



Athabasca FLIPS Gymnastics Club Operations Handbook

MEMBERSHIP

Policy Name:
Fundraising Commitment

Policy Revised:
August 26, 2024

Updated from June 14, 2022 version

The financial administration of the Athabasca Flips Gymnastics Club (FLIPS) is dependent in major part by the fundraising efforts of its Membership – and we are truly grateful! All the funds raised are used to operate the Club (facility rental, coaching fees, equipment purchases, facility enhancements, etc.) Each session will have a fundraising initiative and instructions on how to participate. Additional fundraising initiatives may also become available throughout the year should the opportunity arise.

For the purpose of this policy the term physical prepayment will include personal checks, cash, and/or other (money order, counter check etc). Credit card payment through online portal is the only digital payment accepted for deposits (including opt-out)

Recreational Gymnastics (all) require a \$150 commitment deposit per session (16-17 weeks).

Competitive Developmental classes (less than 4 hours per week) require \$300 commitment deposit per season. This may be applied as lump sum or added into monthly tuition cost. If paying in installments, the refunds will be taken off the final payment(s) of the season.

Competitive Gymnastics (all classes 4hrs or more) (all classes following a yearly schedule) requires \$400 commitment deposit per year. This may be applied as lump sum or added into monthly tuition cost. If paying in installments, the refunds will be taken off the final payment(s) of the season.

*Extra initiatives may be available to raise funds for competition expenses (instead of paying out of pocket)

Commitment Deposit Process

On the first day of the session, a one-time transaction equal to the deposit value will be applied to the family’s online account, regardless of number of registrations. Families with both recreational and competitive athletes will be held to the higher value. Accounts will be credited as fundraising milestones are met (reference table below). If a refund is desired instead, it must be requested in writing within 30 days of the end of the applicable session/season.

Members paying tuition by cash, cheque, or e-transfer are required to hand in a physical prepayment deposit or opt-out on/before first class. This deposit will be held until full fundraising requirement OR the end of the session (whichever comes first). Only the credited portion (earned by fundraising) will be returned to the member. Failure to submit will result in suspension for your child(ren) until the deposit has been received. FLIPS reserves the right to deny future registration to families who abuse this initiative.

Casino Fundraiser: Participation in the casino fundraiser fulfills your annual family FLIPS fundraising commitment.

Opt-Out: Members who choose to opt-out may request to have the payment processed instead of postdated. No points, credits, or refunds will be awarded unless otherwise discussed. .

Non-compliance: Outstanding deposit portions will be processed within ten business days following the last day of the session.



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Points System: Each Point is valued at \$25 account credit or refund

Hours over and above max may be used for next concurrent semester with prior board approval and requests to do so must be submitted in writing prior to the end of the applicable session. Points cannot be traded, deferred, stockpiled, or transferred. Some volunteer duties may be worth more points (example: pit clean). If an athlete moves between Rec and Comp, the new commitment amount will be applied (minus any Points already earned).

Fundraising initiatives and commitment requirements will be reviewed annually by the FLIPS Executive Board of Directors.

Fundraising		
Class Type Details	Point Value	Fundraising Profit
Rec & Comp (< 4hr per week in the gym) Full Refund/Credit: 6 points	0	\$0 to \$24.99
	1	\$25 to \$49.99
	2	\$50 to \$74.99
	3	\$75 to \$99.99
	4	\$100 to \$124.99
	5	\$125 to \$149.99
	6	\$150 to \$174.99
Comp (All groups) 4hr+ per week in the gym Full Refund/Credit: 16 points	7	\$175 to \$199.99
	8	\$200 to \$224.99
	9	\$225 to \$249.99
	10	\$250 to \$274.99
	11	\$275 to \$299.99
	12	\$300 to \$349.99
	13	\$325 to \$349.99
	14	\$350 to \$374.99
	15	\$375 to \$399.99
	16	\$400 +



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Policy Name: Casino Fundraiser	Policy Revised: May 26, 2023
Updated from October 1, 2021 version	

Accommodations

Athabasca Flips Gymnastics Club (FLIPS) shall arrange and pay for accommodations for all FLIPS casino fundraiser volunteers.

A detailed map to the casino and accommodations shall be provided to all volunteers.

If for any reason a volunteer changes or chooses alternate accommodations, all associated expenses that result will be the responsibility of the volunteer, not FLIPS.

Travel Expenses

Mileage expenses to casino fundraisers will be reimbursed at a flat rate of \$250. This rate will be reviewed annually during the first meeting of the FLIPS Executive Board of Directors. Car-pooling is encouraged to minimize costs and promote environmental responsibility.

Meal expenses will be reimbursed based on the submission of receipts only. Alcohol and gratuities will not be reimbursed.

No expenses other than the above mentioned will be reimbursed unless otherwise agreed upon by the FLIPS Executive Board of Directors.

Records Retention

All required Alberta Gaming and Liquor Commission forms must be submitted within 6 weeks of the completion of a casino fundraiser.

A detailed tracking and reporting system of all casino monies received and spent must be maintained as per Alberta Gaming and Liquor Commission Guidelines.

Fundraising and Volunteer Commitment

Working a casino fundraiser fulfills your annual family FLIPS volunteer and fundraising commitments. Your commitment payments will be destroyed or returned to you upon request.

Should multiple volunteers representing one member family attend a casino, that member family shall be considered to have two seasons (six consecutive sessions) of commitment completed. Extra season commitments shall not be donated or otherwise transferred to another member family.

Member families can send a proxy volunteer, so long as that proxy is directly affiliated with the member (for example grandparents, aunts, uncles, or close family friends).



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Policy Name:

Volunteer Commitment

Policy Revised:

August 26, 2024

Updated from June 14, 2022 version

The success of the Athabasca Flips Gymnastics Club (FLIPS) is dependent on the volunteer commitment of its Membership. A big thank you goes out to all the volunteers that make this club such a great organization that enables our gymnasts to have so much fun.

For the purpose of this policy the term physical prepayment will include personal checks, cash, and/or other (money order, counter check etc). Credit card payment through online portal is the only digital payment accepted for deposits (including opt-out)

Recreational Gymnastics (all) require a \$150 commitment deposit per session (16-17 weeks).

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*Extra initiatives may be available to raise funds for competition expenses (instead of paying out of pocket)

Commitment Deposit Process

On the first day of the session, a one-time transaction equal to the deposit value will be applied to the family's online account, regardless of number of registrations. Families with both recreational and competitive athletes will be held to the higher value. Accounts will be credited as fundraising milestones are met (reference table below). If a refund is desired instead, it must be requested in writing within 30 days of the end of the applicable session/season.

Members paying tuition by cash, cheque, or e-transfer are required to hand in a physical prepayment deposit or opt-out on/before first class. This deposit will be held until full fundraising requirement OR the end of the session (whichever comes first). Only the credited portion (earned by fundraising) will be returned to the member. Failure to submit will result in suspension for your child(ren) until the deposit has been received. FLIPS reserves the right to deny future registration to families who abuse this initiative.

Volunteer Jobs (may include, but not limited to)

- Gym light clean: may involve washing/sanitizing small equipment (hula hoops, toys, workout equipment, etc), washing mirrors and windows, tidy of small storage spaces.
- Gym deep clean: involves moving and flipping large mats, washing/mopping, and vacuuming (Note: heavy lifting required).
- Mini-Meets or other events: may include athlete registration, greeting guests, taking payment for raffles or admission, timing or results runner (in the gym), or hospitality for visiting coaches and/or officials.



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- **Registration week:** greeting members on the first day of classes and assisting with completion of waiver forms. Taking deposits only if member brings physical prepayment (preferred method is online transaction).
- **Community events:** joining board members or coaches at events to help promote FLIPS and our programs. This may include Community Registration Night, and WHPS Welcome Fair.
- **Recycling run:** taking cardboard, paper, and drink containers to the Athabasca Regional Waste/Blue Heron Bottle Depot for recycling (requires use of personal vehicle therefore worth 2 points each time)
- **Foam pit clean &/or refill:** involves removing (throwing) all foam cubes from pit area onto floor. Pit carpet is to be vacuumed. Cubes are to be returned to pit area after resting for a few days. (Note: can be tiring/hard on arms, requires use of ladders, and vacuuming)
- **Specialized skill offering:** We are always looking for individuals to help advance our Club initiatives and the efforts of that special skill set could count toward your volunteer requirements. This could be painting, trades (carpenter, electrician, plumber, welder etc), sewing, or general handyperson. Please contact the volunteer coordinator to discuss further.
- **Casino Fundraiser:** Participation in the casino fundraiser fulfills your annual family FLIPS volunteer commitment.
- **Executive Board Position:** These jobs fulfill annual family volunteer commitment. The board meets every 4-6 weeks (in-person or online). Please note that most board positions are two year terms to prevent high turnover rates.

Opt-Out: Members who choose to opt-out may request to have the payment processed instead of postdated. No points, credits, or refunds will be awarded unless otherwise discussed.

Non-compliance: If a volunteer is unable to make their scheduled volunteer commitment, they must find a replacement or contact the Volunteer Director to make alternate arrangements. No-shows will be considered non-compliant. You may bring kids/family to help so long as they are at least 8 years old. Board members who do not complete the season may partial or no credit.

Outstanding deposit portions will be processed within ten business days following the last day of the session.

Points System: Each Point is valued at \$25 account credit or refund

Hours over and above max may be used for next concurrent semester with prior board approval and requests to do so must be submitted in writing prior to the end of the applicable session. Points cannot be traded, deferred, stockpiled, or transferred. Some volunteer duties may be worth more points (example: pit clean). If an athlete moves between Rec and Comp, the new commitment amount will be applied (minus any Points already earned).

Volunteer initiatives and commitment requirements will be reviewed annually by the FLIPS Executive Board of Directors.



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Volunteer		
Class Details	Point Value	Hours Completed
Rec & Comp (< 4hr per week in the gym) Full Refund/Credit: 6 points	0	<1 Hour
	1	1 hr to <2 hr
	2	2 hr to < 3 hr
	3	3 hr to < 4 hr
	4	4 hr to < 5 hr
	5	5 hr to < 6 hr
	6	6 hr to < 7 hr
Comp (All groups) 4hr+ per week in the gym Full Refund/Credit: 16 points	7	7 hr to < 8 hr
	8	8 hr to < 9 hr
	9	9 hr to < 10 hr
	10	10 hr to < 11 hr
	11	11 hr to < 12 hr
	12	12 hr to < 13 hr
	13	13 hr to < 14 hr
	14	14 hr to < 15 hr
	15	15 hr to < 16 hr
16	16hr +	