

# **FIRST STATE GYMNASTICS ATHLETIC ASSOCIATION**

## **GUIDELINES**

**(Approved 8/9/2007)**

### **Relationship to By-Laws**

These guidelines include details required to clearly implement the First State Gymnastics Athletic Association (FSGAA) By-Laws.

### **Membership**

The FSGAA supports the competitive girls team at First State Gymnastics (FSG) which includes Rising Stars through Elite. A parent contract must be signed by members to acknowledge they have been notified of their financial obligations. The annual contract typically covers July 1 through June 30.

### **FSGAA Mission Statement**

The First State Gymnastics Athletic Association (FSGAA) is a 501 (c)(3) entity comprised of a volunteer board with the purpose of fostering national and international amateur gymnastics competition. With that purpose in mind, the FSGAA raises and furnishes financial support to the First State Gymnastics teams for competition fees, travel costs and related expenses. The FSGAA also coordinates team events that support the gymnasts.

### **Monthly Assessments**

#### **Structure**

Monthly assessments are based on the level of the gymnast. The First State Gymnastics Team Roster is the source of the gymnast level. The FSGAA Budget provides the information on the values of the monthly assessments. The assessments will be made in monthly installments as determined by the Budget, typically beginning July 1. Assessment amounts are based on projected expenses. In the event that actual expenses exceed income the membership may be asked to approve an additional assessment determined to be fair and equitable by the Finance Committee. If a gymnast moves up a level during the competitive season, member may be required to pay a higher assessment fee. The Board of Directors (BOD) will determine the effective date of the new rate.

Members will not be billed for monthly assessments. It is the members' responsibility to make their payments and to keep track of any credits they may have from fundraisers.

## Adjustments

Assessments may be adjusted by the BOD for extended injuries or other issues that prevent a gymnast from practicing and/or competing.

## Injured Gymnast

Injured Gymnast – A gymnast who is under a doctor’s care for an injury and cannot perform at meets due to this acute or chronic injury. In order to qualify, the “Injured Gymnast Form” must be filled out and signed by the head coach.

## Injured Gymnast Guideline

A formal request must be made to the FSGAA in writing regarding the adjustment in the FSGAA monthly fee due to an injured gymnast. This formal request should have attached to it a signed “Injured Gymnast Form”. In order to qualify for an adjustment a gymnast must be injured for a period longer than 60 days. It is the parent’s responsibility to notify the coaches as to the extent of the injury so the coach will not include their daughter in upcoming meets.

In all cases, no monies will be deducted or refunded for meets, which have already passed, or meets that have been paid for where no refund is received, and are prior to the date the formal request was received by the FSGAA Board of Directors.

The formal request will be reviewed by the FSGAA Board of Directors at the first meeting following written notification, not to exceed 30 days.

The FSGAA will determine through a vote if an adjustment in the gymnast’s monthly fee is warranted, due to the inability of the gymnast to participate in a meet.

The only adjustments that are allowed are for meet fees. Session fees, and travel expenses of the coaches are the responsibility of the entire team irrespective of an injured gymnast and are not part of the adjustment.

Once a gymnast competes in a meet, the adjustment to the FSGAA monthly fee ceases.

The adjustment in gymnast fee will be a return of the individual meet fee of the particular meets of the Cost per Meet (COM) up to a maximum of \$85.00 per meet.

The monthly fee can be reduced by the Cost per Meet (COM) for the # of meets the gymnast is missing subject to the conditions above, at a maximum of 1 adjustment per month. In other words, an adjustment in monthly fee cannot exceed one meet reduction in any one month. If a gymnast misses 5 meets due to injury, the COM will be taken out for 5 consecutive months.

## Fees & Penalties

Assessments pay for the upcoming month and are due on or before the 1st of each month. The gymnast's account may be assessed a late fee if payment is after the 10th of the month. The late fee is \$20 per family per month. If the family feels that the fee is unwarranted, then the family can submit a written appeal to the BOD requesting an adjustment and providing a justification.

Families will be assessed the bank penalty for any checks that fail to clear the bank. If payment is not made prior to the 10th of the month, then a late fee may also be assessed.

If a family provides two checks in a rolling twelve month period that fail to clear the bank, then the family will be required to make all FSGAA payments with money order or cashier's check for a period of at least 12 months from the date of the second bounced check. Payments received will be applied to the oldest outstanding fees due.

## Loss of Privileges

If a family is behind in payment the equivalent of two or more monthly assessments, then the FSGAA will contact the gym to suspend the practice and meet privileges of the gymnast(s) pending full payment.

## New Member Assessments

New gymnasts that join the FSGAA at the higher levels have not worked their way through the lower levels at FSGAA. Gymnasts joining at level 4 and above will have the following one time payment.

Level 4-6 - \$50

Level 7-10 - \$100

The fiscal year runs from July 1 through June 30. If a new gymnast joins prior to the meet season, she is responsible for all dues for the fiscal year, starting from July 1. If a gymnast joins during the meet season, the amount of meets the gymnast will be participating in will determine the \$ amount of past payments that are due. The BOD will determine this on a case-by-case basis.

## Travel Reimbursement Policy

Travel reimbursement for Nationals and Eastern Nationals may or may not be budgeted for a particular year depending on available funds. If reimbursement is not budgeted, the BOD has the option with the Finance Committee's approval to allow for reimbursement without compromising the financial integrity of the FSGAA.

Reimbursement is only allowed for Nationals & Eastern Nationals due to the tight timing that a gymnast would know she is participating in these events leading to higher travel costs. It is anticipated that for other travel meets, including the College Bound meet, a gymnast and her family can make reservations in advance to take advantage of lower fares.

## Member Participation Requirements

Member participation in the FSGAA is MANDATORY. Annually members are expected to participate in committee activities and to participate in the annual fundraiser (see Annual Fundraisers for FSGAA below). The purpose of the provision is to gain more participation in the organization and raise money to offset increasing costs of the sport. Members can choose to opt-out of one or both of the activities by submitting \$100 annually to the FSGAA for each activity opted out (both equals \$200). As of January 30<sup>th</sup> of each year, members will be charged the opt-out fees if member has not participated or is not scheduled to participate in activities. Members should contact the FSGAA Secretary to learn about opportunities.

## Hardship

FSGAA recognizes that gymnastics is an expensive sport and that problems such as major illnesses, changes in employment, and other family emergencies may impact the ability of the family to pay the full assessment on time. FSGAA has funds to help families in such situations by providing short-term support so that the gymnast can continue in the sport while the family works through the problem. In most situations, this support is in the form of a payment plan. The Member must fill out a hardship application and submit it to the President.

## Fundraising

According to the by-laws there are four areas of fundraising activities that are the responsibility of the Fundraising Committee - general fundraising for FSGAA, annual fundraisers for FSGAA, individual fundraisers for members, and solicitation of sponsors. The following is a description of each:

General Fundraising for FSGAA - These fundraising events are coordinated to raise funds for FSGAA. Members may or may not participate in these events. Any money raised goes directly to FSGAA. An example is Friendly's night.

Annual Fundraisers for FSGAA – At the discretion of the BOD and Fundraising Committee, one large fundraising event will occur each year. The Fundraising Committee will determine the event for each year. Members are expected to participate in the event or to pay a \$100 opt out fee. If there is no event, then the \$100 opt out fee is waived. The money raised at the event goes directly to FSGAA. An example is the Golf Outing. For the 2007-2008 season, this fundraiser may not occur.

Individual Fundraisers for Members – These fundraisers are for members to raise money to offset their assessment fees. Members may or may not participate in these events. The money raised by the member will be credited to their assessment account. Specific guidelines will be established and communicated for each fundraiser so that members know procedures and deadlines.

Solicitation of Sponsors – The Fundraising Committee may approach local business or individuals to contribute to the FSGAA. The FSGAA is a 501c3 corporation in Delaware and

therefore contributions from businesses or individuals (not members of FSGAA) are tax deductible. A contribution is deductible if the person or business does not receive any goods or services. If a business pays to advertise at a FSGAA event, FSGAA will notify the business of the amount contributed that is not tax deductible (cost of materials, printing, etc.).

Any donations made to FSGAA from a non-member should receive an acknowledgement letter stating that no goods or services were received and the amount of the donation, if cash or the specific item, if an in-kind gift (do not estimate value of in-kind gift). FSGAA is required by law to acknowledge a total annual donation of \$250 or greater from one business or individual.

Members of the FSGAA may not take a tax deduction for any amount paid to the organization.

The Finance Committee proposes how the funds should be used and the board must approve.

### Tax Preparation

The Treasurer will annually present to the Finance Committee all financial papers supporting the preparation of the IRS 990's. The Finance Committee will prepare the 990's and present them to the BOD no later than 30 days prior to the November 30<sup>th</sup> IRS deadline for approval prior to sending to the IRS

### Home Meet

FSGAA may support a Home Meet in the future.

### Termination

A thirty-day written notice must be provided to a director or officer prior to a gymnast leaving FSGAA. The notice must be received by the first day of the month prior to leaving. Otherwise, the gymnast's parents or guardians are responsible for the assessment up to and including the first complete month after departure.

### Appeal

The Board of Directors may adjust the final month payment for circumstances such as injuries. A family must submit a request to the Board of Directors requesting an adjustment and providing a justification.

### Families with Multiple Gymnasts

If the gymnast account is delinquent and there is another gymnast from the same family on the competitive team, then the delinquent amount may be transferred to the other gymnast.

If there is a credit in the gymnast's account and there is another gymnast from the same family on the competitive team, then the credit may be transferred to the other gymnast.

#### Member Accounts at Termination

If a member leaves the FSGAA, any credit balance in their accounts will be the property of the FSGAA.

#### Returning Gymnasts

If a gymnast leaves the gym for 9 months or greater and decides to return, then the gymnast will be considered a "new gymnast" and subject to the associated assessment rules. The gymnast will have assessments and charges prorated to cover meets and additional expenses and may be responsible as determined by the BOD in a fair and equitable manner.