

# fLipSpot Competitive Club

IT'S ALL ABOUT THE KIDS

## *Purpose of Club*

The fLipSpot Competitive Club, herein after referred to as the “FCC”, Board Members have established the following handbook as guidelines for the club members and Board Members in the governance of the FCC. The Board reserves the right to modify the hand book as deemed appropriate when new circumstances and/or concerns arise.

### **Primary Purpose:**

The FCC is a non-profit organization that was formed for the purpose of providing charitable support for the amateur competitive athletes that compete under the guidelines of the United States Association of Gymnastics (USAG) and United State All Star Federation (USASF) at fLipSpot Gymnastics. Through the FCC’s commitment fees, dues and fundraising events, the FCC is able to pay for high-quality competitive gymnastics events/meets for all of its competitive members.

### **Secondary Objectives:**

- The FCC provides monetary and administrative support for athlete participation in local and state competitions.
- Responsible for the budgeting and accounting of competition costs.
- Provide an effective and efficient means of communication among members, the community and the competitive gymnastic teams and individual gymnasts.
- Promote mental, physical, and moral development of gymnasts.
- Encourage and assist in the development of a sense of fair play, honesty, fair competition and true sportsmanship on the part of the athletes.
- Solicit sponsorships for competitive team gymnasts to attend competitions.
- Any other means, approved by members, which would promote competitive gymnastic leading opportunities.

***NOTE:*** *The FCC is a separate and distinct entity from fLipSpot Gymnastics. The FCC financially supports our athletes with the expenses outside of the gym (i.e. covering the entry fees and coaching expenses associated with going to a meet). The FCC is not involved with any coaching and expenses that occur in the gym (i.e. your monthly tuition). However, fostering a strong relationship between the FCC and fLipSpot Gymnastics is paramount to the success of both organizations.*

# FCC Board Members

## FCC BOARD MEMBERS

The Board members consist of the officers for the FCC (President, Vice President, Communications chair, Treasurer, Assistant Treasurer and Meet coordinator. Any fLipSpot Competitive Club member can nominate themselves or another member to run for a board spot. At this time, specific board positions are voluntary with the intent of a 2-year commitment.

The Board holds meetings on an as needed basis and is open for attendance by the entire membership. Occasionally, if a private financial matter needs to be discussed, the board meets briefly in a closed meeting.

The Board will also ask that one of fLipSpot Gym owners act as a consultant/advisor to The Board. The owner would be a non-voting member of the Board but would provide advice on developing the budget, provide advice and guidance on conducting meets and help facilitate communications between competitive teams, coaches, etc.

## Board Positions and Duties:

**President:** The President is responsible for the overall operation of the FCC and is the primary interface to fLipSpot Gymnastics. Other responsibilities include:

- Ensure the By-Laws are maintained and followed
- Work with fLipSpot Gymnastics and the board to establish the operating budget for the upcoming competitive season
- Shall prepare an agenda prior to each Board meeting
- Shall preside over all meetings unless another board member is appointed in their absence
- Shall be responsible for maintaining order of the meeting and a positive atmosphere at all times
- Has the authority to call special meetings
- Shall call a vote of the Board to replace a member to complete the term should a vacancy on the board occur
- Should attend all Board Meetings

**Vice President/Fundraising Chair:** The Vice President will fill in for the President in their absence. In the event that the President cannot fulfill their duties, the Vice President can assume the role of President. Other responsibilities include:

- Oversee and help coordinate all fundraising activities working closely with all event chairs and board ensuring the fundraiser runs smoothly
- Ensure that all committees are chaired and staffed, are executing their responsibilities and obtaining the expected results
- Establish point value for all volunteer activities
- Be the “go to” person for all fundraising issues
- Make recommendations for new fundraising activities
- Should attend all Board meetings

**Communications chair:** The communications chair is responsible for keeping the minutes of the meetings and ensure proper record keeping. Organize and keep up to date the drobox used for FCC board members. Ensure FCC website and Facebook page are maintained and up to date.

- Develop team roster for distribution to members and maintain throughout the year
- Shall post the minutes on the FCC drop box.
- Shall provide timely FCC information to FCC Facebook page and website.
- Shall record the attendance of all members at the meetings and events
- Coordinating the end of year banquet.
- Should attend all Board meetings

# FCC Board Members

**Treasurer:** The Treasurer is responsible for keeping the financial records current and balanced during their term. Other responsibilities include:

- Work with fLipSpot Gymnastics and the board to establish the operating budget for the upcoming competitive season
- Shall keep all records for the general account
- Shall keep an itemized account of all receipts and disbursements to be reported at each meeting.
- Shall disburse funds as determined by the board. The board must approve all disbursements in advance. All checks will require two officer signatures
- Shall cooperate throughout the year to third party accountant for audit purposes.
- Can inform parents on the status of their athletes account if needed. This information can also be obtained at any time by attending meeting or by contacting the treasurer.
- Should attend all Board Meetings

**Assistant Treasurer:** The Assistant Treasurer will fill in for the Treasurer in their absence. In the event that the Treasurer cannot fulfill their duties, the Assistant Treasurer can assume the role of Treasurer. Other responsibilities include:

- Work with fLipSpot and the board to create operating budgets for the upcoming competition season.
- Calculate meet registration payments and inform Treasurer when payment is due.
- Work with the VP to track volunteer points
- Should attend all Board Meetings

**Meet Chair:** The Meet Chair is responsible for the coordination and operation of the annual Save a Heart meet. Responsibilities include:

- Shall hold meetings with committee chairs and work directly with them to ensure duties are filled
- Shall work with the VP to ensure that all volunteer opportunities are filled. In addition, assist to ensure all points are established and tracked.
- Shall work with fLipSpot gym to coordinate all details of the meet.
- Shall attend board meetings to report on progress of the meet as need.

**Member at Large:** The Member at Large position is responsible for making the transition of boards smooth. Members at large consist of all outgoing Executive Board members and will serve for two months. Responsibilities include:

- Will work closely with their replacement
- Will help generate the budget.
- Will surrender and go over all files and information regarding the FCC
- Will be available to their replacement to guide and answer any questions or situations that may arise
- Should attend all board meetings
- Receive 4 automatic volunteer points for their service at this position

**NOTE:** In consideration of the extensive time commitment an officer position requires. As of the 2022 - 2023 meet season, all officers (President, Vice President, Communications Chair, Assistant Treasurer., Treasurer and Meet Chair) will automatically receive 10 points, the FCC administrative fee will be waived and their last dues payment will be reduced by \$150

# FCC Membership and Participation Requirements

All families of fLipSpot competitive team members are full members of the club once the FCC receives your signed contact with your choice of membership stated.

## Purpose and Determination of Contracts:

Club members must decide and are required to sign a Fundraiser or a Fundraising Opt-out contract **by deadline on agreement form**. In the event you choose not to sign either commitment contract, your child is still welcome to workout at the gym with the team, but will not be eligible to compete and will not be a member of the FCC.

## Membership:

Whether you choose to be a fundraising member or an Opt-out fundraising member you have to adhere to the following benefits/requirements:

- The parents/guardians of a team member must become members of the FCC and are entitled to one vote per family in all matters put to a vote before general membership.
- All regular coaches and instructors associated with the competitive teams shall be deemed members of the FCC but with no voting rights. Such coaches and instructors are not required to pay dues unless they have or are competing athletes at fLipSpot Gymnastics.
- In order to compete, the family membership of any athlete must be in good standing. “Good Standing” means that all financial obligations toward FCC have been paid and there has been no infraction of the rules by the family of the athlete.
- Each family must submit a check for \$350 along with the agreement form stating your choice to be a fundraising or non-fundraising member. If you choose fundraising, your check will be returned to you when you complete your volunteer commitment. If you choose non-fundraising member, your check will be cashed.
- Membership in the FCC shall run from September 1st through August 31st of the succeeding year.
- All team members are required to have the official designated competitive attire and equipment as determined by the athlete’s coach.
- Participation in Used-Leo/Uniform Sale
- Exclusive access to FCC Sponsored Events

## Fundraiser Membership Opt-in:

In addition to the above mentioned. As a fundraising member your benefits and requirements will be:

- The family of any competitive athlete selected for a team is required to sign a Fundraising Membership contract, complete at least 10 points of volunteer time, and pay the designated dues and expenses for each year as established by the board for that athlete. Additional points may be required if fLipSpot Competitive Club is selected as a host for a meet.
- You will share in group fundraising profits by means of reduction in dues. Estimated fundraising profits is based of historical fundraising and current year projected fundraising efforts.

# FCC Membership and Participation Requirements

## Fundraiser Membership Opt-in (Cont.):

Suggested volunteer opportunities:

Flipout nights	Hungry Howies
Judges Invitational	Dine to donate
Corporate Sponsorship/Save a Heart	Football squares

Any other fundraiser sponsored by the FCC

- Failure to show for any assigned volunteer time will be charged \$35.00/point to your account.
- Failure to complete all 10 points will be considered a breach of contract, your \$350 check will be cashed.
- All completed volunteer points submitted on the FCC website <https://fcc.flipspotgym.com/fundraising/>. This form must be turned in as activities are completed. All forms for the completed 10 points, must be completed no later than May 1 to ensure return of your \$350check. Forms not completed will be considered non-completion of volunteer points and your check will be cashed.
- All 10 points must be completed or the commitment check will be cashed- the commitment check amount will not be prorated based on the number of points completed.
- Any friend, family member or child over 16 may be utilized to help meet your volunteer obligations.
- If a member terminates their membership, all fundraising funds will be transferred to the national account.

## Opt-Out Fundraiser Membership:

In addition to the Full Membership requirements mentioned, as an Opt-Out Fundraising Member your requirements will be:

- The family of any competitive athlete selected for a team is required to sign a Membership Contract, select Opt-Out Fundraising option, and pay the designated dues and expenses for each year as established by the board for that athlete.
- In addition to your signed contract you are required to pay a \$350 opt-out fee and volunteer 6 points towards the Save a Heart Meet.
- You will share in group fundraising profits by means of credit to your FCC dues. Funds raised through January 31 will be deducted from the current season's dues. Funds raised after January 31 will carry over to the next season.
- During years when fLipspot is selected to host a meet, there may be an additional point requirement that is not covered by the \$350 commitment check.

# FCC Dues & Expenses

## FCC Dues:

Each year, the board, with assistance from fLipSpot Owners and Head Coaches, will work together to create a proposed operating budget. The budget is based on a proposed schedule of gymnastics meets, camps, events, and fundraisers. FCC dues are based on estimated costs for the upcoming year. **The estimated costs are based on full participation of each athlete.**

## Dues Payment Schedule:

A dues fee payment schedule is determined at the start of each fiscal year. Payment reminder notifications will be sent to you by email each month. Payments are accepted in the form of cash, checks or money orders only, made payable to “fLipSpot Competitive Club” no later than the 15th of each month. After the 18th of the month a late fee of \$25 will be assessed to your account. In the event that a check bounces, the issuer will pay for all fees associated with that check and will be asked to pay in cash or money order for the remainder of that season. **Please do not confuse your FCC dues with your tuition payment to fLipSpot Gymnastics.**

## Payment Schedule:

- **October 1** – *First payment of \$200 due and* agreement form due along with a check \$350. If we have not received your agreement form and 1<sup>st</sup> payment by this date, your athlete(s) will not be considered a competitive team member and therefore will not compete at any meet in the upcoming season.
- **November 1** – Payment 2 due. Late fee applies on 15th.
- **December 1** – Payment 3 due. Late fee applies on 15th.
- **January 1** – No payment. “Holiday relief”.
- **February 1** – Payment 4 due. Late fee applies on 15th.
- **March 1** – Payment 5 due. Late fee applies on 15th.
- **April 1** – Payment 6 due. Late fee applies on 15th.
- **May 1** – Payment 7 due. Late fee applies on 15th.

## Regionals and National Meets:

Athlete entry fees and travel expenses for Regional and National Meets are not covered by the FCC. The FCC will provide assistance for Coaches fees/expenses however, any expenses the FCC will be unable to cover will be the responsibility of families with athletes attending these meets.

An annual rolling fund is available to any athlete that makes a Regional and/or National Meet. This annual fund is funded by 20% of all fundraising profits.

# FCC Dues & Expenses

## Delinquencies:

In the event that Club members are delinquent in paying their dues required by the FCC, the athlete will not be allowed to compete until their account is current.

## Where to Turn in Payments:

All credit card payments can be made on the FCC website - <https://fcc.flipspotgym.com/members/>. Any cash or check payments or forms that need to be turned in for the fLipSpot Competitive Club can be put in the treasurer's folder in the bin under the FCC board. A processing fee is charged for all credit cards processed. ***(If submitting cash, please put it in a sealed envelope and email the treasurer so they know that cash is there)***

# FCC Dues & Expenses

## Expenditure of Funds:

The following may be used as guidelines by the individual Boards in determining the types of expenses to be paid for Regular Season and State Meet:

- Coaches' professional fees for competitions (generally one coach to be reimbursed for each eight athletes attending a competition)
- Travel fees for coaches.
- Athlete Entry Fees

## Coaching Fees and Travel Expenses:

- Whenever possible, coaches will carpool and share Hotel Rooms to reduce travel expenses.
- Coaches will be paid professional fees in the amount of \$85 per session and a per diem fee. Late arrival will result in a reduction of professional fees by \$5.00 per ¼ hour for every fifteen minutes the coach is late to an event.
- Travel expenditures for mileage driven in the coach's automobile shall be reimbursed at a rate determined by the IRS, per mile from fLipSpot to the meet. Airfare (or other travel methods) will be paid at the discretion of the Board. Travel expenses (lodging, air, food, car, gas, etc) will also be reimbursed at the discretion of the Board.
- Proper documentation (receipts) must be submitted for reimbursement.
- A Parent/Guardian is required at all overnight competitions

## Other Expenses:

- Office expenses
- Tax filing with the State of Michigan
- Accounting/Attorney fees
- Stamps for mailing meet fees and paying bills as incurred by FCC
- Paper and copies used by all Board members for communication
- Envelopes
- Software for accounting if necessary
- Hand books
- Pay the URL fee for the website
- Other Miscellaneous items



# Code of Conduct & Communications

## Coaches Code of Conduct:

- Arrive on time ready to coach
- Dressed appropriately in clean and properly fitting fLipSpot warm ups
- Absolutely no eating, gum chewing or drinking anything other than water on the floor
- No texting or using cell phones while on the floor
- Coaches will remain with their athletes at all times
- No drugs
- No smoking/drinking at any event
- Proper language
- Show respect and support for your team members and coaches
- Show respect for other teams and coaches
- Show respect for judges
- A parent/Guardian is required at all overnight competitions when only one coach is designated to coach at the event.
- When traveling, at no time will a coach share lodging with an athlete.
- Remember you represent our gym, our athletes and the USGA. – Represent.

## Athletes Code of Conduct:

- Arrive on time ready to compete
- Dressed properly in a clean and properly fitting uniform
- No eating, gum chewing or drinking anything other than water on the floor
- No texting or using cell phones while on the floor during competition
- No drugs
- No smoking/drinking at any event
- Proper language
- Show respect and support for your team members and coaches
- Show respect for other teams and coaches
- Show respect for judges
- When traveling, at no time will an athlete share lodging with a coach.
- Remember you are a reflection of your team, your coach and your gym

# Code of Conduct & Communications

## Parent/Family Code of Conduct:

- No drugs
- No smoking/drinking at any event
- Proper language
- Show respect and support for your team members and coaches
- Show respect for other teams and coaches
- Show respect for judges
- Please refrain from speaking to judges at the meets
- Please refrain from speaking to your athlete during meets
- When traveling, there must be at least one parent/guardian in any room occupied by minors.
- Unless you are serving as a board member you are not to speak on behalf of the club. If you have a concern about an event, please discuss it with a board member.
- Any concerns regarding the FCC will be discussed, in a proper manner, with a board member at club meetings. Rumors and cattiness only hurt morale and will not be tolerated.
- Do not contact hosting gym for details on meet schedules. All communications will come from coaches or front desk.
- Remember to set a good example for the children.

## Communication Responsibility:

**Members are responsible for staying informed on fLipSpot Competitive Club happenings in one of the following ways:**

- **E-mail:** All announcements and information will be sent to the entire membership via email. You will need to check your email at least once a week during the meet season, and always on the day of a meet. We often get last minute changes that may affect your athletes start time. FCC Club members are responsible for informing the Club Secretary of their current email address.
- **The FCC website:** <https://fcc.flipspotgym.com>
- **Signage at the gym:** The communications officer will post important information regarding the club in the gym on the FCC bulletin board in the lobby and viewing area. Please make sure to check out the board often.
- **File Bin:** Each Board Member and each team will have a folder at the gym. Communication will be made by using the folders.
- **Facebook Group:** fLipSpot Competitive Club

# Legal Stuff & Additional Information

## **Governing laws of the IRS**

Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal revenue law.

## **Dissolution**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the internal revenue code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, states, or local government for a public purpose. Any such assets not so disposed shall be disposed of by a court of competent jurisdiction of the country in which the principal office of the organization is then located, exclusively for such purposes.

## **Non Discrimination**

Membership in the FCC and participation in its affairs shall be open to any person without regard to religion, race, color, sex, national origin, age marital status, sexual orientation, handicapping condition or other legally prohibited factors. Within the limitations imposed by the facilities available to the FCC and the desirability of harmonious association among its members, any person who meets the requirements as determined by the Board is eligible to hold membership.

## **Suspension of Membership**

The board, after due deliberation, may restrict, suspend, or terminate membership of any member, for good cause, including, but not limited to, the nonpayment of any dues and/or fees owed by such member, or conduct which, in the judgment of the Board damages the Club's spirit of harmonious association.

# Terminated Athlete Policy

## Terminated Athlete Dues Policy

For those athletes that terminate before or during the season the following policy will apply to your FCC dues.

### Athletes that terminate prior to the start of the season

Athletes that terminate prior to the beginning of the season and communicate to the FCC Board that they will not be able to compete at least 10 days prior to the first meet registration deadline will not be charged for meet registration or coaching fees. If the athlete is injured, the athlete families should still fill out a commitment form and the required fundraising check. This will allow the family access to fundraising opportunities and to earn points. Once the athlete is capable of returning, the dues will be calculated based on the remaining number of meets for his/her level.

### Athlete terminated during the season

Should an athlete terminate after registering for the first meet of the season, the dues for the athlete will be reduced by the meet registration fee(s) they cannot attend. The dues will still reflect the cost for coaching fees and expenses for the entire season. This ensures that the estimated dues for the season will remain accurate for all members.

### Dropping a meet

Athlete will be registered for all meets for their level at the beginning of the season. It is your responsibility to notify the coaches and the FCC if you are unable to attend a meet. Should an athlete be unable to attend a meet due to scheduling conflict or any other reason, the FCC must be notified at least 10 days prior to that meet registration deadline. The same policy as an athlete terminated during the season will apply. The dues will be reduced by the meet registration fee, but will still contain the coaching fees and expenses. Again, this ensures that the estimated dues for the season will remain accurate for all members.

Please note that meet registration deadlines occur as far as 60 days ahead of the meet. In general, the FCC will make good faith efforts to gain a refund from the individual meet administrator, however cannot guarantee a refund once registration payment has been made.

## Individual Meet Policy

Primarily for coaches that are not members of the FCC but also wish to compete at a particular meet. This individual will be required to submit payment at least 10 days prior to the meet registration deadline. This payment will include the registration fee, coaching expenses and an additional administration fee of \$20.

# Agreement

FLIPSPOT COMPETITIVE CLUB  
MEMBERSHIP REQUIREMENTS AND AGREEMENT  
2022-2023

## AGREEMENT

- I have read the Membership Requirements of the fLipSpot Competitive Club Handbook. In the event membership is terminated, I agree to fulfilling all financial requirements as stated in the handbook
- I agree to fulfill the requirements as a member of the Club according to the membership I've checked below
  - Our family will be a Fundraising Member and have enclosed a check (post-date 1/1/2023) for \$350 written to the FCC, and will sign up for at least 10 volunteer points. 4 points from regular season opportunities and 6 points from fLipSpot meet.
  - Our family is choosing to be an Opt-out Member and have enclosed a check for \$350 for the FCC to deposit immediately. In addition, I will to sign up for at least 6 volunteer points at fLipSpot meet.

\_\_\_\_\_  
(Signature) (Date) (Print Name)

\_\_\_\_\_  
(Email) (Phone number)

Optional Secondary Contact Information

\_\_\_\_\_  
(Name) (Email) (Phone number)

\_\_\_\_\_  
(Athlete(s) Name(s))

Please sign this page and turn into the **Treasurer folder** at fLipSpot no later than October 1, 2022.