

To: All Team Parents
From: The Spirit Gymnastics Team Parents Club
Re: 2017 – 18 Gymnastics Season

Welcome to the 2017-2018 Season!! This memo is to inform all new and existing team parents what the Spirit Gymnastics Team Parents Club (SGTPC) does for your child, and what the SGTPC expects of all team parents.

Did you know that the SGTPC is responsible for organizing all of the home meets?

Did you know that the SGTPC has a monthly meeting, which is open to all gym families to join?

Did you know that each family is responsible to work a set number of required jobs at each home meet?

Did you know that each family is required to pay \$50 to the Spirit Gymnastics Team Parents Club? This fee is due by 9/14/2017.

Did you know that the SGTPC offers fundraising throughout the year to help offset your daughter's fees?

Read below to learn about all of the wonderful things offered by the Spirit Gymnastics Team Parents Club.

One will find that at Spirit Gymnastics, the Parents Club is a vital part of the gym, and our core mission is to support the gymnasts and the gym. The SGTPC encourages parents to get involved via various committees and monthly meetings. The more involvement you have, the more vested your child will be. The monthly meeting dates will be posted on the Parents Club bulletin board and front door of the gym a few days prior to each meeting. The dates will also be emailed to you. Please join us to find out what great things we have in store and bring your new ideas, questions or concerns to be addressed.

In order to help ensure a successful season, the Parents Club would like to let all the team families know what is expected of them as a member of the Spirit Gymnastics Team.

Meet / Volunteer Job Requirements:

Each family (one responsible adult) is required to work a minimum of one session at every home meet (when your gymnast competes). ***** Some meets may require up to THREE family jobs*****. Gymnasts (age 10+) will also be needed to work at meets as runners, 50/50 etc., but their time does NOT count towards the family requirement. You will NOT be allowed to work during your daughter's competition session, as we want the parents to enjoy their child's competition. **Do not ask Spot, Reggie, or any of the coaching staff about your volunteer requirements. All questions and concerns should be directed to the Volunteer Coordinator.** Please Note: Sign-Up Genius is used for Meet Job Sign-ups along with an automated program to detect if you have not signed up for the required number of jobs or if you have a conflicting job. You will receive an email stating that you must correct the issue. Your child cannot compete

unless you fulfill your job requirement. If you are not receiving emails via Sign Up Genius, please contact Jen @ beach2002@yahoo.com

Parent Club Dues – due date 9/14/2017

The annual dues are \$50 per team family. We encourage all families to come to our meetings and get involved! We feel that parent involvement helps each family to be more knowledgeable about the sport in general and how meets run and what to expect. A lot of useful information is exchanged during the meetings.

The club dues are used to purchase the food needed for concessions and coaches & judges food at the home meets. The revenue collected from concessions, souvenirs, balloons and ½ of admissions is used to support the events funded by the Parent's Club.

Throughout the year, the Parent's Club funds different events for the Spirit gymnasts with the largest, being the banquet and gymnast gifts at the end of the season. The SGTPC purchases all the competing gymnast gifts for the home meets. Also funded is the theme for Buckeye Opening Ceremonies.

Parents who have any questions regarding this fee should contact Ann Stepnowski 215-292-6498 or astepnowski@comcast.net.

NOTE: If your Parent Club dues are not received by 9/14/2017 there will be an additional late fee of \$25 due. Until your dues are paid, your gymnast will not be allowed to compete in any meets.

Fundraising

Every fundraiser is optional and goes directly to the individual gymnast. This money is used to help offset the cost of meets, leotards and camps. These are the only expenses for which you can use your fundraising money. For each fundraiser you participated in, you will receive a percent/portion of your total order. You will receive a statement of your fundraising account after each fundraiser is completed. **This is separate from the gym – do not ask Reggie about your fundraising account.**

The method for using your credit is as follows - your request must be made 2 weeks before the due date of a meet. The due dates will be posted for the meets. You must fill out a Meet Verification form (This form can be found above the tuition box in the office) and attach it to the Fundraising Request Form (This form can be found where the gymnasts mailbox's are on the left side in the back labeled "fundraising request") and also attach a check if you don't have enough money in your child's account to pay for the entire meet. The check should be made out to SPIRIT for the difference. If you are using your credits to pay for Leos, uniforms or camps follow the same instructions. Place your request in the Parents Club mailbox located in the office under the Tuition Mailbox. If your request is late it may be returned to you.

SGTPC and the Gym must approve all Fundraisers. Anyone wishing to do a fundraiser should attend the Parents Club monthly Meeting. If unable to do so, please drop a note in the Parents Club Mailbox under the tuition box in the office.

If you have any questions regarding fundraising please contact Ann Stepnowski 215-292-6498 or astepnowski@comcast.net.

If your child leaves the gym for any reason, any unused funds that are in your gymnasts account will be forfeited and become part of the Parents Club account. They cannot be transferred to another gymnast.

Note: the cartwheel-a-thon is a required fundraising activity for the gym.

Committee List

Attached is a list of committees for the 2017-18 season and their descriptions. A committee sign-up sheet is posted on the Parents Club Board (located at the end of the front bleachers). Please sign-up and see how rewarding it is to not only help out the gym, but more importantly, the gymnasts. **Note: Level Reps are required to attend the monthly meetings.**

Please take the time to acknowledge this memo, sign and return it to the Parents Club Mailbox located in the office under the Tuition Mailbox.

If there are any concerns or questions or you do not understand what your requirements are, or what is expected of you as a Team Parent, please do not hesitate to contact

Maxine Marinari (267-992-5423) or Ann Stepnowski (215-292-6498). They will be happy to answer your questions.

Thank you in advance for your support,
 Spirit Gymnastics Team Parents Club

I have read the Spirit Gymnastics Team Parents Club Letter for the 2017-18 Season and understand what is required of me as a team family. Additionally, I have enclosed my payment of \$50 for the SGTPC Dues.

Gymnast Name	Level	Phone Number
Print Parent's Name	Parent's Signature	Date

Please return by 9/14/2017. If paid after 9/14/2017 add an additional \$25.00

2017-18 Spirit Gymnastics Committee Descriptions

COMMITTEE	DESCRIPTION
Concessions Committee	Makes sure we have all food items necessary for each meet. Responsible for shopping for the meets and ordering any equipment needed for the meet.
Decorating Committee	Decorates the gym for meets, parties, and special events. Also responsible for march-in signs for meets.
Directory Committee	Responsible for creating and keeping up to date the Spirit Team Directory. E-mail finished directory to the Web Master.
Fundraising Committee	Finds fundraisers throughout the year. Provides all of the necessary information to the gymnasts collects the money and distributes the items.
Greeting Committee	Make new member packets and distribute them to all new team members that join Spirit.
Hotel Committee	Works with the Web Master to post all hotel information for the upcoming meets to the Spirit Gymnastics Team Parents Site. Responsible for keeping records for major meets like Buckeye and SGA where reservations may need to be done as a group.
Leo Committee	Sets up used Leo sales throughout the year.
Level Rep Coordinator	Responsible for notifying all Level Reps of any information they may need to know. Answer any questions that may arise. If you are unable to answer a question, you will direct them to the correct person that can answer the question.
Level Representatives	Help disseminate information to their specific levels. Ex. Meet schedules, Leos to be worn, Report times for Meets and other important information. Level Reps are expected to attend the monthly Parents Club meetings and report on any questions or concerns.
Meet Coordinator	Works with the gym to organize the competition part of the meet. Organize and show the squad leaders and other "back gym" volunteers what to do in order for the competition floor to run smoothly. Responsible for manning the meet and prepping judges cards.
Pre-Event Committee	In charge of getting miscellaneous items ready for the meet. This includes cutting and taping ribbons, gathering and organizing donations for goodie bags.
Program Committee	Responsible for creating the program for major home meets (i.e. Dalmatian, Keystone State Games) and getting ad sponsors from gym members to help offset the costs of the program.

2017-18 Spirit Gymnastics Committee Descriptions

COMMITTEE	DESCRIPTION
Set up/Clean up Committee	Works with the volunteer committee to assure that there are enough workers signed up prior to and after a meet to set up and clean up. Someone from this committee should be at the gym for set up and clean up to explain jobs and oversee the clean up and set up.
Souvenir Committee	Purchases the items that we sell at the meets. Someone from the committee is expected to be at home meets to aide in the set-up and cleanup of the souvenir table.
Star Committee	Responsible for cutting out stars and gathering scores from each meet and placing gymnast name, meet and score on each star. When stars are completed they are to be given to the gym for recognition during practice.
Theme Committee	Responsible for coming up with ideas when we need to come up with a group theme (example - walk-in at Buckeye). Responsible for purchasing (with funds from Parent's Club) any items needed for the themed event.
Volunteer Committee	Responsible for making sure all jobs are covered during a meet. Ensure each team family signs up for required number of jobs for each home meet. Sign-ups will be sent out via Sign-up Genius. Make any necessary calls/emails for follow up reminders.
Web Master	Work with the gym and the Parent's Club to modify and keep updated the Parent's Club Website. Responsible for updating the site with Spirit's Gymnasts scores from each meet.