

OLYMPIA GYMNASTICS BOOSTER CLUB [OGBC] OPERATING RULES AND PROCEDURES

As of August 6, 2015

The purpose of this document is to clarify intent of the OGBC and its members, to document “best practices” for the managing of the OGBC, and to facilitate the transition of the Governing Board from one year to the next.

A. Operating Budget of OGBC

- a. Will be determined by Governing Board for each term
- b. Will be based on anticipated administrative costs and expenses for the term
 - i. Prior to the beginning of the term, OGA will submit to OGBC an estimated “competition” budget for expected expenses of the gymnastics programs for the term
 - ii. Prior to the beginning of the term, the Governing Board will estimate administrative costs based on previous term and anticipated and planned activities for the term
- c. Will be based on anticipated funds that could be generated during the term

B. Type of expenses that can be covered by OGBC

- a. Administrative costs of OGBC
- b. OGA coaches and gymnasts USAG membership fees
- c. Meet and clinic entry fees for member gymnasts
- d. OGA coaches travel costs for meets and clinics
- e. OGA coaches meet and clinic stipend and meals
- f. OGA coaches education & training (conferences, seminars, etc.)
- g. OGA Tuition

C. Potential sources of funds

- a. General Fund – those funds to be used for the Operating Budget of OGBC
 - i. Member Dues (as defined by Governing Board)
 - ii. Gymnastics meets hosted by OGBC
 - iii. Group Fund Raisers (participation voluntary)
 - iv. Mandatory Group Fund Raisers (required to participate)
 - v. Corporate Sponsorships (donations or grants to OGBC)
 - vi. Donations (contributions made by individuals to OGBC)

- b. Individual Fund(s) – those funds generated by efforts of individual members to be used as credit towards OGBC covered expenses incurred on behalf of individual members
 - i. Individual Fund Raisers
 - ii. Venues (compensation for working at events)
 - iii. Kroger Community program
 - iv. Other opportunities that may be sponsored by OGBC

D. Dues

- a. Amount of the annual due for the term will be determined by the Governing Board based on the operating budget
- b. Will be required of each participating gymnast at OGA
- c. Will be announced at the General Membership meeting; and or prior to it by an appropriate means of notice (e.g. letter, email, posting OGA, etc.)
- d. May be reduced under the following condition:
 - i. Upon prior approval of the coach, the Treasurer must be notified within one month of the members receiving the competition schedule that a gymnast will not be competing in a specific event.
 - ii. IF this is done, the booster dues for that gymnast will be reduced by the estimated fees for that event.
- e. May be increased under the following condition(s):
 - i. If OGA determines to add an event to the competitive schedule after the operating budget has been established and the annual due amount set;
 - ii. And, the General Fund is insufficient to cover the expense;
 - iii. The Governing Board reserves the right to increase the Dues by a reasonable amount to offset such an “unbudgeted” expense

E. Dues Payment Schedule

- a. Will be made in at least (3) installments
 - i. All payments are anticipated to be made by December 1st of each year;
 - ii. Unless otherwise noted by the OGBC board
- b. Payment installment dates will be determined by the OGBC board
- c. Payments can be made by
 - i. Cash
 - ii. Check
 - iii. In the form of “credits” due to participation in Individual Fund activities
- d. A late fee of \$20.00 will be assessed for members in arrears of a payment (late to the installment due date) – **there is no “grace” period** – unless otherwise waived by the Board President.

- F. Guidelines for payment of coaches fees and gymnast travel costs
- a. The Governing Board will discuss with OGA liaison the “competition budget” and approve funding of reasonable and appropriate expenses
 - b. All “travel” meets will be determined by the Director of Competitive Gymnastics for OGA; and the gymnasts travel expenses are the responsibility of the family and must be paid within 2 weeks of notification of such
 - c. OGBC will pay the entry fees and travel expenses that are exclusive to any gymnast that qualifies for and participates in the National Championships; however not included will be those expenses that do not comply with NCAA rules or are deemed to be outside of those “required” for the National Championships
- G. Reimbursement of Dues (because of reduced term of membership)
- a. Those members who leave before the end of the competitive season may be eligible for partial reimbursement of OGBC dues paid
 - b. If the member requests consideration, the Governing Board will decide on a case by case basis circumstances for the early departure and if funds are available to make a reimbursement
 - c. Reimbursement may only be up to the actual level of booster dues paid that term
- H. OGBC Waivers of Dues
- a. Based on the positions to be filled, each Governing Board member will be eligible for 100% waiver (of one gymnast) of annual booster dues per the Bylaws
 - b. In order to modify the board position waiver amounts (e.g. to a value less than 100%) a special committee of non-board OGBC members will be formed by the Governing Board to review and make a recommendation. Recommendation will then have to be passed by quorum of the Governing Board
 - c. If members are asked and take on significant committee/work responsibility on behalf of OGBC, they may be eligible for waiver of dues – this waiver may be in addition to receiving work credits for their efforts as well. Only the Governing Board by quorum majority will be able to grant such waivers and credits
- I. Member Participation in OGBC sponsored events, such as meets
- a. Each family with gymnast(s) participating in any of the competitive gymnastics levels will be responsible for and expected to participate and support OGBC sponsored events
 - b. The levels of gymnasts’ capabilities and the levels that will be competing are up to the sole discretion of OGA and will be communicated to the Governing Board via the OGA Liaison member for each term – this will determine if member is required to participate

- c. All member of competitive gymnasts are required to contribute a specific amount of time, known as work credits
 - i. Number of required work credits per member will be determined by the board for each year
 - ii. Work credit will be received for reasonable amount of effort(s) expended prior to, during or post an event; e.g. working a meet session, being on a committee
 - iii. Work credit can and may be received for special effort(s) extended in the general interest and purpose of the OGBC; e.g. securing a large corporate sponsorship or significant donation
- d. All non-competitive gymnast members are encouraged to participate and support sponsored events for the benefit of our gymnasts and OGBC; as well as to facilitate the knowledge and experience of these events to those who will someday be competitive gymnast members