Monthly totals: \$1,500 for one performer, \$2,900 for two, \$4,200 for three. Point deadlines assume bingo events are available across both halves of the season. Bingo hall dates are allocated to us and are outside our control. If the schedule does not allow a fair opportunity to meet the February deadline, it will be adjusted and families will be notified through BAND.

Additional items

Item	Who	Amount
Travel bag	All members	\$100
Travel jacket	New members	\$50
Travel jacket, replacement	Returning members, only if needed	\$100

A new member owes \$150 on October 28. A returning member owes \$100, or \$200 if a replacement jacket is needed. You will be asked at registration whether a replacement jacket is required.

Payment methods

E-transfer is our preferred method. Send to treasurer@northernempirearts.ca and include the performer name in the memo line so the payment is applied correctly.

We do not accept cheques. Credit card payments are accepted and a processing fee applies, charged at the rate our payment processor charges us. The fee will be shown before you complete a card payment.

All fees, payments, and balances are visible in the parent portal at portal.northernempirearts.ca.

Uniform deposit

A **\$100 uniform deposit** is required for each performer. It is paid once, held in trust, and carries from season to season for as long as the performer remains with Northern Empire. It is not collected again each year.

Please send the uniform deposit as a separate payment from your fees. It is held in trust and is not organization revenue.

The deposit is returned when all uniform pieces are returned clean, in good repair, and on time. Deductions are made at the discretion of the Uniform Coordinator. If a piece is damaged beyond repair or not returned, the deposit is applied toward replacement and the member is responsible for any amount above the deposit. The deposit may also be applied to any other amount owing when a member leaves.

When a member leaves Northern Empire, the \$100 deposit is reduced by \$25 per month until uniform pieces are returned. After four months no deposit is returned and the member is billed the full replacement value of any outstanding items.

Uniform replacement values

The uniform is the property of Northern Empire Performing Arts and is loaned to your performer for the season. It is our local performance uniform and is returned at the end of every year. We purchase in bulk, so replacing a single piece costs considerably more than our per unit cost. Please take care of it.

Item	Replacement value
Hat	\$40
Jersey	\$75
Marching shoes	\$75
Pants	At cost

Additional clothing you provide

These items are not ordered through Northern Empire and must be purchased by you.

- **Black shirt**, crew neck short sleeve only. No logos, graphics, or visible printing. Worn under the uniform jersey.
- **Black socks**, mid-calf. No sport socks, no sneaker socks, no ankle socks. Socks must be long enough that no skin shows if the pant leg lifts while marching.
- **Athletic pants or shorts** for camps and rehearsals. Jeans are not permitted.

Season Commitment: Points

Fundraising covers a significant share of what it costs to run Northern Empire. Every family carries a share of it. That share is measured in **points**.

New this season: volunteering now earns points. In past seasons the only way to earn a point was to work a bingo, which meant the same families were doing everything else for no credit. That changes in 2026-2027.

What your family owes

Performers	Total points	Maximum from volunteering	Minimum bingo shifts
1 performer	8	2	6
2 performers	12	3	9
3 performers	16	4	12

The requirement is 8 points for the first performer and 4 for each additional performer. Volunteering can cover part of it, up to the maximum shown. The remainder must be earned by working bingo shifts.

The bingo minimum has not increased. A family that volunteers works the same number of bingos as last season. A family that does not volunteer works two more.

The three ways to earn a point

Source	Value	Notes
Bingo shift	1 point	No limit. Bingo is our primary fundraiser and cannot be fully replaced by volunteering.
Volunteer shift	1 point	Capped at 2 points for the first performer, plus 1 for each additional performer. All shifts are worth the same.
Buyout	\$100 per point	Any points not completed by June 23, 2027 are invoiced at \$100 each.

Home show

Northern Empire runs two home shows each season, one in summer and one in winter. **Every family must work at least one shift at one of the two shows.** This is mandatory and earns 1 volunteer point, which counts inside your volunteer maximum.

Families are welcome and encouraged to work both shows. The second show does not earn an additional point, but it is noticed and it is appreciated. Our home shows do not run without parents.

Casino

Casino is a separate requirement with its own tracking. Casino shifts do not count toward your bingo or volunteer points, and points do not count toward casino. Casinos are allocated to us on a rotation by AGLC and do not occur every season. If a casino falls in 2026-2027, families will be notified through BAND with the requirements and dates.

When You Earn More Than You Need

Once your family has met its point requirement, any additional **bingo** points are surplus and you choose what happens to them. Surplus applies to bingo points only. Volunteer shifts worked beyond your volunteer maximum do not earn points.

Apply to your fees

Surplus bingo points can be applied against your outstanding fees at **\$100 per point**. There is no limit on how much you can offset. This is the same rate at which unmet points are charged, so a family that works ahead is credited on exactly the terms a family that falls short is billed.

Donate to another family, or to the pot

You can direct surplus points to a specific family, or add them to the general pot. Points in the pot are allocated by the Bingo Coordinator, the Treasurer, and the Director together. If you need points donated to your family, please speak to Holly. Those conversations are kept private.

Bank for next season

From June 1, 2027, once your family has met all of its requirements, surplus bingo points can be carried forward and applied to your 2027-2028 requirement.

When you have already done your part

Some families finish their points early. If that is you, we hope you will still pick up a shift now and then. Late in the season there are nights we are short, and those are the nights that matter most.

A shift worked by a family who owes nothing is what covers a family who is struggling. It is one of the quieter ways this organization looks after its own, and we notice every time.

Points hold no cash value

Points cannot be redeemed for cash, paid out, or refunded. They can be applied to fees, donated, or banked as described above, and have no value outside those uses.

When a member leaves Northern Empire, unused points are forfeited. They cannot be paid out, refunded, or transferred to another member or family at that point. A departing family may direct surplus points to the Champions Fund or to General Funds.

Volunteer Opportunities

Every shift below is worth 1 point, up to your volunteer maximum. You will be asked at registration to check the areas you are interested in. Checking a box is not a commitment. It tells us who to contact when we need help.

Event day

- Home show: crew, gate, or concession
- Competition day crew: load in, load out, equipment moves
- Parade support
- Performance chaperone, local

Camps and tour

- Camp chaperone, overnight
- Tour chaperone

Equipment and facilities

- Trailer or truck hauling to events
- Storage organization and load out days
- Uniform fittings and distribution
- Uniform collection at season end

Fundraising

- Fundraising support: phone calls, outreach, and general help for the coordinator

Ongoing roles

- Board or executive position
- Committee member

The registration form also has a space to tell us anything else you can help with. Some of the most useful help we get is not on this list.

How a volunteer point is credited

Work the shift. The coordinator for that area confirms it with the Director. The point is then credited to your family in the parent portal, the same way bingo points are. Points appear on your Points page once credited. If a shift you worked has not appeared after two weeks, email the Director.

Record checks for chaperones

A current **police information check with vulnerable sector check** is required to chaperone any event, including overnight camps and travel. It is valid for two years from the date of issue.

Please allow several weeks for processing and complete it well before the camp or event you intend to chaperone. Contact the Chaperone Coordinator to begin.

Parent and Legal Guardian Code of Conduct

As the parent or legal guardian of a Northern Empire Performing Arts member, I agree to the following:

- I will put the wellbeing of all participants and the morale of the ensemble ahead of any personal desire to win or to secure preferential treatment for my own child.
- I will demonstrate positive support for all members, staff, volunteers, and fellow parents, and I will encourage good sportsmanship through my own conduct.
- I will support the staff and volunteers who work with our members, and I will raise concerns through the appropriate channels rather than in public or on social media.
- I will treat all participants, directors, staff, officials, parents, volunteers, and spectators with respect and dignity in my language, attitude, and behaviour, regardless of race, ancestry, creed, colour, gender, gender identity, age, sexual orientation, ability, or need.
- I will require the same standard of my member.
- While at a Northern Empire activity, or while wearing clothing that identifies me as a chaperone or representative of the organization, I will not engage in conduct that does not reflect the values of Northern Empire, including smoking, vaping, cannabis use, or the consumption of alcohol.
- I understand that Northern Empire competes and performs alongside other organizations, and that my conduct reflects on our members whether or not I am acting in an official capacity.

By signing this agreement electronically during registration, I confirm that I have read and will uphold this Code of Conduct. I understand that failure to comply, or participation in a disciplinary code violation, may result in action at the discretion of the Board, up to and including removal of my member from Northern Empire Performing Arts and my own exclusion from Northern Empire activities.

Examples of conduct that may result in discipline

The following are examples of conduct that violates the Code. This list is not exhaustive.

- Uninvited physical contact with, or the taunting or threatening of, any member, staff member, volunteer, parent, official, adjudicator, or spectator.
- Entering a change area, dressing room, or hotel room occupied by a member or staff member without permission, or obstructing access to or exit from that space.
- Profane, intimidating, offensive, or vulgar language, gestures, images, or electronic communication.
- Bullying, harassment, false accusation, or intimidation intended to damage the reputation of Northern Empire, any member, staff member, parent, volunteer, or spectator.
- Public criticism of members, staff, volunteers, or other organizations, including on social media and in the BAND group.
- Photographing or recording members other than your own, and sharing it without consent.
- Intentionally defacing or damaging property belonging to an individual, to Northern Empire, or to any facility or venue we use.
- Being involved in any activity that would warrant the involvement of law enforcement, security, or facility administration.
- Possession or consumption of alcohol or cannabis at any Northern Empire activity, or attending an activity impaired.
- Inciting any person to engage in any of the above.
- Any other conduct inconsistent with Northern Empire policy.

Please Read

Points cannot be waived

Bingo and volunteer points cannot be waived, forgiven, or reduced. Every family carries the same share, and the requirement scales only with the number of performers registered.

Points not completed by June 23, 2027 are invoiced at \$100 per point. This is a fee, not a donation, and it is not eligible for a charitable tax receipt.

Donated points

Some families finish the season with more points than they need and choose to donate the surplus to a family who is struggling to meet their requirement. This happens every year and it matters.

If you are in a position where you need points donated, please speak to Holly. These conversations are kept private.

Allocation of donated points is at the discretion of the Bingo Coordinator, the Treasurer, and the Director together. Donated points are not requested from or promised to any particular family.

Fee sponsorship

Northern Empire does not want cost to be the reason a young person cannot participate. A limited amount of sponsorship is available each season to cover registration fees in full or in part.

There is a checkbox on the registration form to request sponsorship. It opens a short, confidential application asking you to describe your circumstances and confirm the information is accurate. We do not ask for tax returns or income documentation.

Requests are reviewed by the Bingo Coordinator, the Treasurer, and the Director together. Sponsorship is limited and not every request can be approved in full.

Sponsorship covers registration fees only. It does not cover the percussion travel supplement, and it does not waive bingo or volunteer points. Those remain a separate commitment.



Partnership

Northern Empire Performing Arts and Colorguard Collective Edmonton are separate organizations, with separate boards, separate finances, and separate seasons. What they share is a community, and in many cases the same families.

Our seasons fit together. CGCYEG runs September through March, and Northern Empire summer guard picks up after that, so a performer who wants to keep going year round can do exactly that.

Crossing over

If you are	You can join	Supplement	Additional bingo points
A Northern Empire member	CGCYEG winterguard	\$500	2
A CGCYEG member	Northern Empire summer guard	\$500	2

The terms are the same in both directions.

How the supplement is paid

The supplement is \$500, paid as five monthly payments of \$100. The months follow the season you are joining.

Crossing	Monthly	Payment dates	Total
Northern Empire member joining CGCYEG	\$100	September 16, October 28, November 25, December 16, January 27	\$500
CGCYEG member joining Northern Empire	\$100	February 24, March 24, April 28, May 26, June 23	\$500

Payment dates match the regular fee schedule, so the supplement lands on days you are already paying.

How it works

- The supplement and the additional bingo points belong to the organization you are joining, not the one you came from. They will not appear on your home organization invoice and do not count toward your home organization point requirement.
- The two are tracked separately. You will have a fee and a point balance with each organization.
- Directors set this up by hand. Speak to a Director before you register so that your fees and points are correct from the start.
- If cost is what is standing in the way, speak to a Director. Both organizations have sponsorship available and we would rather have the conversation than lose the performer.

Questions. Northern Empire: director@northernempirearts.ca, or call or text 587 414 0012. CGCYEG: director@cgcyeg.com.

Thank you for being part of this community. What we are building takes every family in both organizations, and we are glad yours is one of them.