

# COBB CHALLENGERS TEAM & PARENTS CLUB HANDBOOK



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# HANDBOOK AGREEMENT

Dear Gymnasts and Parents,

Welcome to the Cobb Challengers Team and the Cobb Gymnastic Center Parents Club. We encourage each of you to take an active part in the club. Our main goal is to provide the best opportunities for all of our children. Volunteering your time and talents will help the Cobb Challengers continue to improve and grow?

The purpose of this handbook is to explain to members what the Cobb Challengers program is all about and to outline various policies that affect gymnasts and families. Please read the entire handbook so you can become familiar with the functions and requirements of your team and club. If you have questions about the information contained in this handbook, please contact the program director, Christophe Voisin.

Please sign and return, within five days of receipt, the form below, which will be placed in the gymnast's folder. Thank you.

CGCPC Board of Directors

.....  
I have read, understand, and agree to follow the rules and policies of the Handbook of the Cobb Challengers and Cobb Gymnastic Center Parents Club.

Gymnast's Name: \_\_\_\_\_

Parents' or Guardians' Signatures:

\_\_\_\_\_

Date: \_\_\_\_\_

# GENERAL INFORMATION

## OFFICE HOURS

**Christophe Voisin, Program Director and Boys Head Coach**

Monday - Friday: 12:30 a.m. - 4:30 p.m.

## TEAM OVERVIEW

The Cobb Challengers program is a year-round gymnastics training program. Consistent training is needed to progress through the levels. Our program gradually increases the degree of commitment for each gymnast. Emphasis in the noncompetitive and lower levels is on fun and skill development. We believe that learning in a fun atmosphere is important for the young gymnast to develop a love for the sport. As a gymnast progresses, technique is continually stressed and more emphasis on training skills is added. At the optional levels, emphasis is on serious training and preparation for higher levels of competition. At this level more demanding challenges must be introduced to the gymnast, while maintaining an enjoyable atmosphere.

## COACH/GYMNAST RATIO

The ratio maintained for team practice is 1 coach for every 9 gymnasts. The ratio for competitive meet is 1 coach for every 7 gymnasts.

## PARENTS CLUB OVERVIEW

The Cobb Gymnastic Center Parents Club is a nonprofit corporation formed to run the gymnastics program and support the gymnasts financially, physically, and emotionally. The club is run by the Board of Directors, which is made up of officers and board members elected by the parents. The team program is supervised by the program director.

The club is recognized by the Internal Revenue Service and Secretary of State as a 501(c)(3) amateur athletic organization. Because of our nonprofit status, we are required by state and federal law to be open with our records. Club records must be made available to members as required by Georgia law, and our annual information return must be available for public inspection.

The club's fiscal year runs from July 1 - June 30. The Board of Directors presents a detailed annual budget to the membership for approval around the beginning of the fiscal year. Member input is extremely important as this budget serves as our guideline for the year.

## PRO SHOP HOURS

The pro shop is open during some practices and during all home meets. Practice leotards, trunks, grips, and tape are available, as well as other miscellaneous items. Sale of these items helps support the Cobb Challengers. If your gymnast is in need of a specific item at a time when the pro shop is not open, the administrative assistant may be able to set up a time to open the shop for you.

## Calendars

The Cobb Challengers Gymnastics Club operates on a fiscal year that runs July 1<sup>st</sup> through June 30<sup>th</sup> of the following year, Information regarding our scheduled events and activities can be found on the Cobb Challengers website at [www.cobbchallengers.com](http://www.cobbchallengers.com), or on the bulletin board upstairs outside the club office

# HISTORY

Cobb County gymnastics began in April 1971 largely due to Peg Adams, a former coach with Cobb County Parks and Recreation Department. The original instruction was at the Cobb Fairgrounds barn area with the gymnasts at home with nature in the form of all different types of farm animals stabled at the fairgrounds. This unorthodox "gym" was started with nine tufted mats, one set of small parallel bars, and a vaulting buck. From such humble beginnings that might be physically compared with the Nativity story, in one year the gym was able to enter a nine-girl team of 8-10 year olds in Junior Olympic competition.

In the fall of 1973, Osborne Junior High School acquired gymnastic equipment which the county used. Coupled with better equipment and the interest generated by the 1972 Olympics, enrollment in the county program leaped to 130 beginners and 40 intermediates. Also in 1973, Griffin Middle School became a site for Cobb County Parks and Recreation Department gymnastics. In 1974 Floyd Middle School became another site for Cobb County gymnastics.

In the summer of 1975, money became available for two full-time employees, one of whom was to be in charge of competitive teams. From there, the program grew from 300 students and three competitive teams to 1,500 students and ten competitive teams in 1978.

In July 1977 the Cobb Gymnastic Center was built at 542 Fairground Street in Marietta. This facility is a Butler building containing an open area of 8,000 square feet with a tile floor, 40'x40' carpeted spring floor, concession stand, viewing area, offices, and restrooms. Gymnastic equipment now includes uneven parallel bars, balance beams, vaulting horses, high bar, rings, safety and landing mats, and trampoline. In 1985 we added a 3,600-square-foot room for instructional programs handled by the Cobb County Parks and Recreation Department, as well as facilities to train our gymnasts on the harder and riskier tricks necessary to further their levels of competition.

The Cobb Challengers have been the competitive branch of the Cobb County Parks and Recreation Department. Effective October 1, 1985, the Cobb Gymnastic Center Parents Club assumed the responsibility for the competitive programs in cooperation with Cobb County Parks and Recreation, which handles the instructional levels. Team competition is offered at Cobb Gymnastic Center at all competitive levels from beginners on training team to the advanced levels.

The Cobb Gymnastic Center is managed by Hoylene Nobles, supervisor for the instructional gymnastics program offered by Cobb County Parks, Recreation, and Cultural Affairs.

The Club, which is the competitive program, is run by the Board of Directors. The teams and coaching staff are supervised by the Program Director, Christophe Voisin.

# OUR COACHES

## **CHRISTOPHE VOISIN - PROGRAM DIRECTOR AND BOYS HEAD COACH**

Christophe has been with the Cobb Challengers program since 1987. He is a native of Paris, France, and is a graduate of the University of Paris-VII with a degree in business administration. He competed in France for ten years and was on the junior national team for two years. Christophe was awarded third place at national competition.

Christophe holds membership in USAG, AAU. He is certified as a meet director and men's judge. His goal is to make sure every child is challenged to his or her fullest potential and is successful at their level of competence. Christophe feels that it is important for the children to have fun and enjoy what they are doing. He states, "The biggest reward is coaching a child from the earliest stage of gymnastics and watching that child grow and develop as an elite gymnast and as a good citizen."

# TEAM TRAINING RULES AND POLICIES

## ATTENDANCE POLICY

Attendance is of utmost importance in order to gain the full benefit of gymnastics instruction. Gymnasts are expected to attend all scheduled practices for the entire practice period. Promptness is an absolute must. Important stretch and warm-up exercises take place at the beginning of practice.

If a gymnast will miss a practice, will be late for practice, or must leave practice early, you are expected to inform the coach or call and leave a message in the gym office. While attendance is emphasized by the coaches, if a gymnast is too ill, they should not be sent to practice. In the case of injury, please contact the coach for assistance in determining whether your child should attend. They may be able to work with the child in ways that will not affect the injury.

In the event of inclement weather, practice will be cancelled when the Cobb County schools are closed. However, if conditions improve later in the day and the coach feels practice is possible, the coach will notify the team parent. **PRACTICE IS NOT CANCELLED DUE TO NORMAL SCHOOL HOLIDAYS, TEACHER WORK DAYS, ETC.** Always call the gym for final practice determination at (770) 528-8477.

## TRANSPORTATION AND PICK-UP

Transportation to and from the gym is the responsibility of the parents. Gymnasts must be picked up promptly at the end of practice. Parents should come into the gym to pick up the gymnast. We cannot allow the gymnasts to wait outside to watch for their ride. This is to ensure the safety of the child. They may stand inside the door and watch for you.

If a coach must stay with a child 15 minutes or longer after practice has ended for the evening, a \$10.00 fee will be charged to the parents.

## DRESS AND APPEARANCE

1. Girls: Leotard and trunks must be worn to every workout. Do not wear the competitive leotard to classes. Bike shorts are allowed. No loose shorts are permitted.
2. Boys: T-shirt with shorts or sweat pants.
3. Hair must be pulled back if shoulder length or longer. Shorter hair should be clipped away from the face.
4. No jewelry should be worn to practice or competition.

## BEHAVIOR

1. No misbehavior or improper language will be tolerated. All coaches follow a similar discipline procedure as follows: 1<sup>st</sup> infraction - verbal warning given; 2<sup>nd</sup> infraction- gymnast must sit out for 30 minutes; 3<sup>rd</sup> infraction- gymnast's parents will be telephoned.
2. Socializing should only be done during scheduled breaks or before and after practice.
3. No gum chewing during practice or competition.
4. No team member is to be working out on any equipment without a coach's supervision. There will be no somersaulting or aerial tricks to be practiced with other gymnasts as spotters.
5. Overall, be nice! Whispering and secrets have no place in the gym. Helping each other and working together is what it's all about.

## PARENT/COACH COMMUNICATION

Communication is a vital part of any organization. For any problem that concerns the gymnast and practice, go to your coach first! Please arrange to meet with the coach before or after practice. If this cannot be done, please leave a message in the office, and the coach will get back to you. Parents must not interrupt coaches during workout or during classes.

For the following information, contact the team parent: travel or hotel arrangements for an away meet, party plans, and problems that might affect any member of the team.

## EXTENDED ILLNESS/INJURY POLICY

An injured gymnast should attend practice during their scheduled times for conditioning unless the physician has indicated that the child is unable to condition during the recuperation period. Gymnasts who are injured and are conditioning are expected to pay full monthly tuition. A child who is unable to condition as indicated by their physician may pay one-half the monthly fee to hold their place on the team until they are able to return to regular practice or conditioning. Parents of injured gymnasts remain responsible for their club obligations, such as working home meets, etc.

Extended illness will be dealt with on a case-by-case basis, depending on the illness and capabilities of the gymnast.

## DRUG AND ALCOHOL POLICY

It is the coaching staff's position that drugs, tobacco, and alcohol have no place in athletics. It is the club's goal to provide a drug-and-alcohol-free environment for our gymnasts. Any gymnast found to be using drugs, alcohol, or tobacco on gym property, at any away meet, or any Cobb Challengers function may be terminated from the program.

## WITHDRAWAL FROM THE CHALLENGERS PROGRAM

A minimum of a two-week written notice of any plan to leave the program is required. Financial obligation will continue for two weeks after the written notice is received. If more than a two-week notice has been given, then payment must be made through the last practice which the gymnast attends.

The club will keep an "open-door policy," meaning that gymnasts are always welcome to return to our program as long as they remain in good standing. Good standing is achieved by having no outstanding debt to the club, following all of the guidelines as stated in the handbook, and maintaining the good name of the club at all times.

## MISCELLANEOUS

1. The first week of each month is set aside for parents to observe practice. Parents are asked not to stay during other practice times unless working on club business.
2. Parents should not yell across the gym floor while any team is practicing. This could cause a gymnast to lose their concentration and result in injury.
3. At no time should a parent attempt to coach or push a child. That is what the coaches are here for.
4. Parents are responsible for their other non-team children at all times when at the gym or at a meet.

# PARENTS GUIDELINES

To have a successful program, there must be complete understanding and cooperation among parents, gymnasts, and coaches. The progress your child makes depends a great deal on this relationship. With this in mind, the following guidelines are suggested for parents to help benefit their child's gymnastics experience.

1. If parents can offer insight on their child that will enable the coach to work more effectively with the child, please be sure to contact that coach.
2. Please remember that parents should supply love, encouragement, and recognition necessary to help gymnasts feel good about themselves. It is the coach's job to offer constructive criticism of a gymnasts' performance.
3. If you have a disagreement with a coach, it is important that you discuss the problem with the coach. Criticizing the coach in front of your child undermines the coach's authority and causes confusion for the child as to whom they should listen.
4. Parents' attitudes often dictate the attitudes of their children. Be enthusiastic about taking your child to practice and meets, attending club functions, help at home meets, etc. Don't look at these chores. Show your child that gymnastics involvement is important to you, too!

# COMMUNICATION

## METHODS OF COMMUNICATION

Each gymnast has box located just outside the office. Important information is placed in the boxes, such as meet schedules and maps, newsletters, reminders, escrow account statements, etc. It is up to the parent to make sure that the information in your gymnast's folder is picked up each time your child comes to the gym to practice. If you give your child the responsibility of checking their folder, be sure you check with them after each practice.

Team bulletin board is located downstairs next to the front door. Notices of board meetings and parents' club meetings are posted on the bulletin board and the website. Minutes for meetings and meet schedules, reminders, articles of interest, etc., are posted on the bulletin board.

Parents' club meetings are held at least four times a year. Attendance at these meetings gives you an opportunity to receive updated information, vote on club policy, as well as to ask questions and express your concerns.

Increasingly, email is being used as a form of communication. As it is not used by everyone, communication of important items will be duplicated by the above forms of contact.

## CONCERNS

During the year you may have questions or concerns that you want to discuss. The following is a guide to the steps that we encourage you to follow:

If you have a concern or problem about your gymnast's coaching, hours, absences, meets or any other concerns relating to your child's team situation, please contact your gymnast's team coach(es) first. If the concern is not resolved, contact the appropriate boys' or girls' head coach. If the issue is still not resolved to your satisfaction, contact the program director. Lastly, if needed, contact the Board of Directors.

If you receive a written communication, for example, a questionnaire or letter naming the person you should contact, please speak to that person or leave a message for him/her to phone you.

If you have a concern about a Parents Club situation, contact a board member. The coaches are not expected to answer questions about the Parents Club. You may contact your board representative, attend the monthly board meeting, or contact an officer by phone, by email or by leaving a message in their bin in the club office.

## **SOCIAL ACTIVITIES**

We hope that each individual team (parents and team members) will get to know each other well. This can be accomplished by having parties for the gymnasts or by parents and gymnasts going out for a meal before or after a meet. Birthday parties for the team members and coaches are allowed at the end of the practice.

The club holds an annual holiday party in December for gymnasts, their family and the staff. At the conclusion of the competitive season, CGCPC organizes a picnic or banquet for all the members and coaches. Any club awards are given at this time.

## **ADDITIONAL TRAINING OPPORTUNITIES**

Gymnasts are encouraged, but not required, to attend summer gymnastics camps. Camps generally offer one-week sessions, although many suggest a two-week stay. Most camps require that the gymnast be at least 7 years old. In addition to the concentration on gymnastics training, other activities are offered such as water sports, tennis, volleyball, basketball, arts and crafts, evening activities, etc. Several of the camps give gymnasts the opportunity to work with well-known coaches and to meet high-level gymnasts.

Information regarding many of the camps is distributed in the USA Gymnastics magazine. If you do not receive this publication and are interested in camp information, ask the office staff or your child's coach.

Some of the choices in summer camps include:

- Flip Fest Gym Camp- Knoxville, TN
- University of Georgia Camp - Athens, GA
- University of Alabama Camp - Tuscaloosa, AL
- Woodward Gymnastics Camp - State College, PA

# COMPETITION

## GIRLS EVENTS:

Vault  
Uneven Bars  
Balance Beam  
Floor Exercise

## BOY'S EVENTS:

Floor Exercise  
Pommel Horse  
Still rings  
Vault Horse  
Parallel Bars  
High Bar

In a meet, a gymnast performs his/her routines on each of the Olympic events. A score is awarded by the judges. The maximum score for each event is 10.00. Deductions are made based on the performance of each skill. The scores for all events are added together for the "all around" score.

The areas considered in scoring compulsory routines are correctness, floor pattern, rhythm, execution, amplitude, coordination, lightness, and elegance.

Optional routines are individual routines composed by the gymnast and coach which meet the specific FIG code of points on each event. The areas in scoring optional routines are difficulty, composition, rhythm, spacing, distribution of elements, connections, general impressions, risk, virtuosity, originality, execution, and type of meet.

# TEAM STRUCTURE

Selection of team members is done by the coaching staff through group tryouts or on a one-on-one basis. Tryouts are usually held at the end of the competitive season or at the discretion of the coaching staff when space is available. In selecting gymnasts for teams, the coaches evaluate strength, flexibility, skills, fear factor, and desire of the individuals. For current team members, the coaching staff determines when and to what level a gymnast will advance. Factors that are major considerations in advancing gymnasts are as follows: workout habits, attendance, skill level, basic form, attitude, fear factor, scores from the past season, steady improvement, motivation, competitiveness, body type, ability to perform in meet situations, and coach-ability (ability to make corrections, ease of learning and perfecting new skills).

Parent/coach conferences are held at the end of each competitive season for compulsory levels and training team levels. Optional gymnasts' conferences are held in the fall. At these conferences, your gymnast's progress and placement for the next competitive season is discussed. Written evaluations are done in the fall for compulsory gymnasts and training levels and in the spring for optional gymnasts. Boys' evaluations are done as the boys' head coach deems necessary, normally at the end of the competitive season.

## COMPETITIVE POLICY

The meet schedule for each level is determined by the team coach, head coach, and program director prior to that season. Gymnasts are expected to compete in all meets unless otherwise stated by the coach and/or program director.

In order for the gymnast to compete, fees for all scheduled meets **MUST BE PAID IN ADVANCE THROUGH THE GYMNAST ACCOUNT**. Any gymnast not having sufficient funds in their gymnast account for a meet will not be entered into that meet.

ALL gymnasts on a team are entered in every meet in which that team is entered, and the gymnast account is charged. If a gymnast does not compete because of ineligibility or illness, his/her meet fees usually cannot be refunded. If you know ahead of time that your child will not be competing in a meet, let the coach and treasurer know as far in advance as possible (preferably at least 4 weeks in advance) so that they are not entered and charged for that meet.

The coach has the final say as to who competes based on their opinion of the gymnast's degree of preparedness for the meet.

# MEET BEHAVIOR AND EXPECTATIONS

## GYMNASTS

Gymnasts should arrive 15 minutes before timed warm-ups are scheduled to begin.

All team members should have either a team gym bag or comparable gym bag with them at meets. This should contain the following items:

- Safety pins
- Hair brush, hair bands, barrettes, etc. (girls)
- Warm-up suit, if not worn
- Hand towel
- Change purse with small amount of money
- Tape, grips, beam shoes, leg braces, if used

Dress: Clean team leotard with trunks and warm-up suit. Hair is to be bound neatly - no hair below eyebrows; no long, dangling braids or ponytails. Hair longer than shoulder length should be tied or fastened. No jewelry or nail polish.

Conduct of a disciplined manner must be maintained.

No food is allowed during warm-ups or competition. A water bottle is permitted in order to keep the athlete hydrated.

During timed warm ups and during competition, gymnasts must stay with the coach at the assigned apparatus. The gymnast may only leave the competition area (gym floor) with the permission of the coach.

Gymnasts should be ready to perform when it is their turn to compete.

No gymnast should ever approach judges, score table, runners, or other meet personnel during the meet. Contact should be through the coach.

Gymnasts should not leave the meet until all awards have been presented. Gymnasts must wear their uniform or warm-up suit when receiving awards.

Leave your team's seating area in a neat and clean condition at the conclusion of a meet.

USAG gymnasts: Please refer to the section entitled "Rights and Obligations of Gymnasts" for additional information.

## PARENTS AND SPECTATORS

Transportation for the gymnast to and from each meet is the responsibility of the parents.

Spectators (family and friends) are not allowed on the competition floor at any time (unless working at the meet). There should be no contact with the gymnasts after timed warm-ups begin.

Competition is not over until the last gymnast has competed. Please show respect for all the gymnasts by remaining quiet. If seated close to the gym floor, movement to and from seating area should be kept to a minimum.

Please do not distract your gymnast from their concentration by coaching from the stands. It is the coach's responsibility to coach the gymnasts.

**Do not take flash pictures during warm-ups or competition. This is per USAG safety regulations.**

Any questions concerning gymnast's scores, results, etc., should be referred through the coaching staff. They, in turn, will pursue the matter through proper channels. Parents should never approach a judge about a score.

The meet is not over until ALL awards have been given out. Parents should not leave with the child just because their age group is through. All gymnasts deserve the support of everyone until they have received their awards.

Parents should always be supportive of a child's performance even when the performance was not up to expectations. The critique of routines with the gymnast will be done by the coaches.

Remember that your actions and words reflect on the team you represent. Please do not criticize any facility, equipment, coaches, judges, gymnasts, or parents. It is embarrassing to our members, coaches, and program when you make negative comments as a spectator or worker at a meet. When you comment about "the child who is doing so poorly," their parents may be sitting behind or beside you.

When attending away meets, competing gymnasts are not required to pay admission. All spectators are required to pay.

When attending home meets, parents, gymnasts, and their siblings and other relatives are not required to pay admission. Friends are expected to pay the admission fee.

# GYMNASTIC ORGANIZATIONS

**AAU** -- Amateur Athletic Union - sanctions gymnastic competition for the young and beginning competitive gymnast at Levels 2, 3, 4, 5, 6, and 7 as well as at the optional levels

**GGCA** -- Georgia Gymnastics Coaches Association - state organization of gymnastic coaches

**NAWGJ** -- National Association of Women's Gymnastic Judges -professional governing body for gymnastic judges for girls' meets

**NJGA** -- National Judging Gymnastics Association - professional governing body of judges for boys' meets

**USAG** -- USA Gymnastics - the national governing body for boys' and girls' competitive gymnastics in the United States. They determine compulsory routines for all events (boys and girls) according to age group and progression of difficulty. After each occurrence of the Olympic Games, new compulsory routines are published that are used throughout the U.S. for the next four years. USAG sets all rules and regulations for competition as well as sanctions (insures) competitors and gyms hosting meets.

**USAIGC** -- United States Association of Independent Gymnastic Clubs - a separate body from USAG, but is a board member to USAG. They sponsor invitational meets as well as regional and national competitions. The USAIGC also sponsors basic skill testing through Gymnastrada Program and an excellent training program through the Junior Elite Development Program.

**FIG** -- Fédération Internationale de Gymnastique (International Federation of Gymnastics) - the international governing body for gymnastic competitions. Sets the guidelines for optional routines.

**U.S.E.C.A.** -- United States Elite Coaches Association



# AMATEUR ATHLETIC UNION



The following information is from the 1998 AAU Code Book and Youth Sports Handbook:

## AAU MISSION

To offer amateur sports programs through a volunteer base for all people to have the physical, mental, and moral development of amateur athletes and to promote good sportsmanship and good citizenship.

*The Amateur Athletic Union, as a grassroots amateur sports organization, provides an alternative for youth and adults through athletic competition conducted without overemphasizing athletic excellence and winning.*

*It is our ambition to provide a healthy, safe, and enjoyable atmosphere for all participating athletes, coaches, parents, and spectators.*

*Amateur Athletic Union of the United States, Inc.*

## ELIGIBILITY AND MEMBERSHIP

AAU age group level competition is open to any level 2, 3, 4, 5, Novice Optional, Level 7, and Level 8 female competitor, and to any class 7, 6, 5.

Each competitor must be registered in order to compete in any AAU sanctioned event. Registration numbers are valid from Sept. 1 through August 31 of any given year. All competitor registration numbers expire on August 31 of any given year regardless of when the competitor registered in that year. The current cost of AAU youth athlete registrations is \$12.

## AGE GROUPS

Each level is divided into the following age groups: 6 and under, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19. A compulsory gymnast's age is determined by the age of the gymnast on the day of the meet she is competing in.

## ATTIRE

AAU medal winners are required to be in complete gymnastics attire for any awards ceremony.



## **USAG WOMEN**

The following information is taken from the 1997-98 & 1998-99 USAG Women's Program Rules and Policies,

### **ABILITY LEVELS**

- Developmental Levels 1-4
- Beginner Compulsory Level 5
- Intermediate Compulsory Level 6
- Modified Optional Level 7
- Beginner Optional Level 8
- Intermediate Optional Level 9
- Advanced Optional Level 10

### **AGE DETERMINATION**

Levels 4-8: The gymnast's age for the competitive season is determined by the date of the final day of competition at the culminating championship meet for that level.

Example: Age of the gymnast for the season is determined by the following:

For Levels 4, 5, 6, & 7: Age as of the last day of the state meet.

For Level 8: Age as of the last day of the regional meet.

The gymnast must compete in USAG meets in the same age division for the entire season. It is the coaches' responsibility to indicate the athlete's birth date and correct age for the season on the entry form. A gymnast must compete with the age division as designated, or her scores are invalid for that meet; however, the score achieved may be used for level mobility.

To be eligible to compete in any USAG sanctioned Jr. Olympic competition, the gymnast must have reached a minimum age depending on her level.

- A Level 4 gymnast must have reached her 6th birthday.
- A Level 5, 6, or 7 gymnast must have reached her 7th birthday.
- A Level 8 or 9 gymnast must have reached her 8th birthday.
- A Level 10 gymnast must have reached her 9th birthday,

# RIGHTS AND OBLIGATIONS OF GYMNASTS

## THE GYMNAST HAS THE RIGHT TO:

1. Compete in the meet if she has met all the requirements for eligibility and is properly entered.
2. Enter in the competition by completing the individual gymnast's entry form signed by her parent (if under 21 years of age), which is mailed in by her coach, with the entry fee attached, before the deadline for entries.
3. Enter into any of the USA Gymnastics sponsored competitions without being affiliated with any organization or team. However, the gymnast must be accompanied by a Women's USA Gymnastics Professional member acting as coach.
4. Use any of the facilities provided by the meet organizing committee.
5. Use the services of any person connected officially with the meet (i.e.-physician, trainer, music manager, etc )
6. In the case of a tie, expect her award to be mailed to her club address, free of charge, not later than one (1) month after the completion of the meet, if the award is not available at the meet.
7. Expect courteous and respectful treatment from all participants and meet personnel.
8. Expect that the competition site provides a safe and adequate environment, allowing the gymnast to perform to the best of her ability.

## THE GYMNAST IS OBLIGATED TO:

1. Obtain a Team (Athlete) Member number from USA Gymnastics Member Services and be prepared to show her membership card at any USAG sanctioned event in which she participates.
2. Follow the USA Gymnastics Code of Ethics.
3. Be competent of Level 1 through 4 prior to participating in Level 5 meets.
4. Perform in the meet to the best of her ability.
5. Be familiar with the rules of the meet and schedule of the meet events and lineup.
6. Be present at the site of the meet for sufficient warm-up.
7. Remain in the area of competition which is designated for gymnasts as competitors or as observers.
8. Obey warm-up regulations and rotation schedules.
9. Present herself in the proper attire (No bare midriffs, backless leotards, T-shirts or Boxer shorts). All underwear (including sport bras) should not be

exposed. The leg opening on competitive leotards must NOT be cut or rolled above the gymnast's hip bone. A deduction will be applied for any infraction. For competition, the gymnast may wear a sleeveless leotard and may be barefooted or wear gymnastics footwear. Leotard and/or warm-up uniform should be worn for opening, closing and award ceremonies.

10. Be well groomed in her appearance:
  - Clean attire.
  - Hair secured away from the face.
  - Free from any object which may hinder or endanger her safety jewelry, etc.).
11. Accept the received score without criticism or comment.
12. Conform to the regulations of the meet. Upon violating its rules, she may be warned by the Meet Referee once; the second time she shall be told that her right to continue competition is terminated for the remainder of the meet.
13. Be ready to go on from the moment she is in position of 'waiting' (two gymnasts ahead of her) with her competitor number card available or worn.
14. Remain seated at all times while not performing, with all of her belongings in her competition bag neatly placed out of sight.
15. Eat or drink outside of the competition area (exception; water bottles should be allowed, or availability of a water fountain in order for athletes to stay hydrated.)
16. Perform in a most disciplined and elegant manner.
17. Be courteous, respectful and polite to all meet officials, coaches, hostesses, competitors and associated persons.
18. Exhibit self-control and calmness in the case of a fall or injury.
19. Be aware that infringement of obligations could lead to deduction and/or expulsion by the jury.
20. To flash the wrong vault number at state level and above meets.
21. To wear her competitive number at National level competitions, to at any other competitions which supply competitive numbers to be worn on the back.



## USAG MEN

The following information is taken from the 1998-99 USAG Men's Program Rules and Policies. For more detail you can check on the Internet <http://www.usa-gymnastics.org/men/rules-policies/>

### COMPETITION RULES

1. The FIG rules and regulations will be used with the following exceptions:
2. All Junior Olympic competitions will use FIG rules as modified by the USA Gymnastics Junior Olympic Competition Program. The Junior Program will apply the NGJA's published rules interpretations when benefits the junior gymnast.
3. Apparatus specification - see pages 32-35 of Men's Handbook
4. No protest shall be allowed.
5. Competition must be completed by 10:00 P.M. Warm-ups may not be scheduled any earlier than 8:00 A.M.
6. A Spotter must be present for all Junior Program Still Rings and High Bar routines in all classes and for Class VI and VII vault.
7. All coaches and judges on the competition floor must be USA Gymnastics Men's Program professional members. SAFETY CERTIFICATION IS REQUIRED AT SANCTIONS MEET.
8. Handguard rules: The Head Judge may, at his/her discretion, allow a second trial if gymnast's handguard fails during a competitive exercise.
9. Registration: Only registered Team Members of USA Gymnastics may participate in any USA Gymnastics sanctioned event. Team Members must include a valid registration number on the entry form. All coaches and judges on the competitive floor at a sanctioned USA Gymnastics event must be registered professional members of the USA Gymnastics Men's Program. Membership registration must be completed prior to the event. NO registrations will be allowed at the event site.
10. Gymnastics Attire: All competitors must wear the FIG designated uniform for the competitions, with the exception of the Class VI and VII. All competitors must wear appropriate warm-up attire during warm-ups. WEARING OF JEWELRY AT ALL AGE GROUP COMPETITIONS IS FORBIDDEN. A VERBAL WARNING WILL BE GIVEN FOR THE FIRST

INFRACTION. AN UNSPORTSMANLIKE CONDUCT DEDUCTION WILL BE TAKEN ON ALL SUBSEQUENT EVENTS ON WHICH THE ATHLETE WEARS JEWELRY.

11. Safety Cushions: An 8" mat may used on any event (except floor exercise) at any time in Junior Olympic Competition.
12. Round off entry vaults are not allowed in the USA Gymnastics Junior Program at the exception of Junior Olympic 1 and 2.
13. Under the USAG Age Group Competition Program, while All-Around is encouraged, participation by a specialist is permitted in all classes of competition.

### **NATIONAL CHAMPIONSHIP AND QUALIFYING MEET DATES**

1. The Junior National Championships shall be conducted the first weekend in May. The JOPC and USA Gymnastics" National Office must approve any deviation from this date.
2. Regional Championships must be conducted in April, no less than three weeks before the National Championships. The Men's Program Director must approve in writing any deviation from this date.
3. State Championships must be conducted no less than two weeks before the Regional Championships. The appropriate Regional Chairman must approve in writing any deviation from this date.

# PAYMENT POLICIES

## REGISTRATION FEE

A registration fee is charged when a gymnast joins the program and at the beginning of each fiscal year. This amount covers individual insurance for the gymnast which is obtained through USAG. A gymnast who joins the program after January 1 will not be charged the registration fee again until the following fiscal year.

## TUITION

Monthly tuition is due by the 1<sup>st</sup> of each month. If payment is not received by the 5<sup>th</sup>, a 10% late fee must be included with payment. Your child will not be allowed to practice or compete until payment is made. Invoices are **not** sent out. It is the family's responsibility to make payments in person or by mail to the Cobb Challengers office. A statement is printed around the 10<sup>th</sup> of each month and will be drop in your folder. You may also ask Christophe to print a statement or check your account at any time during the month.

A \$20 service fee will be charged for any checks returned for insufficient funds.

A tuition discount is given to families who have more than one gymnast enrolled in the Challengers program. A 12% family discount will be applied for each gymnast who qualifies for this discount.

Refunds are not given for classes missed due to absences, vacation, holiday periods, etc. Makeup classes for individuals cannot be scheduled due to the nature of gymnastics instruction. Because the skills taught are based on a team's level, it is unfair to the coaches and gymnasts to have a gymnast on a different level making up class during the team's practice period. When a coach cancels practice for an entire team, generally a makeup class is scheduled. The exception is for Saturday classes when a meet takes the place of the class. Summer tuition policy: If you are going to be gone 2 or more consecutive weeks during the summer you will only pay 1/2 tuition. You **will not** receive discount if you are gone one in June one week in July etc... If you decide to withdraw completely from the club during the summer and want to come back in the fall in order to hold your spot in the team you are required to pay 1/2 tuition. If you do not want to hold your spot there will be a 3 months waiting period before you can come back to the club without penalty. If there are spots available and want to come back before the 3 months you will be required to pay 1/2 tuition.

## USAG and AAU MEMBERSHIP

All competitive gymnasts must obtain membership and competitive numbers once a year. The current cost for USAG is \$48 and is valid from July through June. The current cost for AAU is \$14 and is valid from September through August.

## PENALTY FEE

Penalty fees are charged for failure to meet member requirements. These fees and procedures are detailed in the "Member Requirements" section.

## UNIFORMS AND THEIR PAYMENTS

Uniforms, banquet payments, coaches' gifts, etc. are handled through the appropriate chairpersons. Information is distributed as needed.

## **GYMNAST ACCOUNTS**

A gymnast account is established for each gymnast. Tuition, uniform purchases and meet entry fees are handled through this account. A small amount of money can be left in it as well for Pro Shop purchases. Individuals that have participated in fundraising will have the appropriate funds credited to their gymnast account. These funds may be then used for the above mentioned items.

Before the beginning of each competitive season, parents of competitive gymnasts are required to place money into their escrow account. The club treasurer will provide projected estimates of meet costs for the season to each competitive gymnast's family before the first installment is due.

Refer to the following chart for your gymnast's due dates and percentages due:

	<u>Percentage</u>	<u>Due Date</u>
USAG Compulsory:	50%	Aug. 1
	50%	Sept. 1
AAU Girls:	25%	Aug. 1
	50%	Oct. 1
	25%	Feb. 1
Optional Girls:	50%	Nov. 1
	50%	Jan. 1
Boys:	50%	Nov. 1
	50%	Jan. 1

Withdrawals from your gymnast account will be made automatically for meets (and clinics, if required as a team). Any gymnast who does not have the necessary funds in his or her gymnast account to cover a meet entry that is being processed WILL NOT BE ENTERED IN THAT MEET. This policy will be strictly enforced. We cannot hold up a meet entry due to an individual's gymnast account being short on funds as this can jeopardize the entire team entry. It is your responsibility to keep your account current to avoid this situation. The Treasurer or Program Director will report to each individual family on a regular basis the status of their account. However, if you have questions at any time, be sure to contact the Treasurer or Program Director.

Most meet and clinic fees are paid by the club between three and five weeks before the event. All coaches assume that all members of their team will participate in all scheduled meets. If you know that your child must miss a meet, please advise both your coach and the treasurer well in advance. Once entries are paid, it is often a lost cause to hope for a refund.

If your gymnast account shows a credit balance at the end of the fiscal year, that credit will be carried over to the next year, or if you request, the club can issue a check to you for the amount of the credit. If you leave the club in good standing, the club will refund any balance which resulted from actual payment into the gymnast account. A balance which resulted from fundraising credit will not be refunded.

NOTE: Members will not be penalized when problems occur due to administrative delays.

## Fundraising Opportunities

**Ad Campaign** - The annual program/advertisement book serves as our largest fundraising project. This project usually begins around June 1st and lasts until approximately August 15th. Many families are able to meet their quota through ad sales alone. Information about the ad campaign is distributed to all members upon the beginning of the project. *This policy is under review at the moment with the Board of Directors.*

**Corporate or Individual Sponsorships** - The club does offer a sponsorship program to businesses and individuals who would like to provide a substantial amount of support to the Cobb Challengers program. Since the main goal of sponsorship levels is to benefit the gym as a whole, the percentage which is credited to a gymnast's escrow account is lower than for most fundraising projects after the fundraising quota has been reached. Sponsorships can be sold at any point during the year, but are concentrated on during the same period as the ad campaign. See the "Sponsorships" section of this handbook for details.

**Gold C Coupon Books** - These books include many coupons which entitle the holder to substantial discounts at area restaurants, attractions, and shops. We generally participate in this project from mid-August until the end of September.

**Kroger Certificates** - Kroger grocery certificates can be purchased through the Kroger coordinator. These are gift certificates which can be purchased in several different denominations. They have the same amount of value as the purchase price. For example, a \$20 gift certificate will buy \$20 in groceries at Kroger. The profit you earn depends on the total amount of our certificate order for that month. The schedule of purchase and pick-up dates is distributed by the coordinator.

**Miscellaneous Projects** - Other projects may also take place, such as candy sales, Human-i-Tees, etc. These projects may be held if there is enough demand. Any team or member may conduct their own fundraising project as long as the proposed project is written up and submitted to the fundraising committee and the board of directors to be voted on before beginning the project.

PLEASE NOTE: The Cobb Gymnastic Center Parents Club is a 501(c)(3) nonprofit corporation. Charitable contributions made to the club by individuals and corporations may be tax-deductible. Payment made in return for goods or services does not qualify as a charitable contribution. Therefore, purchases of advertisements, Gold C books, gift certificates, candy, etc., are not considered to be charitable contributions. Any amount donated above the cost of the purchased item is tax-deductible. For example, if someone purchases an ad which costs \$100 but writes the check to the club for \$150, then \$50 is tax-deductible. A charitable contribution cannot be earmarked for any specific gymnast. Personal payment of your fundraising quota cannot be considered as a charitable contribution.

The purchase of an advertisement by a business may be considered as a business expense. The business owner, however, should know how to handle this. If requested, the club can furnish a receipt.

# SPONSORSHIPS

## PURPOSE & POLICY

The main purpose of sponsorships is to provide support for the gym. Therefore, the percentage of profit credited to the club is higher than for other fundraising projects. The amount credited to a gymnast who obtains a sponsorship is as follows:

Credit will be given toward the gymnast's account after deducting any sponsorship expenses (for example, cost of banner, plaque, etc.). Sponsorship profit will be credited 25% to the gymnast and 75% will be credited to the gym.

Sponsorships will be effective for a period of one year.

Sponsorships and sign design will be subject to approval by the director of PRCAD or authorized designee.

Corporate sponsors may freely advertise their sponsorship and, upon approval of CGCPC, for specific purposes utilize the Cobb Challengers logo and other such materials in their advertising.

## SIGNAGE

In regard to signage, the following is required of all banners to be hung in the gymnastics center:

1. Banner made of 10-oz. vinyl reinforced material
2. Edges hemmed using stitching or glue-type adhesive
3. 3/8 inch metal or brass grommets on corners. Banners 6 feet or longer in length must have grommets installed at center point along the perimeter of the banner.
4. Graphics and lettering to be pressure sensitive vinyl directly applied to sign.
5. No signs permitted with individual personalization (for example: "Mary Smith is Number 1!") Team or club personalization will be permitted.
6. Total square footage of signage will not exceed 128 square feet.
7. All installation and maintenance of banners will be the responsibility of CGCPC.
8. Overall presentation of signage must be professional, non-controversial, and in good taste.

# MEMBER REQUIREMENTS

## COMPETITIVE GYMNASTS

Family:

- ◆ Must work required number of work sessions set for each home meet (To be determine meet by meet based on total number of sessions being held)
- ◆ 1 gym workday session
- ◆ 2 General parents meetings

## NON-COMPETITIVE GYMNASTS

Family:

- ◆ Must work required number of work sessions set for each home meet (To be determine meet by meet based on total number of sessions being held)
- ◆ 1 gym workday session
- ◆ 1 business meeting

Note - New training team families will have half of all member requirements for the first year.

We generally host 4 to 6 meets during a competitive season. The home meet schedule is provided to you as soon as possible. Because of the work requirements, it is suggested that you block off on your calendar the home meet weekends.

All meet workers are responsible for signing in and out. This is absolutely necessary so that you will be credited for working. The sign in/out sheets are located at the admissions table downstairs.

## GYM WORK DAYS

The gym needs to be cleaned, equipment repaired, etc. on a regular basis. There is an agreement between the County and the Parents Club that we will hold 2 workdays a year. Workdays are usually last about 3hrs starting at 1:00 pm on Saturday after practices are over.

## Business meetings

This is a parents club. Your input is important. These meetings are generally held once a quarter. Your participation is welcome at all meetings. You are required to attend your minimum number of business meetings.

## CHARGES FOR REQUIREMENTS NOT MET

Charges for not meeting club requirements are as follows:

- ◆ \$100 for failure to work the required number of work sessions for a meet
- ◆ \$50 for not working a gym work-day session
- ◆ \$15 per missed meeting for failing to attend the required number of business meetings

## HOME MEET REQUIREMENTS

The responsibility for hosting home meets is shared by parents from all team levels. These meets require a significant number of workers. The Cobb Challengers have a reputation of hosting quality gymnastic meets. This is due to the support of our parents and gymnasts.

The opportunity to host meets is beneficial to the Challengers program for the following reasons:

- Home meets provide substantial revenue for our program and benefit all gymnasts, no matter what level they are.
- Many athletes perform better in their own facility.
- Parents and gymnasts do not incur the expense of traveling out of town or across town to attend meets.
- Helping at meets gives parents an opportunity to learn more about gymnastics and to meet and become acquainted with other members of our club.

Because our home meets are so important to our program, very specific requirements have been established to ensure smooth-running, successful meets. These requirements are described in detail on the following pages.

## DETAILS OF MEET WORK REQUIREMENTS

Competitive gymnasts' families are required to work all meets and must work more than one work session when necessary. The required number of work sessions will be posted with the sign-up sheets after we know how many meet sessions there will be.

During their first year with the club, non-competitive gymnasts' families will have half as many work requirements as competitive families.

Anyone working should have signed up ahead of meet time. When a person's work period is over, then they should turn over their responsibilities as their relief shows up, unless they are needed.

If you cannot work a meet, you can get someone to substitute for you. The substitute must be a responsible adult. The arrangement of this is your responsibility. Most people who use a sub promise to sub for that person at a later meet. Some members may prefer to pay the substitute. When using a substitute, please sign your name on the sign-up sheets, then pick up a substitute sheet from the office to complete. When the substitute signs in for the meet, there will be a spot on the sign-in/out sheet where they can indicate that they are a substitute.

## PENALTY FEES

Families not completing their work meet requirements will be assessed a fine of \$100. This fine will become due no later than 3 weeks after the meet, to the gymnast will not be allowed to practice/compete. If the penalty has not been paid in 3 weeks and there is a sufficient balance in the gymnast account, the penalty will be deducted from the account. If a sufficient amount is not in the gymnast account, a phone call or note will inform the parents that they must pay before bringing the gymnast back to practice or competition.

If you sign up but do not show up and do not get a substitute, the same penalty applies. If an emergency situation arises preventing you from working a meet and you are not able to get a substitute, call the gym and/or meet coordinator as soon as possible. You can then submit a letter of explanation with one week to the Executive Committee. The Executive Committee or Board of Directors will decide on the appropriate action. If the request is denied, payment is due within 3 weeks of notification.

The Board has the right to make any necessary arrangements due to circumstances that may arise. The Board will make every attempt to be fair in dealing with circumstances such as these. The Board will be sensitive when competitive away meet conflicts with a home meet.

# DESCRIPTION OF MEET JOBS

**ADMISSIONS** Stays at admissions table, greets visitors, and is in charge of collecting admissions and program book charges. Must be able to make change.

**AWARDS** Organizes awards before the meet begins.

**CONCESSIONS** Works at the concessions stand, waiting on customers, replenishing supplies as needed, making popcorn, etc. Collects payment from customers. Must be able to make change.

**DECORATIONS (Pre-meet job)** Comes in on set-up night to assist in making march-in signs and other decorations and help put up decorations.

**DECORATIONS (Post-meet job)** Comes in after last meet session is over to help take down decorations and put them away.

**EQUIPMENT SETUP** Comes in on the night before the meet begins to move equipment, tables, etc. and get everything placed properly for the meet.

**EQUIPMENT TEARDOWN** Comes in after the last meet session is over to move equipment and get everything placed properly for classes to recommence.

**HOSPITALITY (Pre-meet job)** Prepares and brings food for judges and coaches. If signing for this job, you must locate the "Pre-meet Hospitality" sign-up sheet(s) to see the menu and sign up for needed food items. You are also responsible for making sure the food is brought to the gym on the day it is needed.

**HOSPITALITY (Meet job)** Sets up snacks or meals for the judges and/or coaches, replenishes judges' goodies on their tables, makes sure there is a bottle of water on each judges' table and/or desired soft drink. Last session of the day helps cleanup of hospitality areas.

**PHONE/ADMISSIONS** Mans the office phone, answering questions callers might have, giving directions to lost visitors, taking messages and making sure they are delivered. Goes downstairs to help at admissions table during busy times. Not use for every meet.

**PRO-SHOP** Works at the pro-shop area, selling items and collecting money. Must be able to make change.

**TIMER** Times warm-ups and/or competition of individual gymnasts. A stop watch is provided for you, and you will receive instructions from the meet coordinator.

# MEET SIGN-UP INSTRUCTIONS

The meet signup process is a crucial initial step in holding a well-organized meet. When the meet coordinator posts the sign-up sheets, the planning of how many slots are allowed for each position, the time periods, etc. have been carefully thought out. The number of families in our program is used to calculate the number of sign-up spots placed on the sheets to ensure coverage of the meet. Because of this, deviation from the rules below can result insufficient meet coverage. For example, if there are 8 lines available for setup, and a member adds their name to setup as as the 9<sup>th</sup> name, that means another spot will be unfilled for the meet. Therefore, this cannot be allowed. The following rules are established to make the sign-up process fair fro all members, allow better coverage of the meet positions, and make our record keeping easier. We appreciate your cooperation in following these rules.

1. Adults are the only ones to sign up for jobs unless otherwise authorized by the Program Director.
2. You must sign up for the entire work period.
3. Sign up only on existing lines with no names. Do not add additional lines to make room for your name or mark off anyone else's name in order to write yours in. Anyone who does so will not receive credit for working that position.
4. If you sign up for spot and later change your mind, please mark through your name and initial it.
5. If you are using a substitute for the meet, sign your name on the sign-up sheer, then get a "Meet Substitute Sheet" from the office, complete it, and turn it back in.
6. DO NOT FORGET TO SIGN IN WHEN YOU ARRIVE TO WORK and sign out when you complete your work period. This is important to be done when working your own shift or substituting for another's shift.

NOTE: All positions are on a first-come, first-served basis.

# CGCPC VOLUNTEER JOB DESCRIPTIONS

## ADMISSIONS/PRO SHOP CHAIRPERSON(S)

1. Check meet sign-up sheets to make sure that the admissions table and the pro shop are staffed for each meet.
2. Instruct each volunteer working at admissions table of prices and procedures. Prepare sign with admission prices (adult and children) and program prices.
3. Have cash box or bag ready for both locations - admissions and pro shop.
4. Purchase and maintain stock for pro shop from suppliers. Coordinate with treasurer on availability of funds for stock purchases.
5. Keep all inventory in the /storage room in an orderly manner.
6. For pro shop, have current instructions and price sheet on the table for workers and up-to-date price list posted for customers to see.
7. Prepare and post sign-up sheets to staff the pro-shop during some practices and on County registration days.

## CONCESSIONS CHAIRPERSON(S)

1. Purchase adequate foods and supplies for the concession stand.
2. Decide on food items and prices for items. Make sure each item is clearly marked with price and/or that items and prices are posted for buyers.
3. Check meet sign-up sheets to ensure concession stand is fully staffed for meets.
4. Ensure that the schedule includes enough personnel to open prior to the first session of each meet and for the closing and cleanup after the final session of each meet.
5. Inventory dry goods between meets, i.e. plates, napkins, cups, disposable cutlery, etc. Re-supply as necessary.
6. Place notices in gymnasts' boxes informing each family what concession items they are to bring at least 1 week before meet.
7. Post lists for check-off when food and drinks are brought in before meets.
8. Coordinate meet menus with hospitality chairperson(s) so that, if necessary, extra food for the judges is available.
9. Perform any other duties required to make concessions a profitable and smooth operation.

## DECORATIONS CHAIRPERSON

Coordinates decorations for all meets, including:

1. Table covers and centerpieces for each judge's table
2. (Girls meets - 7; boys meets - 6).
3. Table covers only for announcer's and coaches' table.
4. If Hospitality Chairperson(s) wants, make table cover and centerpiece for judges' eating area.
5. Follow meet theme in decorating the gym. (Ask program director and meet coordinator.)
6. Supervise making of signs for gym walls, for example, "Welcome to ..." or "Good Luck."
7. Supervise making of march-in signs naming the participating teams. Get the list from program director or meet coordinator.
8. Supervise setting up and taking down of all decorations or designate someone to do so.
9. Ensure that any meet job is covered which requires decorations work on the morning of a meet, for example, blowing up balloons and decorating before the first session in the morning.
10. Responsible for planning and setting up decorations for the holiday party, the annual banquet, and other special events, if needed.

## EQUIPMENT CHAIRPERSON (VICE PRESIDENT)

1. Do monthly inspection of all equipment on the gym floor.
  - A) Check deficiency forms (filled out by coaches) on a weekly basis.
  - B) Take care of any needed equipment repairs.
2. Communicate any equipment problems to the program director.
3. Supervise setup and tear down for all meets hosted by the gym.
4. Supervise, twice yearly, work days in the gym.

## FUNDRAISING CHAIRPERSON(S)

1. Head up all fundraising for the year. Seek beneficial fundraising projects for the club to hold. All fundraising projects must be approved by the fundraising committee and by the Board of Directors.
2. Work with the fundraising committee on the ad book.
3. Keep thorough records of fundraising projects. Prepare end-of-year fundraising summary.

## HISTORIAN/PUBLICITY CHAIRPERSON(S)

1. Maintain the club scrapbook of news clippings and photographs of gymnastic events relating to club gymnasts and activities. The scrapbook is available in the program director's office for perusal of interested persons.
2. Obtain media coverage of team and gymnast achievements and of major CGCPC meets.
3. Prepare press releases for CGCPC-sponsored meets for both local and national publications.
4. Write up and submit to local newspapers meet highlights, scores, and places of gymnasts and teams.

## Hospitality Chairperson(s)

1. Coordinate the selection, preparation, and serving of meals for judges and coaches at home meets.
2. Provide and refill goodies on the judges' tables at all home meets.
3. In charge of holiday parties.
4. Present or send greeting cards or gifts when appropriate (i.e. marriage of staff member or coach, death in gymnast's family, illness, injury, etc.) Team parents and/or office staff is responsible for informing you of these events.

## NEWSLETTER CHAIRPERSON

Your function is to communicate to Challenger parents and team members the results of past events, publicize upcoming events, and inform them with interesting articles. The newsletter is a monthly publication and is placed in every member's folder outside the office door.

1. Collect all articles and information for publication.
2. Lay out the newsletter format.
3. Print the newsletter.
4. Distribute the newsletter.

## TEAM PARENT

1. Phone gymnasts' parents with messages from coaching staff and other important information, such as practice changes or gym closure due to inclement weather, important dates and events, etc.
2. Plan and purchase coaches' (includes program director, dance teacher, team coach) Christmas gifts, contacting parents and collecting money as necessary for the gifts.
3. Remind parents about working the home meets when sign-up sheets go up.

4. Collect money from parents to purchase march-in flowers or items for gymnasts.
5. Collect money from parents to purchase birthday cake for the team coach's birthday party.
6. Keep scores at each meet for all team gymnasts and turn in score sheets promptly to newsletter chairperson, publicity chairperson, and to the team file.
7. May be asked to help coordinate various events for their team, such as fundraisers, pictures, uniforms, the holiday party, etc.
8. Inform hospitality chairperson of any deaths in a gymnast's family, hospitalization, severe illness, etc. (according to Board policy).
9. Take photos at meets and team activities for the gym scrapbook.
10. Promote TEAM SPIRIT!

### UNIFORMS CHAIRPERSON

The ordering of uniforms is currently being handled by the coaches.

### MEMBER REQUIREMENTS COORDINATOR

1. Maintain accurate record of member sessions and hours for each gymnast and their family.
2. Within one week after a home meet, compare the sign-up sheets with the sign-in/out sheets and member list to verify who worked and did not work their requirement for that meet. Prepare list of those who did not meet their requirement and turn in to the treasurer by the 8th day after meet.
3. Inform families and gymnasts regularly of their status, indicating number of additional hours or sessions needed to work or an excess or hours or sessions.

**ALL CHAIRPERSONS AND COMMITTEES ARE SUBJECT TO THE AUTHORITY OF THE BOARD OF DIRECTORS.**

**THE LIST OF RESPONSIBILITIES IS NOT NECESSARILY ALL-INCLUSIVE. ADDITIONAL RESPONSIBILITIES MAY BE ADDED OR REQUIRED WITH ADVANCE NOTICE.**