



Operating Rules And Procedures

A. Covered Expenses

1. Administrative costs of OGBC
2. Meet and clinic entry fees
3. Coaches travel costs for meets and clinics
4. Coaches meet stipend and meals
5. Education

B. Sources of Funds

1. All revenues for the operating budget will be deposited in the General Fund. The sources for these funds will be member dues, fundraisers, donations, and corporate sponsorships as defined below.
2. Member Dues – Voting members of the OGBC shall pay annual dues, which will be determined based on the OGBC administrative costs and the competition budget submitted to the Governing Board by Olympia Gymnastics, Inc. The competition budget will be estimated to cover meet entry fees, coaches travel expenses, meet stipends and meals.
3. Fund Raisers – Events where funds are raised for deposit into the General Fund or individual accounts, as determined prior to each event.
4. Corporate Sponsorships – Funds consist of donations or grants by corporations to OGBC.
5. Donations – Donations made by individuals to OGBC.

C. Dues Payment Schedule

1. Dues payments will be made in at least three installments. Payment due dates will be determined by the OGBC board. All payments will be due by December 1st unless otherwise noted by the OGBC board. All members are required to pay their monthly dues either by cash, check, participation in Individual Fundraisers (examples: pizza kits, cookie dough, etc.) or by any combination thereof.
 - A late fee of \$20.00 will be assessed for members in arrears; and the gymnast will not be able to participate in meets, clinics, and social activities. If special circumstances arise, presentation may be made to the Governing Board for review.
2. All monies raised from activities which are designated as Group Fundraisers (example – meets, sponsorship, Lottery) will be deposited directly into the General Fund. None of these monies may be used to offset monthly dues payment.
3. Booster dues may only be reduced under the following condition. 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. If this is done, the booster dues will be reduced by the estimated fees for the event. If an unbudgeted event is added during the competition season, additional booster dues may need to be collected to pay for the event.

D. Participation:

1. All competitive levels, to be determined each year by Olympia Gymnastics Academy, must participate in the following Standing Committees or Competitive Committees (per family):
 - a. Ways and Means
 - b. Travel
 - c. Social
 - d. Public Relations/Newsletter
 - e. Competitive Committees:
 - i. Awards
 - ii. Computers
 - iii. Concessions
 - iv. Decorations
 - v. Floor/Layout
 - vi. Goodie Bags
 - vii. Hospitality (Judges/Coaches)
 - viii. Programs
 - ix. Raffle/Merchandising

You must sign up for these committees (based on availability), or the OGBC Board will assign you to a committee(s). The number of committees required by members to participate in will be determined each year by the Board. All members, regardless of level, are encouraged and welcome to volunteer their efforts in any club activity. If necessary other Standing Committees or Competitive Committees could be added.

2. All members are required to contribute a specific amount determined by the operating budget considerations each year, directly into the general fund by participating in booster club sponsored fund raising activities or by cash contributions.
3. All competitive levels, to be determined each year by Olympia Gymnastics Academy, are required to participate in all OGBC sponsored meets. The members in this category will be required to work as many meet sessions as is necessary to successfully operate the meets. The number of required work sessions will be determined each year by the Board. The number of sessions required may also be reduced by volunteer efforts of those non-competitive level members. All members are encouraged to volunteer their efforts to make the meets successful.

E. Guidelines for Payment of Coaches Fees and Gymnasts Travel Costs

1. The Governing Board will establish guidelines for the rates of pay for coaches' fees, mileage and meals. The guidelines will be published as a statement of policy for expenditure of funds.
2. The Travel Committee will determine reasonable costs for travel meets. A travel meet will be determined by the Director of Competitive Gymnastics for Olympia Gymnastics, Inc. The gymnasts' travel expenses are the responsibility of the family and must be paid within 2 weeks of notification.
3. OGBC will pay the entry fees and travel expenses that are exclusive to any gymnast that qualifies for and participates in the national championships.

F. Reduced Terms of Membership

1. Members who join OGBC during the competitive season and those who leave before the end of the competitive season will be evaluated by the Governing Board on a case-by-case basis to determine if a reduction or reimbursement in dues is warranted. If the Governing Board agrees a refund is warranted, the refund will only be up to the actual level of booster dues paid.

G. OGBC Board Waivers

1. Based on position held, each board member will be eligible for a 25% to 100% waiver (of one gymnast) of annual booster dues.
2. Venue Coordinator will be eligible for 100% waiver (of one gymnast) of annual booster dues.
3. In order to modify the waiver values of the OGBC board members a special committee will be formed by the OGBC board but consisting of non-board OGBC members.