

**Cumberland  
Gymnastics  
Team  
&  
Booster  
Club  
Handbook  
2017-2018**



*Welcome to an exciting time your daughter's life!! We are looking forward to another great season!*

**CUMBERLAND GYMNASTICS TEAM MISSION STATEMENT:**

The mission of Cumberland Gymnastics, Inc. is to encourage participation and pursue excellence in all aspects of gymnastics. It is therefore our goal to provide learning opportunities for participants at all skill levels during their competitive careers. It is also important to provide these individuals with lessons they can carry with them for a lifetime.

**U.S.A.G TEAM:**

Cumberland Gymnastics team members compete within the structure of the U.S.A Gymnastics Junior Olympic age group program. This is the team level for the more serious gymnast wishing to advance to a high level of competitive gymnastics. Practices range from two to five days per week year-round depending on the gymnast's training level. We take part in the Blue Ridge Gymnastics Association, which is a league of teams from Central Pennsylvania. In addition to those competitions, we attend invitational meets as well as U.S.A.G sponsored sectional, state, regional, and national level meets. (Regional and national meets are for level 8 or higher ONLY). The competitive season runs from September to April; the gymnast training period is May thru August for the following competitive season.

**TEAM LEVELS:**

**DEVELOPMENTAL TEAM** (Also known as **HOT SHOTS**):

This is a novice level for girls who show potential to become a U.S.A.G competitor. We participate in the Pennsylvania Developmental League. We have approximately four meets at which the gymnasts perform compulsory routines. This team trains two to four times per week year-round depending on the gymnast's training level. Team members may attend open workout on Saturdays free of charge. The Developmental Team and Level 3s may practice together depending on the number of gymnasts in each level.

**LEVEL 3 and UP:**

The levels continue to go up in numerical order, with Level 10 being the highest level we will train at Cumberland Gymnastics, Inc.

Level 3, 4, and 5 gymnasts compete routines as written by the U.S.A Gymnastics Junior Olympic age group program. Xcel and up gymnasts will learn and compete

optional routines that we will help the gymnasts put together. As gymnasts move up in level, we stress the importance of practice to improve progress and ensure safety of the gymnasts.

### **TEAM SELECTION:**

The coaching staff selects new team members in June and August of each year. Selection is based on a gymnast's strength, flexibility, skill level, work ethic, and the coach's estimation of future potential.

We will conference at the end of the summer with the parent(s) to discuss the gymnast's progress throughout the previous season and to estimate each gymnast's competitive level for the upcoming year.

### **MONTHLY TEAM FEES:**

The team fee pays for the gymnast's practice time in the gym. This is a monthly fee payable to Cumberland Gymnastics, Inc. by the 1st of each month. If the team fee is received **LATER** than the 10<sup>th</sup> of the month there will be a \$15 late fee assessed each time it occurs. Melanie will address any extenuating circumstances (family moves out of area, illness or injury, etc.) on an individual basis.

Please note that there will be a separate summer fee schedule.

Some additional team expenses you can expect to incur are:

- 1.) Team Uniforms
- 2.) U.S.A.G athlete membership fee (Level 3 and up)
- 3.) Travel and motel expenses to away competitions
- 4.) Sectional, state, regional, and national meet entry fees
- 5.) Invitational meet entry fees
- 6.) Floor exercise choreography fees (optional gymnasts only)
- 7.) Private lesson fees (\$30/half hour)
- 8.) MANDATORY summer camp (last week of July)
- 9.) Cumberland Gymnastics Booster Club Assessments (defined below)

There is a bounced check fee of \$25 for each occurrence. Per the Team Contract, delinquent team fees may result in penalties, to include a gymnast being withheld from participation until the financial obligation is met.

### **PRACTICES & MEETS:**

Practices are mandatory unless otherwise noted. We believe that the more a gymnast practices, the more competitive she will become. To ensure gymnasts' continued progress and competitive ability, as well as for safety reasons, gymnasts must meet the minimum number of practices required per level (as outlined in the school year schedule) in order to compete at that level. We will **NOT** have **MAKEUPS** unless Melanie cancels for a personal reason.

All Blue Ridge League meets are mandatory and should only be missed for illness or family emergency.

Melanie will select invitationals at the beginning of each season. Every gymnast is encouraged to participate in up to four invitational meets. Gymnasts who participate in more than four meets will be assessed a \$75 fee, plus registration fees, for each additional meet. The Cumberland Gymnastics Booster Club will collect and pay for invitational meet fees. **Please note:** If you are carrying an outstanding balance due

with the Booster Club, your gymnast(s) will not be permitted to register for invitationals until the outstanding balance is paid in full.

## **GENERAL RULES:**

### **PARENTS:**

#### **Communication Policy**

- Gymnast should first speak to their coach alone to resolve error or issue.
- If conflict is not resolved, parent may then email Melanie to request a meeting with the parent, coach, and gymnast.
- Please allow coaches to enter and exit the gym without interruptions.
- The coaches need 100% of the gymnasts' attention.

#### **Practice Guidelines/Expectations**

- Parents of **ALL** levels are permitted to watch practice the **last week of each month**. Parents should **NOT** be coaching their daughter(s). If this is the case, we may ask you to leave.
- Negative conversations with coaches or Booster Club members/parents are not permitted while in the waiting area or anywhere on gym property. If there is a conflict that needs to be discussed, schedule a meeting with the appropriate person.
- When dropping off your child please turn around and drop them off towards the door. Please **DO NOT** have them walk in front of traffic.
- **DO NOT** park in the grass behind the other parking spots; you will be asked to move. If front lot is full, park in back lot.

#### **Meet Guidelines/Expectations**

- Parents are **NOT** allowed on competition floor for any reason whatsoever.
- Parents are **NOT** permitted to coach gymnast from the stands.
- Do not converse with the judges.
- Flash photography is forbidden by the U.S.A.G.
- Parents may not speak with the coaches about their daughter's performance before, during or after the competition. Call the following day to schedule a meeting with Melanie.

### **GYMNASTS:**

#### **Communication Policy**

- Gymnast should first speak to their coach alone to resolve error or issue.
- If conflict is not resolved, parent may then email Melanie to request a meeting with the parent, coach, and gymnast.
- Please allow coaches to enter and exit the gym without interruptions.

#### **Practice Guidelines/Expectations**

- Every gymnast is **REQUIRED** to be at practice. More than 3 unexcused practices a month **will result in missing the next team event**. An unexcused practice is when a gymnast does **NOT** call out of practice.
- Gymnasts must be at the gym **10 minutes PRIOR** to practice time. If the gymnast is going to be late or absent, the gymnast or parent must call and leave reason why they are absent or coming late and approximate time of arrival.
- If a gymnast has to leave early for any reason, it must be discussed with a coach prior to practice.

- **NO SITTING DURING PRACTICE.** Great things are never achieved by sitting, only by doing!
- All team members must attend summer practices or they may not continue on the team.
- There will be NO price adjustments for vacations and missed practices.
- Gymnasts must attend every practice the week of competition or they will be unable to attend. If there is a conflict, please see Melanie.
- If a gymnast is injured, they must still attend practices for conditioning. Their coach will give them appropriate exercises to remain in top physical condition.
- Watch and learn from each other as well as from the coaches! Gymnasts are expected to help and encourage each other; you are a part of a TEAM!
- Experienced gymnasts are expected to set proper examples for younger gymnasts, physically and mentally.
- RUDENESS, disruptive behavior, or foul language will not be tolerated in the gym. It is cause for immediate suspension or dismissal, and a parent conference will be held.
- Plan schoolwork so that is does not conflict with gymnastics time. Do not leave schoolwork until the last minute. Gymnasts are expected to bring report cards to Melanie at each report card period. Schoolwork should take precedence over gymnastics, but if planned carefully, the two can work together. Poor grades are a cause for suspension until grades are raised.
- **Eating and Drinking During Practices:** In general, all gymnasts should be eating well-balanced meals. Eat a light meal one hour before practice and drink enough fluids. This is especially important during the summer months. Gymnasts' breaks during practice should also consist of nutritious snacks; e.g. Gatorade, fruit or fruit juice, crackers, salads, and nuts. No carbonated beverages should be consumed during practice!
- Proper practice attire is required.
  - ✓ Leotards are required!
  - ✓ No shorts may be worn during practice.
  - ✓ Hair **MUST** be pulled back away from face, including side bangs.
  - ✓ No dangle earrings.
  - ✓ No rings, bracelets, necklaces, or anklets.
  - ✓ No facial piercings
  - ✓ No tongue piercings
  - ✓ No tattoos

### **Competition Guidelines/Expectations**

- Gymnasts must be of legal qualifying age for particular level.
- Each gymnast must have a U.S.A.G number (acquired through gym)
- Proper competition attire is required:
  - ✓ Competitive leotard
  - ✓ Team warm-up suit
  - ✓ Gym bag
  - ✓ Body suit- **NO UNDERWEAR** of any kind unless they match leotard or are nude. Gymnasts may **NOT** wear string bikini underwear—it is a **DEDUCTION!**
  - ✓ No nail polish on nails or toes
  - ✓ Only one post earring in each ear
- Gymnasts must arrive at the competitions at the designated times. Please allow enough time for travel. If a gymnast arrives more than 30 minutes late, she will not be able to compete in that competition.

- Gymnasts must be mentally prepared for meets.
- No candy or sweets should be eaten before or during a meet. Appropriate snacks are: vegetables, sport bars, fruit—nothing high in sugar.
- Gymnasts must have a neat, clean, groomed appearance on the gym floor.
- Hair must be in a curly ponytail or bun unless told otherwise. If your daughter’s hair is too long for curls and will be in her face during competition, we will ask her to wear it in a bun for meets.
- Each gymnast, not parent, is responsible to bring personal belongings.
- Gymnasts are NOT to go into the stands to speak with parents during competition!

## **CUMBERLAND GYMNASTICS BOOSTER CLUB:**

### **CGBC MISSION STATEMENT:**

The Cumberland Gymnastics Booster Club (CGBC) is here to support the gymnasts and coaching staff of Cumberland Gymnastics, Inc. emotionally, physically, and financially. Through mandatory and voluntary fundraising, the CGBC will help defray the expenses of competitive gymnastics and contribute monies for equipment that is deemed necessary by the gym owner for the training and safety of the competitive gymnasts.

### **CGBC STRUCTURE:**

The CGBC is a subsidiary of Cumberland Gymnastics, Inc. The General Membership of the CGBC is comprised of at least one representative (parent/guardian) of gymnasts who have been selected as Team Members by the Gym Owner. An Executive Board consisting of the following officers leads the General Membership (see CGBC Bylaws for full job descriptions).

1. Gym Owner
2. President
3. Vice President
4. Secretary
5. Treasurer

There are currently six committees, led by Chairs or Co-Chairs, who oversee the activities that support the CGBC:

1. Fundraising Committee
2. Meet Committee
3. Concessions Committee (in coordination with the Meet Committee)
4. Yearbook Committee
5. Special Events
6. Public Relations

Every family is required to actively serve on one of the committees. (See the CGBC Bylaws for committee descriptions and Chair/Co-Chair expectations.)

### **MEETINGS**

The CGBC will hold 2017-18 General Membership Meetings on **Friday July 28, Thursday November 30, and Thursday March 1**. As noted in the CGBC Bylaws and the Team Contract, one representative from each family must attend at least two of the three scheduled 2017-18 meetings, although attendance at all meetings is preferable if at all possible. If a family is unable to attend, they must notify the Secretary prior to

the meeting via email, voicemail, or written note left in the Secretary's mail folder. (Please note: notification does not absolve the family of the requirement to attend two meetings.) Penalties for failure to attend required meetings are outlined in the Team Contract.

### **FINANCIAL POLICY**

The purpose of financial management in the operation of all CGBC activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including parents, the Gym Owner, and any other interested parties. In order to accomplish this, the CGBC Executive Board commits to providing accurate and complete financial data for internal and external use.

### **ASSESSMENTS**

CGBC assessments help to defray the costs for coaches' meet and related travel expenses, league fees, professional training, equipment, gym usage/maintenance, and senior scholarships. Failure to pay assessment fees will result in penalties as outlined in the Team Contract.

1. CGBC Assessments will be billed four times a year in the 2017-18 competitive year. There will be a 10% discount credit for paying within 10 days of invoice. The face value of assessment is due within 45 days. There is a 10% penalty for payment after 31 days. Please note the new schedule on the proposed draft of the budget. Parents can also take advantage of a 12.5% discount by paying for the entire year by the date of the first assessment.
2. If a family chooses to pay at a frequency different from the invoices (i.e. monthly), the Treasurer can suggest an amount that would cover the full yearly amount. If you will be paying this way, please inform the Treasurer before the first assessment (September 10). If the payments/credits in a family's account equal or exceed the assessment amount at time of assessment invoice, the Treasurer will apply the 10% discount.
3. If a gymnast is injured with a doctor's excuse and cannot attend practice for a period of at least one month but remains on the team, the assessment fee is reduced to the equivalent of 50% of the monthly assessment amount. If a gymnast is injured (with or without a doctor's excuse) and decides to quit the team, the family will still need to pay the full assessment through May 31.
4. There is a \$100 discount per child for multi-child participation on the team.
5. There is a \$250 credit for serving as a CGBC Executive Officer. If dues are paid in full by designated deadline, it will be applied immediately. For those paying quarterly, it will be applied in the 3<sup>rd</sup> quarter assessment.
6. There is a \$100 credit for serving as a CGBC Committee Chair. Because of the requirements and workload of the Meet Committee, Co-Chairs (two individuals) are preferred as possible, and each will receive \$100 credit. For all other Committees, the credit will be divided equally between any Co-Chairs. If dues are paid in full by designated deadline, it will be applied immediately. For those paying quarterly, it will be applied in the 3<sup>rd</sup> quarter assessment.
7. Fundraising proceeds, both team and individual, are run through the CGBC budget. Individual accounts are credited for individual fundraisers at the conclusion of the event and are applied on the next assessment. If a parent is waiting on fundraiser credit, they must pay assessment amount and then will be credited or reimbursed for the fundraiser.

8. If there is a positive balance in an individual's assessment account at the conclusion of the team year (May 31), the balance will, by default, be rolled over to the following year if they are in good financial standing with both the CGBC and Cumberland Gymnastics, Inc. If money is owed to Cumberland Gymnastics, Inc., funds from the CGBC will be transferred.
9. If a check is returned from the bank for insufficient funds, the fee imposed by bank (currently \$25 per check) will be passed in full to the family.

### **VOLUNTEER EXPECTATIONS**

We rely on the support of our gym families to fulfill the mission of the CGBC. As outlined in the Team Contract, all families must:

- Fulfill volunteer requirements for all Team CG/CGBC hosted meets. Please note: Gymnasts are also expected to fill volunteer slots. As outlined in the Team Contract, a \$100 penalty fee will be incurred for each missed meet volunteer slot.
- Fulfill fundraising expectations. The Executive Board and Fundraising Committee will prepare a 2017-18 Fundraising Activities document to be distributed prior to the start of the season.
- Actively participate as a committee member, to include attendance at meetings and completion of/ assistance with assigned responsibilities.

In addition to required activities, Cumberland Gymnastics, Inc. and the CGBC regularly seek opportunities to support and serve the needs of others and to better the world around us. Families and gymnasts are encouraged to participate in these service activities as possible.

### **\*\*VOLUNTEER CLEARANCES\*\***

We are required to follow all Pennsylvania laws regarding volunteers who are responsible for the welfare of a child or who have direct contact with children. All parents/guardians MUST have necessary clearances on file with Cumberland Gymnastics, Inc. in order to participate in any volunteer activities relating to Cumberland Gymnastics, Inc. and the CGBC.

- Per state guidelines as of August 25, 2015, all parents/guardians, i.e. "volunteers," must complete and submit necessary clearances immediately and prior to any volunteer activities.
- Existing clearances (i.e. those obtained for your children's school activities, etc.) are acceptable. All volunteers will be required to obtain necessary clearances every 60 months.
- An FBI clearance may be needed, if the volunteer has not been a Pennsylvania resident for the past 10 years.
- For more information, please visit [www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/](http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/); [keepkidssafe.pa.gov/clearances/index.htm](http://keepkidssafe.pa.gov/clearances/index.htm); or [keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C\\_135249.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135249.pdf); or speak with Melanie or a CGBC Officer.



## **COMMUNICATION**

1. Website **[www.cumberlandgymnastics.org](http://www.cumberlandgymnastics.org)**: Melanie has included team information on the Cumberland Gymnastics, Inc. website under the Team CG tab. Meeting minutes and additional pertinent information are posted here.
2. Please provide a valid email and check it, and the website, regularly; the CGBC will communicate important news and event information with the General Membership via email on a regular basis.
3. Please check your daughter's mail folder on a weekly basis.
4. Questions or Concerns: If you have questions or concerns that pertain to the gym, coaching decisions, practice issues, or competitions, please address them with Melanie. If you have a question that relates to any of the responsibilities pertaining to the CGBC and related activities/requirements, please feel free to ask any of the Executive Officers. If you are unsure where your question/concern falls, please ask an officer and we will help direct you.

## **NOTES FROM MELANIE:**

We hope each gymnast and her parents/guardians support and encourage all team members. It is important to emphasize team as well as individual goals and accomplishments. We ask that each family member support and stand by the mission of Cumberland Gymnastics Team. Realizing that each individual team member has her own goals, it is the coaching staff's mission to help each girl reach her potential as both a gymnast and person.

Please feel free to call me anytime you have a question, concern or a problem. You may call the gym (717-245-0561), or my cell (717-422-8989).