

# **Just Jymnastics**

## **GIRL'S TEAM MEMBER INFORMATION BOOKLET**

2008-2009

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Welcome to the Just Jymnastics (JJ) team program! Your gymnastics experiences will soon make some exciting changes. Our gymnasts are recognized for both their skill and spirit. They are consistently leaders in their schools, as well as on the competition floor.

This packet has been compiled to acquaint you with the JJ team structure, explain the necessary rules, fees, and answer some of your questions regarding the move to our team. Please retain these pages for future reference.

## TEAM LEVELS

### Level 4

Level 4 is our first compulsory (every Level 4 gymnasts in the United States competes the same routines) competition level. Gymnasts at this level train two days per week for three to four hours a day. There are no make up classes for missed workouts, although open gym is available to help make up it up. Competition involves travel within South Dakota. Most years the Level 4's only travel to 2 out-of-town meets. Level 4 gymnasts compete in the South Dakota State Championships if they attain a qualifying score (28.00 All-Around) during the regular competition season.

### Level 5

Level 5 is the first competition level involving traveling out of the state. Gymnasts at this level train three days per week for three to four hours a day. There are no make up classes for missed workouts, although open gym is available to help make up it up. Competition involves travel within South Dakota and neighboring states. Level 5 gymnasts compete in the South Dakota State Championships if they attain a qualifying score (28.00 All-Around) during the regular competition season.

### Level 6

Level 6 is a continuation of training in the compulsory levels, with slightly more difficult skills and routines. These gymnasts train three to four days per week for 3 to 4 hours each day. There are no make up classes for missed workouts, although open gym is available to help make up it up. Competition involves travel within South Dakota and

neighboring states. Gymnasts can qualify to the South Dakota State Championships by attaining the qualifying score (28.00 All-Around) during the season.

### **Level 7-10**

Optional (gymnasts compete a routine designed just for them) competition is included at all of these levels. Level 7-10 gymnasts train four to five days per week for 3 to 4 hours each day. There are no make up classes for missed workouts, although open gym is available to help make up it up. Competition includes many invitationals, mostly outside of the state. The South Dakota State Meet, Regional Championships (Level 8-10), Western Nationals (Level 9 only) and Junior Olympic Nationals (Level 10 only) are all possible competitions for gymnasts of these levels that are able to attain the qualifying scores.

### **TEAM REQUIREMENTS (Girls Levels 4-10)**

Along with the USAG score requirements to move up through the level system, the coaching staff has additional strength, flexibility, and skill requirements that each gymnast must attain before moving to the next level. Information regarding these requirements is distributed to the gymnasts and posted well before "move up" time. Skills are periodically tested during workouts. Gymnasts can move up to the next level at any time of the year at the coaches' discretion. It is customary for gymnasts to repeat a level; it is not like school where it is looked upon negatively.

## **JJ FINANCIAL OBLIGATIONS**

JJ tuition is due by the first of the month. If it is paid on the first of before, you may take a \$2 discount off of your team tuition. If the current month's tuition is not paid by the 15<sup>th</sup> of the month, you will receive a statement, which will include a \$2 billing charge. If payment is still not received, workout privileges could possibly be suspended.

There is no reduction in tuition for families with more than one gymnast.

### **ANNUAL MEMBERSHIP FEE**

The membership fee is an annual fee that is due on your anniversary date. Please check with our front office to determine when your membership fee is due.

### **ABSENCES**

You receive an absentee rate reduction for being on our competitive team:

a. Two weeks each year starting June 1 and ending the following May 31 are allowed to be deducted from your monthly team tuition payment if your gymnast is unable to attend due to vacation, illness, etc. Your gymnast must be gone from team training to take this credit.

b. You may take the credit in increments of one week at a time if you wish but not

less than that.

c. You may take both weeks at once if you plan on being gone for an extended period of time.

d. The amount of credit given to your account will be calculated as 50% of your previous month's tuition if you take two weeks and as 25% if you choose to take only one week.

Other than this two-week adjustment, no further prorating of tuition will be allowed. The head coach must be informed in advance of a situation that requires a loss of training time.

#### Example #1:

Anna is going to live with her father for the months of July & August. The tuition for the month of July would be prorated to 50% of the tuition paid in July as long as no other tuition was prorated for the year since June 1<sup>st</sup>. August would need to be paid in full.

#### Example #2:

Jane wants to take a break from training after the State Meet. She tells her mom and dad that for the month of May she does not want to practice but does want to return in June. The tuition for May would be 50% of the tuition for April as long as no other tuition was prorated for the year since the previous June 1<sup>st</sup>.

## USA GYMNASTICS

USA Gymnastics (USAG) is the governing body for our sport in this country. All competing athletes (Levels 4-10) are provided with special insurance coverage during sanctioned events. The athlete and parents must complete a registration form, along with an athlete's agreement certifying competition readiness, each July. The annual fee provides not only the insurance coverage, but also a subscription to USA Gymnastics Magazine, and the athlete number necessary for competition. No gymnast can compete without this coverage.

JJ also requires a parental release/consent form to be signed for each competition-level gymnast yearly. This form will accompany the athlete whenever she competes, and allows for medical treatment in case of accident or injury while in JJ coaches' care. This form is at the end of this booklet.

## APPAREL

### COMPETITIVE LEOTARD

Level 4-10 team leotards & warm-up outfits are worn by all gymnasts for exhibitions and competitions.

They are rented from the Gym-Star Booster Club each year. You are responsible for the replacement costs if the leotard and/or warm-up outfit are damaged, lost, or not turned back in after the conclusion of the season. These are NOT to be used for every day workouts.

### **WARM-UP LEOTARD**

Level 4-10 gymnasts will each purchase a tank style leotard to wear for special practices, team events, or warm-ups at meets. These will be yours to keep at the end of the season. Please do NOT wear these for every day workouts unless instructed to by your coach.

## **TEAM POLICIES**

### **ATTENDANCE**

Perfect attendance at scheduled workouts is essential to insure consistent training. If the gymnast must leave early, or cannot attend a workout, SHE must notify the gym by note or phone call. If she knows ahead of time of a necessary absence, the gymnast should indicate in her note the date(s) she will be absent, and the reason. Injured gymnasts will continue to work out the entire workout schedule (stretching, conditioning, whatever is possible) while recovering. There are no scheduled make-ups for team level gymnasts. On occasion, team workouts will be canceled due to events held at JJ. These workouts will not necessarily be re-scheduled. There is no tuition credit given for these canceled workouts.

Cancellation of workouts due to bad weather will be on the gym answering machine, as well as on the local TV and radio stations.

### **TARDY POLICY**

If the gymnast must be late, SHE should phone before her scheduled workout time. If, for some reason, (school dismissal time, activities, etc.) the gymnast will be late every week on a certain day, please inform the office or coaches in writing. We emphasize that the GYMNAST, not the parent, is expected to take responsibility for reporting absences and tardies. This policy was set up to teach the gymnasts responsibility. Please make every effort to adhere to the policy.

### **PICK UP POLICY**

It is essential parents pick up their children from workouts on time. A team coach is required to stay at the gym until every team gymnast is picked up. In some instances, staff members are paying for baby-sitting during their work hours. When a coach has to stay and "baby-sit" after the practice is over, it costs the coach money. A \$5.00 fee will be charged to your account for every ten minutes you are late. We will give a five minute "grace period". For those families who carpool, the additional fee will be charged ONLY to the family picking up the gymnasts. You will be considered late after the grace period of the final team practice of the day is over.

### **WORKOUT ATTIRE**

Gymnasts are expected to come to workouts ready to work. All gymnasts are required to wear a leotard; T-shirts and sweatshirts are also NOT allowed.

Gymnasts should come to practice with their hair pulled back and out of their face. No jewelry is to be worn. Only stud earrings are allowed during practice. Tattoos and other pierced body parts (other than ears) are NOT allowed.

### **BREAK TIME**

Gymnasts have a scheduled break time in approximately the middle of each workout. Gymnasts are expected to come to practice with a NUTRITIOUS snack (a piece of fruit, a juice box, pretzels, etc.--something with carbohydrates). Please do NOT send too much as it just creates a mess.

### **TEAM COMMUNICATION**

Please do not ask to speak to the coaching staff during scheduled practice times. During this practice time, the coaches' attention must be given to the gymnasts. The staff is generally available for a conference during the daytime hours. Please feel free to call the office to set up an appointment if the need arises during the year.

The team coaching staff will be communicating by email as well. Please inform us if your email is changing.

There are bulletin boards that contain information regarding upcoming events, meets, and booster club information for the parents and gymnasts. The bulletin boards should be checked by the parents at least once a week and by the gymnast each workout day. Each gymnast also has a mailbox located in the first floor waiting area. Mailboxes should be checked at the end of each workout day. Parents may feel free to check the mailboxes at any time. JJ OR THE BOOSTER CLUB IS NOT RESPONSIBLE FOR GYMNASTS' FAILURE TO DELIVER INFORMATION TO PARENTS.

Please respect the coaches (Alan and Tracy included) privacy and do not call them at home unless it is an absolute emergency.

### **GRADE POLICY**

It is required that the gymnasts maintain a "B" or better average in their school academics. It is the responsibility of the gymnast to bring in their report cards to show her coach. It is also the gymnast's responsibility to report any academic problems to their coach and to take the necessary steps to bring her grades up to a "B" average. Training will be allowed to continue but competition will not be allowed unless a "B" average is achieved by the week prior to a meet. This rule is for the benefit of the athlete. Competition requires many absences from school and success at school is out first priority.

### **FAMILY RESPONSIBILITIES**

1. Parents will assure that the gymnast attends all scheduled practices as established for the school year or summer session. Know what time practices begin and end. Allow 5 - 10 minutes before and after practice for preparation to begin practice and to change clothing afterward.
2. Parents will make sure that they understand the guidelines set forth by the Booster Club. It is a parent's responsibility to make sure there are adequate funds in their gymnast's account to cover her meet costs.
3. Parents will provide the gymnast with the necessary training aids (I.e. grips) and workout clothing.
4. Parents should display a feeling of team pride and spirit and it should be prevalent not only at competitive events but at our home gym as well. Any non -supportive behavior may result in the dismissal of the gymnast from the team.
5. When a parent disagrees with the philosophies of the coaching staff, an effort should be made to resolve the issue with the head coach through a conference as outlined above. We ask that you let us know of any concerns immediately. In this manner, situations can be resolved before they are blown out of proportion.
6. The interaction between coaches and gymnasts and the gymnast's concentration during practice is of utmost importance. Because of this, gymnasts must seek permission from the coach to leave the gym area at any time during practice. Also, parents are not allowed inside the gym area unless invited by a coach. In addition to distracting our gymnasts our

insurance carrier objects to non-participants being in the gym training area.

7. The Booster Club is the fund-raising organization for our competitive team. Any concerns with the athlete's schedules, coaching, or any aspect arising from our staff or facility should be brought to the attention of the coaching staff, **NOT THE BOOSTER CLUB OFFICERS OR AT THE BOOSTER CLUB MEETINGS.**

8. It is a parent's responsibility to let the head coach know of any meet(s) that their child will be unable to attend once the competitive schedule is released.

### **GYMNASTS RESPONSIBILITIES**

1. Gymnasts are expected to attend all scheduled practices.

2. Gymnasts must attend all workouts properly clothed with her hair tied back away from her face. Leotards are required. No baggy t-shirts or pants are permitted. No gum or jewelry is allowed during practice. **Just Jymnastics is not responsible for missing clothing or articles.**

3. Gymnasts shall report any injuries immediately to a member of the coaching staff.

4. It is the responsibility of each gymnast to develop and maintain a feeling of team pride and spirit. This should be evident at competitive events as well as during day-to-day practice. Gymnasts displaying non-supportive behavior towards other teammates, coaches, judges, chaperones or other competitors may be dismissed from the team.

5. When attending competitive events gymnasts are expected to behave according to the rules outlined to them by the coaches and chaperones.

### **COMPETITION RESPONSIBILITIES**

You, the gymnast, are obligated to:

1. Perform at a meet to the best of your ability.

2. Be familiar with the meet events and lineup. If you are a new team member you will learn the competition format from your coaches.

3. Stay in the competition area that is designated for competitors. The bleachers where family and friends may be sitting and the concession stand are generally not part of the competitors designated area.

4. Present yourself in appropriate attire for warm-ups, competition, and awards ceremonies.

5. Be well groomed (I.e., clean clothing, appropriate hairstyle, no jewelry).

6. Receive your score without negative criticism or complaint. You should not attempt to view you scores during the meet.

7. Attend the meet with your grips, wrist bands, athletic tape, etc. and be prepared with these items when it is time to warm up and compete.

8. Attend meets with a positive attitude and express good sportsmanlike conduct.

9. Be respectful of coaches, judges, chaperones/drivers, teammates and other competitors.

## TEAM TRAVEL

The safety of the boys' and girls' team traveling to out-of-town meets is of utmost concern for Just Jymnastics and the Gym Stars Booster Club. The cost of traveling to each meet is also carefully analyzed and the most reasonable rates are obtained. This is done so that trips to competitions do not become extravagant and thereby prevent team members and their parents from attending.

The teams are transported to meets in parents' automobiles or in a commercial bus. When parents transport athletes in a team vehicle, the driver must be able to verify adequate insurance coverage for their passengers. When a commercial bus is used the carrier provides the insurance. If traveling by airlines become necessary (usually for a regional or national meet), every effort is made to obtain economy tickets well in advance.

The decision to travel in cars, by bus, or by commercial air is determined by the number of team members, coaches, and chaperones going to a meet. If extra seats are available, they can be filled by parents or other family members.

The safety of the gymnasts in cars or on a bus is monitored by the chaperones. Parents who wish to travel with the team are responsible for the children who are assigned to them by the staff of Just Jymnastics. A parent wishing to chaperone or drive to a meet can put his or her name on the sign-up sheet at the gym as the time for each meet approaches.

*The following is a list of responsibilities for chaperones, drivers, and gymnasts for out-of town meets:*

1. Each driver is required to have insurance and a valid driver's license.
2. Each driver will be given a list of the athletes who are traveling in her vehicle as well as hotel room assignments. The staff of Just Jymnastics is in charge of making these assignments. You will be responsible for making sure that all the athletes are in your car after you stop for meals, gas, etc. You are also responsible for transporting them to and from the meet and motel during the competition.
3. You will need to be available to your athletes at all times except during the actual competition. Know where your athletes are! That does not mean that they have to be right next to you but that you can get to them if you need to. Each level will be allotted discretionary time in the out-of-town setting.
4. You will need to make sure that the athletes in your room adhere to the curfew set by

the staff of Just Jymnastics.

5. While driving to the meet, keep the other cars in our group in view. Should you need to stop, communicate by cell phone with the other drivers.

6. We do not authorize drivers to exceed the speed limit but we do expect drivers to go the speed limit under optimum conditions. We expect drivers to consider the weather conditions and drive at an appropriate speed and manner. If you do exceed the speed limit it is your responsibility.

7. Chaperones are not responsible for motel or fuel expenses and drivers are not responsible for fuel expenses. Each driver is to pay for the gas with her own credit card and turn in the receipts for reimbursement after returning home from the meet. Chaperones and drivers are responsible for their own food expense. If the bus is taken to a meet the chaperone will pay half of her bus fare and the General Fund of the Booster Club pays for the other half. Chaperone's expenses are covered pending yearly budget approval. ***The receipts MUST be turned in within 30 days in order to be reimbursed!***

8. Chaperones and drivers are expected to help coaches implement the team level guidelines as set forth in the itinerary for each meet.

9. Athletes are expected to treat the chaperones and drivers with respect and to cooperate with them at all times.

10. While on a trip, the athletes are never to go anywhere unless there are at least three (3) of them together. **This "BUDDY SYSTEM" is to be observed at all times.**

11. Athletes are responsible for their own personal belongings: grips, clothing, swimsuits, leos, etc. **THIS IS NOT A RESPONSIBILITY OF THE CHAPERONE, DRIVER, OR COACH.**

12. All athletes are encouraged to travel with the team. If you choose to travel separately, the following policies apply:

a. Athletes who travel to meets with the team are more than welcome to go home with their parents. If the athlete stays in the hotel only one night of a two-night planned stay, they will share the charges for the room on the second night.

b. Athletes who choose to travel to the meet with their parents will not be assessed for any room charges. The General Fund is responsible for a full room charge for the coaching staff. **However, all athletes entered in the meet will share in the round-trip travel expenses for the team whether they travel with their parents or with the team.** Travel expenses are the shared gas charges for the **official vehicles** required to transport team members, coaches, and chaperones traveling as a team to the meet.

c. Athletes who choose to travel with their parents to a meet must give the head coach two-week's notice or tell the head coach immediately when the driver's sign-up sheet is posted. Athletes who fail to give this advanced notice will be charged room expenses for that meet. Exceptions will be made in emergency cases only.

d. If your decision is to have your child travel with a parent is based on your child missing school and a schedule has not been posted two weeks in advance, please contact the head coach.

e. If a rental vehicle is needed to transport team members, coaches, and chaperones, this expense will be divided equally among all entered athletes whether or not they travel with the team. The General Fund will pay an equal portion for each coach or chaperone.

f. If a bus is used to transport the team to a meet this expense will be divided equally among all entered athletes whether or not they travel with the team.

13. Coaches are not chaperones. Every effort will be made to provide coaches with a room separate from the athletes. If coaches must share a room with athletes, these athletes will be under the supervision of the chaperones in the adjoining rooms. The coaches will let the parents know if they will not be in their room so that the athletes will always be under the care of an adult. The coaches will be with the athletes for most meals while away.

14. Please arrive at the gym for departure to the meet with a **FULL** tank of gas. We are always anxious to get on the road as soon as possible. This can save a large group of people a lot of time. When we return to Rapid City after the meet, you can fill up your tank and turn that receipt in for reimbursement.

15. Remember, the athletes are excited and mean well in all they say and do. Please give them fair warning if they are getting out of hand. Should you have a problem with an athlete that you cannot handle you should notify the head coach immediately so that he/she can handle the situation.

16. If an injury occurs after individual meet entry fees have been paid NO refunds will be allowed.

Thank you for the time you spend making these trips possible. You are helping to create some very special memories for each of our athletes!

## INJURIES

It is inevitable that your child could sustain some type of minor injury while participating in competitive gymnastics. Ankle sprains, sore wrists, and muscle strains are the most common types of injuries in our sport. It is not always necessary to curtail workouts completely when these problems arise. Modified training sessions will be structured to accommodate athletes with injuries.

It is also possible that your child could sustain a serious injury or death while participating in gymnastics. It is important that the gymnast and her parents realize the potential danger and be prepared and willing to participate while acknowledging this risk. Competitive gymnasts can sustain virtually all of the serious injuries associated with our sport.

*When seeking medical assistance or advice for injuries, please consult with the coaching staff on some possible course of action to care for and rehabilitate from the*

*injury.* We have worked closely with many physicians and therapists in our area who specialize in sports medicine. If you would like advice regarding these specialists should your child sustain an injury, we are available to offer suggestions. Of course, the final decision is up to you.

## SUMMER CAMPS

Every spring the coaches are asked about summer camps and/or workshops that would be helpful for gymnasts to attend. Just Jymnastics' view on most summer camps is that they are very fun ways to learn some new skills and enjoy the sport of gymnastics. However, no summer camp experience can make the difference in whether you pass from one level to the next. However, there are certain situations when one of the coaches from our gym may be attending a camp, clinic, or workshop and he or she may feel it is also in your child's best interest to attend in order to receive certain specific instruction. If or when that situation arises her coach will recommend and discuss this with you in further detail. If your child wishes to attend a camp, please consult with her coach as to which one will benefit your child the most.

## HIGH SCHOOL GYMNASTICS

The coaching staff at Just Jymnastics supports and encourages high school gymnastics' teams. That is done in several ways:

1. Just Jymnastics offers high school gymnastics classes and coach many of the girls who compete on local teams during the high schools' "off season".
2. We offer a summer camp each year that is primarily oriented to high school gymnasts.
3. We encourage our athletes to attend the high school meets.

A time may arise when you need to assess whether your daughter wants to participate in high school gymnastics. Sometimes this is a very difficult decision. We encourage you to confer with our head coaches to look at your options and goals and to assist you in your decision.

## GUIDELINES FOR SUPPORTIVE PARENTS

The following is information intended for parents in dealing with your role in the development of your child as an athlete. There is a difference between being a supportive and being "pushy" and you may find some of these ideas to be helpful.

1. ***Supportive parents focus on mastering sports skills and strategies rather than competitive ranking.*** Sport mastery focuses on performance which can be controlled by the athlete while competitive ranking focuses primarily on winning and losing, an outcome

which is frequently outside the athlete's control. An over-emphasis on competitive rank and an under-emphasis on sport mastery are a primary cause of the dropout rate from competitive sports in 12 to 18 year old athletes.

2. ***Supportive parents decrease the pressure to win.*** Supportive parents realize that the sport creates its own pressure to succeed. Additional pressure from parents is likely to be counterproductive, particularly in the long run. Supportive parents avoid making the outcome of a meet bigger than life. As a game or competition becomes blown out of proportion, an athlete's self-esteem can become tied to winning or losing. A child should not feel less valuable or less loved when a meet is lost or a place is not won.

3. ***Supportive parents believe that a sport's primary value is the opportunity for self-development.*** The probability of achieving lasting fame and glory via a sport is low. Many outstanding athletes never achieve professional status but their sports experiences have allowed them to develop life-long values and self-respect.

4. ***Supportive parents understand the risks.*** Competition places the athlete on center stage. Anytime you attempt to succeed publicly you risk failing where others can judge you. In the long run competing is willingness to chance failure. Giving your best is what athletics is all about.

5. ***Supportive parents communicate their true concerns directly to the coach.*** A positive working relationship is based upon clearly communicated and mutual goals among parents, coaches, and athletes. While a parent cannot control the behavior of a coach, they can communicate with the coach on a regular basis about the overall development of their child.

6. ***Supportive parents understand and respect the differences between parental roles and coaching roles.*** Both parents and coaches need to understand their different roles in supporting the young athlete. While parents are ultimately responsible for their child's development, once they have chosen a coach they must leave the coaching to the coach. Even though supportive parents often play sports with their child they avoid coaching "over the shoulder" of the coach and/or publicly questioning coaching decisions.

7. ***Supportive parents control negative emotions and think positively.*** Few athletes wish to perform poorly. Negative reactions to poor performances only add to an athlete's pressures. Supportive parents realize that even the athlete who "chokes" is trying to succeed. In fact, part of the problem with many athletes is that they are trying too hard to succeed. Criticizing such athletes does little to enhance her performance.

8. ***Supportive parents avoid the use of fear.*** The use of punishment and the withdrawal of love can pressure kids to perform better. Unfortunately, such strategies tend to trade the short-term performance gains for long-term emotional risks to the youngster's health and well-being. Supportive parents recognize that a love for sport is rarely fostered by fear of consequences of failure.

9. ***Supportive parents avoid criticizing.*** Nagging parents often confuse support with constantly reminding the athlete that they need to practice more, condition more, concentrate more, etc. Overly involved parents frequently lose their objectivity. They are unable to provide critical emotional support which the athlete often needs before and

during highly competitive contests.

10. ***Supportive parents recognize and understand expressions of insecurity.*** Youngsters who express high anxiety, more often than not have parents who are insensitive to their symptoms. When children are nervous, uncertain, or feeling pressure, insensitive parents may trivialize the child's fears or see such concerns as a sign of weakness. Supportive parents realize that such expressions are normal and are a call for emotional support.

11. ***Supportive parents avoid the use of guilt.*** "We've done so much for you" or "The family's given up so much for you, the least you could do is to take advantage of what we've provided for you" are typical remarks of unsupportive parents. They use guilt to manipulate the child to perform the way the parents desire.

12. ***Supportive parents show empathy for the young athlete.*** Empathy is the understanding of what the child is feeling and an awareness of the pressures and demands that the sport places on the athlete. Empathy is not sympathy or not necessarily agreement but rather a true understanding that the task is difficult. A sympathetic response to an expression of doubt by the athlete might be "Perhaps you're right. Perhaps it is too difficult. Maybe you shouldn't compete today." A supportive parent on the other hand might express empathy as "Yes, it will probably be a tough competition today. Come on, let me help you get ready."

## GYM-STAR BOOSTER CLUB

The Gym Stars Booster Club (hereinafter referred to as "the Booster Club") is a group of parents and friends who share the goals of supporting the development of gymnastics. Our group is made up of, but not limited to, parents of the competitive team athletes (boys and girls), of Just Jymnastics.

Article III, Section I, of the Booster Club By-Laws states: "Any family member 18 years of age or over of a participating Just Jymnastics team athlete may become a member of this organization if he/she subscribes to the purposes of this organization, participates in its programs, and shares the expense of its operation. Volunteers are always welcome.

Monies raised as a result of a group effort (I.e. Cartwheel-A-Thon), unless otherwise designated, are deposited into the General Fund. This fund pays administration costs of the Booster Club, fundraising costs, coaching fees and travel expenses, a portion of travel costs for regional and national level competitions. Details will be addressed later in this Handbook. Any athlete is welcome and encouraged to do individual fundraising for his or her own individual account.

The Booster Club requires a minimum of 40 hours of volunteer time each year for each sponsored athlete (exception: only 30 hours are required for first year team gymnasts). Ten (10) of those hours must be worked at the Rushmore Invitational. An additional ten (10) hours are required during competitive years when we host special meets of events such as the State Meet or Regional/National Meets. The additional ten (10) hours must be worked in support of the specific special event.

### **BOOSTER CLUB HOUR REQUIREMENTS MAY BE FILLED BY:**

1. Serving as an officer (automatic 40 hours)
2. Chairman of Cartwheel-A-thon, Meet Coordinator, Concessions Chair, Judges and Hospitality Chair and Budget Coordinator (automatic 40 hours)
3. Serving as a committee chair
4. Attending Booster Club meetings
5. Working at a club-sponsored activity (I.e. Cartwheel-A-Thon, Rushmore or Black Hills Invitational, concessions, scoring, timing, admissions, Pro Shop, etc.)
6. Driving and/or chaperoning to a meet
7. Donating food during meets or special events
8. Helping to set up or tear down for a meet.

If a parent or representative chooses not to be a participating member of the Booster Club, (s)he may meet their athlete(s) obligation to the General Fund by depositing

\$15.00 per required hours (\$450 for 30 hours, \$600 for 40 hours, or \$750 for 50 hours) for each of their athletes into the General Fund by November 1<sup>st</sup> of each year. This releases the parent or representative from any further obligation to assist the Booster Club in any fundraising efforts to benefit the General Fund.

***HOWEVER, INDIVIDUAL ACCOUNTS MUST  
STILL BE KEPT CURRENT***

We would prefer your participation in the Booster Club. However, we try to make it easier for those parents/representatives who are not able to fully participate in the efforts of the Booster Club.

**COMMITTEES**

The following is an explanation of the duties and responsibilities of each position and committee as currently defined by the Booster Club:

**Booster Club Officers** - Each serves on the Executive Committee.

**President:** Leads the business activities of the Booster Club. Coordinates Booster Club activities, presides over Booster Club and Executive Committees and represents the Booster Club as needed. Along with the Executive Committee, enforces the By-Laws and Handbook guidelines.

**Vice-President:** Serves as liaison between Booster Club and Just Jymnastics, especially regarding travel and scheduling issues. Executes activities of President in her absence.

**Secretary:** Records proceedings of all Booster Club and Executive Committee meetings and distributes them to members in a timely fashion.

**Treasurer:** Maintains accurate records for the General Fund and Individual Accounts. Maintains all bank accounts. Reports individual account balances to each team member on a monthly basis (through the competitive season) and account balances at each Booster Club meeting. A payment of \$400 will be deposited into the Treasurer's gymnast's account for holding this position.

**Boys' Liaison:** Elected by the membership if none of the above officers is the parent of a male athlete.

**Past President:** Offers continuity to Booster Club's business operations and guidance to sitting President. Attends Executive Committee meetings when/if possible.

## **Booster Club Positions:**

*Budget Coordinator:* Along with the Executive Committee and Just Jymnastics develops annual budget for each competitive year. Refinements made at direction of Booster Club. Communicates budget constraints to membership, meet coordinator and other committees.

*Contracts and Hours Coordinator:* The Contracts and Coordinator will receive and organize team member contracts and team driver insurance records for each competitive year. The Contract and Hours Coordinator provides forms to be kept at Just Jymnastics to be used by members to record volunteer hours. Each month (s)he will report volunteer hours by team members or their parents on the Booster Club bulletin board at Just Jymnastics. In addition, (s)he will track each potential driver's insurance record (and expiration date) and driver's license number (with expiration) and provide a report to the Vice President prior to the first travel meet.

*Cartwheel-A-Thon (CWAT) Coordinator:* The CWAT Coordinator organizes and coordinates the activities necessary to conduct the activities necessary to conduct the annual CWAT fundraiser. The CWAT Coordinator will draw on the membership for many activities including prize solicitations by families of "new" team members (a list of past donors will be provided to each new team members).

*Wreath Coordinator:* The Wreath Coordinator is responsible for coordinating our annual wreath fundraiser and reporting sales to the Treasurer.

*Banner Sales Coordinator:* The Banner Sales Coordinator will receive banner sponsorship agreements, facilitate banner creation and mounting, and report banner sales to the Treasurer. The Banner sales Coordinator provides an expiration date for each banner to the Booster Club members at Booster Club meetings and on the Booster Club bulletin board at Just Jymnastics.

*Fundraising Coordinator:* The Fundraiser Coordinator is responsible for overseeing all fundraisers. Each parent in charge of an individual fundraiser will be in communication with the Fundraising Coordinator.

*Meet Coordinator-* The Meet Coordinator is responsible for overseeing every aspect of the home gymnastics meets. A payment of \$400 will be deposited into the Meet Coordinator's gymnast's account for holding this position.

*Thank You Coordinator:* The Thank You Coordinator receives Thank You Request Forms, writes, and distributes meaningful "Thank You" notes and reports to the President on the status.

*Other Committees:* New committees can be created if the need arises and at the discretion of the Executive Committee.

**Meet Positions and Committees:**

Hosting a gymnastics meet is a lot of work with a huge pay-off for the team. Meet proceeds feed the General Fund making it possible to avoid individual contributions for coach's fees, team entry fees, driver/chaperone travel fees.

By spreading the workload so that all families are able to take part in the workload, we can achieve monetary success without it becoming a painful experience for all involved. For that reason, parents of our gymnasts (boys and girls) are expected to:

- Serve on a committee
- Provide food for the concession stand and or meet hospitality
- Assist with set up and tear-down as well as cleaning up following an event

Specific duties and functions include:

*Meet Director:* The Meet Director must be a licensed USA Gymnastics Meet Director. The Meet Director is the primary contact for all athletic teams and judges as well as the authority on all competition-related issues. The Meet Director and Meet Coordinator lead activities need to establish and implement competitive meets hosted by the Booster Club. In general, Just Jymnastics will supply the Meet Director for meets held at our gym.

*Meet Coordinator:* The Meet Coordinator is responsible for working with the Meet Director as described above. The Meet Director will organize volunteer scheduling and ensure that the chairpersons of the supporting meet committees fulfill their duties and responsibilities.

**Supporting Committees:** Chairpersons of the following committees are expected to coordinate with the Meet Coordinator to outline staffing needs for each meet. As the time for a meet nears, the Meet Coordinator will schedule routine meet committee meetings and the chairpersons of the various meet committees (or their designees) are expected to attend.

*Scoring Committee:* Responsible for entering event set-up data prior to each meet (including athlete names and USAG numbers). During each meet the Scoring Committee is responsible for entering and verifying all athletes' scores and to generate reports for awards, judges, and coaches. Furthermore, the Scoring Committee must secure a date backup for each meet for retention by the Booster Club.

*Concessions Committee:* Responsible for collecting and pricing food items for sale at each

meet. Items are provided by the Booster Club members, donated by local businesses, or purchased when necessary.

*Hospitality Committee:* Responsible for collecting food items to serve to judges and coaches at each meet with specific meals to be served as identified by the Meet Director and/or Meet Coordinator. Items are provided by the Booster Club members, donated by local businesses, or purchased when necessary.

*Pro Shop Committee:* Responsible for collecting and pricing apparel and novelty items for sale at each meet and returning unsold items to the consigning vendor(s).

*Admissions Committee:* Responsible for collecting gate admissions at each meet. Admission prices will be determined by the Booster Club.

*Decorations Committee:* Responsible for designing and ordering needed decorations in advance, decorating the venue for each meet, and packing reusable items for subsequent meets.

*Program Committee:* Responsible for soliciting advertisements, securing lists of participants (athletes, coaches, gyms, and judges) from the Meet Coordinator, assembling mock-ups for submission to the printer, proofreading, and delivering production copies to the event.

*Publicity Committee:* Responsible for drafting press/public service announcements and working with the media to publicize events.

*Physical Plant Coordinator(s):* Responsible for physical changes to the competition facility. The focus is on the competitive equipment, bleachers, etc. and works closely with the coaching and facility staff.

*Set-Up and Tear Down Committee:* **All Booster Club parents are members of this committee.** Responsible for setting up the host venue for each meet and then returning it to its previous state. Some tasks performed during set-up include finding and arranging tables, cords, trashcans, etc. and helping to set up the competitive equipment. Some tasks performed during tear-down include assisting with disassembly of the competitive equipment (and re-assembly at the gym if necessary), loading, repositioning, removing decorations and housekeeping duties.

*Gift Committee:* Responsible for researching, selecting, and ordering a commemorative gift for each meet participant. Examples include t-shirts, socks, gift bags, pictures frames, blankets, etc.

*Meet Awards Committee:* Responsible for researching, selecting, ordering, organizing, and

delivering medals and trophies for event winners.

*Level Coordinators:* Responsible for coordinating information for their specific level. This includes (but is not limited to) walk-in gifts. Walk-in gifts are those items which the athlete carries with during the march in at meets. Examples of walk in gifts are stuffed animals, face masks, flowers, etc. Level coordinators decide upon the walk-in gifts, collect money from the athletes' parents, purchase the walk-in gifts, and distribute to the athlete prior to march-in. If a walk-in gift is going to be used multiple times (such as with a stuffed animal), the Level Coordinator may collect the walk-in gift after march-in and hold until the next meet. Level coordinators are also the primary contact for their levels in the event that a calling chain is implemented. Typically, level coordinators are for levels 4, 5, 6, and optional levels with one level coordinator for all optional levels.

## INDIVIDUAL ACCOUNTS AND COMPETITIVE TEAMS GENERAL FUND STRUCTURE

Our Booster Club is a non-profit organization under the status of the IRS Tax Code Section 501(c)(3). The federal tax identification number is 46-0407946. This status allows us to solicit and accept contributions and funds that are tax deductible by the donor. The following information outlines how money raised for your child's competition is channeled through the Booster Club's account. Each team member's fundraising and expenses are tracked in a computerized ledger. You can coordinate with our treasurer at any time in order to have access to this ledger to review your account.

There are five parts of the Booster Club's ledger system: the competitive team's General Fund, individual accounts, leo fund, uniform fund, and a special purchase fund. There will be references to all of these in the following paragraphs.

### DEPOSITS TO INDIVIDUAL ACCOUNTS

All monies raised by team members from the Cartwheel-A-thon and your share earned in other designated fundraisers that you work on are credited to your individual account. Parents may also deposit money into their athlete's individual account.

Each team member can be assessed a certain minimum dollar amount should the balance in the General Fund become too low. Each team member would be assessed the same amount.

### EXPENSES FROM INDIVIDUAL ACCOUNTS

1. USA Gymnastics annual fee which covers dues, insurance, and magazines subscriptions for your child. The fee has been \$48.00 per year for the last few years. There is also a South Dakota State Competition fee of \$15.00 per year per athlete.
2. Annual competition apparel rental of \$40.00 per girl team member.
3. Total expenses of a meet will be divided by the number of entries for that meet. Your child's account will be charged for her share of each meet. Expenses include travel (car, bus, or airplane) and lodging. Food is not included.
4. Individual competition fees are also charged to your child's account. Different levels of competition have different entry fees. The entry fees usually vary from \$35.00 to \$100.00 per meet, depending on the level. Once an entry fee is submitted for a meet, it is not refundable. Additional meet expenses will not be charged to your child's account if your child is unable to compete for one of the following reasons: injury, illness, hospitalization, death in the family. A written note from your physician may be required.
5. If you have money in your child's account, it may be used for gymnastics events other than a meet (such as a clinic or a camp). Checks may be drawn from the Booster Club made

payable to the function, camp, or clinic. Checks may not be made out to an individual team member or their family. Money raised outside of the Booster Club (such as a rummage sale or individual contributions) may be refunded to the individual gymnast after the end of our season or if the gymnast leaves the team. All of the gymnasts' expenses and obligations must first be paid and your account balanced before a refund is given.

6. When a team member competes at a regional or national level meet, 40% of the meet expenses are paid by the family from this individual account. The other 60% is paid from the General Fund. This becomes a 50%/50% share in expenses when five (5) athletes or more go to the event.

**NOTE: Each family must have enough money in its account to cover the estimated expenses per meet. If the account is not adequate, the gymnast will not be allowed to compete. Your individual account is not allowed to have a NEGATIVE BALANCE.**

#### **DEPOSITS TO THE COMPETITIVE TEAM'S GENERAL FUND**

1. All profits earned by non-team members in the Cartwheel-A-Thon will be applied first to expenses and the remaining monies will be deposited into the General Fund.
2. All profits from concessions.
3. Entry fees from hosted meets.
4. Any other funds earned by a fundraiser approved by the Booster Club.
5. Admissions (with the exception of admissions collected at the Black Hills Invite - these go to Just Jymnastics)
6. Additional monies raised through other fundraisers (I.e., Pro Shop at meets, used leo sales, silent auction, raffles, 50/50's, etc.) unless otherwise designated by the membership.

When the competitive teams' General fund falls below \$1,000.00 there will be a special meeting of the membership to determine what action must be taken. There cannot be a General Fund balance deficit for the calendar year starting September 1<sup>st</sup> and ending August 31<sup>st</sup> of the following year.

#### **EXPENSES FROM THE GENERAL FUND**

1. Hosting a home or state meet.
2. Administration of our Booster Club including telephone, postage, and printing costs and secretarial supplies.
3. Cartwheel-A-Thon expenses.
4. A portion of the regional and national competition expenses. The percentage is as follows:
  - a. For one to four athletes the Booster Club will pay 60%. The individual gymnast/family pays 40% for each gymnast competing.
  - b. For five or more athletes the Booster Club pays 50% and the individual gymnast/family pays 50% for each gymnast competing.

There will be a budget cap established each Fall for these costs based on the estimated number of athletes participating.

5. Special training camps will use the same percentages (60%/40%) with a budget cap to be estimated each fall based on the anticipated number of athletes participating.
6. Team fees for each meet entered.
7. Coach's fees of \$80.00 per day for each away meet and \$60.00 per day for each in-town meet plus hotel and travel expenses.
8. 100% of any chaperone's room and travel expenses for each chaperone and drivers if by car and 50% of travel expenses for chaperones if by bus or plane.
9. Scholarship fund - 10% of previous year's ending balance with a maximum of \$500.00.

**EXPENSES FROM UNIFORM/APPAREL FUND**

1. Expenses for the purchase of uniforms and other related competitive apparel.

**DEPOSITS TO UNIFORM/APPAREL FUND**

1. Competition apparel rentals.
2. Any fundraiser set up by the Booster Club specifically earmarked for the Uniform/Apparel Fund.

**DEPOSITS TO SPECIAL PURCHASES FUND**

1. Fundraisers earmarked for a special purpose or purchase.
2. Donations earmarked for a special purpose or purchase (I.e. equipment, uniforms, seminars, training, etc.).

**EXPENSES FROM SPECIAL PURCHASE FUND**

1. Purchase of earmarked request or purpose.

## **BY-LAWS OF THE GYM STARS BOOSTER CLUB**

### **ARTICLE I PURPOSE**

This association is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

The purpose of this organization is to further the development of children interested in gymnastics by the maintaining of sufficient people interested aiding in team travel, meeting new challenges through competition, and maintaining the resources needed to support a high quality gymnastics program.

### **ARTICLE II AFFILIATIONS**

The organization shall be affiliated with other gymnastics associations through necessary membership in regional and/or national gymnastics or sports organizations.

### **ARTICLE III MEMBERSHIP**

Section 1: Any family member 18 years of age or over of a participating Just

Jymnastics team athlete (boy or girl) may become a member of this organization, participate in its program, and share in the expense of operation.

Section 2: Only those who are 18 years of age or older and who share in expense of the operation shall have the right to vote in this organization.

#### **ARTICLE IV BOARD OF DIRECTORS**

Section 1: The Government of this organization shall be vested in a Board of Directors composed of the parent organization - the Gym Stars Booster Club.

Section 2: The directors shall be responsible to the members of the organization.

Section 3: The Board of Directors shall consist of a President, Vice President, Treasurer, Secretary, the immediate past President, and the Boy's Team Liaison. The secretary shall maintain a written record of attendance and business transacted at all regular and special meetings of the Board. Officers shall be elected at the August meeting. These officers shall hold office for one (1) year or until their successors are elected and qualify. All such officers shall not serve more than three (3) consecutive terms in the same office.

Section 4: Meetings of the organization shall be held monthly or as deemed necessary. The President shall determine the need for such meetings and see that advanced notice of given.

Section 5: Special meeting may be called by the President or by written request of three (3) members. The object of such meetings shall be stated in the request and no other business shall be transacted.

Section 6: An agenda for all regular meetings will be prepared by the President.

Section 7: The minutes of the previous meeting, including Treasurer's Report, shall be made available to the membership no later than two (2) weeks after the meeting.

Section 8: Organization members may attend all meetings and have one vote per adult represented at the meetings. Matters of concern to be placed on the agenda must be presented to the President prior to the regular meeting.

#### **ARTICLE V**

## **ELECTIONS**

Section 1: The annual election of officers shall be held in August of each year or within three (3) months of the August meeting.

Section 2: The President shall appoint a Nominating Committee to be ratified by the membership at the May meeting preceding the election. It shall be comprised of two (2) qualified members representing a cross section of the entire membership.

Section 3: General membership voting for the Board of Directors shall consist of persons eligible for membership by definition of Article III in these By-Laws.

## **ARTICLE VI FINANCES**

**Instrument of Income:** No part of the net earnings of the Booster Club shall inure to the benefit of, or be disreputable to, its members, trustees, officers, or other private persons except that the Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered.

The Board of Directors shall be responsible for all financial operations. It shall determine all fees charged and shall make all investments of capital funds. No officer or employee shall obligate the organization for any indebtedness not provided for in the budget without specific authorization by the membership.

The Board shall review financial reports as necessary and the Treasurer shall make monthly financial reports to the members at the monthly meeting.

## **ARTICLE VII COMMITTEES**

The Board of Directors may delegate responsibilities to such committees as the Board may from time to time authorize. All committees shall be appointed by the President, subject to the approval of the membership. All standing committees shall be appointed and serve for one (1) year. The chairman of each standing committee shall be a member of the Booster Club.

## **ARTICLE VIII LEGISLATIVE OR POLITICAL ACTIVITIES**

No substantial part of the activities of the Booster Club shall be the carrying of propaganda or otherwise attempting to influence (including the publishing or distribution

of statements) any political campaign on behalf of any candidate for public office.

## **ARTICLE IX OPERATIONAL LIMITATIONS**

Notwithstanding any other provisions of these articles, the Booster club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue statute) or (b) by an organization, contributions to which are deductible under 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue statute).

## **ARTICLE X AMENDMENTS**

These By-Laws may be amended at any regular or special meeting of the membership by a majority of all members present.

## **ARTICLE XI DISSOLUTION CLAUSE**

Upon the dissolution of the Booster Club, the Booster Club shall, after paying or making provisions for the payment of all the liabilities of the Booster Club, dispose all assets of the Booster Club exclusively for the purpose of the Booster Club in such manner, or to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue statute) as the Board shall determine.