

# Coasters Handbook

*Families flipping to support the athletes and coaches  
at  
Mid-Coast Gymnastics Studio*



2020-2021



## **WELCOME**

Coasters, Inc. is a non-profit organization whose purpose is to provide support to the competitive gymnasts at Mid-Coast Gymnastics Studio.

All parents of competitive team members are automatic members of Coasters. Members are required to donate their time and talents to support the athletes, coaches, and gym.

## **Board of Directors**

Voting for the Board of Directors takes place at the Coasters meeting in May. All Coasters members have the right to vote. The Board of Directors are elected for a term of one year. If officers run unopposed they may remain in their positions indefinitely.

Mid-Coast Owner – Kim Wickham

([kwmidcoast1@verizon.net](mailto:kwmidcoast1@verizon.net))

Acting President – Karen Berkheimer

Acting Vice President – Kristin Tipton

Acting Secretary – Tiffany Bonbright

Treasurer – vacant

Email – [coastersmidcoast@gmail.com](mailto:coastersmidcoast@gmail.com)

All officers' mailboxes are located behind the front desk at the gym.

Below are the responsibilities of each officer. This may help in knowing who to contact when you have questions.

### **President**

- Lead membership meetings
- Liaison between gym (Kim) and Coasters
- Oversee Board of Directors
- Press Releases
- Oversee Social Media
- Update Coasters Handbook
- Plan and organize year end banquet
- Purchase coaches' gifts (weddings, baby's, etc)
- Plan and oversee preparation for Shore Classic
  - Create, order, and mail postcards
  - Secure the facilities rental
  - Assist Kim and Mid-Coast as needed

### **Vice-President(s)**

- Attend meetings
- Lead meetings in President's absence
- Assist Board of Directors as needed
- Update Social Media
- Oversee fundraisers – Receive fundraising forms, communicate all fundraising with the rest of Board of Directors, present fundraisers forms at Coasters meeting
- Organize Sponsorships (Gymnastics VP)

### **Treasurer**

- Attend meetings
- Maintain points accounts for all competitive team members
  - Allocate fundraiser profits
  - Allocate sponsorship funds
  - Make payment requests to Mid-Coast for points usage
- Handle finances for various events (meets, banquets, fundraisers, concessions, etc.) – paying invoices, providing startup cash, preparing financial reports, accumulating and allocating points for volunteer hours, etc.
- Reconcile bank account with QuickBooks Online
- Reconcile points balances in Excel and QuickBooks Online
- Provide treasurer reports for monthly Coasters meetings
- File annual Delaware Franchise Tax filing and Federal 990-N
- Provide points balance statements and balances 2X per competitive season and upon request

### **Secretary**

- Create agendas for meetings
- Attend meetings
- Take attendance at meetings
- Record meeting minutes
- Email gym news and reminders
- Update gymnastics contact information and groups in Gmail
- Maintain Bulletin Boards
- Handle elections
- Coordinate banquet ticket orders
- Create and provide events volunteer sign-up sheets
- Assist Board of Directors as needed

## **Team Parent Representative**

Each team has a parent representative who attends membership meetings, disseminates information to the team, acts as a liaison between Coasters officers and team families, organizes team contributions, coordinates gymnast flower bouquets for the state meet, and more. Parent representatives will be determined in September and an email, Band and Facebook post will be used to share their names. During the competitive season, if you have a question or concern on your team, please feel free to contact your team representative. If you are unable to contact the representative or still have questions, feel free to then contact an officer.

## **Coasters Meetings**

Meetings are typically held once a month. We encourage all families to attend and stay involved in gym happenings. Meetings are typically held at the Selbyville gymnastics gym. The meeting date and time is chosen based upon when the majority of team members are already at the gym. We attempt to make it convenient for as many as possible to attend by choosing evenings when the most athletes are practicing. The dates of meetings for the upcoming year will be scheduled at the first Coasters meeting of the season. The schedule of meeting dates will be posted in the gym, on Mid-Coast Gymnastics website, and on our Facebook page. Reminders will be posted on the Band App as well.

## **Coasters Accounts**

Each gym family has a Coasters Account in which fundraiser funds are deposited. The money earned in these accounts may be transferred to Kim at Mid-Coast to pay for tuition, meet fees, coaches' fees, warm ups, and leotards/uniforms/costumes. Money in points accounts may only be used to directly support athletes. **For balance inquiries or transfers from your Coasters account to the gym, email the Coasters Treasurer at [coastersmidcoast@gmail.com](mailto:coastersmidcoast@gmail.com).** When requesting money to be transferred, be sure to note specifically what you would like your money to be used for. Payments are made to the gym once a month on the fifteenth. Requests for transfers must be received at least five days before the payment date to be included, otherwise the request will be included on the following payment date.

## **Fundraisers**

Fundraisers help subsidize costs for gym families. Through fundraisers you can earn money in your Coasters account to help pay for tuition and other gym costs.

We are always looking for people to organize fundraisers! If you have a great fundraising idea that you would like to organize, please review the fundraising guidelines found on [midcoastgymnastics.com/coasters](http://midcoastgymnastics.com/coasters) and complete a Fundraiser Planning and Approval Form. As fundraiser coordinator, you decide how the funds will be distributed and the Coasters Treasurer will assist in the process. **A Fundraising Planning and Approval form must be submitted and approved before planning for the event.** The Vice President will present the fundraiser to the Coasters families at the meeting and they will vote to approve or not approve the fundraiser. The fundraiser coordinator should be present at this meeting to answer any questions families may have. Once approved, the fundraiser coordinator is responsible for organizing and overseeing the fundraiser. **ALL FUNDRAISER MONIES MUST BE PROCESSED THROUGH COASTERS!**

## **Sponsorships**

Families are encouraged to acquire sponsors. These sponsorships benefit individual gymnasts and all athletes, as well as local businesses. For each sponsor acquired, your gymnast receives 80% of the sponsorship amount in their Coasters account and 20% will go to the Coasters general fund to pay for the sponsor perks, meet expenses, gym equipment, etc. Copies of the sponsorship guidelines, business letters, and forms can be downloaded from the Coasters page at [www.midcoastgymnastics.com/coasters](http://www.midcoastgymnastics.com/coasters). Any questions about sponsorships may be emailed to [coastersmidcoast@gmail.com](mailto:coastersmidcoast@gmail.com).

## **Team Leotards, Uniforms, and Warm-Ups**

All team athletes are required to purchase a team leotard or uniform and warm-up to be worn during all meets. If possible, the coaches will attempt to find used leotards, uniforms, and warm-ups from another team member. The cost of these items varies depending on the team and level. Please see your child's coach for the cost.

## **Meet and Coaches' Fees**

There is a fee for participating in all meets. These fees vary. Kim will post these fees in Jackrabbit and they are due within two weeks of being posted. It is important to pay these fees as soon as possible for your child to participate in the meet. If the meet fee is not paid, your child may not be able to participate. These fees can be expensive, so please plan accordingly.

There are additional coaches' fees to help pay the travel expenses for our coaches. These fees vary depending on the distance and length of the stay at the meet. The coaches' fees are totaled after the meet and the cost is divided between the attending athletes. Team families will receive a notice of cost posted in their Jackrabbit account. Coaches fees are expected to be paid within two weeks of being posted.

## **Mid-Coast Home Meets**

Mid-Coast Gymnastics team hosts an annual gymnastics meet, The Shore Classic, in January and may also host the Delaware State Meet. **All gymnastics team families are required to volunteer during hosted meets.** In the fall, we will need committee chairs to begin organizing The Shore Classic. Families may then volunteer to help the chairs by signing up on committee sheets in December. Volunteers are compensated by receiving a portion of proceeds in their Coasters points accounts. After the meet, the Executive Committee votes on the amount paid out to volunteers based on the profits of the meet.

## **Dance Recital**

**All team members are required to participate in the gym's annual dance recital in June.** The recital will include participation from the gymnastics team members as well as the recreational dance and tumbling classes. Some athletes may be required to purchase a recital costume. Coaches will inform families of the costume requirements as soon as possible.

## **Annual Banquet**

Coasters organizes the gym's annual banquet, typically in June, to celebrate our success during the competition season. This is family event. When available, general funds earned from fundraisers are used to help subsidize the cost of the banquet. Awards are given to recognize all athletes.

## **Supporting Coaches**

Part of Coasters mission is to support our coaches. Coasters will give a \$25 gift card to recognize coach's weddings and births. Teams are encouraged, but not required, to celebrate with their coach by planning a small shower or providing their own team gift. The additional recognition may not be supported with Coasters funds.

## **Mailboxes**

Every team member has a mailbox at their gym. Please be sure to check your box regularly for important information, fundraisers, notes, and more.

## **Communication Methods**

Coasters goal is to increase communication with families attending MidCoast. Please be sure we have a current email on file. If you are not receiving emails leave your name, your child's name, your child's team, and a current email on a piece of paper in the secretary's box so we can ensure you are added to our email list. Don't forget to also follow us on Facebook and the BAND APP as we update regularly with gym, fundraising, and event information.

- Coasters Facebook page - [www.facebook.com/coastersmidcoast](http://www.facebook.com/coastersmidcoast)
- Email - [coastersmidcoast@gmail.com](mailto:coastersmidcoast@gmail.com)
- Website – <http://www.midcoastgymnastics.com/coasters>
- Bulletin boards in gyms