



I-Power Gymnastics Booster Club, Inc.

Handbook

2019-2020

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I. I-Power Gymnastics Booster Club (IPGBC)

About IPGBC

I-Power Gymnastics Booster Club (IPGBC) was founded in 2012 and is a parent-operated, not-for-profit organization. IPGBC was established to support and encourage the I-Power competitive gymnastics team. We file our taxes as a 501(c)(3) corporation. Therefore, all fundraising is done on behalf of IPGBC and participation in the club does not create right, claim, or entitlement by individual members of IPGBC to any of the funds raised. All distributions of fundraised earnings are set in accordance with rules approved by the IPGBC Board of Directors.

IPGBC and I-Power School of Gymnastics (I-Power) are *separate* entities with different purposes. Any questions or concerns about the facility, coaching, fees, or competitive meets should be directed to I-Power's office. Any questions regarding IPGBC should be directed to the IPGBC Board at ipowerboosters@yahoo.com.

Participation in the sport of Gymnastics can be quite expensive. Expenses related to competition in gymnastics can include a vast array of different things such as uniforms, meet fees, travel, etc. IPGBC works to raise funds to help defray competition expenses and to further gymnastics opportunities for all amateur athletes as well as opportunities for outreach and education for the community.

Board of Directors

IPGBC is run by elected officers of the Board of Directors (the Board) whose positions and duties are described both here and in IPGBC's ByLaws. Elections are held once each year in the late summer at our Annual Membership Meeting. The nomination process can vary from year to year. A current list of the Board can be found on our website and can be contacted at ipowerboosters@yahoo.com. Members of the booster club are *expected* to participate in leadership at some point during their time in the club. The only exception is that first year members are not eligible to serve on the Board.

II. Membership

Annual Membership Drive

The annual membership drive occurs in the summer of each year. Families of gymnasts on any of the gymnastics teams at I-Power are a part of IPGBC once they commit to participating in the competition season. To maintain active membership IPGBC, one is required to:

1. Meet all of the eligibility requirements in the ByLaws (Sections 3.01 & 3.02)
2. Read the IPGBC Handbook & acknowledge (either electronically or on hard copy) that it has been read
3. Fill out and return the Database Form (either electronically or on hard copy)
4. Fill out and return the Installment Agreement (either electronically or on hard copy)
5. Fill out and return the Fundraising Agreement (either electronically or on hard copy)
6. If applicable, each family must fill out and return the Nomination and Interest Form later in the season.

Return the forms Electronically, at the Annual Meeting, or place a hard copy in the appropriately labeled folder(s) in the team folder box on the cubbies in the gym.

Renewing Members

Those renewing their membership for this season must complete the registration process by turning in the required yearly forms (listed above) by the established due date *as well as* make payments of commitment fees of the current year **on time**. This will allow the family to continue membership without disruption, and thereby retain the right to participate in the distribution of fundraised earnings, if any, earned by the club in the prior membership year. If a renewing member does not turn in his or her forms **and** make first payment by the due dates, he or she is no longer a member of IPGBC and knowingly forfeits his or her right to participate in the distribution of any past fundraised earnings from the prior membership year.

This means that the gymnast(s) from that family would be pulled from the active roster, keeping them from being registered for competition. Also, any discount distribution will be forfeited, and the family will then be responsible for the full (new member) commitment fee amount.

Membership Expectations

IPGBC is a parent-operated organization. Active membership is key to its success. IPGBC members are encouraged to volunteer to be a chair or co-chair of a fundraiser or committee or serve on the IPGBC Board of Directors. Members are **required** to serve on one of the IPGBC Committees. Sign-up instructions will be given at the Annual Meeting or via email. Members are required to abide by the IPGBC Handbook and By-laws, which will be distributed electronically. A copy will also be kept in the Board Binder in the team folder box in the gym.

Members that leave I-Power's team program at any time during the season, for any reason, forfeit their ability to participate in IPGBC's distribution of fundraised earnings. Since IPGBC is a 501(c)(3) organization, members have no *individual* claim or right to fundraised earnings whatsoever.

Meetings

An Annual Membership Meeting shall be held each year at the beginning of the season at a place, date, and time designated by the President.

To facilitate and encourage more membership participation on issues before the Board of Directors, all members are always invited & encouraged to attend any meetings, review the agenda &/or minutes, and present any questions or comments to a Board Representative (or their Level Representative), preferably in writing. The Board Representative will then compile all comments and questions received from the general membership and present it to the Board at the specified board meeting. Members can offer agenda topics at any time to a Board Representative.

In addition, each Committee will be required to meet regularly and report back to the Board.

III. Commitment Fees

Purpose and Determination of Fees

IPGBC members must pay fees to offset the administrative costs of the club, underwrite club functions and activities, and serve to defray the overall cost of competition for gymnasts. The amount of the commitment fee is the same for all families at the same competition level, regardless of how many gymnasts are in the programs.

Each year, based on information from the I-Power team coaches and the Treasurer, the Board will develop an operating budget. The budget is based on a proposed schedule of gymnastics meets, camps, events, and fundraisers as well as examination of costs incurred in the previous year.

Commitment fees are based on estimated costs for the upcoming year and estimated profit from the Booster Club fundraising events. The Board votes on the budget at the predetermined meeting, typically in early fall of each year. This year, this information will then be shared in detail at a separate Financial Meeting for all members, about one month after the Annual Meeting in August.

At the beginning of the season, The Board determines the Commitment Fees based on the following information:

1. The Coaches decide what meets the gymnasts will attend for a particular season, and then gives the roster and list of meets to the Board.
2. The Board determines the cost of the meets by factoring in the following:
 - a. Gymnast Expense: (Gymnast Entry Fee + Team Entry Fees)
 - b. Coaches Expense: (Travel + Lodging + Food)
3. The Board then divides the estimated costs by the number of gymnasts enrolled at that time in each level and determines the amounts of each level's assessment.

Schedule and amount of payments

The Booster Club's fiscal year runs from August 1st through July 31st.

A commitment fee payment schedule is determined at the start of each fiscal year. Once determined, you can pay the total amount due by October 15th (you will receive a \$20 discount if you choose the "one payment" option) or split it into payments. A couple of options are available including splitting the sum into 3 payments due every other month or 6 payments due monthly. For split payments, first payments will be due September 15th and final payments will be due by February 15th.

You may pay with cash, check, or through our new Go Motion system. You may be charged a service fee for certain payment types depending on the current year's agreements. If paying by check, all monthly checks need to be filled out and postdated and turned in by September 15th.

No refunds or credits are given for commitment fees.

Delinquencies and Penalties

A \$35 returned check fee will be charged for all returned checks.

For failure to meet assigned payment due dates:

Strike 1: a letter is sent (mail and email) as a reminder. Family must respond with payment by 10 days.

Strike 2: a sterner letter is sent ("suspension pending"), \$25 late fee is added to account, and family again has 10 days to respond.

Strike 3: Suspended status: if the above receive no response after 10 more days, a second \$25 charge will be added (total of \$50), and the family is suspended from IPGBC benefits / activities. This means the gymnast(s) will not be registered for any meets, will not be allowed to travel with their team to competition, and will not be a part of any team building activities until the account delinquency is addressed.

NOTE THE FOLLOWING: If your family has a balance remaining within 60 days prior to the end of the fiscal year without adequate communication with the Board, your family will have an additional

\$50 fee assessed, your gymnast will be on full suspension, and collection activities may be pursued via a third party company.

Please Note: Sometimes our teams participate in events requiring the team to travel with chaperones, who are usually gym parent volunteers. The booster club covers the travel costs of these chaperones as they are ensuring the safety of the athletes on our teams. However, if a family's gym account is behind on payment at any point (even if that family has established a plan with the Vice President), that family is ineligible to serve as a chaperone until the account is caught up and current.

Special consideration

Obviously, even though we are an organization, we are still a group of fellow parents. We are human beings who understand that "life happens". So, we outline the above deadlines and penalties to make sure everyone works together to pay our bills and cover the expenses of our team. In the event you cannot pay your member fees by one of the established deadlines, please contact the Vice President to discuss an alternate plan. Communication is the key to making this whole organization work.

IV. I-Power's Refund policy

Refunds or credits **will not** be made to gymnasts for any competition fees. When a gymnast does not attend a meet, members must still pay the full assessment amount because this was factored into the total when the assessment was computed. This is a policy adopted at most gymnastics gyms and by most booster clubs that we researched. Below, see some examples of why this is important:

EXAMPLES:

- A.) There are 10 girls in Level 10 in September when coaches' fees for a meet are calculated and published (e.g. Coaches fees for this level are \$1,000 divided by 10 girls. Each gymnast is assessed \$100 for this in the commitment fees.) If two girls cannot compete due to injury, and IPGBC policy allowed them to be refunded these fees, IPGBC would now only collect \$800 from the entire level, but the coaches' expenses are still \$1,000. In this example, there is a shortfall to IPGBC in the amount of \$200.
- B.) The Head Coach plans for a meet in Chicago in February and will take 20 athletes. Last year, it cost \$98 to register each gymnast, and the deadline is in November. In December, three gymnasts suddenly leave the team. IPGBC has already paid \$1960 to the host gym. If the club refunds those three families, it loses \$294.

These examples illustrate important reasons why IPGBC does not refund or discount competition fees. If there is a deficit between the amounts paid by gymnasts and IPGBC's actual expenses during a competition year, IPGBC *does not* go back to the parents and request more money to make up the difference.

If IPGBC refunds specific meet entry fees to those who do not compete, they would also have to charge the rest of the team additional fees to make up for the ones who don't compete. IPGBC has decided not to engage in such a policy.

With the constant ebb and flow in overages and shortages, this policy of "no refund and no additional money requests" has been proven to work, and is the method used by most other booster clubs like ours. Entry fees and coaches' fees are pooled together in one pot to make this system work. Perhaps it can seem unfair on an individual level in certain circumstances, but in the big picture, the

money evens out between the gymnasts and the gym. It's not a perfect system, and it is a difficult task for the gym and the coaches. IPGBC and the coaches try exceptionally hard to make the numbers right, to make sure there is a balance between logistics and fairness, and to keep things as simple as possible.

V. Fundraised Earnings Distribution

Under IRS law, in order for IPGBC to retain its 501(c)(3) not-for-profit, tax exempt status, IPGBC parents are not allowed to fundraise through IPGBC solely for their own athlete. It is important to remember that IPGBC is organized to promote amateur gymnastics and cannot benefit individual athletes. This is why a member fundraises on behalf of IPGBC and not for themselves or any particular gymnast. Participation in the club does not create a right to the distribution of fundraised earnings. Earnings will not inure to the benefit of any private individual. When an athlete or parent fundraises, the earnings belong to IPGBC and are distributed to its members in accordance with the federal laws with respect to not-for-profit, charitable companies (including Internal Revenue Code Section 501).

VI. Fundraisers

Throughout the season, IPGBC plans to hold a variety of fundraisers in which all members are expected to participate, and we are changing and adapting all the time to provide fresh opportunities to support the team. All IPGBC fundraisers are organized and run (or chaired) by volunteer members. Any member wishing to chair or co-chair a fundraiser should contact the Fundraising and/or Sponsorship chairs. Notifications regarding these events will be sent out via email.

VII. Membership Expectations

Participation Requirements

1. Committees

Each family will participate in one Committee. Members are expected to sign-up for a committee at the beginning of the season. Members joining throughout the season will be asked to join in wherever needed.

2. Meet Committee

The work of the I-Power Classic which was once divided among required "meet committees" will now be chaired by a handful of selected individuals who may or may not be booster club parents. As the meet will now be hosted by the gym, supported by the IPGBC. Look for more information on this as the season progresses.

3. Time Commitment

Members are expected to represent the IPGBC at any & all Booster Club fundraisers.

4. Communication Responsibility

Members are responsible for staying informed on Booster Club happenings in one of the following ways:

- a) **Email.** *Club members* are responsible for informing the Club Secretary of their current email address.
- b) **Communication Notebook.** Copies of all pertinent documents will be placed in a 3-ring binder that will remain in the team folder box at the gym. The binder is available for review for any member at any time.
- c) **Website/Go Motion:** Go Motion is a new app / web application that we will be using for all parent communication this year as well as payments for Commitment Fees. *USE OF THIS*

APP WILL BE REQUIRED AS PART OF YOUR BOOSTER CLUB MEMBERSHIP. THERE WILL BE NO EXCEPTIONS TO THIS. This takes the place of many of our former forms of communication.

- d) **Bulletin Boards.** I-Power School of Gymnastics has provided the Booster Club with the use of Bulletin Boards inside the gym. Club members wishing to post something on the bulletin board must contact the Board. The bulletin boards house meet results as posted by the Level Representatives, as well as general club information.
- e) **Mailboxes.** Every team member has a mailbox (file folder) for official communication located in the folder box inside the gym on top of the cubbies. Club members should check this as often as possible and read newsletters and other documents thoroughly.

No show (without previous clearance by chairperson)

- 1. If you sign up for a shift or responsibility or if there are any required sessions, you must show up to work or send an equivalent representative.
- 2. If you cannot attend, it is your responsibility to find a replacement.
- 3. No show – 1st offense – a fine of \$50 to be paid to IPGBC within 7 days of offense.
- 4. No show – 2nd offense – a fine of \$100 to be paid to IPGBC within 7 days of offense.

Other

- 1. All workers will be required to sign in and record arrival time.
- 2. All workers will be required to sign out and record departure time.
- 3. In addition to any fines and penalties stated above, the member(s) committing any given offense will be responsible for any fine or penalty assessed by the establishment for whom IPGBC is working.
- 4. An executive board member will notify a member in writing if a penalty is being assessed. The board member will include the reason for the penalty and the date of infraction.
- 5. A member may petition the IPGBC Board in writing via email to the President regarding a penalty received within 7 days of the offense. The Board will vote and respond in writing to the member's written petition with 7 days of receipt. The Board is the final authority on all penalties described herein.
- 6. If a member does not petition the IPGBC Board within 7 days of the offense, any fine (if applicable) must be paid by 7 days after the date of the offense.