

**SUNRISE GYMNASTICS ACADEMY BOOSTER CLUB POLICIES
AND PROCEDURE**

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AND PROCEDURE

Board Members 2019-2020

Title	Name & E-mail SGA Boosters SGAgymBoosters@gmail.com	Phone #'s
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Vice President & Fundraising	Open	
Treasurer	Tiffany Tully tullytiff@yahoo.com	419.902.4003
Assistant Treasurer	David Teague davidteague7@gmail.com	517.759.0233
Secretary	Sara Johnson sarajohnson119@msn.com	419.346.6372
Meet Registrar & Coordinator	Joelle Good mog.sunrise@gmail.com	419.324.6667
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Co-Owners	Yusaku Hijioka Kevin & Jessalina Hijioka kevinhijioka@yahoo.com	419.350.2033
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Girls Coaches	Chris Brown t_ohio36@hotmail.com Gail Hodson ghodson@bex.net Molly Green missmollymo2012@yahoo.com Brittany Bonin bbonin07@yahoo.com	
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PURPOSE

The Sunrise Gymnastics Academy's (SGA) booster club, Sunrise Gymnastics Boosters, is a Non-Profit organization that was established in 1982. The Sunrise Gymnastics Boosters organization was granted Federal income tax exemption under Section 501(c)(3) of the Internal Revenue Code in a determination letter that was issued in January 1986. Each and every member adds to the strength and success of this group. Thus, by better understanding its purpose, how it functions and how each member contributes, each member can then add to the future achievements of this organization. The purpose of this handbook is to provide that understanding, by defining Board member positions and duties, and defining the rules and regulations of all business conducted by Sunrise Boosters.

It is important to realize the Booster Club has no say in the policies of the gym or on the progress of your child. Sunrise Gymnastics Boosters are the Boosters, not the owners or the management of Sunrise Gymnastics Academy. Gym policies or other subjects unrelated to Sunrise Gymnastics Booster's objectives will not be discussed at Booster Club meetings. These issues should be discussed with the Coaches or Owners.

This handbook may be revised at any time without notice, at the discretion of, and by a majority vote, of the Sunrise Gymnastics Booster Board.

MISSION

The sole objective of the Booster Club is to serve as a source of encouragement and financial support for the Sunrise Gymnastics Academy competitive teams. Primarily through fees, fundraising, and donations the Booster Club pays all scheduled individual and team fees. In addition, the Boosters pay USA Gymnastics Fees (USAG #) for all eligible team members, provide monies for Coaches' expenses incurred during meets, and supplement banquet or picnic expenses and awards.

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MEMBERSHIP

To be a member of the Sunrise Booster Club you must be the parent or guardian of a current Sunrise Team Member, and complete the Financial Responsibility Acceptance form. (Refer to page 9 for further information on Financial Responsibilities.)

The General Membership (Booster Club) meets at least two times during the year, or as deemed necessary by the Board. Any issues presented at these meetings, unless otherwise stated, require a majority vote of members present.

All gymnasts considered to be on the “team” by Sunrise Gymnastics Academy are subject to booster fees as well as all policies and procedures of the Boosters.

GOVERNMENT

The administration and policy of the Booster Club is under the direct supervision of the Booster Board, which is elected by a majority vote of the General membership prior to the end of the fiscal year. The fiscal year runs from July 1 to June 30. The election of Officers is to take place by the end of May, with the current Officers finishing up their end-of-year business (i.e. outstanding dues) in the month of June. Officers will meet in June to review the end-of-year Treasurer’s report, set the new fee schedule, and schedule the calendar events for the new fiscal year. This is to include scheduling regular monthly Board meetings to best accommodate a majority of the Board.

The Booster Board does NOT schedule any of the upcoming meets that the various team levels will be competing in. The meet schedule is determined by the gym owners and the coaching staff.

The Booster Board is composed of the following elected officers:

Serving One-Year Term, beginning July 1 through June 30:

Secretary

Serving Two-Year Terms, beginning July 1 through June 30:

President – *Term ends in “odd year”*

Vice President – *Term ends in “even year”*

Treasurer - *Term ends in “even year”*

Asst. Treasurer - *Term ends in “odd year”*

Meet Coordinator – *Term ends in “even year”*

(Note- The above officers’ terms have been established so one officer with experience is in position to assist a new officer joining the board. Also a position may be held more than one term if voted in and accepted.)

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The board also has non-voting, non-elected members:

Sunrise Gymnastics Academy Owners

Meet Registrar

- Owners may vote in the case of Board tie and election tie votes. If Owners abstain, then a re-vote is held.
- Any board member that has been recognized as having a conflict of interest will be expected to recuse themselves from voting on any decisions where such a conflict exists.
- When a Board Officer has left his/her Board position, but has not yet completed their full term, the remainder of their term will be filled by voting a new Board member to that position as selected by the remaining Board Members.
- Stipends are awarded to Board Members for their time served on the Board. These stipends towards Booster Fees are credited to the gymnasts' accounts in the month of January. Failure by a Board Member to complete duties may decrease stipend amount awarded to the account (based on discretion of the existing Board Members). The Board has the right to remove said Board Member from office based on failure to perform duties as outlined.
- Stipends are as follows:

President	\$450
Vice President	\$450
Treasurer	\$450
Assistant Treasurer	\$450
Secretary	\$300
Meet Coordinator/ Meet Registrar	\$450
- Voting Board Officers are not required to work at Home Meets with the exception of Meet Coordinators. All non-voting Board members (except Owner) are subject to the same rules as those of the general Booster membership and may be assigned work sessions according to Booster Policies.
- Owners reserve the right to retain a past officer in a "trustee" position (a non-voting position) for one year past his/her term to ensure continuity of the board's direction with newly elected officers. The trustee would receive a stipend of no more than \$50.
- Stipends are non-refundable.

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BOARD OFFICERS AND DUTIES

PRESIDENT (Voting):

The President presides at all meetings. This individual is an ex-officio member of all Booster committees and the official spokesperson at all functions. Responsibilities include coordination of season events and administration of the rules, policies, and principles of the Booster Club.

The President and Assistant Treasurer are responsible for checking the Green Box, on a regular basis, for any Can't Compete forms that may have been placed there. Upon receipt of a Can't Compete form, the Meet Registrar will be notified and the form will be placed on the Meet Registrar's clip for pick-up.

The President or Vice President handles the running of the elections for the year that they are returning and not on the ballot. This includes notifying all members of the newly elected officers and/or committee (if applicable).

VICE PRESIDENT (Voting):

The Vice President assists the president. He/she performs duties of the President in his/her absence. In addition, the Vice President is in charge of all fundraisers. All revenue is to be turned in to the Assistant Treasurer, with a detailed list of all money received matched to the gymnast participating in the fundraiser, with the amount credited to the gymnast stipulated.

SECRETARY (Voting):

The Secretary keeps an accurate and legible account of the proceedings and activities of all meetings, and maintains minutes of previous meetings. In addition, the Secretary conducts all necessary correspondence of the SGA Boosters as requested by the Board as well as keeping and distributing current member rosters. The Secretary publishes notices of all scheduled meetings and posts minutes either electronically or via paper posting in the upstairs viewing area at the gym. Additionally, the Secretary is responsible for managing and updating the team Facebook page and collecting and electronically inputting gymnast paperwork.

TREASURER (Voting):

The Treasurer is responsible for the review and payment of all Sunrise Gymnastics Boosters expenses as well as keeping an orderly itemized ledger and spreadsheet of all income and disbursements within WAVE accounting software. The President and the Treasurer are the designated signers on all bank accounts. In addition, the Treasurer reports at regular meetings and gives a complete annual report in June. A written report is distributed to the General Membership twice yearly.

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This individual plays a major role in establishing and enforcing the budget each year as well as an oversight role in reviewing all fees charged and credits given to team member's accounts. The Treasurer will submit the books to a professional accountant designated by Sunrise Gymnastics Academy Inc. no later than August 31 of each year.

ASSISTANT TREASURER (Voting):

The Assistant Treasurer makes all deposits and maintains all records of incoming monies (accounts receivable) for the individual gymnasts as well as all receipts from fundraising activities, meet concession sales, and meet admissions. These records are reconciled with the Treasurer on a monthly basis. The Assistant Treasurer sends statements to each gymnast/family monthly from September through June. Unpaid fees are reported to the board after several attempts to notify members of a delinquent account. Any money collected from concessions, in the event of a home meet, must be deposited within 2 business days following the meet. The President and Assistant Treasurer are responsible for checking the Green Box, on a regular basis, for "Can't Compete" forms. Upon receipt of a "Can't Compete form" the Meet Registrar will be notified and the form will be placed on the Meet Registrar's clip for pick-up.

**Due to the volume of transactions and to establish a system of segregation of duties for internal control purposes, the Treasurer's position is shared by two people. These individuals work together in order to provide reliable financial records. All monies received are deposited in the name of Sunrise Gymnastics Boosters in a bank approved by the Booster Board.*

MEET COORDINATOR (Voting):

The Meet Coordinators organize work sessions for all home meets and coordinate food contributions for meets held at Sunrise. All money spent is reimbursed by the Treasurer via a check drawn on the Booster checking account. All money received from concessions and records of work sessions are turned in to the Assistant Treasurer. All receipts for expenses are turned in to the Treasurer for reimbursement.

MEET REGISTRAR (Non-Voting):

The Meet Registrar is responsible for ensuring all registration deadlines are met by their respective coaches and communicated to the Treasurer for payment to be made by the payment deadline. The Meet Registrar is also responsible for distributing accurate maps to the meet sites and lists of available hotel accommodations near the meet areas to all participating gymnasts on the registration forms. One copy of each registration form must be kept for the Registrar's records, one copy must be forwarded to the Treasurer to document the

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payment of the registration, and one copy must be given to the coach for reference at the meet.

When a "Can't Compete" form is received, the Meet Registrar will immediately make 2 copies of the form and distribute them to the appropriate coach and the Assistant Treasurer. The Meet Registrar will then attempt to secure a refund for the gymnast's registration fees when possible.

BOOSTER BOARD AND GENERAL MEETINGS

The Booster Board meets monthly to discuss ways to support and encourage and any problems/concerns which affect the best interest of the SGA Booster Club. Others areas of discussion include: Review of finances and budget relating to the amount and payment of competition fees, disbursement of competition fees and money for coaches' meet expenses, fundraising activities, all meets entered by Sunrise gymnasts, the coordination of work schedules and food contributions for all gymnastics meets held at Sunrise, and the planning and carrying out of all social events of the organization.

The General Booster Club Membership meets at least two times during the year or as deemed necessary by the Board. Any issues presented at these meetings, unless otherwise stated, require a majority vote of members present.

A copy of the minutes of all general membership meetings will be posted on the Booster bulletin board located in the upstairs viewing area or sent to the membership electronically. Any questions may be directed to a Booster Board Member. Unanswered questions are reviewed by the Board at monthly meetings and responded to in a timely manner.

Any questions of protocol not addressed in this handbook will follow Robert's Rule of Order.

FINANCIAL POLICY

The Booster Board decides all matters relating to finance. It is the Board's general policy to deposit all money received in the Booster's checking account and to then direct such money so as to appropriately benefit all individual team members.

The Booster Board audits the Booster's books at the end of each fiscal year. It can also audit the records maintained by the Treasurer at any time. A copy of an

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annual financial report as well as the Federal form 990 is available at the end of the fiscal year.

The Booster Board strictly observes and regulates:

1. **Amounts of competition fees due by each team member** – Failure of any team member to remit appropriate fees to the Booster Treasury by the stipulated date could result in that gymnast not being registered in upcoming meets.
2. **Issuance of Financial Responsibility Acceptance Forms** – These forms are issued to all team parents/ legal guardians for the acceptance of appropriate booster fees to be paid by the stipulated dates and are to be signed and deposited in the Green Booster Box located in the upstairs viewing area by the kitchen and **must be turned in with the first Booster payment by the date specified on the form before a child can compete.** *It is the parents' / legal guardians' responsibility to communicate special needs to the Board. Flexible financial arrangements may be made when needed. Contact the Assistant Treasurer or President with questions.*

If the Financial Responsibility Acceptance form and the first payment have not been turned in by the due date, a \$30 late fee will be charged to the gymnast's account. For new team members who join after the season starts, a \$30 late fee will be assessed if the Financial Responsibility Acceptance form and first payment are not turned in within 30 days after the gymnast joins the team.

3. **Home Meet Work Schedules & Food Contributions** – Delegated by the Meet Coordinators. Failure to participate in scheduled work sessions will result in an invoice to the family for the unmet responsibilities in the amount of \$75 for each unmet responsibility.
4. **Fundraising Activities** – Failure of any team member to remit funds collected through fundraising activities to the Boosters' Treasury shall result in that gymnast not being registered in forthcoming meets. See the Fundraising section for details on Fundraising responsibilities.
5. **Coach's expense reimbursement** – Coaches working at a meet submit expense reports to the gym owners for initial review, followed by submission to the Booster Board Treasurer for approval and reimbursement.

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Boosters will reimburse coaches expenses following the guidelines set by USAG and SGA that it is a ratio of 1 coach per 8 gymnasts.

Therefore, if the number of gymnasts competing is 1-8 one coach will be reimbursed. If the team consists of more than 8 gymnasts an additional coach will be reimbursed. If at any time the gym feels that there should be more coaches attending, it will be the responsibility of the gym to pay those fees occurred for the additional coach(s).

BOOSTER FEES

All team members are assessed a fee each competition season. Depending on gymnast level a \$200.00 or \$225.00 non-refundable Booster Commitment Fee is due in the month of August of each season (see fee schedule for specific due date). This covers Booster's start-up expenses, individual registration fee, the team registration fee, and coaches expenses for the first meet of the season. Any person who has not paid this fee by the designated date will not be registered with USAG or may not be registered in upcoming meets. The balance of competition fees are due as designated on the payment fee schedule. Payment fee schedules are distributed on the gymnasts' clips, in the registration folders, and in the online registration packet sent through email.

****Booster fees are completely separate from the instructional fees paid directly to Sunrise Gymnastics Academy and vary based on the level (boys and girls), type of season, and number of meets that each team enters.**

HOW BOOSTER FEES ARE DETERMINED:

These figures include:

- o Last year's team registration fees (fee assessed per meet with 3 or more competing)
- o Last year's coach's expenses by level
- o The estimated number of competitors who are expected to compete at that level.
- o Last year's average individual registration fees through the Spring State meet (each gymnast is assessed an individual registration fee to enter every meet),
- o Miscellaneous costs (varies per year)

The resulting figures are primarily based on historical data and are calculated to closely represent the amount to be expended during the competitive year for a gymnast at any particular level.

If it is found that assessed fees are insufficient, the Board reserves the right to re-assess and set additional fees for any unforeseen expenses incurred during the current season.

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Please note these fees do not include amounts for potential Regional or National meet expenses. Regional and National level meet expenses are funded by the general fund if money is available along with a \$200 fee charged to each qualifying gymnast for each Regional and National meet for which the gymnast was registered.

The Booster Board may assess additional fees (past the amount above) for Regional and National qualifiers should there be insufficient funds in the general fund to cover the expenses for those meets.

WHEN BOOSTER FEES ARE PAID:

A Payment Fee Schedule indicating when payments are due and the amount of each payment will be sent via email when the fall season begins. The amount can be paid online, by check, or you can earn the total amount by participating in annual fundraisers or sponsorships.

BOOSTER PAYMENTS:

All payments (including competition fees and/or fundraisers) **must be made online or with check payable to Sunrise Gymnastics Boosters, with the purpose of the payment and the gymnast's name stipulated on the "memo" line.** This helps ensure proper credit to your account.

Checks for booster club fees, fundraising, etc. are placed in a **GREEN BOOSTER BOX** located in the second floor viewing area by the Kitchen.

WE APOLOGIZE BUT NO CASH OR MONEY ORDERS CAN BE ACCEPTED

YEAR-END CREDIT BALANCES:

If at the end of the year, you have a credit balance in your account, 100% is credited to your account toward the following season's Booster Fees. The credit balance can NOT be reimbursed, transferred, or withdrawn from your account.

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INJURIES/WITHDRAWAL - CREDIT REQUEST:

You ***MUST*** notify, in writing, both the Booster Board and the Gym front office of any injury affecting a registered meet. Forms for notification are available in the front office and at the Green Booster Box. They are labeled “Can’t Compete Form”. Please place all correspondence with the Booster Board in the Green Boosters Box, located in the second floor viewing area by the kitchen. Also, sending an email for prompt notification of injuries or absences allows the Meet Registrars to request reimbursement of fees quickly. If fees are not able to be reimbursed, a credit is not applied to your gymnast’s account. You must follow-up with a phone call to the Assistant Treasurer.

Credits for “Can’t Compete” meets will only be given for individual meet registration fees, if the Boosters have not registered the gymnast for the meet, or are able to secure a refund for the individual meet registration fees for that specific meet. If the cancellation deadline for the meet has passed and a refund is denied, no credit will be applied to the account and all applicable Booster fees remain due.

REFUND REQUEST:

If a member withdraws from Sunrise Gymnastics Academy and feels that reimbursement of fees is a valid request, that individual should submit a letter to the Board stating the circumstances. The Board will then act on each individual request at its monthly meeting. Refunds will only be considered for individual meet fees paid.

WITHDRAWAL REQUEST:

If a member withdraws from Sunrise Gymnastics Academy, the Booster Board **MUST** be notified immediately by completing the BOOSTER WITHDRAWAL FORM and placing it in the GREEN BOOSTER BOX. **Failure to notify the Boosters of the gymnast’s withdrawal from competition may result in the member being fully responsible for all Booster Fees despite the fact that the gymnast didn’t complete the season with Sunrise Gymnastics Academy.**

PAST DUE ACCOUNTS:

Account Review – At the January Booster Board Meeting, all accounts will be reviewed and those accounts that are past due will receive a notice.

Follow-up for Late Accounts – Once an account has been determined past due, the President of the Booster Board will initially call the gymnasts’ parent/guardian to alert the responsible party it is in arrears. An attempt to make

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arrangements to bring the account up to date will be made with a reasonable due date established.

Failure to Pay on Account – Failure to make the payment by the arranged date will result in non-registration of the team member in upcoming meets. The Booster Board also reserves the right to cancel any current registered meets based on the dollar amount past due, and the Board will proceed to the next step in the collection process.

(Statements for past due accounts are mailed by the Assistant Treasurer)

All discussion regarding individual accounts will be held in confidence by all Booster Officers.

FUNDRAISING

As a Tax Exempt Organization, Sunrise Gymnastics Boosters is not able to disburse cash raised through fundraising efforts as a direct cash payment to the individual team member. Team member accounts will be given credit for these funds. Therefore, under no circumstances can these credits be refunded.

IMPORTANT NOTE:

Any fundraising money or materials not turned in within 7 days of the due date for that fundraiser will cause an equivalent charge to your Booster Account. Fundraising charges are not refundable.

FUNDRAISING OPPORTUNITIES/RESPONSIBILITIES

- **CORPORATE SPONSORSHIP**

Corporate sponsorship forms are available to use along with fundraisers and are due by October 31st. Please contact the Booster President for details of the program if needed. There are 3 benefit levels for our Corporate Sponsors that vary based on the donation amount. Paperwork for Corporate Sponsorship is available in the online registration packet that is emailed, in the membership folder and on the Booster website.

- **BUSINESS DONATIONS**

We are also able to accept charitable contributions from local businesses, community organizations, and other interested individuals who wish to donate funds to our amateur sports team.

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If your employer matches donations, please consider making a donation to the Booster Club and ask your employer to “match” your effort. The Booster Club is a 501(c)(3) tax exempt organization.

- **OTHER ON-GOING FUNDRAISING OPPORTUNITIES**

Throughout the season, details of various fundraisers will be posted on the gymnasts’ clips and sent out electronically. Participation is strongly encouraged in order to keep dues as low as possible. Ideas for fundraisers are always welcome – just email the Boosters SGAgymBoosters@gmail.com or drop a note in the green booster box explaining your idea and include your contact information for follow-up.

- **CONCESSION SALES/ HOME MEETS**

The Booster Club works in conjunction with the gym to host home meets. Home meets prove to be a source of income. 100% of concession profits and 50% of the admission receipts goes directly into the General Fund.

HOME MEET OBLIGATIONS

Hosting home meets not only allows the Sunrise gymnasts to compete in familiar surroundings on their own equipment, but also supplies the Boosters with a source of income. The home meets at Sunrise are run by Booster parents with the gym owner serving as Meet Director. These meets are divided into work sessions. All families will be assigned a number of work sessions depending on the number of families in the Booster Club for that season.

You are expected to work at all assigned sessions. (Other adults 18 and over can work in your place.) You must get a substitute approved by the meet coordinator if you will not be able to fulfill your obligation. A team roster will be provided to assist you in finding a substitute for your work obligations. It is your responsibility to find a replacement and notify the meet coordinator of your replacement.

We realize that unexpected events do occur. The Booster Board has the right to request information regarding why a family is/was unable to meet their work obligations. **The Board has the right to review any unmet work obligations and vote on whether a \$75 fee should be assessed in each case of an unmet obligation.**

Meet Work Sessions are assigned as follows:

1. Each family will be contacted by a meet coordinator to sign-up for one of the work stations for the meets.

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2. If you cannot make a work session that has been assigned to you, there will be a team roster available from which you may call a replacement.
3. **If you do not fulfill your work session and do not get a replacement prior to the day of the meet, you will be charged a \$75 fee per session missed.**

Notice may only be given in the case of an unexpected emergency, after which the Board will review the situation and determine if a charge is appropriate.

Work Sessions Assigned for Home Meets:

- ADMISSIONS
- SCORING TABLE – MANUAL SCORE SHEETS AND COMPUTER
- JUDGES' MEALS – Must be homemade, not store bought.
- GYMNAST CHECK-IN / FLOATER / AWARDS
- KITCHEN / SNACK TABLE
- BEAM TIMER
- PROGRAM BINDING
- SCORE FLASHER

Some work assignments require multiple individuals. Specific work assignments are subject to change.

These Obligations apply to all home meets held at the Sunrise Gymnastics facility. Meets held at an external location may utilize different procedures, but all policies regarding work session assignment responsibilities apply to any meet hosted by Sunrise Gymnastics.

IMPORTANT NOTE:

When reporting for a work assignment, parents will report to the kitchen (upstairs in the 2nd floor viewing area) to sign in with the Meet Coordinator. Upon completing the work assignment, the parent will return to the kitchen to sign out. All work assignments last a full competitive session, but may consist of several jobs. Therefore, it is important to check in and out with the Meet Coordinator to make sure all of your assigned jobs are completed prior to leaving. Failure to sign in and out may be considered a partial no-show and charges may apply.

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REQUEST / SUGGESTIONS / CONCERNS

The Board welcomes input. If you have a comment or suggestion, please email SGAgymBoosters@gmail.com or write it down and place it in the Boosters box in the upstairs viewing area near the kitchen. This organization is only as strong as its membership and the contributions each individual makes. The Booster Club always has room to grow. Results of growing unity increase the benefits available to each gymnast. Your idea may help the success of the whole team. Let's have a great season!

**** Stay connected with team happenings on our open Facebook page: Sunrise Gymnastics and/or our closed private Facebook page: SGA Team**

**** TEXT** Get important team messages by texting the number **81010** with the message **@teamsga**

**** If you don't want your child or children's picture and/or name posted to any open social media or promotional use, please mark the area on the Financial Acceptance form****

Revised 7/6/2019