

TEMECULA VALLEY GYMNASTICS ASSOCIATION
POLICIES AND PROCEDURES
July 1, 2009

This document outlines the policies and procedures for Temecula Valley Gymnastics Association, a 501(C) (3) non-profit California corporation whose primary purpose is to foster amateur gymnastic competition. TVGA's fiscal year runs from July 1 through June 30.

A. TVGA MEMBERS IN GOOD STANDING:

To be considered a member in good standing a TVGA member must:

1. Be current with their membership dues or alternative payment plans established with the Treasurer
2. Have no other outstanding financial obligations to TVGA
3. Have participated in TVGA's mandatory fundraisers including but not limited to California Classic
4. Have fulfilled their committee requirements

B. MEMBERSHIP DUES/ASSESSMENTS:

All team gymnasts will be assessed yearly membership dues by TVGA to cover costs incurred by TVGA. Some of these costs would include but not be limited to coaches' meet fees, coaches' travel, gymnast meet entry fees, USAG membership, awards banquets and trophies, and all costs associated with the administration of TVGA. Each gymnast will be assessed in accordance with the level at which they will compete during the assessed year. All members will be required to pay a one time, non-refundable, new membership fee.

C. PAYMENTS:

Membership dues will be due the 1st day of the billing schedule and considered delinquent after 15 days. At that point, a \$10 late fee will be charged. An additional \$10 will be charged every month thereafter until the balance is paid in full or other payment arrangements are made. It is strongly recommended that any payment be made in the form of a check or money order. If member pays in cash, they must contact the treasurer and be issued a receipt.

For the convenience of the members, each of their dues will be billed in accordance with the following schedule:

1. COMPULSORY (GIRLS LEVELS 4-6) - \$975, 3 payments

Billed July 1 - delinquent after July 15 - \$325

Billed August 1 - delinquent after August 15 - \$325

Billed September 1 - delinquent after September 15 - \$325

Members who participated in TVGA's 2008-2009 fundraising events will receive a credit of \$150 to their last payment. Final payment to be \$175.

2. OPTIONAL GIRLS/LEVEL 5 BOYS AND UP - \$1575, 6 payments

Billed July 1 - delinquent after July 15 - \$265

Billed August 1 - delinquent after August 15 - \$265

Billed September 1 - delinquent after September 15 - \$265

Billed October 1 - delinquent after October 15 - \$265

Billed November 1 - delinquent after November 15 - \$265

Billed December 1 - delinquent after December 15 - \$250

Members who participated in TVGA's 2008-2009 fundraising events will receive a credit of \$150 to their last payment. Final payment to be \$100.

3. LEVEL 4 BOYS' TEAM - \$1075, 4 payments

Billed July 1 - delinquent after July 15 - \$270

Billed August 1 - delinquent after August 15 - \$270

Billed September 1 - delinquent after September 15 - \$270

Billed October 1 - delinquent after October 15 - \$265

Members who participated in TVGA's 2008-2009 fundraising events will receive a credit of \$150 to their last payment. Final payment to be \$115.

4. ELITE GIRLS

Billing will be determined based on USAG schedule. Members will be billed in eight (8) installments, November – June, with final payment due prior to culminating meet. Members who participated in TVGA's 2008-2009 fundraising events will receive a credit of \$150 to their last payment.

5. PRE-ELITE/HOPES

Once determined that Elite/Pre-Elite/Hopes assessment applies to a gymnast, they will be responsible for Elite assessments PLUS the entry fees to Optional meets in which they compete. If a gymnast competes both a JO season and an Elite season, they must be current on their Elite assessment, as well as their JO meet entries, in order to be entered into the JO State, Regional, or National Meets. This would normally apply after the first year in which the gymnast was responsible for Elite assessments. Billing to be determined – See Section J. of this document.

If membership dues are not current and the member has not made alternative payment arrangements, the gymnast will not be allowed to compete until their account is current. Payments to bring an account current three days prior to departure of a travel meet, or the start of a local meet, must be made **in cash** or money order. No checks will be accepted.

Alternative payment arrangements for families in need will be considered on a case by case basis. All payment arrangements must be paid in full prior to Girls' Compulsory Sectional, Girls' Optional State, Boys' State, and Elite Classic meets. TVGA will not incur any competition costs on behalf of any gymnast who is not a member in good standing.

ALTERNATIVE PAYMENT ARRANGEMENTS MUST BE MADE IN WRITING TO THE TREASURER.

D. USAG/NATIONAL COMPETITION:

TVGA is committed to sending all qualified gymnasts to one USAG National/Championship competition PER FISCAL YEAR. However, in fairness to the entire membership, only those members in good standing will be funded by TVGA. TVGA will be responsible for coaches' fees, coaches' airfare (if applicable), and gymnasts' meet entry fees and airfare (if applicable). All qualified gymnasts' airfare will be booked by the Level Director or reimbursed up to the amount of the airfare set by the Director. Gymnasts must be a member of TVGA for a full year prior to a National meet in order to receive funding for that meet. If they have not been a member of TVGA for one full year, the member is responsible for all the fees and travel expenses for both gymnast and coaches that are involved in attending the National/Championship meet.

TVGA will be responsible for 25% of the hotel expenses for each gymnast, up to a maximum of \$200 per gymnast. In addition, TVGA will pay Banquet fees for each gymnast (if applicable) at the National/Championship meet.

E. COLLEGE BOUND MEET:

The College Bound Meet will be supported by TVGA for members in good standing as directed by the SCEGA coaches. Individual gymnasts attending the College Bound Meet will be responsible for their entry fee and travel expenses. TVGA will be responsible for paying coaches' fees and expenses up to \$1500 maximum. In the event that the cost exceeds \$1500, those gymnasts attending the meet will divide the expenses.

F. REFUNDS:

TVGA has a *no refund policy*. If money is paid in advance above and beyond yearly membership dues, those monies may be returned to the member upon written request to the Board.

G. INJURY POLICY:

If a gymnast is injured and not expected to compete for the entire season and TVGA has not incurred any meet expenses on their behalf, a written letter must be submitted to the Treasurer to be considered for the \$500 injury assessment during the 2009-2010 season.

In the event the gymnast has been on an injury assessment but is able to compete in later meets, parents will be responsible for the entire membership dues for the entire year.

If the gymnast who is expected to compete is injured or sidelined by illness for three (3) or more consecutive meets, the member may submit a written request for all meet entry fees that TVGA is able to recover, with the exception of Sectional, State, Regional, and National meet entry fees.

H. RETURNED CHECKS:

All checks that are returned for any reason are subject to a \$25 fee. The fee plus the amount due of the returned check are due and payable within 15 days of notification by TVGA's treasurer. All amounts due must be paid in cash or by money order. If two or more of a member's checks are returned for any reason, that member will be placed on a cash basis for one year.

I. MEMBERS IN ARREARS:

For members who are in arrears on any financial obligations to TVGA and have not made alternative payment arrangements the following steps will occur:

1. A letter, phone call, and/or email from the Treasurer
2. A letter from the Board stating what actions will be taken if a member's account is not brought current
3. A \$10 late fee will be assessed each month until the account is current
4. The member is considered a member not in good standing until the account is current

J. GYMNAST COMPETES AT TWO DIFFERENT LEVELS DURING TWO SEPARATE SEASONS:

If a gymnast competes at two different levels, in two competitive seasons (i.e., competes level 6 compulsory in the fall and then competes level 7 in the winter), the member will be assessed at the level for which the majority of the competitions occur. The member will be responsible for the other competition level entry fees, coaches' fees, and travel expenses, both for the coach and gymnast on a meet by meet basis. Meet entry fees will be due at the time of entry. Coaches' fees will be billed at a later date.

Elite/Pre-Elite/Hopes gymnasts who are responsible for the Elite assessment will pay the entry fees only to the JO meets in which they compete. Elite gymnasts will be allowed to receive funding for only one (1) USAG National or Championship meet per the fiscal year. See Section C. 5 of this document.

K. GYMNAST JOINING:

A gymnast who joins the club after July 1st, and plans to compete sometime during the current assessment year, will be billed retroactive from July 1. A gymnast who joins after July 1, and is not going to compete during the current assessment year will be assessed \$500 per year.

As in all of the above, payment will be considered delinquent 15 days from the date of the billing. The member will be expected to fulfill all committee and participation requirements, the only exceptions being those that have already taken place. **Members who have been a member in good standing and have been a member for one full year will qualify to be funded by TVGA for National/Championship competition, and any TVGA scholarships.**

L. GYMNAST LEAVING:

TVGA has a *no refund policy* when a member commits to a competitive season. If a member leaves the organization their account will remain active for 6 months. When a TVGA member leaves the organization with a credit on their account, they may request a transfer of the monies in their account to another team member's account. This request must be in writing stating to whose account the monies should be transferred. At the end of the 6th month, if a transfer designation has not been made all funds in that member's account will be transferred to TVGA General Fund.

M. COMMITTEE RESPONSIBILITY:

In addition to paying membership dues, each member is required to serve on a TVGA committee. *Failure to do so will result in a \$500 fine.* Committee assignments are made at the start of each fiscal year, or when a gymnast joins the club. Non-participating families will receive a bill, which is due at the date of the billing and considered delinquent 15 days thereafter.

N. MANDATORY FUNDRAISERS:

TVGA conducts mandatory fundraisers throughout the year. Members are required to participate in designated mandatory fundraisers, including the CA Classic. *Failure to do so will result in a \$500 fine.* Fundraisers will be announced at the start of each fiscal year. Members can opt to buy out of committee responsibilities and mandatory fundraisers by submitting in writing the intent to do so to the TVGA Board. This should be submitted by July 1 or the beginning of their membership. The buyout amount is \$1000 for the 2009-2010 year.

O. GENERAL MEETING POLICY:

TVGA will hold two (2) general meetings per year. The meeting dates for 2009-2010 are:

January 13, 2010 and June 2, 2010

Members unable to attend these General Meetings will be fined \$25 per meeting.

P. MEMBER COMMUNICATION

Primary member communication will be made by email and the gymnast's file. Members are responsible for maintaining accurate email addresses on file with TVGA and checking gymnast files on a weekly basis. If a member does not have access to email, it is their responsibility to contact TVGA and check the gymnast's file weekly for updated information.

Q. BANQUET:

An annual banquet is hosted by TVGA. TVGA provides the meal for the gymnasts who are in good standing and for the team coaches and their spouses. Other family members are invited, but are responsible for their own meal costs. Participation awards are also provided for all gymnasts who are members in good standing. The Banquet Chairperson and the Board of Directors will determine the date, time, and place of the banquet.

R. FUNDRAISING GUIDELINES:

TVGA encourages all members to identify new avenues for fundraising. All new fundraising activities must be brought to the fundraising committee chairperson. The fundraising committee chairperson will then bring the recommendation to the Board of Directors. Any fundraising opportunities approved by the Board must meet the guidelines established by the fundraising committee.

S. INDIVIDUALS SEEKING OUTSIDE DONATIONS:

Parents may seek and secure outside sponsorship for TVGA. All monies donated will be held by TVGA and disbursed to the designated team program at the discretion the Board, minus 10% to be held by TVGA. Any group receiving donations is responsible for the accounting of their funds.

T. EXPENSE & REIMBURSEMENT PROCEDURES:

All expenditures need to be approved by the Board of Directors unless a specific budget is approved. If working from a budget all expenditures must stay within the budget amount. The Board must approve expenses over the budgeted amount.

Request for reimbursement for TVGA related expenses must be submitted within two weeks after the event. Requests must be submitted on the TVGA reimbursement Request form with attached receipts. Committee heads must sign forms. Forms are available from the Treasurer.

VERIFICATION OF RECEIVING TVGA'S POLICY AND PROCEDURES and MEDIA RELEASE

I/We have read and received a copy of the TVGA Policy and Procedures and accept those procedures. Furthermore, I understand that after July 15, 2009 for Elite, Optional girls, Compulsory girls and the Boys' team, I am responsible for the entire amount of my gymnast's 2009-2010 membership dues and that there are **NO REFUNDS**.

PUBLICITY AND MEDIA RELEASE

All team gymnasts attending SCEGA sponsored events must sign this form. Participants in SCEGA events are sometimes photographed and videotaped for use in media outlets as well as SCEGA promotional events.

In consideration of being allowed to participate in any way in the *Southern California Elite Gymnastics Academy* athletic sports program, related events and activities, the undersigned acknowledges, appreciates, and agrees that:

I authorize SCEGA to have my gymnast's name and picture released for publication by TVGA for use on the SCEGA and TVGA websites and other media outlets including yearbook, SCEGA video, newspapers, magazines, and television broadcasts.

I understand and agree that these video, film and/or print images may be edited, duplicated, distributed, reproduced, broadcast and/or reformatted in any form and manner without payment of fees in perpetuity.

This is to certify that I, as parent/guardian with legal responsibility for this participant have read and consented to the terms listed above and sign this waiver voluntarily.

Member's Name (Print) _____

Member's Email (Print) _____

Gymnast's Name (Print) _____

Gymnast's Level _____

Member's Signature _____ Date: _____

**PLEASE RETURN SIGNED FORM TO BEV FRETHY'S FOLDER
IN THE TOP DRAWER OF THE FILE CABINET BY
JULY 15, 2009**