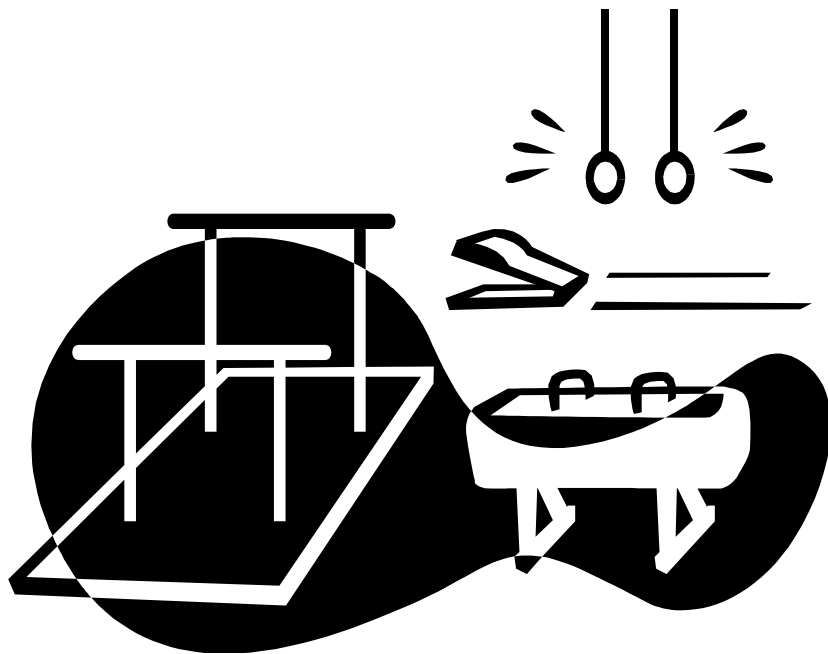


HAYDENS GYMNASTICS BOOSTER CLUB TEAM HANDBOOK

2009 - 2010



Dream It... See It... Achieve It...

**4300 Evans to Locks Road
Evans, Georgia 30809
706-868-0608**

www.haydensgym.com

Welcome!

Welcome to the Haydens Gymnastics Booster Club and to the world of competitive gymnastics! Whether you are a new gymnast or a returning gymnast, we are glad you are here. We want to do all we can to make this a wonderful and successful experience for every gymnast and their family. Family involvement is the key to the success of your gymnast and to the success of the organization.

Those who demonstrate an adequate level of strength, flexibility, and coordination are selected from the recreational program and invited to join a competitive team. If your son or daughter has been chosen, this means he/she possesses some unique athletic ability that would give him/her the opportunity to represent Haydens International Gymnastics Academy in competition. Gymnastics is one of the most challenging sports in the world, as it demands an unparalleled level of fitness, precision, strength, flexibility, agility, courage, focus, discipline, and commitment. Alongside its challenges, gymnastics offers some of the most exhilarating and rewarding experiences available for a young athlete. Competitive gymnasts learn valuable tools that benefit all aspects of their lives, such as goal-setting, discipline, focus, hard work, determination, time management, respect, and teamwork. We applaud your child's achievements and hope this is an enjoyable year for all.

The purpose of this handbook is to familiarize you with the HGBC, the team requirements and competitive gymnastics. Please take the time to read the handbook. We hope it will answer many of your questions. The members of the HGBC Executive Board are always available to help you, so please feel free to contact them regarding your questions.

The Booster Club Overview

The Haydens Gymnastics Booster Club (HGBC) is legally incorporated in the state of Georgia. It was organized to foster and support the athletes of the Haydens International Gymnastics Academy competitive program set forth by the program director and coaches. Specifically, the booster club is used to facilitate the billing and payment of costs associated with the competition outside of the scope of instruction by the Haydens Gymnastics program.

As a parent of an active team gymnast, membership in the HGBC is automatic and no membership dues will be charged. An active team member is defined as a gymnast who has been chosen by the program director and coaches of the Haydens International Gymnastics Academy to participate in the current competition season and whose parents have signed an agreement acknowledging their commitment and financial obligation.

The HGBC Leadership

The Executive Board is a group of elected volunteer parents who have agreed to act as the governing body of the HGBC. They will organize and conduct the business affairs of the club and make decisions consistent with the Articles of Incorporation and By-laws as in its judgment may be necessary to support the gymnastics competitive program. These parents serve on a volunteer basis and receive no special privileges or compensation for their time and efforts, which are numerous, time consuming, and even tedious at times. Your support, patience, and understanding are appreciated. If you feel the Board is not living up to its mission, you may present your concerns in writing and in person at a Board meeting. If you can not openly discuss your concerns with the board, please refrain from negative discussion. We are all here to work together and would like to foster a positive environment for our children.

Team Parents are volunteer parents that are invited to board meetings to provide insight and opinions from their team members on HGBC activities. They are non-voting members of the HGBC Board. They also carry information back to their teams regarding upcoming events. The Team Parent will promote activities among the team participants that encourage and support the team relationship (dinners after meets, goody bags, group hotel arrangements, etc...). They will serve as a liaison between the coaches and the participants if needed. They are a valuable resource to you so get to know your Team Parent.

The Special Events Coordinator is also a non-voting member of the HGBC Board. This person is responsible for coordinating charitable/community involvement events that have been chosen by the Executive Board. This person will also be coordinating the end of the year banquet. He or she will be recruiting assistance from the participants of the HGBC so keep these events in mind and don't forget to volunteer your time.

The Travel Coordinator is a non-voting member of the HGBC Board. This person is responsible for coordinating travel arrangements for the coaching staff. He or she will work closely with the Treasurer to ensure arrangements are made in a timely manner and that they meet the travel guidelines set forth by the HGBC Board.

The Program Director, Meet Director and coaching staff of Haydens International Gymnastics Academy are not a part of the HGBC and do not make decisions on their behalf. If you have questions regarding the financial or business decisions of the HGBC, please direct them to the HGBC Executive Board.

Communications

The HGBC Executive Board believes that communication is the key to a successful program. We work very hard to get important information out to everyone that may need it. We have numerous methods of communicating information to parents and gymnasts. **E-mail is our primary source for information.** We will also utilize our website, your gymnast box, the information board, team parents, meetings, and newsletters. It is up to you to obtain information by whatever means is easy for you. It is absolutely critical that you stay current on what is happening in the program.

E-Mail

Our primary source for information will be through e-mail. Your current personal information including your e-mail address must be provided to the Corresponding Secretary. Ann Kotas will hold that position for the 2009 – 2010 season. If you have not completed the form updating your current information, please contact her as soon as possible at akotas@bellsouth.net so you will be added to the distribution list. It is your responsibility to check your e-mail for the most updated information including meeting times, fundraiser information, meet information, e-bills, etc... All bills for future payments will be e-billed monthly. This is a new procedure so please be aware. We are utilizing e-mail in an effort to cut down on costs.

Website

Our current website is www.haydensgym.com. You will find HGBC information under the Booster Club tab at this website. Meeting times, fundraiser information, meet information, schedules, etc... will be available. Our by-laws and handbook will also be posted should you need to refer to it. There is a discussion board that requires you to register for participation. This allows you to post and view comments pertaining to current topics. Parents and gymnasts are encouraged to participate.

Gymnast Box

Each team gymnast is assigned a box at the gym. Hard copy information from the gym and the HGBC is placed in these boxes. Gymnasts are reminded to take home this information after each practice. Some information is time sensitive so this is very important. Parents may check their gymnast's box to obtain its contents.

Team Parents

Team Parents are a liaison between the team participants and the HGBC. They attend meetings and provide important information to the team participants. They will serve as a liaison between the coaches and the participants if needed. They are a valuable resource to you so get to know your Team Parent.

General Meetings

The Executive Board will hold four quarterly general meetings. Two of these meetings will be held in conjunction with the Christmas party and the Awards banquet. We will hold additional meetings if deemed necessary. All meetings will have a specified date, time, and place. Notice of these meetings will be sent to all participants via e-mail, as well as being posted on the information board in the gym at least one week prior to the meeting. These meetings are designed to inform parents of the HGBC activities.

Newsletters

Newsletters will be produced quarterly and will be distributed via e-mail. One will also be posted on the information board and on the website.

HGBC Fee Structure Overview

The HGBC serves its participants by collecting fees directly associated with the cost of competing in a single season. These costs include but are not limited to a non-refundable administration fee, competition entry fees, coach's fees and expenses, USAG fees, uniforms, choreography/music costs, and banquet costs. All funds collected will be deposited into a general fund; however, each gymnast will be assigned an individual escrow account. Think of this account as your gymnast's individual savings account for his or her competition fees. You will only pay for the costs your gymnast incurs as well as their equal portion of shared expenses (ex: coaches fees). Much of this money is collected in advance so that we can pay for items and entry fees in advance. This ensures that your gymnast is able to compete in each meet for the season he or she is eligible.

Budgets are planned and payments are estimated as closely as possible, but please remember these numbers are ESTIMATES. Actual costs may be different from what is estimated for many reasons. Competitions may be added or cancelled. Travel expenses may increase or decrease based on the economy, IRS reimbursement regulations, etc... Actual expenses are not known until well into the competition season. You will need to pay your estimated budget fee each month. Your fee structure will vary depending on the level your gymnast is competing. Fees will be billed from May through November of each competition season. A ten dollar late fee will be applied to your account if payment is received after the 15th of the month. You will be refunded any money not used at the designated refund time. Your refund may be applied to the following season's fees. **Please remember that if your fees are not current by August 1st, your gymnast will NOT**

compete. If your family is experiencing a financial hardship, you must present this information in writing or via e-mail to an Executive Board member. We will then set up a meeting with you to discuss the situation. The Executive Board will handle each case on an individual basis and all information will be kept strictly confidential.

Payments made by checks to the Booster Club account should be made payable to HGBC (Haydens Gymnastics Booster Club) and placed into the Booster Club box just to the left of the front desk. Please include your gymnast name and team level on all checks to the HGBC. **PLEASE DO NOT PUT CASH OR MONEY ORDERS IN THE BOOSTER BOX FOR ANY REASON.** We will **NOT** be responsible for any cash or money orders left in the box.

Administrative Costs

As with any program, there are costs associated with running the program. These may include printing, website fees, insurance fees, incorporation fees, tax filing fees, and special events (Christmas party) needs. To cover these costs, a non-refundable fee of **\$90.00** per gymnast will be collected. This fee is included in your first payment.

Competition Entry Fees/Coaches Fees and Expenses

The Haydens Gymnastics Program Director and coaching staff carefully consider and decide which competitions each team will participate in during the season. Entry fees must be paid for in advance of the actual competition date. Once the competition has been selected, the HGBC pays the required competition entry fees to ensure that all teams are properly entered. The entry fee is subsequently deducted from each gymnast's escrow account.

It is important to remember that if your team has planned to enter a competition and is unable to compete for any reason for example; illness, injury, or schedule change, the entry fees are not refundable. This is also true of an individual gymnast. Competition entry fees are paid in advance and are non-refundable. As long as your gymnast remains on an active team roster, you are responsible for payment of entry fees for your gymnast.

Coach's fees are a charged based on the number of sessions each coach attends each day. These fees are also based on the number of years experience your coach has. The expenses they incur as a direct result of accompanying their teams to competitions are also paid. These include mileage with reimbursement based on current IRS regulations, accommodations, and a per diem food allowance. All of these costs are shared costs and are equally divided among the gymnasts. That being said, these fees are subject to change each season depending on the number of gymnasts chosen for a team.

Estimated Meet Expenses:

Compulsory - \$775.00

Optional - \$1,100.00

Boys - \$1,100.00

USA Gymnastics Fee

Haydens International Gymnastics Academy is a club member of USA Gymnastics, the sole national governing body for the sport of gymnastics. The national headquarters is located in Indianapolis, Indiana. USA Gymnastics meets are designed to protect the gymnast, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no gymnast shall obtain an unfair advantage over another.

Athlete membership is required for participation in any USA Gymnastics sanctioned event. Athletes pay an annual registration fee of **\$53.00**. The benefits of this membership are listed below.

- Secondary insurance coverage at USA Gymnastics sanctioned events.
- A subscription to USA Gymnastics Magazine. This is the official magazine of USA Gymnastics featuring personality profiles of U.S. gymnasts, training tips, coverage of major competitions, information on gymnastics camps, the latest in merchandise, and more! (NOTE: you only receive those issues that are published during your membership period)
- 10% discount on apparel and merchandise sold through USA Gymnastics.
- USA Gymnastics Membership card.
- Member decal.
- Discounts on congresses and educational courses for athletes 15 years and older.

Membership is valid for one competitive season. The competitive season begins August 1 and ends July 31. We will begin our registration process June 1st and the absolute deadline will be June 15th. This will ensure our gymnasts are registered and our cards received prior to the beginning of the competition season. USA Gymnastics has a normal processing time of 3-4 weeks from the date they receive the registration information in their office. We will receive our membership cards in 6-8 weeks. **There is no pro-rating of membership fees. All fees and memberships are both non-refundable and non-transferable!**

USA Gymnastics operates a comprehensive website that is an invaluable resource for gymnasts, parents, and coaches. Visit the site at www.usagymnastics.org.

Uniforms

Haydens International Gymnastics Academy requires competitive uniforms for all team gymnasts. New uniforms are purchased on a two year design cycle. The exception is the Girls Level 7-10 Competitive Leotards. These are purchased each year. In 2009, we will be ordering new leotards, warm up suits and gym bags for compulsory and optional girls. New jerseys, shorts, long pants, warm up suits, and gym bags will also be ordered for the boys. The HGBC will be collecting this fee in order to ensure all uniforms will be ordered in a timely manner.

Estimated Cost:

Girls Compulsory and Optional - \$350.00

Boys - \$300.00

Choreography/Music Costs

Energetic, exciting, and competitive routines are typically created by Tanya Hayden for the Level 7-10 gymnasts. Assessment of optional level gymnast capabilities, required tumbling, and preferences in musical/performance styles are all taken into consideration when creating the best choreographic routine for each gymnast. This fee is non-refundable.

Estimated Cost:

Floor and Beam Choreography - \$275.00

Floor Only - \$250.00

Floor Music - \$125.00

Travel Expenses

Parents are responsible for their gymnast's transportation expenses to and from competitions up to and including Regionals. Hotel accommodations may be necessary, depending upon the time and location of the competition. As your gymnast advances in level, they may attend competitions that require plane flights and several nights of stay.

Banquet Costs

Each year the HGBC will host an end of the season banquet. This is an opportunity to reward the gymnasts for all of their hard work during the season. The coaching staff is usually present and awards are given to each of the gymnasts. This is also our opportunity to provide the coaches with an end of the year gift to show our appreciation for their efforts and support of our gymnasts. The estimated cost of the banquet, awards, and coaches gifts will be evaluated in December and the cost shared by all of the gymnasts on the active rosters. The estimated cost is **\$30.00** per gymnast.

Haydens International Gymnastics Academy Fees

There are fees directly associated with the gym (i.e. monthly tuition, annual registration fees, etc...). They may be adjusted at the discretion of the program director. Please contact Haydens International Gymnastics Academy at (706) 868-0608 if you have questions regarding these fees. The HGBC is a separate entity and has no bearing on these fees.

Fundraising

We recognize that participation in a competitive gymnastics program is a large financial commitment and can be stressful on a family budget. Numerous fundraisers are organized during the competition year. These include the sale of special items (i.e. corporate advertising, candy, pasta, etc...) and participation in activities to raise money (i.e. friends and family, car washes, bake sales, yard sales, etc...). The sole purpose of these fundraisers is to assist in the reduction of the financial obligations of each gymnast. **PARTICIPATION IN FUNDRAISING IS STRONGLY ENCOURAGED BY ALL.** NCAA prohibits the application of funds to the account of an individual gymnast. All funds raised will be applied to the general fund and at the end of the year will be disbursed to each gymnast equally thus reducing the program costs for each gymnast.

Fundraising profits belong to the HGBC. Although they may reduce the amount a gymnast may be required to pay, a gymnast's departure from the program before the end of the season will revert any fundraising profits to be re-distributed among the remaining members in the program. Gymnasts leaving the program before the season ends are not entitled to any refund of money raised from fundraising activities.

Gymnasts Joining Later In The Season

When a gymnast joins later in the year, immediately there is a large amount of money due. In order to minimize the financial impact to the family and still allow us to meet commitments to vendors/meet fees, gymnasts who join after June 30th will have 30 days to catch up on their booster club payments. The first half, 50% of the balance due as of the date they join the team, will be due immediately. The second half, 50%, must be paid the following month. They will need to pay any monthly payments due in between those two dates and all other future payments on time as well.

Departure From The Team

It is the responsibility of the member to notify both the Haydens International Gymnastics Academy and the HGBC in writing of the intention to withdraw from the program and the effective date of the withdrawal. The letter of commitment signed by each family is for a full year of gymnastics and includes the total financial obligation for the year. Verbal

notification to any board member, coach, or team mom is not sufficient. The withdrawal notification should be placed in the HGBC box to the left of the desk. If there is no date on the notification, we will assume the date is when we physically receive the note. It is important that you understand the financial implications of the withdrawal.

- **Cutoff Date:** July 31st is the cutoff date for being able to receive an immediate refund of any money paid into the HGBC by the parent. The exceptions to this include the USAG fee, the administrative fee, choreography/music fees, uniform fees, and any meet fees that have been paid in advance. You have been included in the numbers of gymnasts on the team. You will remain responsible for shared expenses even though you have left the team.
- The dismissal of a gymnast is solely at the discretion of the program director and coaching staff of Haydens International Gymnastics Academy. Anyone who leaves or is dismissed is responsible for all remaining debts and any legal fees which may be incurred by our attempts to collect valid charges.

The policies and procedures of the HGBC are designed to foster and protect the team, not the individual. Your gymnast's departure from the team should not mean that costs to those left behind increase. The HGBC does reserve the right to vote on special circumstances where a gymnast is injured during practice or competition and a doctor has deemed it unsafe for him/her to continue competing for the remainder of the year.

Important Note

Unfortunately, we are on occasion placed in the very uncomfortable and difficult position of having to approach parents regarding missing or late payments. It will also be uncomfortable and embarrassing to your gymnast to be removed from the competition roster because accounts have not been kept current. Be aware that YOU are responsible to ensure that your gymnast's account is kept current or that you have petitioned the Executive Board for financial hardship consideration. There are numerous ways to find your gymnast's account information. **The primary source for this information will be e-mail.** In general, statements will be e-mailed on the 1st of each month. Payments are due upon receipt. If payments have not been received by the 15th of the month, a \$10 late fee will be added to your account. If it is the 1st of the month and you have not received your statement, it is your responsibility to proactively find out what you owe. **Payments must be made on time. Please keep in mind that if your account is not current as of August 1st, your gymnast will not compete.**

Please understand that late payments mean we cannot order specific items for you when we do the bulk order. Yours will have to be ordered separate when funds are available. Keep in mind this may result in a price change and you will be responsible to pay full shipping costs. You should also consider that the item may not be available in time for competitions. In addition, entry fees cannot be paid for your gymnast if we do not have the funds to cover it.

There have been occasions that a check has been returned to us for insufficient funds. A \$25.00 fee will be charged to your gymnast account should this happen. This is embarrassing for our treasurer and for you. Please do not wait for us to approach you for a returned check. You are usually notified by your bank and know that your check was returned before we do. Please be proactive and call us as soon as you discover the check was returned so that we can work together and resolve the issue.

Gymnast Conduct

1. All gymnasts are expected to attend all scheduled practices. If for any reason it is impossible to attend a practice, please notify the coach as soon as possible. A message may be left at (706) 868-0608.
2. Gymnasts must report any outside activities to their coach. If this activity conflicts with the workout schedule, this matter will need to be discussed.
3. Gymnasts should attend 100% of their required training sessions. Attendance will be taken and less than 80% attendance will require evaluation of the gymnast to remain in the level she was placed. Decreased attendance reduces the rate of progress and competition readiness.
4. No talking back to coaches, eye rolling, etc...
5. No unkind or vulgar language directed to fellow gymnasts or coaches.
6. No unsportsmanlike conduct directed toward fellow athletes. Remember gymnastics is an individual sport, however, it is very much a team sport and we should support our team members and friends.

Parent Conduct

1. Please make every effort to have your gymnast at practice on time.
2. Encourage good diet and sleeping habits.
3. Make only positive remarks about your gymnast and others. The greatest contribution you can make to your gymnast's progress is to be a loving, supportive parent.
4. Volunteer as much as you can. Our success is largely due to the time and energy of involved parents.
5. Leave the coaching to the coaches and give them the support they need to help them do their jobs better.
6. Communicate with your child's coach. You can learn about your gymnast from each other. If there is a problem that cannot be resolved, please see either Dennis or Tanya Hayden.
7. Provide guidance for your children, but do not pressure them. Instead assist them in setting realistic goals for participation.
8. Emphasize fun, skill development, and other benefits of sports participation, such as: cooperation, competition, self-discipline, and commitment.

9. Show interest in their participation, attend competitions and ask questions to better understand skills you don't know.
10. Provide a healthy perspective to help understand success and failure. Reward effort rather than results.
11. **Don't gossip!** All parents are expected to be advocates of the Haydens International Gymnastics Academy and should set an example for others to follow. Bring your concerns and criticism to the coach and refrain from airing your comments inside the gym. This is also true of the HGBC. All concerns should be brought to the Executive Board and discussed openly. Gossip among the members often results in hard feelings and negative attitudes. This greatly impedes our progress and is detrimental to the overall health of the program.
12. Parents are not permitted at practices, except the last 15 minutes of each practice and the last week of each month. Please abstain from coaching and commenting during any training session.

Meet Conduct

1. Realize that detailed information regarding your gymnast's competition session is usually not available until the week prior to the actual meet date. Do not call the host gym for information. Please contact the team parent or your team coach for meet information.
2. Arrive at gym at least 15 minutes prior to designated warm-up time.
3. Parents are not permitted on the gym floor during meets. This could result in disqualification of the gymnast or entire team. If there is a problem regarding the child that the coach cannot handle, they will come find you. If you have a question about the results of the meet, please wait until after the entire meet before approaching your coach. **Never** approach a judge or meet official!
4. Look relaxed, calm and positive and energized when watching your child compete. Your attitude influences how your child feels and performs.
5. Try to enjoy yourself at competitions. Your unhappiness can cause your child to feel guilty.
6. Make friends with other parents at competitions. Socializing can make the event more fun for you.
7. Only coaches can determine the competitive readiness of the athlete. The coach may scratch an event at any time prior to or during a meet.
8. Gymnasts are expected to stay with the team at all times during warm-ups and competition. A gymnast is not allowed to go to the stands at any time during the meet.
9. A gymnast is expected to stay through awards. **Do not leave until the Team receives Team Awards.**
10. All gymnasts must wear their team warm up when receiving awards. Gymnasts who cry due to their performance will be sent to the restroom to collect themselves. If necessary, the gymnast will be scratched from the rest

of the meet if they cannot control their emotions. Everyone makes mistakes and must learn from them and move on to the next event.

11. Good sportsmanship is a priority and all gymnasts and parents are expected to display good sportsmanship at all times. Never talk negative about another gymnast or team during meets.
12. At no time, at no gym, are Haydens Gymnast Team Members allowed to tumble or go on equipment after the meet is over.

We hope you have taken the time to go through this handbook carefully. We have attempted to compile information on a variety of subjects so that you will better understand the operation of the HGBC, responsibilities and privileges of its participants, and the operation of the competitive program. If you have any questions that are not answered here, please feel free to contact any of the Executive Board members and they will be happy to assist you.

Both parents and guardians of each gymnast must sign the acknowledgements below and return it to us for our files. Please place them in the payment drop box attached to your initial Booster Club payment. Remember, by signing this agreement you acknowledge your commitment and financial obligation to the HGBC.

Thank you in advance for your cooperation and commitment. We are looking forward to a great year!

I have read the Haydens Gymnastics Booster Club Team Handbook for the 2009 – 2010 season. I fully understand the duties, responsibilities and privileges of the membership for the parents, as well as gymnasts.

Gymnast's Name _____ Team Level _____

Parent or Guardian _____ Date _____

Parent or Guardian _____ Date _____

I understand it is the responsibility of the member to notify both the Haydens International Gymnastics Academy and the HGBC in writing of the intention to withdraw from the program and the effective date of the withdrawal. Failure to complete the withdrawal process could result in continued charges and may directly affect the amount of a refund, if any, I may be eligible for.

Parent or Guardian _____ Date _____

Parent or Guardian _____ Date _____

I understand that by signing below, I accept responsibility for the total financial obligation for all expenses incurred for my gymnast for the year. Should I withdraw my gymnast, all remaining debts and any legal fees which may be incurred by the HGBC's attempts to collect valid charges remain my responsibility.

Parent or Guardian _____ Date _____

Parent or Guardian _____ Date _____