



2023 / 2024 Season Member Handbook

Your OCSC Booster Club Board

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Level 8 & 9 Representative	<i>Lori Kendrick</i>	Xcel Silver Representative	<i>Kera Martucci</i>
Xcel Gold Representative	<i>Katie De Noyelles</i>	Xcel Platinum/Diamond Representative	<i>Adrian Potasso</i>

WELCOME TO THE 2023-2024 SEASON!

For returning members, welcome back! For new members, we're so glad that you chose to join our club! We are looking forward to an amazing season for the gymnasts, filled with athletic improvement, social experiences, and fun events and activities. If you are a new member, and you need information, a great place to start is the welcome committee at ocscbcwelcome@gmail.com. Another great information source is your level representative. Speak with them about getting on their WhatsApp, Email, or text list.



After reading this handbook in its entirety, please initial and sign the Member Handbook Signature Page at the end of this document and place it in the club drop box, bring it to your level representative, any board member as soon as possible.

WHO WE ARE

The OCSC Booster Club is a non-profit organization that is composed of a group of parents and guardians of gymnasts on the OCSC Gymnastics Team who are competing in levels 3 through 10, and all Xcel levels. Please note that we are a separate entity from the OCSC Gymnastics Team, which is run by Orange County Sports Club. The booster club's mission is to support our gymnasts on the team both financially and socially. Every deliberation we make must start with the question, "Is this what's best for the gymnasts?" In addition to raising funds to help offset expenses, The Club is committed to providing our gymnasts with opportunities outside of the gym to have fun, and develop team building. Some social events include the annual holiday party, team outings, the end of season banquet, and much more. Fundraising, application of funds, and accounting must adhere to tax laws governing 501 (c) (3) organizations.

THE BOARD

The Booster Club Board is elected by the club membership. Our board's mission is to serve the gymnasts and members with the goal of having a successful season. For more information about the board and its positions, please refer to the Bylaws.

MEMBERSHIP

As a Member of the OCSC Booster Club, you have the opportunity to attend meetings, join committees, participate in fundraising, volunteer for events, and other efforts to further the mission of the club. We are only as strong as the members who join in to make a difference. So please get involved early in the season and often throughout the year. Speak with your level representative and board members to make sure the club is doing everything it can to support the gymnasts and you are doing everything you can to support the club.

MEMBERSHIP IN GOOD STANDING

Club members must maintain membership in good standing, which includes the following criteria:

- Being the parent/guardian of a gymnast on the gymnastics team.
- Maintaining prompt and full payment of team fees, and any other fees, if applicable, as communicated by the board.
- Completing and returning this season's Member Handbook Acknowledgement.
 - For ease of processing, we recommend you complete this online by clicking [THIS LINK](#), or scanning this QR code. You may also print the last page of this handbook, complete it and return to your level representative, or any board member, or place it in the booster club drop box located outside the coaches' office.



Failure to maintain membership in Good Standing may result in you being ineligible to vote on Club matters, you being asked to leave the booster club, and your gymnast(s) being scratched from meets.

THE BYLAWS

All members should read the Bylaws thoroughly, prior to completing the Member Handbook Acknowledgement. The current approved version of the bylaws (as well as the handbook and other important documents), can be accessed on the booster club website at <https://ocscboosterclub.org/document-center>

COMMUNICATION

The board uses several communication methods to ensure that club members have access to important information in a timely manner, including Email, our website, ocscboosterclub.com, and our Facebook page. Official club communication to all members will come from the Email addresses below. Please be sure to add them to your Email provider's safe senders list. Members can communicate with the board several ways, including through your level representative, in-person, on our Facebook page, or via Email at the following addresses:

For general questions - ocscboosterclub@gmail.com

For financial questions - ocscbctreasurer@gmail.com

For fundraising information - ocscbcfundraising@gmail.com

Or reach out to the President at ocscbcpresident@gmail.com or Vice President at ocscbcvp@gmail.com



Please note that since the OCSC Gymnastics Team is a separate entity from our booster club, the coaches will communicate with you separately regarding meet scheduling, competitive apparel, competitions, and tuition. If you are unsure of whether you should contact the coaches or the booster club, use the "Who Do I Ask?" table on page 7 to help you decide when you must contact one or both.

TEAM FEES

Members contribute Team Fees to The Club to help pay for the following.

- Coaches' travel expenses for away meets.
- Away meet registration fees, including State Competition fees.



Please note that Regional meets, National meets, and this season's Magical Classic Invitational competitions ARE NOT INCLUDED. Members with gymnasts competing in these events must pay registration fees and coaches' expenses for these meets. If you would like to organize and hold special fundraising efforts for this, please reach out to our VP of Fundraising.

Team Fee Payments & Due Dates

- Returning members received a team fee statement in July via Email. Please refer to this statement to ensure you pay the proper team fees.
- Team Fee payments are due on the following dates **7/25, 8/15, 9/15, 10/15**.
- New members for this season will pay a total team fee amount of \$1,000 payable as four \$250 payments. If you joined after the above payment schedule started, please speak with your level representative, or any member of the booster club board to arrange payments ASAP.
- Members who are 30 days late to pay a team fee payment will have a \$30 late fee added to their team fee total.

All inquiries and communication regarding these fees should be directed to the booster club treasurer or assistant treasurer at ocscbctreasurer@gmail.com.



The Club does not give refunds for Team Fees. Likewise, we do not ask members to pay additional fees beyond the amount set in the approved annual budget. Team Fees are accounted for and allocated by the booster club and not by the OCSC Gym or Coaches.

Members may pay Team Fees via:

- **Check** - (made out to **OCSC Booster Club Inc.**). Checks can be dropped off in the club drop box next to the coaches' office door.
- **Zelle** - sent to ocscboosterclub@gmail.com. Please include your gymnast(s) name(s) and the payment number you are paying in the memo section. Please follow up with an email to ocscbctreasurer@gmail.com so we can verify payments.
- The club typically does not take cash payments, but if this is your only option, please contact the treasurer or assistant treasurer to arrange to pay in-person to ensure your payment is received

Household Team Fee Account

Each member household has a Team Fee Account which tracks Team Fee payments and Subsidies, (if applicable). For more information on club finances, Team Fees and Subsidy, please refer to the Bylaws.

FUNDRAISING

Fundraising is vital to the success of our booster club. The funds we bring in allow the club to provide team outings, treats, holiday parties, the end of season banquet, equipment, apparel, and other beneficial events. Your participation is essential for us to meet our goals, and continue to provide great opportunities for the gymnasts. Fundraisers can be specific to help fund special meets and camps. If you would like to organize and hold special fundraising efforts, or for general fundraising questions, please reach out to our VP of Fundraising at ocscbcfundraising@gmail.com.

AWAY MEETS

Away meets are where our gymnasts show off their skills and represent our team! OCSC coaches plan and schedule away meets and directly communicate the schedule to the team and parents, typically in September. If you have questions or concerns about away meets, please speak to the coaches directly. If your gymnast has registered for an away meet, but will not be able to attend, contact their coach immediately. This is known as a scratch, and depending on the timing of the meet, you may receive a partial or full refund of the registration cost. State meets are considered part of the competitive season.



Regional and national meets are not part of the competitive season, and as such, are not paid for by Team Fees or general booster club fundraising events. If you would like to organize and hold special fundraising efforts for this, please reach out to our VP of Fundraising. Typically, there is a short time period after states where parents receive notice that their gymnast has qualified for regionals, and must register them and arrange for a coach to accompany them within a short time period. Parents are responsible for working directly with their coach to arrange all scheduling and related expenses.

HOME MEETS AND VOLUNTEERING

Home meets are the major fundraising events for the club. This season, we will host one meet in March (Red Carpet Ready). This meet raises substantial funds for the organization and provides our gymnasts with the opportunity to compete in their home gym without having to travel. Hosting a successful meet requires that all members volunteer for the committees and sessions that are available.



Without enough volunteers, home meets will not run correctly, compromising the scoring of gymnasts, the comfort of judges and attendees, and will reflect badly on our gym. Competing gyms may choose not to attend our future meets and our main fundraising revenue source will be greatly diminished. You may delegate family and friends to volunteer on your behalf. More information on the volunteer process will be communicated ahead of home meets..

COMPETITIVE APPAREL

The OCSC Gymnastics Team coaches require that team gymnasts purchase competitive apparel, including leotard, warmup, and backpack. The coaches communicate the cost and process for ordering the apparel to gymnasts. The cost for competitive apparel is not covered by your Team Fee, however, the booster club may offer a subsidy on team apparel to gymnasts returning from the previous season. If a subsidy is offered, it will be communicated via Email.

MEMBERSHIP MEETINGS

Club membership meetings are held throughout the season, typically between September and June. Members are strongly encouraged to attend these meetings, as they are used to share important club information such as upcoming fundraisers and events, and general booster club topics. Members in good standing may vote on important issues that will determine the club's operations. Meeting dates will be communicated via Email.

MEMBER CONDUCT

Good Sportsmanship... It's not just for the Gymnasts!

- As a member of the OCSC Booster Club, you represent our club and team at home and away meets. We ask that you always maintain an attitude of good sportsmanship, fair play, and respect for all competing gymnasts and their families.

Respectful Communication

- All members, including board members, are expected to communicate with each other in a respectful and professional manner.
- Respectful communication extends to all spectators, guests, gymnasts, and staff at home and away meets.

Home Meets

- During home meets, only volunteers and competing gymnasts are allowed on the competition floor (i.e. by judges tables, competition equipment, the scoring system, and the music system). Members and Gymnasts who are not currently volunteering or competing may not sit with volunteers or competing team gymnasts during the competition.



Members who do not behave and conduct themselves as required in this section are not maintaining membership in good standing. This may result in you being ineligible to vote on Club matters, you being asked to leave the booster club, and your gymnast(s) being scratched from meets.

WHO DO I ASK - THE GYM OR THE BOOSTER CLUB?

Our booster club and the gym are separate organizations, but we work together to improve your competitive gymnast's experience. Use the below table to help you decide when you should contact one or the other, or both organizations. If you have questions not addressed by this document, please contact the booster club at ocscboosterclub@gmail.com and we will add them.

What Do You Want To Know Or Do?	Team Coaches	Booster Club	Who & Why?
You have a question about monthly tuition.	X		Your gymnast's coach.
You would like to have a meeting about anything related to your gymnast, including their training.	X		Your gymnast's coach.
You want to know about the meet schedule.	X		Your gymnast's coach.
You want to set up private lessons or choreography for your gymnast.	X		Your gymnast's coach.
You have a questions about <i>Gym sponsored</i> events such as Olympic Games, Halloween party, Rising Star Camp, Beam Queen Bootcamp	X		OCSC Gym and the coaches sometimes sponsor or host events separate from the Booster Club.
You must make arrangements for your gymnast's Regional or National Competition.	X		Your gymnast's coach. These competitions are not part of the regular season schedule and not arranged or paid by the booster club.
You want to purchase a piece of team competition apparel.	X		Your gymnast's coach, so they can place the order.
You must scratch your gymnast(s) from an away meet that they are already registered for.	X		Your gymnast's coach must contact the away meet sponsor to scratch and see if their registration fee can be refunded.
Your gymnast is taking a pause longer than a few days from team practice.	X	X	Your gymnast's coach, and the club. Email ocscboosterclub@gmail.com
Your gymnast will not be able to attend a scheduled competition.	X	X	Your gymnast's coach, and the club. Email ocscboosterclub@gmail.com
You have a question about Team Fees or Subsidies.		X	Email the Treasurer at ocscbctreasurer@gmail.com . We maintain your Household Team Fee Account.
You have a question about a <i>Booster Club sponsored</i> event such as the Holiday party, Team Outing, or Banquet		X	Email ocscboosterclub@gmail.com . We organize certain events for the competitive gymnasts throughout the year.
You want to find out about upcoming Booster Club Membership Meetings		X	Your Level Representative or Email ocscboosterclub@gmail.com .
You have an idea or feedback for a fundraising event.		X	Email the VP of Fundraising at ocscbcfundraising@gmail.com
You have a question about volunteering or want to volunteer for a home meet.		X	Speak with your Level Representative, or Email ocscboosterclub@gmail.com .

MEMBER HANDBOOK ACKNOWLEDGEMENT

For ease of processing, we recommend you complete this acknowledgement online by clicking [THIS LINK](#), or by scanning this QR code. You may also print the page, initial each section, and complete and sign the bottom, then return it to your level representative, any board member, or place it in the booster club drop box located outside the coaches' office.



Please complete this acknowledgement in a timely manner to maintain your membership in good standing!

_____	I have read and understand the By-Laws and Handbook.
_____	I understand that Team Fees are to be paid by me to The Club, in the specified amount, and by the due date(s) communicated by the club.
_____	I understand that The Club gives no refunds for Team Fees.
_____	I agree that I will make volunteering a priority to help club events succeed.
_____	I understand the behavior requirements presented in the Member Conduct section and agree to behave and conduct myself in accordance.
_____	I understand that the OCSC Booster Club is a separate entity from the OCSC Gym and gymnastics team, and concerns about my gymnast(s) with respect to the gym or team, such as training, competitions, and coaching interactions should be addressed with the gym coaches, and not The Club.

Gymnast(s) name(s): _____

Parent name: _____

Parent Signature: _____

Date: _____