



# TEAM NAYDENOV HANDBOOK AND CONTRACT

2022-2023 Competition Season



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# Naydenov Booster Club Bylaws

Updated September 2022

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## **Mission Statement**

It is the mission of the Naydenov Gymnastics Booster Club to cooperatively raise funds to support all competitive Naydenov gymnasts in their pursuit of excellence.

## **Naydenov Booster Club**

Naydenov Gymnastics Booster Club (NBC) is a non-profit organization supporting our Naydenov gymnasts. NBC is affiliated with Naydenov Gymnastics Center, one of the few gymnastics' facilities in Vancouver. NBC provides monetary and administrative support for athletes participating in local, state, regional, and national competition.

## **History of Naydenov Gymnastics Center**

The founder of Naydenov Gymnastics Center is Jordan Naydenov, born in Plovdiv, Bulgaria. The original Vancouver gym was opened in 1983. In 1992 the business was moved to its current location on 94th Avenue.

Jordan competed nationally in Bulgaria before coming to the United States in 1982 to work with Ringling Brothers as a circus gymnast. He designed and built the gym to facilitate students of all ages, training them for competition, allowing gymnasts to gain self-esteem, self-discipline, strength and balance.

Naydenov Gymnastics is currently owned by Kevin Jenkins. Today, Naydenov Gymnastics Center offers training for competitive gymnastics, recreational gymnastics, dance and martial arts.

## **Competitive Gymnastics**

The staff at Naydenov Gymnastics Center includes coaches who are trained to instruct gymnasts at a competitive level. In cooperation with the owner, parents/guardians, and gymnasts, coaches from competition teams. All practice equipment and instruction are provided by the gym and included in Naydenov Gymnastic Center's fees.

NBC was organized to coordinate the participation and funding for competitive gymnastics. It performs various functions relating to these events, such as entering teams and gymnasts in competitions. It is also responsible for the budgeting and accounting of competition costs, and in funding competitions through organized fundraisers. Naydenov Gymnastics, coaches, and NBC work together to ensure that the business of the gym and the interests of the coaches are considered, and that the competitive experience for the gymnasts is a positive one.

## **NBC Standing Rules and Bylaws Effective September 2022 General:**

1. The location of NBC is in the Vancouver area. Mailing address: PO Box 820603, Vancouver, WA 98682.
2. Members, Officers, and Board Members are prohibited from using NBC as a means of obtaining private profit and/or to further individual purposes and gain. Members, Officers, and Board Members shall not receive unreasonable compensation or salary from NBC for his/her services. However, NBC may enter into contracted relationships with NBC Members, Officers, and Board Members for services that require a substantial time commitment in order to facilitate larger fundraising opportunities such as the organization and execution of a competition. If the contracted work exceeds that allowed by governmental regulations for a 501(3)c organization, the compensation will be reported as legally required by all parties involved.
3. NBC shall maintain liability insurance for board officers, chairpersons, and club volunteers.

## **Purpose**

It is the mission of NBC to raise funds to support all competitive gymnasts in their pursuit of excellence.

## **Membership**

The membership of NBC shall consist of:

1. At least one “active member” per gymnast who is a parent or legal guardian of a Naydenov Gymnastics Center competitive gymnast.
2. Optional “contributing members” are any other adults who support the purposes and objectives of NBC.
3. Membership in NBC is optional. However, if a parent or legal guardian chooses not to participate in NBC, he or she must work with his/her coach and/or NBC to coordinate USAG and competition related activities.

## **Voting**

1. Active members have voting privileges. Only one vote may be cast per competitive gymnast. A contributing member does not have a vote.
2. The general membership shall vote on the following items:
  - a. The approval of the annual budget, including admin, competitive, and any supplemental budget.
  - b. The annual election of board members.
  - c. The approval of the Board recommendations for Interim Board Members.
  - d. Petitions requesting the removal of a board member from office.
  - e. A change to the Bylaws
  - f. The approval and/or change to any written procedures.
  - g. The approval of any non-budgeted item over \$200.
3. Unless otherwise stated in these Bylaws, a simple majority of active members present will carry these motions.
4. All other business of NBC will be conducted by the Board of Directors.
5. At all meetings, except for the election of Board Members, all votes shall be by voice. For election of Board Members ballots shall be anonymous.
6. At any meeting, if a majority so requires, any question may be voted upon in the manner and style provided for the election of Board Members.

## **Meetings**

### **General Membership Meetings**

There shall be two general membership meetings per calendar year. One meeting will be held in May and include the annual election of the officers. The other will be held at least 10 days prior to USAG night and shall include the approval of the annual budget. These dates may be adjusted by the Board of Directors as necessary. The call for a general membership meeting must be made with 10 days advanced proper notice and must state the main purpose for the meeting.

### **Special Meetings**

Additional meetings requiring the attendance of the general membership may be called by the Board as it deems necessary for the best interest of the organization. Specifically, business requiring a general membership vote should be performed at a Special Meeting. The call for a Special Meeting must be made with 10 days advanced proper notice and must state the main purpose for the meeting.

### **Board Meetings**

Regular scheduled Board meetings shall be held once each month in the evenings to accommodate working members. General members are strongly encouraged to attend. Proper notice shall be posted with the proposed agenda 10 days prior to the meeting. Changes to the date and time or the cancellation of the regularly scheduled meeting may occur at the Board's recommendation.

Board meetings are open to all members. Every effort shall be made to notify members of any change or cancellation of the regularly scheduled meeting.

- a. A standard agenda that will be used for all meetings is included in Attachment A.
- b. Minutes will be kept and posted for all NBC meetings.

### **Executive Committee Meetings**

The Executive Committee is made up of the members of the Board. The Board may call an Executive Committee Meeting as needed. Executive Committee Meetings may be closed to members and are for discussion purposes only. No business will be decided by vote in an Executive Session. The standard agenda in Attachment A and minutes will be kept for all Executive Committee Meetings but public record will refrain from including personal information that could be considered private or potentially damaging to a coach, member, or gymnast. General information will be provided as requested by any coach or member. Executive Committee meetings will consider requests for the Scholarship Fund for families experiencing financial and/or personal hardship.

## **Board of Directors - General**

1. The property and business of NBC shall be managed by a Board of Directors consisting of the six Officers or the six Officers plus the Past President, depending on if a past president is serving.
2. A quorum of the Board must be present in order to conduct business (vote). A quorum of the Board is defined as two-thirds (2/3) of active officers.
3. A simple majority of the quorum will carry Board votes.
4. The Board may establish, modify, and terminate committees and the membership thereof, as it deems necessary to conduct the business of NBC.

## **Board Positions**

1. The NBC Board of Directors will consist of six Officers or seven members (the six Officers and Past President):
  - a. President

- b. Vice President of Competition & Communication (VP of C&C)
  - c. Vice President of Fundraising (VP of FR)
  - d. Secretary
  - e. Treasurer
  - f. Assistant Treasurer
  - g. Past President (optional)
2. Only active members of NBC are eligible to be nominated and serve on the Board of Directors. Secretary, VP of FR, and Assistant Treasurer require a minimum of one (1) full year of experience with competitive gymnastics. President, Treasurer and VP of C&C require a minimum of two (2) full years of experience with competitive gymnastics.
  3. Six of the Officers shall be elected to a term of one-year. The President, Vice President of C&C, and the Secretary will serve beginning June 1st and concluding May 31st. The NBC Treasurer, Assistant Treasurer and the Vice President of Fundraising terms will coincide with NBC's fiscal year – September 1st through August 31st. Overlap of a previous officer's support and initiation of an upcoming officer's support outside of a term is strongly encouraged to promote the organization's goals and ensure a smooth transition of business.
  4. The past president shall optionally serve a maximum of a one (1) one-year term. This term will begin June 1<sup>st</sup> and conclude May 31<sup>st</sup>. Once the one-year term has expired or the past president has resigned the position, the Board will operate with six Officers until a new President has been elected by the membership.
  5. In the case of resignation or removal from office, the Board as a whole will assume the responsibilities of the vacant position. Within a reasonable amount of time, the Board will present a replacement to the general membership for approval. Once approved by the general membership, the replacing officer will serve the remainder of the original term.

## **Election Chair and General Election Procedures**

1. In March of each year, the Board will appoint an Election Chair, who will present candidates for each elected office of the Board to the general membership for election in May.
2. The Election Chair shall be eligible for nomination for an office. If the Election Chair chooses to accept a nomination to an office, they must first resign as the Election Chair.
3. The Election Chair will post a sign-up sheet for officer positions. The Election Chair may accept candidates for officer positions by electronic or in person notification.
4. At the annual membership meeting in May, the Election Chair will oversee the election. Each position will be voted on individually, in the order of President, Vice President of Fundraising, Vice President of C&C, Secretary, Treasurer and Assistant Treasurer. The Election Chair will present to the general membership the list of the candidates. Nominations may be accepted from the floor. Voting will be by written ballot. The Election Chair will count the votes and report the results to the Membership.
5. If an Officer position is not filled in May, the Election Chair will accept candidates for consideration and vote at subsequent NBC meetings. The current Officer will continue in his/her role until a new Officer is elected or the current Officer resigns. It is the responsibility of the Board to recruit for Officer positions or the Board may vote to pay a non-member contractor to fulfill the responsibilities of that unfilled position.

## **Removal of Board Members**

1. Any active member of NBC may submit in writing a signed petition to the Board of Directors requesting the removal of a Board member. The petition should clearly state the reasons for the request.
2. Within thirty (30) days from receiving the petition, the Board shall schedule an Executive Committee Meeting to review the petition. From this meeting, one of three (3) resolutions must occur:

- a. The Petitioner may elect to withdraw the petition.
- b. The Board may elect to move the petition to a Special Meeting of the general membership for a vote no later than 30 days from the date of the Executive Committee Meeting.
- c. The Board and the Petitioner may agree to remedial actions and the petition will be withdrawn.

Minutes from the Executive Committee Meeting will be kept and provided to the general membership.

If the petition is moved to a Special Meeting of the general membership, the minutes from the Executive Committee Meeting will be read and approved. Time will be allotted for a general discussion on the petition. The general membership will then vote to approve or deny the petition.

## **General Duties of Officers**

### **President**

The President shall exercise general authority over the affairs of NBC. He/ She shall use his/her best efforts to promote its purposes and objectives as outlined in these Bylaws and other approved documents of NBC. Generally, the President should perform duties inherent to the Chief Executive Officer of any organization.

### **Vice President of Fundraising (VP of FR)**

The VP of FR is responsible for all activities relating to fundraising for NBC. This includes, but is not limited to, reporting on fundraising money, maintaining guidelines for fundraisers, monitoring the progress of fundraisers and collections of funds to ensure that guidelines are being followed, recruiting volunteers to lead fundraisers such as Timbers and Rock N' Roll, tracking member participation, confirming accuracy of information and passing along previous year's information to the next Vice President of FR. This position is also 3<sup>rd</sup> in line to assume the duties of the President in his/her absence, if the VP of C&C is also absent.

### **Vice President of Competition and Communication (VP of C&C)**

The VP of C&C shall coordinate all activities relating to competition for the team(s). He/She shall guide and lend support to all practice teams by initiating contact with host gyms of proposed meets, providing information received to meet coordinators, communicate meet information to team parents and coaches, provide an assessment of estimated meet expenses, schedule travel for coaches for some meets, prepare and distribute meet packets prior to each meet, and create all meet fund requests prior to submission to the NBC Treasurer. Additional duties include tracking coaches' USAG membership, background checks, and safety renewal dates. The VP of C&C will also perform the end of the year reconciliation of the meet expenses. The position of VP of C&C can also assume the duties of the President in his/her absence. The VP of C&C has the ability to enlist an assistant if needed.

### **Secretary**

The Secretary shall keep and distribute all minutes for NBC meetings. He/ She is also responsible for all Board notifications and postings. The Secretary shall also maintain an active roster of all competitive gymnasts, by team, with names, competition numbers, and other pertinent information (parents' names, phone numbers, addresses, e-mails, etc.). The Secretary is responsible for oversight/cooperation or being an administrator on all social media accounts or other apps related to the competitive teams and NBC business. The Secretary also maintains the Club's Bylaws, editing and updating all approved amendments.

## **Club Treasurer**

The Treasurer is responsible for all the financial activities of NBC. The duties include, but are not limited to, keeping accurate financial records, preparing checks as authorized in accordance with the budget or approval in the meeting minutes, filing timely and accurate tax returns and other reports required by law, maintaining and distributing gymnast financial statements, preparing the annual admin budget, and completing a monthly financial and budget report for NBC review and providing it at the monthly NBC meetings. The member in this position must have a background in accounting and record keeping. The Treasurer also oversees the activities of the Assistant Treasurer.

## **Assistant Treasurer**

The Assistant Treasurer is responsible for financial activities of NBC including but not limited to account collection, picking up checks from the NBC locker, preparing and making bank deposits, and communicating with the Treasurer regarding all banking deposits, as well as being the primary individual in charge of picking up NBC's PO Box mail and distributing to the appropriate Board Member.

## **Other Club Positions**

NBC has other non-Board of Director positions available, such as fundraising chairs, meet coordinators, and social media Chair(s). These positions are appointed by the Board. Individuals remain in the position until resignation or termination by the Board.

## **Meet Director**

A specific Board-appointed position with significant responsibilities. A Meet Director is responsible for overseeing all activities related to meets held by NBC. Responsibilities include, but are not limited to, overseeing a meet committee, coordinating all aspects of the fundraiser, fiscal review and responsibility, and communications with members and the community.

## **Team Representative Position (a.k.a Team Parent or Team Mom)**

Each practice team will have one coach appointed team representative position. The team parent is responsible for the following:

1. Attending the Booster Club meetings. In the event they cannot make the meeting, they will make every effort to appoint someone from their team to attend in their place such that he/she can represent that team in discussion and report back to the team parent. -Sharing information from the meeting back to their team.
2. Providing current and accurate information to the Secretary for the team roster that includes gymnast name, date of birth, level, a parent/guardian name, phone numbers, address, email address, etc. as needed by the Secretary.
3. Communicate to the VP of C&C when there is an injury or illness on the team and the gymnast needs to be scratched from a meet.
4. Refer all new parents to the team to the NBC Bylaws, Budget and financial procedures, and other documents. They will also assist in making new parents aware of the financial and time requirements.
5. Encourage parents to communicate through the team parent/mom first.

## **Budget and Finance**

1. Each parent/guardian will donate into the NBC treasury to offset costs associated with competitive gymnastics. This donation may be paid outright or may be raised by participating in scheduled fund-raisers.
2. The funds of NBC shall be kept in financial institutions selected by the Board. Withdrawals of funds shall be made with the signatures of two authorized Board Members. Two authorized Board



members will sign all checks. The VP of FR and Assistant Treasurer are not allowed to sign checks; the other four Officers are able to sign checks.

3. No withdrawals will be authorized by any Board Member for non-budgeted items in excess of \$200. Non-budgeted items less than \$200 must have the authorization of the President, or in his/her absence, either of the Vice Presidents. If the President is involved in the non-budgeted item request, either of the Vice Presidents may authorize the item.
4. The Board shall prepare and present to the general membership a proposed annual budget no later than August 31<sup>st</sup>. The budget must be approved by two-thirds of the membership present in person and/or virtual.
5. Any amendments or changes to the approved budget in excess of \$200 must be approved by two-thirds of the membership present at a special meeting.

## **Club Participation**

1. The success of NBC is dependent upon members volunteering their time and participating in NBC activities. NBC strongly encourages participation by all members.
2. Representatives are encouraged to participate in the following:
  - a. Serve a full term as an officer.
  - b. Chair a General Fundraiser.
  - c. Chair a Committee.
3. Volunteer to work "General" fundraiser events. Fundraisers are defined in the supplemental Budget & Financial Procedures and may include a competition or/meet, garage sale, leotard sales, etc.
4. All members are strongly encouraged to work all meets hosted by NBC.
5. All NBC members are encouraged to communicate with the Board Members in person, by email, by text, or any other means necessary to promote NBC's purpose. The Board will respond to Booster Club member questions or concerns in a timely fashion.

## **Miscellaneous**

1. The Articles of Incorporation of the Bylaws of this organization may be amended by the affirmative vote of two-thirds of the voting members present in person and/or virtual, so long as specific amendments to be voted upon are provided the membership of record no fewer than 10 days prior to the meeting in which the amendment shall be decided.
2. Robert's Rules of Order, Revised. Unless specifically directed by these Bylaws or any approved, supporting procedure, meetings will be governed by Roberts Rules of Order.
3. These Bylaws supersede any and all previous Bylaws and written procedures.

## **NBC Standing Rules and Bylaws**

### **Attachment A: Meeting Agenda**

1. Call the Meeting to Order.
2. Approve Minutes for the previous meeting.
3. Officer Reports.
  - a. President
  - b. Vice President, Fundraising
  - c. Vice President, C&C
  - d. Treasurer
  - e. Assistant Treasurer
  - f. Secretary
4. Unfinished Business
5. New Business

6. Set Next Meeting.
7. Adjourn

## **NBC Standing Rules and Bylaws Definitions**

### **Competitive Gymnast**

A competitive gymnast is any gymnast who is currently on a Naydenov competitive team with a current USAG number.

### **Legal Guardian**

A member will be considered an active member if they are recognized as the legal guardian of a Naydenov competitive gymnast by a legal entity, i.e., the IRS, the State of Washington, etc.

### **Proper Notice**

Proper notice is considered any notification that is posted in at least two places:

1. Posted on the NBC Website.
2. On or near the front door of the gymnasium.
3. On the dedicated bulletin board for the booster club in the back gym.
4. Distributed through team email.
5. Distributed through other electronic forms/apps/social media.

### **Regular Competitive Season**

The regular competitive season runs from August 1<sup>st</sup> to July 31<sup>st</sup>.

### **Fiscal Year**

The Fiscal Year of NBC runs from September 1st to August 31st.

# Naydenov Gymnastics Booster Club

## Budget & Financial Procedures

Effective 2018, updated 2021

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The purpose of these procedures is to supplement the standing Bylaws of Naydenov Gymnastics Booster Club (“NBC”, “the Booster Club” or “the Club”), and to further clarify the budget and financial activities of the organization.

### **Fiscal Year**

The fiscal year of the Booster Club runs from September 1 through August 31.

### **The Annual Budget**

The Booster Club’s annual budget is divided into two components: 1) The Administrative Budget; and 2) The Competitive Budget.

### **The Administrative Budget**

Within the first three months of the Booster Club’s fiscal year, the Club will approve an Administrative Budget. The Administrative Budget is a reconciliation of the Club’s Administrative Fund from the previous year, and includes an estimate of the costs needed to run the business of the Club for the current year. Included in the Administrative Budget is reconciliation and recommendations relating to the Club’s National and Elite Fund.

The Club Treasurer will chair a committee to assist in the preparation and presentation of the Administrative Budget. Included in this budget will be:

1. An itemized list of expected Administrative Expenses for the current year, such as postage and supplies, bank fees, and tax preparation fees. (Coaches cover their own license fees and Kevin covers partial training fees.)
2. An estimate of income derived from any General Fundraisers for the current year.
3. A summary of excess/deficient funds resulting from the previous year’s activities, with a recommendation of how to apply/cover these funds.
4. A summary of excess/deficient funds resulting from inactive Optional and Compulsory accounts, with a recommendation of how to apply/cover these funds.
5. A recommendation as to the handling of any reserve funds.
6. A recommendation as to the amount to be added to each Optional and Compulsory gymnast’s assessment for the purpose of covering administrative expenses.
7. A summary of funds remaining for National Competitions as a result of previous year’s activities.
8. A recommendation as to the amount to be added to each Optional and Compulsory gymnast’s assessment for the purpose of supporting National Competitions.
9. A recommendation as to the amount of funds available for National Competition which will be made available for current year events.
10. Other recommendations as determined by the Board (for example: incentive discount for full projected assessment payment on USAG night).

Procedures for approving, amending, and dealing with variations to the Administrative Budget are detailed in the Bylaws.

## **The Competitive Budget**

One month prior to USAG night, the Club will approve a Competitive Budget. The Competitive Budget consists of the estimated costs needed for a gymnast to participate in a competitive season, excluding postseason competitions.

The Vice President(s) of Competitions and Communications will chair a committee to assist in the preparation and presentation of the Competitive Budget. The process to complete this budget is as follows:

1. A representative of the committee will gather input from the coaches to determine the meets that will be attended by the competitive teams.
2. The committee will estimate the costs of each meet by team, including coaching costs and meet fees. The estimate will include coaches' costs for Sectionals and State. The estimate does not include meet fees for Regionals, Westerns, or Nationals.
3. Total meet costs by team will be allocated to each team member to determine total meet costs per gymnast.
4. Other competitive costs will be added as needed, such as annual USAG registration fees and competitive clothing, to determine an estimated total competitive cost for each gymnast.

Procedures for approving the Competitive Budget are detailed in the Bylaws.

## **The Assessment**

The Assessment is the amount of money needed to fund a gymnast through a competitive season. It includes the administrative fees and national fund contributions as determined by the Administrative Budget, and the estimated competitive costs as determined by the Competitive Budget.

Each parent/guardian will be asked to make assessments into the Club equal to their individual amounts required to fund their gymnast's. Assessments may be made outright, or by earnings through fundraisers. Assessments may also be satisfied by excess assessments/reimbursements carried over from previous years.

In conjunction with the approval of the Competitive Budget, the Club will determine dates for which assessments are due. Parents/guardians who do not have enough money in their account at the time the assessment is due will need to make a reimbursement to the Club for the difference, unless otherwise approved by the Board.

Because the Assessment contains only an estimate of competitive costs, variances may occur when actual costs are incurred. At the end of the competitive season, the actual costs will ultimately be the amount that parents/guardians are expected to reimburse.

## **Assessment/Reimbursement Schedule:**

1. Each gymnast's account must show a negative (balances on a statement show a negative Accounts Receivable, which indicates money in the account) or zero balance before USAG night, or the gymnast will not be allowed to compete in the upcoming competitive season. Any past due balances (if you have a balance from past seasons you will not be allowed to register for the season until these balances are settled, in addition to the season's current fees.)
2. Projected regular season assessments may be paid in full before or on USAG night. Incentives for full payment may be available pending the Administrative Budget.
3. For the regular season (i.e., not Sectionals, State, Regionals, or Nationals) 1/3 of the season's projected assessment will be due at USAG night in September; 1/3 of projected assessment will be due on December 1st, and 1/3 of the projected assessment will be due February 1st.
  - a. If the first 1/3 assessment is not applied to the gymnast account on USAG night, the gymnast will not be registered in the upcoming season's meets. If the assessment is applied after USAG night, it is at the discretion of the board and the booster club's financial status as to whether that gymnast can be added to meets for the upcoming season. If the board votes to allow the VP of C&C to request adding the gymnast to meets, the gymnast is not guaranteed a spot unless the hosting gym/meet has availability and costs may include late fees to be contributed by the individual in question.
  - b. The second 1/3 of the season assessment is due December 1st. If assessment is not applied, the gymnast will be withdrawn from any meets with refundable meet entry fees and that money will be applied to coaching costs for the remaining team members.
  - c. The final 1/3 of the season's projected assessment is due February 1st. If assessment is not received, the gymnast will not attend future meets, even if meet fees have been paid on the gymnast's behalf. All previously contributed money will be applied to team coaching costs in order to keep the team's season's costs similar to projected.

## **Fundraisers**

Fundraisers will be organized by the Booster Club to help offset the costs of competition. All fundraisers are held in accordance with rules set by the Washington State Booster Club Association. Fundraisers will be designated as either:

### **1. General Fundraiser**

General Fundraisers are for the benefit of the Club as a whole, where the use of the earnings is determined in the next year's administrative budget process. All "new" fundraisers that become known and available to members on short notice and without being able to hold a booster club meeting will be designated general fundraisers. All other fundraising designations will be determined at the monthly Booster Club meetings, as they become known, by approval of the members present.

## 2. **Individual Fundraiser**

An Individual Fundraiser is one where the efforts of the individual are directly credited to a member. Volunteers may work for the benefit of other gymnasts but must declare this intent prior to the event.

## 3. **Level-Specific Fundraiser**

A Level-Specific Fundraiser is for the benefit of a specific level of competition. An example would be a fundraiser designated for the Elite Fund.

## **Fundraising Chairpersons**

These are individuals who volunteer to chair an NBC fundraising event. Chairpersons are nominated by Booster Club members and approved by those present at monthly Booster Club meetings. Fundraising chairpersons have the responsibility of collection of funds resulting from the event and appropriately accounting for all member funds earned. If a fundraising event results in a shortage of money either due member participants or the club, the Fundraising chairperson is responsible for the shortage at the time it becomes known.

## **Member Accounts**

Reimbursements for assessment will be credited to members as they are received. Assessments will be applied to member accounts as they are incurred. Specific policies relating to member assessments and reimbursements are outlined below.

## **Coaches' Costs**

Coaches' costs for competitions will be divided equally between all the members of the team. If teams share a coach, the costs for the coach will be allocated between the gymnasts from both teams.

### **The following are a list of coaches' costs:**

1. A session fee will be paid for each session a coach works during the course of a competition.
2. \$100 per session will be paid to Compulsory Team coaches who participate in coaching two or more events per session.
3. \$100 per session will be paid to Optional Team coaches 0-4 years experience who participate in coaching two or more events per session.
4. \$125 per session will be paid to Optional Team coaches with 5 or more years experience coaching a level 6 or higher competitive team and who participate in coaching two or more events per session.
5. \$75 per session will be paid to an Optional Team coach (w/ 5 years or more experience) who participates in only one event per session.

Only two coaches per session per practice team will be compensated by NBC. Additional coaches will be compensated for the following reasons:

1. If they are needed to fulfill gymnast/coach ratio requirements of a particular meet.
2. At least 3/4 of active members of the team vote to increase the number of coaches either per meet or for an entire season.
3. Practice sessions for fly-away meets will be paid to Optional Team coaches at a rate of \$25 per hour of practice per coach not to exceed \$100 (per coach) for any one session.

4. Hotel costs will be provided for competitions outside the Portland area at the “host hotel” rate. Coaches will be paid only for hotel costs required for competition. Any extra days stayed will be paid for by the coach. General recommendation: Hotel stays will not be authorized by NBC if travel can be accomplished between the hours of 6:30 A.M.-10:00 P.M. NBC will consider factors such as weather and coach fatigue when determining the number of hotel nights coaches will be reimbursed for.
5. Mileage expense at standard mileage rate per the IRS for competitions held away from Naydenov Gymnastics Center.
6. Meal Per Diem will be paid as follows:

**Location - Breakfast/Lunch/Dinner=Total**

- a. Portland/Seattle Area - \$10/\$10/\$15=\$35 Total
- b. Major U.S. Cities - \$10/\$15/\$20=\$45 Total

\* Partial days will be paid depending on the time of day worked.

**For fly-away meets, other travel expenses will be paid as follows:**

1. Airfare in coach or economy class at the lowest available fare.
2. Transportation costs, including car rentals for compact or midsize cars, airport shuttles, taxi fares when no other less expensive alternative exists, and parking. Coaches must select the supplemental rental agency insurance if their personal insurance coverage does not cover them while out of town on business.

Prior to each competition, Coaches will be provided a check and form prepaying them for the expenses listed above. Coaches will attach all receipts with appropriate documentation for any incurred costs not prepaid within seven days following the meet. Receipts are not required for Per Diem Allowances. Coaches may also be asked to minimize expenses by sharing expenses; rental cars, carry-on bags, etc.

**Team Definition for Assessment Purposes**

Individual gymnasts will share costs as defined in their assessment with either level 2, compulsory plus level 6 (level 3-6), or optional teams (level 6-10) on the assumption that all practice teams are attending the same meets. Practice teams (as a group) may opt in or out of a meet only with approval by a majority of the active members and the team manager. If any practice team opts out of a meet then those members will not be responsible for the costs incurred. Within a team, costs may be further divided by level if only certain levels are attending a meet.

**Postseason Meets**

Postseason meets are not considered in the competition budgeting process. Examples are Regional and National meets, and any other “added” meet following the season. Fees for these meets are paid by only those gymnasts attending the meet. Gymnasts are responsible for their portion of coaches’ costs for any post-season meet for which they are registered, even if an injury keeps them from competing.

**Meet Attendance**

Gymnasts who do not attend a regular season meet are still responsible for their portion of the coaches’ costs. If the meet fee has already been paid for the gymnast, it will be credited back to the gymnast only if a refund is granted by the host gym.

## **Injury**

The club has specific policies that apply if the gymnast is unable to participate in a portion of the season due to injury.

1. If the gymnast is unable to compete due to illness, injury, or coach discretion for at least three consecutive meets (one-half of the regular season) then the gymnast will be responsible for 1/2 of the regular season coaching costs, and all of the Administrative and National Fund assessment.
2. If the gymnast is unable to compete due to illness, injury, or coach discretion for the entire season, then the gymnast is responsible for only the administrative and National Fund assessment.

## **Year-end Excess Funds**

Any remaining member funds after the competitive season is over will be carried over to the subsequent year to help offset future competitive costs for the gymnast. However, after the season and prior to July 31st, parents/guardians may submit receipts for reimbursement to the extent that funds are available for their gymnast's travel expenses.

Fees paid directly to a competitive coach for choreography of a competition routine and the purchase of floor music may be included in reimbursable expenses.

## **Inactive Members**

If a gymnast no longer qualifies as a "competitive gymnast" as defined in the Bylaws of the club, the assets of the member will be placed in an "inactive" status. The inactive status will remain for one year. If the gymnast returns to competitive gymnastics at the gym, the member assets will be reactivated. If after a year the gymnast has not returned (i.e. left the gym), then the assets will be donated to the NBC general fund. Any deficit will be accounted for in the next Administrative Budget process.

## **The National Fund**

The National Fund is the portion of donations that have been designated to support National Competitions.

The Booster Club will support the following National Competitions:

1. Level 7, 8, 9 and 10 Regionals
2. Level 9 Westerns.
3. Level 10 Nationals.
4. One Elite National or International Competition.

To the extent that funds are available, the following guidelines will be applied to cover National Competitive Expenses.

1. The funds available will be divided between the National Competitions attended by Naydenov competitive gymnasts.
2. Each year, the Booster Club Administrative Budget will include a maximum amount of funds that can be applied against any National Competition, based upon the total funds available.
3. Available funds for each National Competition will first be applied against coaches' expenses.
4. To the extent that available funds exist after coaches' expenses, these funds will be applied equally againsts entry fees for the National Competitions.
5. Any leftover funds will be added to the following financial year's National Fund.



6. Any coach expenses, meet fees, or other competitive costs not covered by the Booster Club National Fund are split equally between gymnasts attending the meet.

See attached examples of National Fund Expense Allocations.

## **The Elite Fund**

In addition to the competitions supported by the Booster Club in the above National Fund section, the Booster Club may raise additional funds specifically to assist Elite training and competitions. These would include:

1. Competitive costs for an Elite gymnast.
2. Elite testing.
3. Training camps that elite gymnasts or gymnasts in the process of testing elite are invited to attend.

The limitations to the distribution of these funds will be approved on an annual basis in the budget. The amount budgeted may not cover all costs necessary for an Elite gymnast but will help ease the financial burden of achieving an Elite level.

If an Elite competition is combined with a regular scheduled optional team meet then the cost for that meet will not be paid for out of the Elite Fund, but the Elite gymnast will share the cost with the optional team.

## **Prize Money**

From time to time, prize money may be earned by NBC teams at meets. Coaches receive (split) all prize money earned if under \$500, and the remainder of the prize money if over \$500, after session fees and per diems taken off the top if the team competition results in an extra session.

If the competition is an "extra" session, resulting from placement of an already scheduled team meet, the costs of that additional session (coaching fees, etc) will first be deducted from the Prize Money. Examples: Finals Team Challenges, etc.

## **Naydenov Booster Club Girls Scholarship Fund**

Provided that there are sufficient funds, the Naydenov Booster Club will annually provide a scholarship for any gymnast who has completed three full and consecutive seasons, who without scholarship funding would be unable to participate in competition due to extraneous circumstances (i.e. loss of job, death, divorce, etc). Monies designated for this program will be recommended by the Budget Committee during the Annual Budget process and approved by a vote of the general membership. These funds will come from NBC as well as specific fundraisers designated to the NBC scholarship fund. Funds then will be divided between those who qualify, after General Membership approval.

### **QUALIFICATIONS:**

1. The gymnast must have competed for three consecutive and full seasons for Naydenov Gymnastics.
2. A gymnast would not be able to attend competitions without the help of the scholarship due to unusual circumstances, for example, a loss of job, death or divorce.

3. A written letter to the Board of Directors explaining the circumstances for the need of scholarship funding.
4. Parents or Guardian is unable to pay competitive assessment fees or raise sufficient funds through individual fundraising opportunities provided by NBC.
5. The general membership will approve the scholarship on an individual case basis.
6. The applicant must be in good standing with Naydenov Gymnastics.

**PROCEDURES:**

1. The scholarship funds may only be used to help offset the competitive assessment, and will be dispersed in increments to offset competition costs as they come due. (Not to exceed the amount allotted by the General Membership).
2. The scholarship funds may only be used during the competitive season.
3. Any scholarship funds not used during the competitive season will revert back to the scholarship fund.
4. Prior recipients may not carry over funds to a future season; they will be required to reapply each year for re-evaluation.
5. Assessment costs exceeding the scholarship monies allocated to the recipients will be required to be paid in accordance with the assessment payment schedule. If these payments are not met, all applicable procedures and Bylaws will apply.

**Naydenov Gymnastics Booster Club National Fund Expense Allocations**

**Example 1:** Amount allocated in Administrative Budget for each National Competition = \$3,000.

Regional Competition in Hawaii National Competition

Attended by 4 coaches Attended by 1 coach Attended by 8 gymnasts Attended by 1 gymnast Coaches Costs = \$4,000 Coach Costs = \$1,200

Allocation of Funds Available.

Funds Available for Regional Meet \$3,000 Regional Meet Coaches Costs 4,000 Deficit from Coaches Costs (1,000) Paid by National Meet Excess Funds 1,000 Balance \$ 0

Eight attending gymnasts pay their own meet fees and travel expenses.

Funds Available for National Meet \$3,000; National Meet Coaches Costs \$1,200; Excess Funds \$1,800 Allocated to Regional Meet Coaching Costs 1,000 Excess Funds \$ 800

Upon application for and approval by the Board, one attending gymnast may submit receipts for up to \$800 for meet fees, airfare and lodging costs.

**Example 2:** Amount allocated in Administrative Budget for each National Competition = \$3,000.

Regional Competition in Hawaii National Competition

Attended by 4 coaches Attended by 2 coaches Attended by 8 gymnasts Attended by 2 gymnasts

Coaches Costs = \$4,000 Coach Costs = \$2,500 Allocation of Funds Available

Funds Available for Regional Meet \$3,000 Regional Meet Coaches Costs 4,000 Deficit from Coaches Costs (\$1,000) Paid by National Meet Excess Funds 500 Balance (\$ 500)

Eight attending gymnasts are assessed pro-rata portion of unpaid coaches costs (\$62.50 each) and pay their own meet fees and travel expenses.

Funds Available for National Meet \$3,000 National Meet Coaches Costs 2,500 Excess Funds 500 Allocated to Regional Meet Coaching Costs 500 Excess Funds \$0

Both attending gymnasts pay their own meet fees, airfare and lodging costs.

# Memorandum of Understanding

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Naydenov Booster Club understands that gymnastics is an intensive and expensive sport. In order to foster the talent of promising gymnasts and ensure coach and gymnast safety, Naydenov Booster Club, Kevin Jenkins, and Naydenov Coaches have entered into a Memorandum of Understanding for the upcoming 2022-2023 season.

## **Naydenov Booster Club Agrees To:**

1. Through the assessments cover the coaching costs of agreed upon meets:
  - a. Payment per session
  - b. Hotel stipend
  - c. Airfare
  - d. Car Rental
  - e. Food per diem
2. Through the assessments pay for 3-6 meets per season, decided upon by optional coaches.
3. Through the assessments pay for no more than one expected fly away meet for optional gymnasts.
4. Through the assessments pay for no more than two additional optional fly away meets for optional gymnasts as needed for elite testing, college gymnastics preparation/recruiting purposes, and experience at bigger meets as needed.
5. Fundraise towards the NBC National Fund to apply to the significantly higher coaching costs of Regionals, Westerns, and Nationals.
6. Support the coaches level selection for each athlete, keeping in mind the safety of the athlete as the most important determinant. The level of a compulsory gymnast will remain constant throughout the season. If there are concerns, the parent should discuss with a coach outside of practice hours.
7. Manage parent questions and concerns as possible by ensuring there is a team parent for each practice team. If the team parent cannot answer a parent's question, they will direct concerns to the appropriate source.
8. Provide coaches with a copy of the Bylaws and Financial Procedures so that they understand the expectations of each gymnast family as well as expectations for reimbursement related to coaching costs at competitions.
9. Optional coaches will determine meets for the season. All coaches and teams are expected to attend.

## **Naydenov Owner, Kevin Jenkins, Agrees To:**

1. Support both the coaches and the booster club in order to support the competitive athletes.
2. Act as a positive and objective mediator between the coaches and booster club if either is in disagreement.
3. Provide training for coaches.
4. Pay entry fees for National Congress, Regional Congress and/or State Congress. (Coaches will need to pay for their own travel arrangements, hotel, and food.)

## **Naydenov Coaches Agree To:**

1. Enter 3-6 meets per regular season prior to Sectionals, State, Regionals, Westerns and Nationals.
2. Attend local meets as possible (within a 4 hour driving radius).
3. Attend no more than one expected fly away meet for optional gymnasts.
4. Attend no more than two additional optional fly away meets for optional gymnasts as needed for elite testing, college gymnastics preparation or recruitment support, or preparation for Westerns/Nationals. However, if there is low gymnast commitment on USAG Night, it may not be financially viable to attend these meets.
5. During meet selection, the coaches will keep in mind the locations of State, Regionals, Westerns such that on years with more expensive postseason meets, less expensive and/or fewer fly away meets will be attended.
6. Provide projected level information to the athletes directly prior to the start of the competitive season.
7. Keep the level of a compulsory gymnast constant throughout the season.

# Meet Etiquette

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## **PARENTS:**

It is your job to know the competition schedule for your gymnast. This means staying on top of Naydenov correspondence and keeping competition weekends as clear and open as possible. A few weeks before each competition information will be emailed from [teamnaydenov@gmail.com](mailto:teamnaydenov@gmail.com) that lists the day and time each level will be competing.

Support your gymnast before a meet by having them:

1. Attend all practices the week of a competition, they are mandatory.
2. Get plenty of sleep and refrain from strenuous activities the night before a meet.
3. Eat a healthy, light meal at least an hour before the meet.
4. Double check that all items needed during the competition are packed and ready to go.
5. Have a calm, positive attitude before competition.
6. Allow your gymnast to concentrate and focus on their competition.

Be at the competition venue **30 minutes prior to warm up** dressed in full competition uniform and hair done. Allow extra time for parking and walking to the venue. Help your gymnast find their coach and say your final words of encouragement. Once your gymnast is on the competition floor she is to stay with the team. Gymnasts are not allowed to leave the competition floor without permission.

Let the coaches do the coaching. It is their job to help prepare and correct your gymnast. Your job is to let them know how proud of them you are regardless of the outcome. Any questions or concerns about your gymnast's performance at a competition should be addressed with your gymnast's coach away from the competition site.

Competitions last approximately 4 hours. Gymnasts will not be released to you until the awards ceremony is completed. This will be after the last age group has received their awards, not the last Naydenov gymnast.

## **GYMNASTS:**

Arrive 30 minutes prior to your sessions scheduled start time and make sure everything you need for competition are in your team bag.

1. Spill-proof water bottle
2. Tape/pre-wrap
3. Tiger Paws, grips, wrist bands
4. Healthy snacks; cheese sticks, protein or granola bars, banana, etc.
5. Change of clothes for after the competition.
6. Arrive to the competition in full competition uniform. This includes:
7. Competition leotard and team warm-ups on.
8. Hair off the face and above the shoulders.
9. No jewelry apart from small stud earrings.
10. Clean, bare, trimmed nails.
11. **BRING A POSITIVE ATTITUDE!**

## **MEET ETIQUETTE:**

No negative comments at the meet site about coaches, gymnasts, other teams, judges, and officials. Please remember when at competitions you are representing Naydenov Gymnastics as a club.

Sometimes competitions do not go as planned. Everyone will have a bad meet or score. Remember to conduct yourself with dignity, composure, and good sportsmanship. Support your teammates. Cheer them on and congratulate them when they have done well.

Respect other gymnasts regardless of whether they are Naydenov gymnasts or not. Do not talk about any gymnast or team in a disrespectful or criticizing manner.

Cheer on your gymnast but do so in a respectful manner. Extremely loud cheering or screaming interferes with the performance of the gymnasts.

All gymnasts stay for the awards ceremony regardless of whether they will receive an award. Staying for awards shows support for your teammates and good sportsmanship. If your gymnast is on the podium encourage them to congratulate gymnasts from other gyms.

## **NO FLASH PHOTOGRAPHY OR VIDEOGRAPHY!!!**

## **CARE FOR COMPETITION ATTIRE:**

### **Care Instructions:**

1. Alcohol in aerosol products affect leotard fabrics. Apply before putting on or cover the garment before applying.
2. Perfumes and body lotions can also affect leotard fabrics.
3. Deodorants may cause fabrics to bleed, fade, or lose foil. Pure Crystal deodorant is recommended.
4. Be gentle with mesh and handle with care.
5. Repeated wear and washing may cause the fabrics to lose foil.
6. Remove all apparel from bags and wash immediately after every competition.

### **Wash Instructions:**

1. Turn garment(s) inside out and wash separately.
2. Use a mild liquid detergent. DO NOT use fabric softener.
3. Gently hand wash in cold water and rinse well. DO NOT soak.
4. Pat dry with, or roll up into, a clean towel. DO NOT wring.
5. Lay flat or hang to dry.

## 2022-2023 Competition Schedule:

DATE	MEET	LOCATION	LEVELS
December 9-11	Holiday Express	Kent, WA	3-10
January 6-8	Rock n' Roll Classic	Ridgefield, WA	3-10
January 28-29	PDX Invitational	Portland, OR	3-10
February 3-5	AGA Long Beach Open	Long Beach, CA	6-10
February 17-19	Charity Choice Invitational	Tacoma, WA	3-10
March 3-5	Emerald Team Challenge	Springfield, OR	3-10
March 10-12	Go For Gold	Lacey, WA	3-5
March 24-26	State Championships	Hosted by Emerald City gymnastics	3-10

Please block out the entire weekend for meets. Information regarding what session and time your level competes will be emailed out when we receive the information, usually 2-4 weeks before the meet. As meet season approaches keep a lookout for these emails.



# Team Member and Parent Contract

By initialing below next to each commitment, I/we affirm we have read, understand and agree to adhere to the specific policies and procedures associated with being a member of Team Naydenov.

**Parent/Guardian Initial Below:**

	Initial 1	Initial 2
I/we have read and understand Naydenov Booster Club Bylaws.	_____	_____
I/we have read and understand Naydenov Booster Club Financial Prodedures.	_____	_____
I/we have read and agree to the Memorandum of Understanding.	_____	_____
I/we have read and understand Team Naydenov Meet Etiquette.	_____	_____
I/we understand that all meets are mandatory.	_____	_____
I/we agree to adhere to the financial commitment of the 2022-2023 Season assessment and apparel fees.	_____	_____
I/we further understand there is a <b>no refund policy</b> for this financial commitment.	_____	_____
I/we understand that my gymnast may be in pictures and videos of Team Naydenov that are posted to our Facebook and Instagram pages.	_____	_____

By signing below, we agree to adhere to all policies and procedures outlined in these documents. We understand that by signing this contract we are committed to Team Naydenov for the 2022-2023 season.

\_\_\_\_\_  
Gymnast Name (please print)

\_\_\_\_\_  
Gymnast Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Signed contracts are due to later than Thursday, October 6, 2023. Return the contract page by email to Jodi at [naydenovsecretary@gmail.com](mailto:naydenovsecretary@gmail.com)**