



PARENTS HANDBOOK

1. VIRGINIA YOUTH SPORTS BOOSTER CLUB OVERVIEW

The Virginia Youth Sports Booster Club (VYSBC) is a non-profit organization that was formed to create a “booster club” to support the financial needs of the competitive sports programs at Youth Sports, Virginia Training Center Gym. The group elects officers, meets regularly, and organizes contributions of time and labor to support its competitive programs. All teams at YOUTH SPORTS, VIRGINIA TRAINING CENTER, must follow and abide by the governing fundraising rules of the Virginia Youth Sports Booster Club (VYSBC)

The most important reason for the VYSBC is fund raising. It is estimated that as parent or guardian of a competitive team member, you will spend in excess of \$2,000 per year for uniforms, meet participation fees, registration fees and other expenses in participating in the competitive sports program at Youth Sports, Virginia Training Center Gym. This is IN ADDITION to the tuition you pay at Youth Sports, Virginia Training Center Gym. In order to defray these required expenses, and make it possible for kids of all economic backgrounds to follow their dreams/desires to compete in a top rated competitive sports program, the booster club arranges and stages fund raising efforts throughout the year. Fund raising efforts help the VYSBC earn money to offset the expenses. This handbook provides you with information about the VYSBC, your obligations associated with the VYSBC, and the by-laws of the VYSBC. In short, it gives you an understanding of why the VYSBC exists and why 100% participation in fund raising and or VYSBC committees is essential to make our booster club successful.

1.1 Mission of the VYSBC

The mission of the Virginia Youth Sports Booster Club (VYSBC) is twofold:

- to enhance the competitive sports programs at YOUTH SPORTS, VIRGINIA TRAINING CENTER, through volunteer support and;
- to assist competitive athlete’s families in defraying the costs of participation in the competitive program

The families of the VYSBC are the bloodline to team activities sponsored by YOUTH SPORTS, VIRGINIA TRAINING CENTER and the VYSBC, and contribute money or participate in fund raising to cover expenses above and beyond the standard tuition fees imposed by YOUTH SPORTS, VIRGINIA TRAINING CENTER.

1.2 Youth Sports, Virginia Training Center/VYSBC Relationship

YOUTH SPORTS, VIRGINIA TRAINING CENTER Inc. is a registered corporation in Virginia, whose primary business is conducting sports program classes and competitive teams for all ages of children. YOUTH SPORTS, VIRGINIA TRAINING CENTER offers a wide range of activities that includes recreational and competitive gymnastics, cheerleading, jump rope and sport aerobics and is a member of the United States Gymnastics Association (USAG)., USA Jump Rope (USAJR), Mason Dixon League and the Amateur Athletic Union (AAU) Youth Sports Center offers a highly competitive sports programs starting with beginning levels and advancing through elite levels of competition. Currently YOUTH SPORTS, VIRGINIA TRAINING CENTER has approximately 140 team members. The VYSBC is a separate and distinct entity from YOUTH SPORTS, VIRGINIA TRAINING CENTER. However, fostering a strong relationship between the VYSBC and YOUTH SPORTS, VIRGINIA TRAINING CENTER is paramount to the success of both organizations. Matters dealing with fund raising and the operation of the booster club are the responsibility of the VYSBC. Matters dealing with all of the athletics, gymnastics, jump rope, cheerleading and sport aerobics programs are the responsibility of YOUTH SPORTS, VIRGINIA TRAINING CENTER.

2. ORGANIZATION OF THE VYSBC

The VYSBC consists of the board of directors, level representatives, committees, and general membership. This section describes the roles and responsibilities of each organizational entity.

2.1 The Board of Directors

The Board of Directors is composed of officers filling the roles of President, Vice President, 2nd Vice President, Treasurer, Financial Secretary and Secretary. The Board of Directors is composed of Youth Chairman Representatives. The Youth Chairman Representatives can either be elected or appointed by the Board of Directors. Other member(s) can be voted onto the Board by the membership. Each Board Member will have one vote on the VYSBC board. The Board of Directors may also include one or more advisors representing interested parties to the activities of the VYSBC.

President: The President is responsible for the overall operation of the VYSBC, and is the primary interface to YOUTH SPORTS, VIRGINIA TRAINING CENTER gym. The President will ensure that the Bylaws are maintained and followed. If necessary, he/she will work to modify the Bylaws. Working with YOUTH SPORTS, VIRGINIA TRAINING CENTER and the Treasurer, the President will establish the operating budget for the coming competitive season. He/she must ensure that all committees are chaired and staffed, and are executing their responsibilities, and obtaining the expected results. The President is a designated co-signer of checks written on behalf of the VYSBC.

Vice President: The Vice President will fill in for the President in their absence. In the event that the President cannot fulfill their duties, the Vice President can assume the role of President. The Vice President will also oversee the activities of the Fund Raising Committee and ensure that all other committees are chaired and functioning properly.

2nd Vice President: The Second Vice President will act as a liaison between the YOUTH SPORTS, VIRGINIA TRAINING CENTER and the Board of Directors. This position will ensure that all policies and directives adopted by the Board are in alignment and are compliant with gym policies and procedures. Additionally, it will act as a subject matter expert addressing specific questions of the Board or providing guidance and insight. This position is appointed by YOUTH SPORTS, VIRGINIA TRAINING CENTER and is not an elected position.

Secretary: The Secretary is responsible for keeping the minutes of the meetings (both annual membership and Board), ensuring that notices of meetings are issued in the proper timeframes, all business correspondence is conducted; maintain a mailing list, email list and roster of all parents and guardians (the membership). In addition, the Secretary maintains or delegates updating of the Parents Handbook, and is the historian of all VYSBC material. The Secretary prepares and can sign correspondence as requested.

Treasurer: The Treasurer is responsible for developing the annual operating budget, reporting on budget compared to actual on a monthly basis to the Board and providing a summary to the membership, as well as issuing an end of year statement on the closing of the books. In addition to the reports, the Treasurer is to ensure that the financial records are reconciled and are forwarded to the club accountant. The Treasurer is permitted to sign checks and is required to obtain a second approved signature on all checks exceeding \$100.00. All appropriate documentation (such as receipts) must be collected and maintained for all expenses paid. The Treasurer will be held personally liable for all funds under his/her responsibility. To ensure the accountability and integrity of financial records, the Board will appoint someone among the membership to conduct a periodic audit or records and reports.

Financial Secretary: The Financial Secretary is responsible for creating all financial reports for the Treasurer. This includes reporting on budget compared to actual on a monthly basis to the Board and a summary to the membership, and creating an end of year statement on the closing of the books. In addition to the reports, other duties include the billing for all fees owed to the VYSBC, the collection of those fees and ensure that all bills are paid on time.

Team Youth Chairman: A Team Youth Chairman will be elected for each competitive team at YOUTH SPORTS, VIRGINIA TRAINING CENTER which includes a Boys Gymnastics, Girls Gymnastics, Gold Team Gymnastics, Sport Aerobics, Cheerleading and Jump Rope chairperson. The Team Youth Chairman is responsible for the operation of the individual sports directors and will ensure that each team follows the rules and guidelines set by the VYSBC. Each Youth Sports Chairperson will have one vote on the VYSBC board.

2.1.1 Board Procedures

Terms for Board Members: Board members will initially be appointed by the management team of YOUTH SPORTS VIRGINIA TRAINING CENTER and will serve a two year term in order to address any issues that may arise as a result of the formation of the booster club. Immediately following the two year term members will serve a one-year term (from July 1 of the current year to June 30 of the following year) or until a successor have been elected. If a Board member is appointed during the fiscal year, their term will end upon the next election.

Elections: Elections will be held at the annual membership meeting. If more than one candidate exists for an office, the voting shall be done by secret ballot. A simple majority is necessary to win an election. Proxies are not permitted.

Special Elections: There is no need for special elections. If vacancies develop during the season, the Board can appoint members to fill those vacancies as per the current Bylaws.

Board Meetings: All Board meetings will be conducted in accordance to the Bylaws. There is at least one annual Board meeting required by the Bylaws. This annual board meeting is generally held immediately after the annual general membership meeting. From time-to-time the Board will hold other meetings as necessary to conduct the business of the VYSBC.

VYSBC Annual Meeting: The VYSBC annual meeting will cover the following agenda items:

- to discuss the previous and upcoming seasons;
- to present the budget and dues assessment packages for the upcoming year;
- to elect members to the Board of Directors;
- to plan and commit to summer activities (generally fund raising and social events);
- to discuss any issues or concerns from the general membership.

Following the standard “Roberts Rules of Order”, various topics are placed before the membership for discussion and voting, while ensuring all communications are both courteous and respectful. As required by the Bylaws, a simple majority of the membership must be in attendance for any binding votes to take place. Meeting minutes are kept by the Secretary and published after the meeting. A summary of Roberts Rules of Order is attached to this handbook.

Attendance at the VYSBC Annual meeting by the VYSBC membership is mandatory.

Other VYSBC Membership Meetings. Due to the size of the club, the number of families involved, and the expenses to be managed, additional meetings may be requested by the Board.

Agenda items for these meetings will generally include:

- review of open actions from the previous meeting;
- presentation of the budget and cash outlay reports to date;
- recommendation and voting on any changes to the budget;
- review of completed, in process and planned fund raising activities;
- discussion of any concerns or issues from the general membership.

Attendance at these meetings is mandatory, unless otherwise announced by the Board.

2.2 VYSBC Level Representatives Each competitive level may have at least one Level Representative, with “Level” meaning the rated competitive level of the athlete. The primary function of the Level Representative is to help facilitate communication – between the Team Youth Chair and families for items such as opinion solicitation for new fund raising activities, to assist committee chairs in obtaining time commitments for activities, and to ensure that unusual or special events are made known to the membership. Level Representatives have also historically coordinated the creation and delivery of goody bags for the meets during the season, and all sectional, state and regional meets.

Level Representatives can also be members of the Board of Directors, if so voted by the VYSBC membership. The number of the Level Representatives will vary depending on the number of competitive levels represented on the competitive team each year.

2.3 VYSBC Committees Participation within the VYSBC committees is critical to the success of meeting our goals and objectives. As a member of the VYSBC you are encouraged to take an active role in one or more of committees. There are several standing committees that form the heart of the VYSBC organization, as well as provide the ideas, organization and execution of fund raising.

2.3.1 Fund Raising Committee. The Fund Raising Committee is tasked with the oversight of all activities surrounding fund raising. The Fund Raising Committee is responsible for budget and records review of the Treasurer’s records, and tasked with maintaining the tax-exempt requirements of the VYSBC. The Fund Raising Committee, chaired by the Vice President, seeks and appoints volunteers from the general VYSBC membership to chair and participate on its sub committees, which may change from year to year. Examples of fund raising opportunities are listed below.

- Car Wash
- Corporate Sponsorships
- Raffle
- Vending Machine

Summertime for the athletes means learning new skills and new routines, in preparation for the upcoming competitive season. Summertime for the VYSBC provides a head start in fund raising efforts, to be in position to offset the many expenses that will occur as the meet season gets underway.

2.3.2 Committee Chairs for YOUTH SPORTS, VIRGINIA TRAINING CENTER Hosted Meets. The YOUTH SPORTS, VIRGINIA TRAINING CENTER hosted meets are traditionally one of the VYSBC’s most successful fund raising events of the year. There is a considerable amount of planning that takes place to sponsor a competitive meet. YOUTH SPORTS, VIRGINIA

TRAINING CENTER and the VYSBC have agreed to host and sponsor at least one (5) meets during the regular meet season – the Youth Sports Challenge (girls meet) , the Presidents Day Meet (boy’s meet), AAU Virginia Open (Jump Rope Meet), the USA Jump Rope Regional Championships, (Jump Rope Meet) and the Gold Team Meet. (Mason Dixon League Athletics) Additionally, in the past, YOUTH SPORTS, VIRGINIA TRAINING CENTER has been asked by the various organizations to also host a state and/or sectional meet.

Every VYSBC member is expected to participate in any YOUTH SPORTS, VIRGINIA TRAINING CENTER sponsored meet. The VYSBC membership donates time to perform meet planning, and labor to ensure the set-up, running, and take down of the meet enables a smoothly executed, safe and fun event for the athletes. Committees are formed to cover all aspects of the meet, including set up, score runners, judge’s hospitality and other efforts. A list of sub-committees required for meet execution are listed below

- Decorating
- Judge’s Food / Hospitality
- Coach’s Food
- Athletes Registration
- Scoring
- Judging (Jump Rope)
- Set up/take down
- Concessions
- Timers, runners, squad leaders (timers are parents, runners and squad leaders are athletes)
- Maintenance, trash removal and bathroom patrol
- Crowd control
- Certificates
- Goody Bags

2.3.3 Nominating Committee. It is the responsibility of the Nominating Committee to recruit a slate of potential officers for the up coming year. This slate of officers should be completed and submitted to the membership prior to the Annual meeting.

The Board solicits volunteers from the VYSBC membership to serve on the Nominating Committee, and appoints the committee approximately 2 months prior to the VYSBC Annual Meeting. The nominating committee has three (3) members, as per the Bylaws.

2.3.4 Social Committee. Social activities foster communication, relationships and strong team spirit for the competitive athletes and their families. Several sub committees are formed by the Social chairperson on an as needed basis.

2.3.5 Construction and Repair Committee. As needed, this committee organizes the membership to assist YOUTH SPORTS, VIRGINIA TRAINING CENTER in installing new equipment, repairing existing equipment and improving facilities at YOUTH SPORTS, VIRGINIA TRAINING CENTER.

2.4 Communications. The Board of the VYSBC is the primary vehicle to assure that the VYSBC operates efficiently and effectively, and therefore any suggestions, issues or concerns should be brought to the attention of the VYSBC Board.

Note: YOUTH SPORTS, VIRGINIA TRAINING CENTER is a separate entity from the VYSBC – any communications about VYSBC efforts should be brought directly to the attention of a Board member, and not to or via YOUTH SPORTS, VIRGINIA TRAINING CENTER. Conversely, any specific issues or questions about the coaching, evaluation or progress

of an individual should be brought directly to the attention of YOUTH SPORTS, VIRGINIA TRAINING CENTER.

E-Mail is the primary mode of communication between the VYSBC and its members. Additionally, the VYSBC will provide information via the athlete mailbox. The VYSBC will publish periodic communications to keep the membership informed of the results of any activities to date upcoming projects and activities, a general status of the budget, and other information that would be useful to the membership. YOUTH SPORTS, VIRGINIA TRAINING CENTER, from time to time, will also contribute information to the VYSBC communications. Youth Sports clients' information and e-mail addresses must be blind copied to the membership and may not be used for any other personal/commercial purposes. At no time may the membership be broadcast copied by e-mail.

The VYSBC will work with YOUTH SPORTS, VIRGINIA TRAINING CENTER to create and update a confidential team roster which contains e-mail accounts, phone numbers, and other useful information to facilitate communications. A phone tree will be established to assist in disseminating information. The phone tree is run by the Level Representatives. Typical communications may include: reminders to the membership of an upcoming meeting, information to plan and coordinate participation in fund raisers and to pass along news of interest to the membership as needed. At the beginning of the competitive season, the Secretary and the Level Representatives will develop the phone trees. All E-mails sent to Youth Sports, Virginia Training Center Clients, must be copied to the e-mail of Paul Feciura at JBCcoach@aol.com.

3. VYSBC FINANCIAL OVERVIEW

As with any corporation, the VYSBC has expenses (i.e., costs) and revenues (i.e., incomes) as well as an approved budget. The VYSBC goal for fund raising is to raise enough money to cover required expenses and costs associated with the competitive program.

3.1.1 Revenue (Income). The revenues or income are generated from various fundraising activities conducted throughout the year. There are several sources of revenues currently established that attempt to cover all expenses of the competitive program. The Fund Raising Committee, with its various sub committees, is responsible for identifying revenue making opportunities, sponsoring the activity, and ensuring the fund raising efforts meet or exceed the goals set each season. The Vice President of the VYSBC is responsible for ensuring all fund raising efforts are executed as planned, and works closely with the Treasurer to ensure revenues adequately cover expenses. One hundred percent (100%) participation is needed in all activities to be successful at fund raising. Sign-up sheets are utilized to track participation.

Examples of revenue generating activities are listed below:

- Corporate Sponsorship Banner (Advertising) – YOUTH SPORTS, VIRGINIA TRAINING CENTER has provided display space on the walls above the floor exercise mat to display banners advertising areas businesses and services. These banners, approximately 3x4 feet each, are sold by the VYSBC to generate revenues for the booster club.
- Meet Concessions (YOUTH SPORTS, VIRGINIA TRAINING CENTER hosted meets) – at YOUTH SPORTS, VIRGINIA TRAINING CENTER hosted meets, the VYSBC generally takes the opportunity to sell food and drink for revenue generation.

3.1.2 Expenses (Costs). Expenses are pre-approved and contained within the yearly VYSBC budget. As expenses are incurred, receipts or other appropriate documentation are required if a VYSBC member arranges for or pays for an item that is to be reimbursed.

In addition to monthly tuition paid to YOUTH SPORTS, VIRGINIA TRAINING CENTER for each competitive athlete, the following are the typical required costs for participation in the program:

- **YOUTH SPORTS, VIRGINIA TRAINING CENTER Athletics Registration Fee** – each competitive team member must register with YOUTH SPORTS, VIRGINIA TRAINING CENTER no later than July 1st and Jump Rope September 1st for the upcoming competitive year. This annual registration fee provides insurance coverage for gym practices and is mandatory even though the athlete is likely already covered by a family insurance policy.
- **USAG/USAJRF/AAU Membership Fee** – each competitive athlete must complete the required registration form with YOUTH SPORTS, VIRGINIA TRAINING CENTER at the beginning on each competitive year (usually paid by July 1st). The form must be accompanied by the membership fee payable to Youth Sports, Virginia Training Center. The registered athlete may receive sport specific publications, and a limited injury insurance policy for meet competitions. Obtaining memberships are mandatory even though the athlete may already be covered by a family insurance policy.
- **Choreographers Fees (optional level athletes only)** – optional level and Gold team athletes will have a floor routine that is especially arranged for them by a choreographer. A separate fee is charged for the music and the routine. The fee is set by the choreographer and is paid directly to him/her. Normally an athlete uses this music for two years. If the athlete leaves YOUTH SPORTS, VIRGINIA TRAINING CENTER, her rights to the routine and music are forfeited.
- **Competitive Meets / Meet Fees** – competitive meets are usually scheduled from October through September, and are generally held on weekends (with an occasional weekday (holiday) meet scheduled). The coaching staff will determine which meet(s) the athlete will attend. Each meet has a registration fee that is paid by the athlete, ranging from \$40 to \$100 per meet. Depending on athletes “readiness” or injury, YOUTH SPORTS, VIRGINIA TRAINING CENTER may choose to include or exclude an athlete from a meet, or from events within a meet. This fee may be covered thru the VYSBC for all members. Gold Team members pay one fee at the beginning of the season to the Mason Dixon League for all prescribed meets. All members of the team participate in all of the meets. The meets run January – May. This fee eligible to be covered thru the VYSBC for all participating members.
- **Competitive Meets / Coaching Fees** – each coach attending the competitive meet is paid for his/her time per meet session. YOUTH SPORTS, VIRGINIA TRAINING CENTER determines the number of coaches that will attend each meet session, basing this decision on meet session schedules, session overlap and number of athletes.
- **Competitive Meets / Coaches Travel & Living** – each coach attending the competitive meets is reimbursed or advanced for travel, lodging and meal costs. Travel could include mileage or airfare if applicable. Guidelines for travel, lodging and per diem / meal reimbursement are provided to the coaches and budgeted accordingly.
- **Competitive Meets / Uniforms** – each athlete is required to purchase and wear the designated competition uniform. Typically, the uniform is changed every 1-3 years, at the discretion of YOUTH SPORTS, VIRGINIA TRAINING CENTER. Uniforms are usually ordered in July.
- **Dance** – athletes have the option of purchasing dance instruction from a certified dance studio that YOUTH SPORTS, VIRGINIA TRAINING CENTER arranges for onsite instruction. Dance is a critical component of the floor routine. Dance is an optional expense, arranged directly with YOUTH SPORTS, VIRGINIA TRAINING CENTER.
- **Other Expenses** – the parent/guardian of the competitive athlete can expect to spend additional monies on goodie bags, travel and meals. These expenses are, of course, optional to the parent/guardian making the purchase.

3.1.3 VYSBC Budget. The VYSBC financial obligation will vary depending on the approved budget for that competitive season. Each member will be given notice as to the planned financial obligation and it will be discussed at the membership meeting usually conducted at the beginning of the fiscal year. The membership votes on the proposed budget, and agrees to be obligated by the approved budget.

Each year, the VYSBC consolidates a budget of expenses and expected revenues, and sets fund raising targets and a spending plan to ensure all obligations are met. The membership of the VYSBC approves the budget each year, accepting or rejecting each expense item proposed for the year. By accepting expense items, the VYSBC membership agrees to cover the approved expenses, either by direct contribution, or fund raising efforts. In the case where adequate funds are not available to cover such expenses, parents will be required to pay the difference.

No VYSBC member has the authority to overrun the expense item budget without prior approval from the Board, and will be held personally liable for any unapproved overruns.

If an expense budget item appears to run the risk of being overrun, the Board itself has the authority to approve the overrun if the overrun is less than \$100, and the total amount of Board approved budget overruns does not exceed \$500 cumulative in a given year. If the cumulative budget overrun exceeds \$500 in a year, any other overruns must be approved by the VYSBC membership.

While the VYSBC makes every attempt to capture all expected expenses for a year, from time to time changes must be made to the budget. The Treasurer, working closely with the other officers and board members, identifies all requested changes (in writing) from the Board, committee chairs, and other VYSBC members and presents them for general membership approval.