

Champion Boosters, Inc.

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## Membership Handbook

Board of Directors

5/20/2017

***11100 Plantside Drive, Louisville, KY 40299***



## **Overview**

The primary function of the Booster Club is to promote amateur gymnastics and the teams of Champion Gymnastics on a local, regional and national basis. We achieve this in many ways especially by helping to provide assistance with the financial responsibilities associated with the sport at the competitive level. This includes but is not limited to: gymnast's meet fees, USAG membership dues, coach's travel and session expenses, coach's training clinics and certification, equipment essential for the team, hosting social activities for the gymnasts and their families, awards at season's end, hosting meets and identifying deserving candidates for scholarship funds.

The Booster Club conducts various fundraising activities throughout the year to provide funds to apply to the above expenses. If we as a group take advantage of our fundraising capabilities, it is realistic to believe that we can eventually reduce the personal financial responsibilities of active members to \$0.00.

As you may already be aware, gymnastics is a demanding sport. It requires up to 25 hours a week of dedicated training by our gymnasts. It is essential that aside from the obvious financial benefits realized by being an active member of the Booster Club, we do all we can as parents to assist and support our sons/daughters and their coaches as they become more proficient at the sport. At Champion Gymnastics, TEAMWORK is stressed, and the Booster Club is a vital member of that team. The success our teams enjoy is a direct result of the complete efforts of the coaches, gymnasts, AND their parents.

When travel is required for our gymnasts to compete, the parents are responsible for the coaches travel expenses, session fees, and meal stipends. We are fortunate enough to have some of the best coaches in Region 5. Currently they are compensated at a rate commensurate with their performance. Therefore, our coaches receive session fees that are among the highest in the area.

Champion Gymnastics provides our children with an exclusive "Team Training Facility" which is a tremendous advantage for our program.

Through its efforts, the Booster Club has created the means for this club to have a successful gymnastics team by offsetting many of these costs. Whether your child is an entry level or an accomplished gymnast, the Booster Club will continue to enable Champion Gymnastics to provide every gymnast the best possible instruction training equipment, and gymnastics experience.



# FAQ's

## How do you determine membership level?

Each family owes fees to the club to pay for their gymnast's meet fees, coaching costs and other benefits. In order to assure a committed effort from every member, it is important the Booster Club families clearly understand the following definitions of membership:

- **Active Members** - All Members from the current fiscal year who have paid their fees (past years due and current) in a timely manner, fulfilled their committee responsibility, worked the required amount of sessions for the in-house meets and the Derby Classic, and fundraised and/or made the financial equivalent donation are considered Active Members. Failure to comply with these requirements will result in loss of Active Member Status, and being classified as an Inactive Member.
- **Inactive Members** – Inactive Members will be documented and reported to All About Kids, Inc. as an "Inactive Member" of Champion Boosters, Inc., which will result in a breach of contract with All About Kids, Inc. for failure to comply with their rules and regulations. Inactive Members will be subject to additional fines and/or termination of activities as determined by All About Kids, Inc.

## I have a second child starting gymnastics, are they automatically considered an active member?

As stated in the Agreement, you must fundraise an additional \$500.00, work two extra Derby Classic sessions for the second child, USAG Membership fees, and same membership fees owed by first child.

## What are my membership responsibilities?

As stated in the Agreement, membership requires that you fulfill your \$500.00 fundraising minimum (per gymnast), 2 in-house meet sessions, work the required amount of sessions for the Derby Classic (per gymnast), if we host additional meets, work the required number of sessions (estimated 3), and serve on a committee.

## What are the benefits of the Champion Booster Club?

Membership greatly reduces your out of pocket expenses. We take care of all meet fees, payment of coaches travel expenses and session fees, clinics for the optional gymnasts, coaches training and certifications, annual banquet for gymnasts and coaches, miscellaneous operating expenses.

## What happens if I join later in the fiscal year?

If you join prior to the midpoint date-December 1<sup>st</sup> your obligation would be the same as if you joined June 1<sup>st</sup>. If you join after the designated midpoint date-December 1<sup>st</sup>, your

family will be charged a prorated amount based on the annual charges (per level). If the gymnast joins after all meets are completed for their level, but prior to the end of the Champion Boosters fiscal year you incur no financial obligation.

### **Why can't I use my fundraised money this year?**

The Booster Club fiscal year begins on June 1 and ends on May 31, 2018. Fees are due for the current year beginning on June 1 for all members to cover this year's gymnast expenses. Fundraised and Derby Classic monies are applied to the next year's budget.

### **Why is there fundraising a requirement?**

Champion Booster Club would like to see our individual out of pocket expenses reduced to ZERO. This can only be accomplished with 100% effort from each of the gymnast families. Again, the fundraising number is the minimum requirement; we encourage our members to continue to fundraise even after that goal has been met. We understand that the efforts of each family will vary depending on several factors.

### **I have fundraised over my requirement; why can't that go towards my fees?**

The fundraising that you do is actually applied to the next fiscal year. Fees however are collected and paid during the same year. Also, the fundraising requirement is a minimum amount. We encourage members to continue fundraising even after you have met your goal.

### **When are the in house meets and how do I sign up to work?**

There are several opportunities for you to fulfill this requirement throughout the year. Please check the team calendar for exact dates of the meets. Check the meet schedule as soon as it is posted, usually a couple of weeks before the meet. We will also send out reminders. DIBS is used for you to sign up for the meets, and will be made available a few weeks prior to the meets. Sessions usually last about four hours, so please plan accordingly.

Please note that in order for you to get credit for working a session, you MUST make sure that you sign in for that session. This is necessary when dealing with a group this large.

### **How do I make sure that I get credit for the work that I have done?**

Please make sure that you sign in to work each one of your sessions for the meets that you work. When serving on a committee, make sure that you keep track of your participation.

### **Can my child work the sessions so that I get credit?**

No. Due to liability issues, ALL session obligations must be completed by an adult. This must not be assumed and no credit will be issued for the session. You will then be counted for a missed session.

**I signed up for a committee but no one has contacted me.  
What do I do?**

It is your responsibility to make sure that you sign up for a committee and that your committee work gets done. It is the responsibility of the Committee Chair to contact you, but they should not have to ask repeatedly for your cooperation. The chair will also be required to sign off that you actually completed your committee obligations. The Booster Club will then use that sheet as verification that you completed your requirement. In the event that no one has contacted you, please notify the President or the Vice-President to confirm the Committee to which you have been assigned and the responsibilities for the committee.

**What if I am moved to a Committee that I don't like?**

The Booster Club will try to give you your first choice of committee selection. However, this is not always possible. Sometimes we may find that a committee is no longer needed. In that event, you may be placed on another committee. If there is a problem, please report the issue to someone on the board as soon as possible.

**I don't like committees, can I do something else?**

As the Booster Club has increased in size, the efforts to do certain tasks have increased as well. Too often, a devoted member ends up extending themselves way beyond what is necessary. While commendable, this level of involvement leads to burnout and frustration. Therefore, the Booster Club is requiring all members to sign up for and complete committee work in order to be considered active members. Depending on the committee you choose, some work will be small and others will be more detailed/time-consuming. The Booster Club has some committees that are ongoing, and some that will meet to take care of on task, for example Derby Classic or the banquet. If you have any questions about a specific committee and its requirements, please see a member of the executive board. Also, if you have any special talents that you feel could contribute to the club, please let your level rep or a member of the Booster Club Executive Board know.

**What if I am late with a payment?**

As stated in the Membership Agreement, it is the responsibility of the Member to notify the President of the Board of Directors in writing concerning your inability to pay the requirements of Membership within 10 days from the day a written notice is given by the Treasurer/Bookkeeper for non-payment of accounts billed. A request for extended time of any payment or service required by the Agreement will be reviewed by the Board of Directors, and a written decision should be rendered by the board on request.

**Where should I leave my payment if nobody is there to accept it?**

Any payments/correspondence to the Booster Club should be placed in the black mailbox under the stairs. Please indicate in the memo field of the check what the payment is intended to cover (e.g. fees, scrips, USAG fees, etc.)

### **What if I have a check returned?**

All returned checks plus bank fees must be taken care of within 10 days. Your account must be current to remain an active member.

### **My gymnast has decided to retire, what do I need to do?**

You should also notify your coach immediately. It is the responsibility of the Member to notify the President of the Board of Directors in writing that you are retiring from the program.

### **Why do I have to volunteer at the Derby Classic?**

Your participation in the Derby Classic Meet is mandatory for the success of our program. As a member you must work the required number of sessions for this meet. This is our major fundraiser every year and the profits help to reduce the group's financial responsibilities. Families who fail to work their required sessions will be asked to donate \$100.00 per session not worked as stipulated in the Membership Agreement which is signed and executed at the beginning of each fiscal year.

### **What if I don't sign the membership agreement form?**

The Membership Agreement must be signed in order to achieve "Active Member Status" with Champion Boosters, Inc. Members that fail to comply shall be considered "inactive". Inactive Members will be documented and reported to All About Kids, Inc. as an "Inactive Member" of Champion Boosters, Inc., which will result in a breach of contract with All About Kids, Inc. for failure to comply with their rules and regulations. Inactive Members will be subject to additional fines and/or termination of activities as determined by All About Kids, Inc.

### **What if I get a notice saying that I owe money but I thought that I paid all of the fees or met my fundraising requirement?**

If you receive notice that you believe is in error, please check with the person that sent the notice. The booster club is comprised of volunteers and sometimes mistakes are made. All money that comes into the booster club is carefully noted to your account. For inquires notify the Treasurer or the Bookkeeper so that the issue can be researched.

At the end of the year, if you have not met your fundraising goal of \$500.00, you will receive a statement showing that balance. As part of your membership requirement you must take care of that balance as well before active member status will be granted for the following fiscal year.

## **I wasn't aware of my responsibilities to the Booster Club so why am I held accountable?**

All membership requirements are clearly explained at our annual meetings, stated in this handbook, and addressed in the Membership Agreement that you signed to become a member of the Champion Boosters, Inc. Any member of the Champion Boosters Executive Board will be happy to explain membership requirements to you if you have any questions.

**It is your responsibility to make sure that you fulfill all necessary requirements for membership.** Personal responsibility is necessary with an organization this size in order not to increase the burden on our volunteers. All positions in the Booster Club are done on a voluntary basis. In order for you to receive your active member benefit, you must meet your membership requirement.

## **I have some receipts to turn in for approved expenses, what do I do with them?**

Please attach a check request form and place it in the mailbox under the stairs. If you need approval, please see a member of the board.

## **If my child retires, how do I get my money back?**

Champion Boosters, Inc is a 501-3c non-profit organization. As stated in the Membership Agreement, the Champion Boosters, Inc. cannot refund money. It is recommended that you pay your fees when you receive a statement, as overpayments cannot be returned.

Also, if you have a question about a statement that you receive, inquire immediately so that the issue can be promptly addressed.

## **Why do I receive so many e-mails from the Booster Club?**

The Booster Club cannot express enough how important communication is for a group our size. Please make sure that you check your e-mail as well as the lobby of the gym for upcoming notices and reminders. If you are having issues with your e-mail, please let your level rep know as soon as possible.

## **Officer/ Executive Board Responsibilities**

### **President**

The President shall preside at all Board Meetings, Executive Board Meetings, and Official Corporation Meetings. He/She is responsible for preparing a written agenda for each monthly board meeting, and to notify board members of upcoming meetings. In collaboration with the board, the president shall appoint various chairpersons to head up committees which carry out the functions of the organization. The President has privileges of signing all official documentation generated by the Board.

### **1<sup>st</sup> Vice President**

The 1<sup>st</sup> Vice President shall be the "Membership Coordinator". His/Her primary responsibilities are the direct guidance of the Level Representatives regarding their duties, overseeing the efficient communication within the corporation and will greet new members so that they experience a smooth transition into our program. The 1<sup>st</sup> Vice President will fill in for the President upon his/her absence and he/she may also sign official documents of the corporation including checks when necessary.

### **2<sup>nd</sup> Vice President**

The 2<sup>nd</sup> Vice President shall oversee Fundraising Efforts of the club with specific duties of organizing the fundraising schedule and ensuring that each fundraising opportunity and program is properly and efficiently managed. The 2<sup>nd</sup> Vice President will work closely with the Treasurer in order to determine that the proceeds generated from the fundraisers endeavors are productive. He/She may also sign documents of the corporation including checks when necessary and will fill in for President and 1<sup>st</sup> VP in the event of their combined absence.

### **Treasurer**

The Treasurer shall supervise all financial affairs of the corporation including the direct planning of the corporation's budget including the Derby Classic Budget. He/She should possess an understanding of the financial obligations of the corporation and will maintain fiscal responsibility for the club. The Treasurer is responsible for all bookkeeping matters associated with the corporation. He/She will make bank deposits, keep accurate financial records, pay bills on a timely basis and will report the financial status of the corporation to the board at monthly meetings. The Treasurer has privileges of signing all official documentation generated by the Board.

### **Bookkeeper**

The Bookkeeper shall keep all records of Booster Club Members fees payments and fundraising, assist Derby Classic registrar, and assist the Treasurer as needed. The bookkeeper may have check writing privileges.

### **Secretary / Website**

The Secretary shall execute all legal documents and papers authorized by the Board. He/She is also responsible for keeping, recording and posting the minutes for each Board Meeting as well as the Annual Meeting(s) of the corporation. It is also the responsibility of the secretary to oversee and implement the Election of the Officers for subsequent years. Additionally, the Secretary will work closely with the Booster Club's Web page administrator(s) and will oversee any and all printed material generated specifically by the Executive Board for distribution to the membership or to a Public Forum. As an officer, the Secretary has check writing privileges.

### **Derby Classic**

The Derby Classic Chair shall oversee and supervise all activities and committees related to the Derby Classic Meet. He/She will serve on the Board and communicate progress and needs at meetings. The Derby Classic Chair is responsible for communicating to Derby Classic Committees their responsibilities and timelines. In addition, the Chair shall oversee any additional meets the Board bids on and/or Hosts.

## **Team Level Representative Responsibilities**

Attend all board meetings, pass on information to team parents, and bring concerns of the parents to the attention of the board. It is very important to attend all scheduled meetings so that you can keep your team informed about issues that concern them. If you cannot attend a meeting, notify the President or the 1st VP as far in advance as possible.

Keep parents informed of fund-raisers and other activities within the club. During the course of the year there will be many opportunities to take part in Booster Club activities. You will make sure that your team members are aware of these activities.

Assist the competition coordinator and coaches in distributing meet information. Keep parents informed on meet dates and any changes. The competition coordinator will arrange hotel accommodations, maps, and other pertinent information. The Level Rep should assist in any way possible

Report your team's results and information at the board meetings. Each Level Rep should be ready to relay their team's progress at the meeting.

Assist the banquet committee in keeping scores during the year for the end of the year trophy.

Remind parents of specific "due dates". There are various dates throughout the year when payments from members are due. The level rep will work with the Treasurer and Book Keeper to maintain these fee payments.

Welcome New gymnasts and their families. You are often the first contact that a new member has with the Booster Club. Level Reps should try to make new members feel welcome

Meet periodically with your team's Head Coach. Make sure that you keep your coaches aware of social gathering, special activities, special trips, banquets, and parent concerns is a major responsibility. Ask the Coach if he/she has any concerns that need to be addressed.

Recognize the coaches' birthdays and other special occasions. It is your responsibility to organize team gifts for your level, and/or coordinate with other reps/parents to make special arrangements. Our coaches work very hard for our children...it is important that their efforts are recognized.

Submit any team information to Champion Gymnastics for recognition in the team newsletter.

Take your responsibility seriously. Champion Gymnastics is one of the top clubs in the region. As previously mentioned, the success the Booster Club enjoys is a result of solid teamwork. The Booster Club owes it to our gymnasts and coaches to work as hard for them as they do for Champion.