

# Sharp's Gymnastics Academy Boosters, Inc.

## Policies

The following are the policies of Sharp's Gymnastics Boosters, Inc. adopted by the officers of the corporation.

**1) Competitive Participation Fees:** The parents/guardians of all gymnasts participating on any competition teams of Sharp's Gymnastics Academy are responsible for all expenses incurred by, or on behalf of, their gymnast. The officers of the Boosters shall set a budget upon which each family's annual dues and competitive fees shall be determined, and the members will be issued written statements for payment of those fees. Expenses not covered by the budget may be paid from the Boosters' treasury and added on individual accounts. The treasurer will keep a record of all member payments. It is the responsibility of all members to remain current on the payment of fees. Except as provided in subsections a and b, below, competitive fees are based on expenses associated with competitions, including entry fees, coach's expenses, as well as other Booster Club functions. These are decided at the Boosters' budget meeting and every effort is made to keep these fees to the amount needed to meet expenses. Unfortunately, costs continue to increase. Full participation by each family in fund raising and seeking corporate sponsorships will permit competitive participation fee increases to be kept to a minimum.

- a) Non-competing gymnast, based on the discretion of the coach to not compete, will be assessed 100% of annual dues.
- b) Any compulsory or optional gymnast who joins the team late in the competitive season will be assessed 100% of annual dues and a prorated amount of the competitive participation fees based on the gymnasts' competitive meet schedule set by the Executive officers of the Booster Club.

The successful operation of the Boosters and the participation of the gymnasts in competitions is contingent upon the Boosters having sufficient funds to pay the entry fees and related coach's fees and expenses necessary for the team to compete. Therefore, if any gymnast is delinquent in payment of her annual dues or competitive participation fees by more than 30 (thirty) days, the entry fee for meets for that gymnast will be withheld.

Each year the Executive officers will establish a budget for the compulsory levels based on information provided by the Head Coach on numbers of meets planned both during regular season and State competition, number of gymnasts competing at each level and number of coaches attending meets with said group. From these figures "a per gymnast estimate" will be calculated thus resulting in the competitive participation fees.

Moving to the Optional team, "a per gymnast estimate" will be calculated using the same measurements to also include Regional and National meets where applicable.

The Elite level budget estimate will also be calculated in the same manner.

**2) Payment of Annual Dues:** Annual Dues shall be payable by the date(s) established by the Executive Officers of the Boosters in each fiscal year of the corporation. Annual dues must be paid for a team member to be eligible to compete. Once paid, annual dues are non-refundable, without exception.

*The Fiscal year of the Corporation shall be from August 1<sup>st</sup> until the following July 31<sup>st</sup>.*

**3) Adjustment of Competitive Participation Fees:** Competitive Participation Fees may be waived, prorated, or delayed only if an injury or illness prevents a team member from competing for at least two months, a written notice from a physician must accompany the request to allay competitive participation fee obligations, noting the duration and limitations of inactivity. Short term illness and injuries are excluded from this policy. Any adjustment to the competitive participation fee obligation, including waiving or prorating from the time of illness or injury, shall be calculated based upon the expenses already paid on behalf of the team member until a date of release from a physician. Any adjustment of fees will begin at the onset of the next competitive participation fee billing, i.e. September, October, November, December, January, or February. The only circumstances for reimbursement of competitive participation fees are listed above. No other instances warrant any refund, no exceptions.

**4) Coach's Fees:** The policy of the Boosters is to assist the coaches in carrying out the duties associated with attending meets while at the same time complying with all IRS regulations and generally accepted accounting principles. Accordingly,

- a) The Boosters shall pay a stipend to active coaches who participate in coaching meets in the amount of \$599. The officers will review this policy annually and, at their sole discretion, shall determine whether the budget will support continuing this payment.
- b) The Boosters shall reimburse active coaches who participate in coaching meets travel related expenses for all meets which take place greater than 30 (thirty) miles one-way from the home gym of SGA. Mileage will be calculated using the starting to ending odometer reading upon completion of the meet travel using current IRS rates. Reasonable lodging expenses will be paid when overnight travel is required due to session scheduling. Coaches are asked to double up in rooms when possible. Meal expenses will be reimbursed at \$40 (forty) per day. Partial days of travel will be reimbursed at \$20 (twenty) per day. Coaches need to submit signed forms within 10 (ten) days following the travel for reimbursement.

5) **Gymnast Training Camps:** It is the policy of the Boosters not to pay the expenses of coaches and gymnasts attending training camps.

6) **Gymnasts Travel Expenses:** It is the policy of the Boosters not to pay the travel expenses of the gymnasts attending competitions away from the home gym. Instead, the Boosters may advance certain expenses for those gymnasts who qualify for National Championship Competitions. (See "National Championship Qualifier Fund")

7) **TOPS/HOPES:** It is the policy of the Boosters not to cover meet expenses under listed programs. The expenses are the responsibility of the gymnasts involved.

8) **Start-up Fund:** A maximum \$5,000.00 (five thousand) start up amount is to be carried forward for the next season as seed money. The end of the season amount from the General Fund over \$5,000.00 will be divided as follows:

- a) 50% (fifty percent) of the above fund will be put into the National Championship Qualifier Fund, not to exceed a balance of \$5,000.00. If the entire 50% is not needed to replenish the NQF, it is to be placed in the Sharp's Gymnast Fund. It is not to be used to increase the rebate. However, if the number of eligible gymnasts that can qualify exceeds 10 or the maximum balance of \$5,000.00 then the board may increase the maximum balance at their discretion to cover all National meet eligible gymnasts.
- b) 50% (fifty percent) of the above fund will be rebated back to contributing gymnasts from the prior season that have paid 100% of Annual Dues and 100% Competitive Participation Fees and are still an active member (See "Rebate Monies" below).  
(If a gymnast was eligible for a refund due to a qualifying injury/illness (see Section 3), this will not disqualify them from receiving a rebate if all other criteria are met). The rebated monies will be divided proportionately based upon actual booster assessments paid. Since the optional dues are typically twice the compulsory dues, expect the optional rebate to be twice the compulsory rebate.

\* Elite rebate will be the same as Optionals, using the Optional dollar amount.

9) **National Championship Qualifier Fund:** This fund is to support those gymnasts Level 9 and above who qualify and attend USAG National Championship Competitions. To be eligible for monies from this fund, the gymnast must have participated and paid 100% of Annual Dues and 100% of Competitive Participation Fees for current season and the prior season (If a gymnast was eligible for a refund due to a qualifying injury/illness (See Section 3), this will not disqualify them from receiving monies from this fund if all other criteria are met.) and met their SGA Home Meet participation requirement for that season. For example, gymnasts coming to Sharp's for their first season are not eligible. Gymnasts coming to Sharp's mid-season (section 1b) are not eligible that season and the next season. The season

runs/equals the fiscal year (August 1 to July 31). Each gymnast that meets the requirement and who attends a USAG National Championship competition may use a percentage of the fund (balance divided by the number of Level 9 and above gymnasts), a maximum of \$500.00 per season, not to exceed the cost of airfare and hotel accommodations for the said gymnast's National competition. Copies of receipts need to be given to the treasurer; expenses will not be refunded until after the end of the season. If the Booster Club general fund account balance drops below \$5,000.00 (five thousand), money is to be transferred out of the National Championship Qualifier Fund.

**10) International Elite/Elite Sponsorship Funds:** These funds are to support Elite and International Elite gymnastics. They are funded by donations that are specifically indicated to be for International Elite and Elite gymnastics. Money in these funds are never included in the dues rebate. The International Elite Sponsorship fund can be used for Elite, National and International meets as long as the gymnast is at the International Elite level. The Elite Sponsorship fund can be used for elite meets NOT at the International Elite level.

**11) Sharp's Gymnast Fund:** This fund is set up to hold any unspecified sponsor donations. Money in this fund will be used to offset expense related to the gymnasts such as the price of competition attire. At the discretion of the board, executive officers may decide to use any excess funds to increase the rebate.

**12) Olympic Year:** In an Olympic year any eligible gymnast for Olympic Trials may draw a second time from the National Qualifier Fund (see item 9 for eligibility requirements). This money may be used for a second National Qualifier meet or the Olympic Trials not to exceed \$500 (five hundred) or the actual cost of accommodations and airfare.

**13) Rebate Monies:** A credit amount will be determined by dividing this amount (see number 8b) by the number of gymnasts who paid full years dues and fees set by the officers of the Boosters. Gymnasts whose dues are adjusted because of items 1a or 1b under Membership Dues do not qualify for a rebate. Also, gymnast's families who have not worked one half of all scheduled home meet sessions\* (at the SGA Home Meet) and either set-up or tear down are not eligible for any rebate. This rebate will be credited towards the last installment of the Competitive Participation Fees of the new season for each returning gymnast who was paid in full the previous season. A graduating senior gymnast may apply her credit to a younger sister gymnast on the SGA team.

**\* Working required sessions means signing up and fulfilling the full scheduled commitment for the SGA Home meet.**

**14) Policy Review:** The Board will review all SGA Booster policies annually.

## 15) Officer Descriptions:

### President - (2 year)

- Sets and presides over all board and booster club meetings or assigns a designate.
- Coordinates nominations and elections
- Signs checks in absence of the Treasurer
- Introduces new business and policies
- Coordinates Committee Chairperson Nominations, e.g. Fundraising Chair, Website Chair

### Vice President – (2 year)

- Coordinates decorating of lockers for State and other large competitions
- Assists President as needed
- Coordinates/leads annual review & updating of Booster Club policies

### Treasurer – (2 year)

- Maintains Quick Book
- Creates and sends statements
- Pays and mails completed meet entries
- Checks Booster box
- Monthly deposits
- Creates budget with Marvin and Board
- Maintains updated directory via Quick Book
- Coordinates/maintains booster website
- File taxes with accountant (by December 31)
- Files Business Entity Report(online or via mail)
- Pays stipend to coaches

### Secretary – (2 year)

- Collects policy signature forms
- Coordinates ordering of team leo in May
- Updates Roster and send out to parents
- Meets and greets new parents and gymnasts
- Sends out email information updates to parents
- Reminds new parents to send dues and fees to Treasurer
- Takes minutes at all meetings and sends to website administrator to have them posted on the website, as well as, posting on the Booster Bulletin Board.

### Two “At Large” – (1 year)

- **One** optional and **one** compulsory parent
- Updates team picture board
- Coordinate holiday party
- Coordinate Secret Santa
- Coordinate end of season party

**These policies were reviewed and updated on 8/3/2011.**