

# *Roswell Gymnastics Booster Club*

## *Board Members & Committee Manager Members Handbook*

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*This is a fluid document: the purpose is to serve as a reference point by the RGBC Board and Managerial committee for position descriptions, outcomes from circumstances, situations or dilemmas that evolve, or as managerial positions are created or adjusted. It is also a historical tracking of decisions to clarify the currently stated Booster Club by-laws.*

# Board Members and Managers

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## Definitions:

<i>Board Member</i>	Parent in good financial standing who has been elected to one of the following roles: President, Vice-President, Treasurer, Fundraising Coordinator, or Secretary
<i>Manager</i>	Parent who has volunteered and been appointed by the incoming Board to manage one of the Manager positions described below
<i>Compulsory parent</i>	Parent of a gymnast who competes on team level 3 – 5, USA Xcel Gold, and AAU Xcel
<i>Optional parent</i>	Parent of a gymnast who competes on team level 6 – 10, Xcel Platinum and Diamond

## Description of Board Member Responsibilities:

### President

- Responsible for leadership, organization of meetings, supervising managers and providing assistance where needed.
- Act as liaison to Gymnastics Director and Supervisors on behalf of the Board
- Serve as main point of contact for gym parent
- Works with Board to create a nominating committee made up of three BC members.
- Serve as the Board representative on the nominating committee
- Work with Supervisors for any long term financial planning
- Plan and present annual membership meeting
- Social
  - Responsible for planning, decorating, and facilitating the Holiday party and End of Year Banquet
  - Responsible for communicating with teams all upcoming events
  - Act as main point of contact for all vendors for social activities planned
  - Work with Treasurer in order to maintain appropriate budget for events and pay vendors as needed
  - Work with Team Supervisors to determine event dates, reserve locations as needed, end of year gifts (trophy, letter, etc)
  - Work with Team Supervisors to determine graduating seniors and coordinate photo slide-shows, commemoration tables, memory book gift, and flower/plant gift for parents

- Coordinate end of year banquet video
- Oversee planning for all social events (Banquet, Jamboree, Holiday Party)
- Work Board Member shift at all home meets
- Attend all Board meetings

### **Vice-President**

- Responsible for aiding in the leadership of the Booster Club and assisting the President as needed
- Utilize online sign up to create and manage all gym parent volunteer shifts during home meets, Jamboree, and other Booster Club Fundraising events.
- Coordinate with Treasurer to reconcile family credits for working meets
- Set policies on family & staff credits for working meets
- Review/update bylaws and board handbook as needed
- Review/update Roswell Gymnastics website and mobile app with direction from gymnastics director/supervisors
- Work Board member shift for all home meets
- Attend all Board Meetings

### **Treasurer**

- Create budget for the year
- Update and maintain QuickBooks for all accounts receivables/payables
- Reconcile bank statements monthly
- Prepare monthly and yearend financial statements
- Prepare monthly variance to budget analysis and present at board meetings
- Record / pay all home meet expenses
  - Including: Front door, concessions, novelties and meet fees
  - Writing checks to reimburse hospitality workers (for food purchased), etc.
- Create profit and loss report for each home meet
- Work with novelties manager to maintain novelties inventory and reimburse for supplies
- Work with concessions manager to maintain concessions inventory and reimburse as needed for supplies
- Work with Spirit wear manager to pay vendors, invoice gymnasts and reconcile gymnast payments
- Ensure all meet registrations are paid timely
- Create gymnast invoices for all meet entries, apparel and other booster club related expenses
- Oversee gymnast financial standings and notify club of delinquent accounts prior to meet registrations
- Reconcile gymnast meet registrations with invoice at year end
- Pay per diem to coaches for all travel meets prior to travel
- Communicate budget and pay vendors for holiday party, banquet, team camp and other booster club related expenses.

- Attend all Board Meetings
- Work Board Member shift at all home meets

### **Fundraising Coordinator**

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- Coordinate with Gymnastics Director and Supervisor to define short and long term needs for the gym
- Develop annual goals for fundraising and present to Board for discussion
- Develop options for additional fundraising opportunities and present to the Board for discussion
- Communicate fundraising goals and plans to membership
- Oversee planning and implementation of all fundraising events
- Coordinate with Concession Manager on all home meets to assist in concessions operations.
- Attend all board meetings
- Work Board Member shift at all home meets

### **Secretary**

- Schedule and publish Board Meeting dates
- Take minutes at every board meeting and distribute to Board members within 4 days of a meeting.
- Send approved minutes to staff liaison for submission to City of Roswell
- Take minutes at annual board meeting, publish and send to Website Manager to publish in parent section
- Collect all gymnast information from front desk and create Roswell Gymnastics Team Directory
- Validate information for online directory
- Routinely update online directory and roster
- Work with Vice President to manage PR for gym and gymnasts
- Recognize birthday, holiday, and end of year gifts for front desk worker, Hai, and Cindy
- Manage Team Moms through regular emails and pre-season meeting
- Remind Team Moms to collect money for their team fund which is used for coaches gifts, state meet gifts, and team activities
- Work Board Member shift at all home meets
- Attend all board meetings

## **How are Board member positions filled?**

- Process begins with nomination or member expressing interest to Board & nominating committee
  - Nominee must be a member of BC for prior competition season
  - Nominee must be in good financial standing with City and Booster Club
  - Treasurer position require a brief interview by current Treasurer to ascertain basic accounting principles knowledge, understanding of Quick books & Excel
- Voted on and approved by Booster Club during annual Spring meeting
- If a Board member leaves the position mid-year, a special election may be held to fill the vacated position or the Board may appoint someone to fill the position.
- A position will run from July 1 – June 30 of the following year

## **Description of Manager Positions:**

### **Concessions Manager**

- Purchase all concession supplies necessary for home meets and Jamboree
- Coordinate delivery and payment for all vendors (Coke, Pizza, Chick Fill A, etc) as necessary
  - Provide a meal schedule which details anticipated hot meals/delivery times and orders. Note if a hot order will be delivered and who is responsible.
- Work with Treasurer for payment of all vendors
- Set up concessions area the night before each home meet
- Take down the concessions area after each home meet
  - Check behind last shift of the weekend to ensure that all machines: popcorn, microwave, cotton candy maker and hotdog, are all thoroughly cleaned and stored properly.
- Monitor and communicate with volunteer workers throughout home meets and Jamboree
- Maintain inventory of refreshment items as appropriate
- Communicate inventory/sales to Treasurer following each meet
- Monitor maintenance of equipment used in the concessions area as needed
- Will be paid for one shift for set up/one shift of take down per Jamboree

### **Home Meet Managers**

- The role will be split between two (2) volunteers.
- Work with Lorenzo to order/inventory and prepare home meet gifts, goody bags or items
- Work with Lorenzo on distribution of meet gift—given to coaches or gymnasts and package accordingly
- Set up and take down all home meet/other events décor including: lobby decorations, front door table/area, judges tables, balloon style, awards ceremony room and medal line up room
- Place meet signs out night before meet directing guests to the PAC
- Remove and store all signs and decorations immediately after the end of the meet
- Cover all vending machines with tablecloths the night before each home meet
- Monitor and refresh meet décor throughout home meet (specifically balloons)
- One manager must be present at each awards ceremony
- Acknowledge understanding of awards process and communicate to all persons working awards. Post awards procedures on podium and in staging area
- Coordinate with CAB to ensure appropriate chairs/table/equipment set up for award ceremony room
- Test all electronic PA equipment and place spare batteries for microphone in podium

- Ensure awards area is clean and organized before each session
- Within 2 days after hosting a state meet, count all remaining state meet medals and communicate count to Lorenzo
- Establish contact with meet workers prior to home meets- Timers particularly: to remind them to work awards and send them awards process document. Remind them to also check in with board worker prior to leaving their shift.

### **Hospitality Manager**

- Responsible for organizing meals to feed all home meet judges and coaches
- Coordinate with Lorenzo on number of people being fed as well as appropriate times for meal delivery
- Managers must check in multiple times per day with servers to see how meet is running and make changes to meal drop off times as necessary
- Work with Board to determine budget for meals
- Coordinate with Lorenzo to determine if we meet will have cookers or catered food
- Communicate meal plan- coordinate “cooker” volunteers to deliver meals at appropriate times. **Send reminders to cookers to submit receipts that contain only gym items- Make sure committee members understand personal items MAY NOT BE SUBMITTED on a receipt with gym items.**
- Set up Hospitality décor/tables/equipment and refreshments for all home meets
- Take down Hospitality décor/tables/equipment and refreshments for all home meets at end of meet
- Monitor volunteers and food/refreshment supply throughout the entire meet weekend
- Maintain availability throughout weekend of home meets for as needed basis.
- Post procedures for serves to follow
- Maintain an organized and uncrowded space for judges and coaches

### **Team Apparel/Spiritwear Manager**

- Work with Team Supervisors on competition apparel selection/vendor/pricing
- Responsible for gathering, submitting and coordinating distribution of gymnasts apparel orders in advance of competition season
- Coordinate spirit wear sales every third year or when assigned
- Responsible for communicating with teams regarding all competition apparel and backpacks for upcoming season
- Facilitate the sale of used competition apparel among team members
- All accounting of the sales reported to the Treasurer – work with Treasurer to create a document for accounting purposes

### **How are Manager positions filled:**

- Process begins with nomination or member expressing interest to nominating committee
  - Nominee must be a member of Booster Club for prior competition season
  - Nominee must be in good financial standing with City and Booster Club
- Will be appointed by the incoming Board.
- If a committee manager leaves the position mid-year, the Board will appoint someone to fill the position thru June 30 of the current fiscal year.
- A position will run from July 1-June 30 of the following year except for Apparel Manager.

### **Term Limits:**

- Board Members will serve two years in their elected position.
- Term limits will be continually revisited for the purposes of reviewing job efficacy, relationship with board or other managers, and fulfillment of responsibilities.
- Each year, the current manager should re-nominate themselves should they desire consideration for the following year.

### **Financial Agreements For the Board and Committee Managers:**

- Meet Fee Discounts may be allocated at the discretion of the Board
- The discount for both Board Members and Managers will be determined at the beginning of the year based upon the financial position of the Booster Club.
- If a Board member or Manager leaves mid-year and/or their gymnast leaves the gym the meet fee discount is adjusted for time served. **You may receive an invoice for money to reimburse RGBC if necessary.**
- If a Manager leaves mid-year and their gymnast remains a Roswell gymnast, the additional meet fee discount **is forfeited.**
- Incoming replacement Committee Manager's meet fee discount is also adjusted for time served.



# Meet Workers- Policies and Procedure

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## **1. Payment Amount for Shifts Worked**

Prior to each home meet the Board will determine the payment amount for each shift worked and communicate to the membership. The amount will be determined based upon the size of the meet, volunteers required and the anticipated income.

## **2. Reimbursement for Shifts Worked**

For each shift worked a credit will be added to their gymnast's account. After the last hosted meet, the amount of total credits will be communicated to each family. When the meet fees invoice for the next season are developed, the total due will be reduced by the amount of the credits. For example, if a family works 5 shifts over all meets and the amount per shift is \$100 then they would have a \$500 credit on their account. If the following season meet fees for their gymnast is \$1,000 then their invoice will total \$500.

## **3. Gymnasts Leaving the Gym with Account Balances**

If a family is leaving Roswell after the current season and has a credit balance, they can request a check from the Treasurer for the total amount of the credit. To receive the payment, the family must be in good financial standing with both RGBC and the City of Roswell.

## **4. How Many Shifts Can be Worked**

For each meet, the initial signup will be limited to 1 shift per family to allow all families the opportunity to work a meet and earn credits. If there are shifts remaining after the initial phase of signups, there will be an email to the membership letting them know that they can sign up for a second shift.

IMPORTANT – the total credit for shifts worked will never exceed the total amount paid to RGBC.

## **5. How to Sign Up for Shifts**

At a minimum of 1 week prior to a home meet, membership will receive an email with links (via SignUp.com) allowing them to sign up for one of the available shifts.

## **6. Early Access for Optional Gymnasts Families**

Given the difference in costs for Optional versus Compulsory families, the Board may designate one home meet as priority for Optional families. In these cases, only the

Optional families will be allowed to work meet shifts. If not all shifts are taken prior to the meet, the remaining shifts will be made available to Compulsory families.

#### **7. Gymnasts Working Shifts**

Any gymnasts of other child that is 17 years of age or older can work any shift for a meet as long as they meet the requirements. Please read the requirements for the position as it may involve food pickup/delivery, heavy lifting, etc. depending on the position. Any shift worked by a child will count towards the maximum allowed shifts for a family.

Gymnast that are between 15 and 17 years old are ONLY allowed to work a Timer/Awards shift. These shifts will also count towards the maximum allowed shifts for a family.

#### **8. Roswell Gym Employees Working Shifts**

If there are open shifts for a home meet available within 48 hours of the meet beginning, these shifts will be made available to coaches and other staff of Roswell Gymnastics.

If a coach is also a parent of a gymnast at Roswell and performing a paid function for the meet, he/she may not also sign up to work shifts as a parent. If there are open shifts 48 hour prior to the meet, the coach may only then sign up for any available shifts.

**By accepting the role of a Manager, you agree to the following guidelines regarding the Manager discount. Should you resign or leave your position prior to the end of the fiscal year, your discount will be forfeited. At that time, if any discount is to be given, it will be at the discretion of the board, taking into consideration time served and work completed.**

**Please sign below to acknowledge that you understand your managerial discount will be forfeited should you not fulfill the responsibilities or the entire competition season.**

**Name**

**Committee/Position**

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