

**ARIZONA OLYMPIAN  
GYMNASTICS BOOSTER  
CLUB  
POLICY AND  
PROCEDURES  
2008-2009  
SEASON**

*Arizona Olympian*



*Gymnastics*

ARIZONA OLYMPIANS BOOSTER CLUB ASSOCIATION  
Policies & Procedures

I. OBJECTIVES:

The objectives of this organization are: 1) to inspire youth to practice the ideals of health, citizenship, scholarship, and character; 2) to give interested youth the opportunity to participate in an organized and controlled program of Junior Olympics to support the competitive teams of Arizona Olympian Gymnastics, LLC (hereinafter referred to as AZOG) and their related activities; 4) to impart within the activities elements of safety, sanity, and intelligent supervision; and 5) to promote gymnastics and encourage goodwill through community services and other outreach programs; 6) to keep the welfare of each child first and foremost.

II. MEMBERSHIP:

1. Membership is open to anyone interested in supporting amateur gymnastics. Parents/legal guardians of all competitive gymnasts and competitive gymnasts over the age of 18 will automatically become members of the Arizona Olympians Booster Club Association (hereafter referred to as the Booster Club).
  
2. Voting rights are given to parents/legal guardians of AZOG team gymnasts and those gymnasts who are over the age of 18 who are current with their team assessment.

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3. To hold a position as an officer of the Board of Directors, an individual must be current with their team assessment. Additionally, they must also be a parent/legal guardian of the AZOG team gymnast or a competitive team member over the age of 18.
4. Voting membership privileges end when a member is no longer current or when a decision is made by the member to no longer have a gymnast associated with AZOG and/or the Booster Club.

### III. BOOSTER CLUB APPOINTED POSITIONS – NOT ON BOARD

#### A. TEAM LEVEL REPRESENTATIVES:

Following the election of new officers at the May general membership meeting, parents of each level of competition shall meet to select a representative, subject to approval of the Board of Directors.

Responsibilities shall be as follows:

1. To facilitate communications between the coaches, the Board of Directors, and other parents at that level.
2. To post meet results at the gym within a week after competitions for that level.

3. Send meet results and photos to the Public Relations Coordinator and the Website Coordinator.
4. Meet monthly with the Head Coach of your level to track new, departing and injured gymnasts. Help Vice President with updating member list.

B. FUNDRAISING DIRECTOR:

This person is responsible to plan and coordinate fundraising events to ensure budgetary requirements are met. It should be someone who is creative and willing to ask for money. This person should also possess the skills to teach others and to get others involved in the fundraising. The fundraising director will be responsible for assembling a committee, preferably comprised of at least one Booster Club member from each competitive team level to assist in the organization of each event. The Board of Directors will appoint this position.

C. PUBLIC RELATIONS DIRECTOR:

The Public Relations Director is responsible for the promotion of the Booster Club and the gymnasts it supports. This includes notifying the news media of upcoming events, scheduling press coverage, and coordinating meet results with newspapers to get regular publication. This person will also post copies of published articles in common area of the gym and send a pdf file or link of

articles to the Website Director. This person should be an accurate, “check-it-out” type of individual. The Board of Directors will appoint this position.

#### D. WEBSITE DIRECTOR

The Website Director is responsible for keeping the website up to date with minutes, calendars, newsletters, meet results, pictures, published news articles and other related content. Where possible, links with external websites for meet results, news articles, relevant state, regional and national gymnastics websites should be established. This person should be computer-savvy and able to work with others in the Booster Club and AZOG to obtain the information needed to make the website a useful tool to booster club members and other interested parties. The Board of Directors will appoint this position.

#### IV. TEAM ASSESSMENTS:

1. Team assessment is defined as the amount of money that the parent/guardian of each gymnast is obligated to contribute to the Booster Club annually.
2. Team assessments will be used to support the purpose of the Booster Club as stated in the Booster Club By-Laws. The Board of Directors will annually develop recommendations for team assessment at each level of competition. These recommendations shall be presented to the general

membership at the August meeting. **ESTIMATED** yearly assessment fees range from \$600 and higher, plus annual participation points. For more details pertaining to your specific level, see the published fee schedule (separate from these policies and procedures).

3. It is the member's choice how the assessment is paid (monthly, quarterly, lump sum) as long as it is PAID IN FULL by the due date. Your child will only be registered to compete if his/her assessment is PAID IN FULL by the due date. However, in the event a gymnast has historically documented over-due accounts, the account must be made current and the ENTIRE assessment for the season must be PAID IN FULL prior to any competition occurring; and any unearned participation points will be due on February 28.
4. In accordance with the IRS statute, all assessments paid into the Booster Club are **Non-Refundable**.
  - a) If your gymnast has unallocated, personally paid assessment fees remaining in the Booster Club account at the time they leave the team, these unallocated funds may be scholarshiped to Arizona Olympian Gymnastics, LLC to pay for class tuition.
  - b) If your child moves to another gymnastics team any unallocated funds may be transferred to that gyms non-profit organization in accordance with IV- 4- c.

- c) All personally paid, unallocated assessments will be held for thirty (30) days after the gymnast has left the Arizona Olympian Gymnastics Team. After thirty (30) days any remaining unallocated funds will be transferred to the Arizona Olympian Booster Club General Account and will no longer be available to the gymnast.
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- 5. An agreement outlining a schedule for payment of the team assessment will be prepared by the Board of Directors and presented to the general membership. This agreement will be signed by the parent/guardian or gymnast and an officer of the Board to acknowledge by all the parties, full understanding of the commitment being made. *A list of non-current members will be named in the monthly minutes.*
  - 6. Because the assessments are based on all gymnasts' participation in meets, all competitive gymnasts will equally share incurred competition expenses regardless of individual participation in meets.
  - 7. Any gymnast that is not current with their team assessment may not be entered into any upcoming competitions or be allowed to compete until their obligation has been met.

8. A \$5.00 fee will be assessed plus additional bank charges to any member whose check is returned for insufficient funds.

V. MEMBER WORK EXPECTATION:

1. Every gymnast's family is encouraged to participate in Booster Club sponsored events such as meets, committees, fundraisers, etc. in order to earn the required number of points associated with each team level.
2. All Booster Club members are required to participate in Arizona Olympian Gymnastic sponsored meets.
  - a. Required hours of participation will be determined when the meet date is set but will be no more than two hours per day. If additional hours are available and the member wishes to participate for those hours they will be credited for each additional hour in the point system.
  - b. If a member cannot participate they will be required to pay the Booster Club \$10.00 for each required hour they did not participate.

VI. PARTICIPATION POINT SYSTEM:

In an effort to make equal the man-hours put in by Booster Club members, we have established a participation point system.

1. All member families of AZOG Booster Club agree to earn annual participation points for the combined fall and spring season.

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2. The accrual period runs from March 1 – February 28.
3. Each competitive gymnast is responsible for 200 points per competitive year. Families with two or more competitive gymnasts are responsible for 300 points per competitive year. Gymnasts training with team coaches but not competing (i.e. injured gymnasts) are responsible for 100 points per competitive year.
4. Points will be pro-rated for new team gymnasts starting mid-year or mid-season. Point requirement will start the quarter after the gymnast has become a team member. Quarters run as follows: March – May, June-August, September – November, December – February.
5. All points must be earned or paid for no later than February 28 in order for your gymnast(s) to be eligible to compete at the State or Spring Championships, and to participate in the end of the season party.
6. Points earned should be recorded in the Points Log located with the team folders. Members are responsible for recording their own points no later than the end of the month following the month of service.

7. On March 1, each team family agrees to pay \$1 (one dollar) for each unearned point.
8. There will be no carryover of points for the new year.
9. Participation points/dollars are separate from the assessment fees.

#### 10. Earning Points

##### a) Holding Office

1. President, Vice President, Secretary, Treasurer = 25 points per month of active duty (term runs June 1 – July 31)
2. Public Relations Director = 15 points per month of active duty (term runs August 1 – May 31)
3. Fundraising Director – 15 points per month of active duty
4. Website Director - 15 points per month of active duty
5. Level Reps = 15 points per month of active duty (term runs August 1 – May 31)

b) Coordinate single fundraising event = 25 points plus hours of service

c) Attend Booster Club meetings = 10 points per meeting

d) 10 points/hour of service for such things as:

1. Volunteering to help in group fundraising events such as: collecting money, delivering of goods, car washes, sleep-overs, etc.
2. Active service such as; yearbook staff, awards banquets, parties, etc.
3. Participating in hosted events such as; competitions, exhibition, etc.

e) Donated items = 1 point per dollar spent with receipt.

VII. NON-COMPETITIVE TEAM MEMBERS:

There may be times when gymnasts do not compete for a season but continue to train with a team coach. In this instance we have set up a non-competitive athlete assessment schedule and point requirement.

1. The gymnast may be responsible for a non-competitive assessment to cover cost associated with being a team member; coaches pro and safety number, booster club operating expenses, national and regional expense fund costs, and end of year party.
2. The gymnast is responsible for 100 participation points.

VIII. INJURY/ILLNESS:

All members must meet required assessment payment obligation per stated schedule regardless of active status. Should injury prevent a gymnast from

competing long term, the Board of Directors will review and work with parents on an individual basis to an equitable solution.

IX. COACHING EXPENSE:

The Booster Club will pay reasonable sums for time and expenses for coaches to attend meets. The Board of Directors may authorize additional coaches when special circumstances warrant. The general guideline is one (1) coach will attend the competition session if there are 2 or fewer gymnasts competing in the session, and two (2) coaches will attend a competition session with three (3) or more gymnasts. Additional coaches must be approved by the Board of Directors prior to the meet.

1. The Board of Directors will determine the amount of financial compensation to be paid to coaches with the following stipulation:
  - a) Coaches will be paid a set amount per session which at this date is \$60.00
  - b) Per Diem compensation for out-of-state competitions is \$30.00  
Transportation and lodging (two coaches per room)
  - c) The current IRS rate will be paid for mileage from the gym to a meet outside of Maricopa County if the coaches carpool.
  
2. The booster club will reimburse half the cost of the team coach's professional numbers and safety certification after six months of coaching.

The remaining half will be reimbursed after one year of service as a team coach. The Board has the discretion to pay the entire fee up front with the understanding that if the coach leaves before six (6) months time they will reimburse the Booster Club for the time remaining on their professional numbers and safety certification.

3. All team coaches must complete and return an IRS W-9 form to the Treasurer before any payment can take place.
4. Other coaching expenses such as Congress or special workshops must be approved by the Board of Directors and is based on merit and availability of funds.

X. DISBURSEMENT OF FUNDS:

1. The Board of Directors shall approve all disbursements of Booster Club funds. Meet and other expenses may be pre-approved by the Board when appropriate.
2. The Board may authorize expenditures up to \$100.00 beyond the budgeted amount for any line item. Any expenditure beyond that amount may require the approval of the general membership.

XI. NATIONAL AND REGIONAL EXPENSE FUND

A National and Regional Expense Fund has been established to assist in paying coaching travel and fees required because: a team gymnast has qualified to attend the National Meet or the Regional Meet; or an optional level girl gymnast qualifies for the State Meet. This Expense Fund will be funded annually with dues from ALL competitive gymnasts, as well as by fundraisers specifically for this purpose. Money from this fund is only available for the benefit of returning gymnasts - those who have been contributing to this Expense Fund for at least 2 years and are in at least their second full year competing with the AZOG team.

Annually, the Booster Club Board will recommend what coaching expenses can reasonably be paid from the existing Fund. Members present at a regularly scheduled Booster Club meeting will vote on the expense payment. Although money from this Fund is expressly not available for new members of the team, if there is money available in the Fund, the Booster Club Board may recommend, and open to a vote by the members, to allocate money from the Fund for the benefit of new team members.

XII. NOMINATIONS AND ELECTIONS:

Nominations will be taken at the April meeting. It is recommended that the nominees represent each competitive level. Elections shall be held each May at an annual general membership meeting. New officers shall train for their

duties in July and assume their full duties at the August general membership meeting serving as officer for the agreed upon term.

XIII. ADMISSION TO HOSTED MEETS:

Members of the Booster Club, who are current in the payment of all dues and assessments, and their children, shall be admitted to Booster Club hosted meets without charge, regardless of whether they are scheduled to work during that particular session.

XIV. UNIFORM SCHEDULE:

Ideally, uniforms shall be purchased as follows, but not limited to:

1. Compulsory and Optional Girls

- a) Practice leotard—Style change every year
- b) Level 4 - Competition leotard—Style change every year
- c) Level 5 + - Competition leotard - Style change every other year, or when out of production
- d) Team warm-up jacket and pants — Style change every four years or when out of production or when needed due to appearance
- e) Official Team bag—every four years (depending if style remains in production) or when needed due to advancement or appearance.

## 2. Compulsory and Optional Boys

- a) Team T-shirt—as needed due to sizing or appearance
- b) Competition jersey— Style change when needed due to advancement into a different level, or when out of production, or as needed due to sizing or appearance
- c) Competition shorts—same as competition jersey
- d) Competition Pants (stirrups)—same as competition shorts
- e) Team warm-up jacket and pants — Style change when needed due to advancement into a different level, or when out of production, or as needed due to sizing or appearance
- f) Official Team bag—Style change when out of production) or when needed due to appearance.