



**CMGO**

**CENTRAL MARYLAND GYMNASTICS ORGANIZATION**

**PARENT'S HANDBOOK 2018-2019**

**Top Flight Gymnastics  
9179 Red Branch Road  
Columbia, MD 21045**

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## **ABOUT CMGO**

### **Mission Statement**

Central Maryland Gymnastics Organization (CMGO) is an organization for parents and guardians of competitive and pre-competitive gymnasts at Top Flight Gymnastics that is dedicated to promoting competitive opportunities for all gymnasts and to supporting the training of gymnastic team members.

### **Relationship to Top Flight**

CMGO works in partnership with Top Flight Gymnastics to support the gymnasts of Top Flight, represent Top Flight teams at hosted meets, and help keep the costs of competitive gymnastics more affordable for our families.

### **Constitution and By-laws**

The CMGO Constitution and By-laws are the legal documents that detail the purpose of the organization, its structure, and operation. The Constitution and By-laws are on file at Top Flight Gymnastics.

### **Membership**

All parents and guardians of competitive and pre-competitive gymnasts on Top Flight teams, including boys and girls pre-teams, compulsory teams, and optional teams, as well as Xcel teams, are members of CMGO.

### **Budget**

The CMGO fiscal year runs from June 1 to May 31, in conjunction with the Top Flight team program year. All accounts are opened and closed on those dates. The Executive Board approves the budget for each fiscal year in May of the preceding year. Fundraising goals and other financial obligations are determined each year when the budget is established.

## CMGO REQUIREMENTS

All CMGO members are expected to meet the financial, participation, and time commitment requirements established by the organization. Membership obligations are reviewed and approved each year by the Executive Board.

### Financial Requirements

Family accounts are opened on June 1, and closed on May 31, for each team year. All financial obligations must be met by April 30, to allow for balancing and closing of accounts. Failure to meet financial deadlines may result in your child not being registered for meets or with USAG and in your child's temporary suspension from practice and meets until debts are cleared.

**Table 1: Expenses Payable to CMGO**

Type of Fee	Amount	Due Date	Purpose
USAG Membership Fee	\$57.00	May 31	To compete, all gymnasts are required to register with USAG.
Meet Fees	Amount varies by level	September 15 (payment 1) October 31 (payment 2)	Meet fees are used to make payments for all competitions by the organization on the gymnast's behalf.
Assessment Fees	\$50.00 (Pre-team) OR \$450.00 (Competitive teams)	August 31 (Pre-team) OR August 31, November 30, and February 28 (Competitive teams @ three payments of \$150.00 each)	Assessment fees pay for coach time, travel, and housing needs at all gymnastic meets. This fee also helps offset special events and parties hosted by CMGO.
Choreography Clinics	Amount varies by level	Payment due two weeks after invoice distribution	Top Flight gymnasts will work with a choreographer at least three to four times per year. Optional gymnasts use the choreographer for floor and beam routines.
Competition Attire	Amount varies depending on what gymnast needs	July 30	Top Flight requires each competitor, including Xcel gymnasts, to purchase the team competition leo, warm-up jacket and pants, and a team bag. Boys must also purchase competition shorts and pants.

*See the Top Flight Competitive Team Manual, Expenses and Fee Structure for a detailed accounting of all estimated expenses, including those set by and paid to Top Flight.*

## **Participation Requirements**

Each family is encouraged to participate annually on a committee. At least every other year, a family member should also serve as a committee chair or serve on the Executive Board.

All CMGO members should also expect to volunteer at the Top Flight Invitational (TFI), held the first weekend in December. This is CMGO's largest fundraising event. In addition, each family is encouraged to attend CMGO General Membership Meetings where they have one vote per gymnast on matters brought before the general membership. Membership Meetings take place in June, September, December, and March usually in the evenings on the second Wednesday. All CMGO members are welcome to attend the Executive Board meetings as well.

## **Time Commitment Requirements**

Executive Board positions and committees require varying amounts of time throughout the year depending on the position. Our busiest time is in the Fall when CMGO is ordering new attire for gymnasts, registering for meets, planning team photography sessions, and doing the pre-planning work for the TFI.

All CMGO parents (both boys and girls) should plan to volunteer at least 10-15 hours at the TFI, which starts Friday evening with set up and ends Sunday late evening with break down.

## **Joining Mid-Year**

Gymnasts who join a team mid-year will have their assessment fee pro-rated by 10% of the total commitment per month, after November 1. Competitive gymnasts arriving mid-year are responsible for 100% of their meet registration fees. They are also required to pay 100% of the membership fee and for all competitive attire. Expedited shipping fees for the attire will be required.

## **HOSTED MEETS AND COMMITTEES**

Each competitive season, Top Flight Gymnastics and CMGO host the Top Flight Invitational (TFI), a two-day meet the first weekend in December for girls in Levels 2-10 and Xcel. Volunteer support from CMGO families is necessary before, during, and after the meet to make it successful. A successful meet is one that makes coaches, judges, and gymnasts want to return for another meet hosted by our organization. *Note that in year's past Top Flight has hosted more than one meet, and volunteer support is needed at each meet.*

Ten committees are needed to successfully run the TFI. Each committee needs at least one chair or preferable two co-chairs. Recruitment of chairs is done in June, during the first annual CMGO Membership Meeting. A description of each chair's responsibility is provided below. All CMGO families (both boys' and girls' parents) should expect to spend at least 10-15 hours volunteering at the TFI meet, including helping to set up for the meet on Friday evening. Chairs are expected to attend the entire meet (co-chairs can divide up meet responsibilities and volunteer hours).

### **Committees**

By serving as a chair for a TFI Committee, a CMGO member meets its "participation" obligation as described on page 5: *"At least every other year, a family member should also serve as a committee chair or serve on the Executive Board."*

**Admissions** – Inventories and orders gymnast "shout-outs" to sell at meets. Prepares door prizes to be raffled during meets. Oversees sale of admission tickets, raffle tickets, program books, and shout-outs at entrance to meet.

**Awards** – Inventories and orders medals and trophies for meets. Counts and prepares awards prior to each meet. Oversees distribution of awards at meets. Also orders trophies for team members to be distributed at the End-of-the-Year Picnic.

**Coaches and Judges Hospitality** – Plans, prepares, and presents an array of snacks and food items for coaches and judges during the TFI. Provides water and candies for judging stations on the competitive floor.

**Concessions and CMGO Hospitality** – Plans morning concessions menu and prepares list of supplies needed prior to meet. Sells concessions during meets prior to food vendor arrival. Also responsible for setting up, maintaining, and cleaning up food and drinks for all parent volunteers.

**Decorations/Facilities** – Responsible for ordering and setting up decorations (dividers, chairs, awards area, signage, etc). Also responsible for setting up judges parking and gymnast drop off, monitoring admissions area, and responding to facility requests (i.e, spills, toilet paper).

**Finance** – Responsible for set up of registers and collections of all monies throughout the meets. Also ensures change is available at admission and shout out tables. Provides checks at the end of the meet for judges.

**First Aid** – Responsible for medical coverage throughout the meets. Ensures supplies are available and forms are completed for any injuries. Must have a medical degree background (MD, RN, LPN, EMT, etc).

**Scoring** – Works with meet coordinators to enter competitor data prior to meets. Generates competitor lists and assigns competitor numbers prior to meets. Prepares judging scorecards for use at meets. Enters scores manually and on computer during meets. Generates placement listings for use by Awards Committee at conclusion of meets. Provides meet coordinator with printouts of all meet results.

**Sound** – Operates sound system during meets. Makes announcements, MCs March In, and plays National Anthem during meets. Collects floor exercise music and plays routine music during girls' meets.

**Technical** – Responsible for set up and maintenance of all AV/scoring equipment and posting scores on the website. Also responsible for training scorers, timers, and runners for each meet session.

## **EXECUTIVE BOARD**

Executive Board members meet in the evening during the second week of each month, usually a Wednesday. The Executive Board discusses and votes on issues affecting the organization and its welfare and constitution. Following are brief descriptions of the Executive Board positions.

**President** – Presides over the Board and its business.

**Vice President** – Assists the president.

**Secretary** – Takes minutes at Board and General Membership meetings and makes copies available to the membership.

**Treasurer** – Manages the financial accounts and the deposit and payment of funds. Provides activity account statements to members. Chairs the TFI Finance Committee.

**Assistant Treasurer** – Assists the treasurer.

**Meet Registrar** – Registers Top Flight gymnasts with USAG and registers Top Flight team members for meets. Also makes travel arrangements for coaches, if needed.

**Meet Coordinators** – Coordinates the TFI meet. Responsible for pre-meet publicity, registrations, securing regulatory documents, coordinating session requirements, CMGO volunteer check in, oversight of committee chairs, and coordinating coaches' gifts.

**Team Representatives** – Represents CMGO parents/gymnasts and brings any concerns, comments, or suggestions to the Board. Sends a letter of introduction to all CMGO families in June, and calls or emails families that join CMGO mid-year to welcome and assist them with questions. Ensures that parent e-mails are added to the proper CMGO distribution lists. Arranges a meeting in October for Level 3 girls parents about how to prepare and what to expect before the first meet. Manages the reporting of meet results to the newspaper.

**Attire** – Researches availability and pricing of gymnast attire for both boys and girls and helps teams place orders for practice and competitive attire.

**Special Events** – Plans and oversees special events, including the holiday party in December, the End-of-Year Banquet in May, and team photographs in early Fall.

**Fundraising** – Researches fundraising opportunities and coordinates fundraising programs.

**Website** – Develops and maintains CMGO web pages. Posts TFI registration forms and competition results to website.



## **COMPETITION ATTIRE**

Each competitive gymnast is required to purchase competition attire. Female competitors in Levels 3-10 and Xcel must purchase the team competition leo, warm-up jacket and pants, and a team bag. Male competitors are required to purchase the above items, plus competitive shorts and pants.

Pre-team (non-competitive) girls may choose to purchase a red practice leo for picture day. Competitive girls are no longer required to purchase red practice leos; however, they still will have an opportunity to do so at the discounted price. Boys are required to purchase white practice leos and shorts.

Ordering information will be placed in your gymnast's mailbox in June or July. Included with the order information will be guidelines for measuring and sizing your gymnast and a deadline for placing your order. If you have questions about measuring and sizing, please confer with your fellow teammates, your team representative, or the Attire Committee chair for help.

***It is your responsibility to return completed attire order forms and payment by the designated deadline.*** Any orders received after the deadline will include an additional charge for expedited shipping and handling. Delivery of the attire prior to the first meet is not guaranteed for any orders received after the deadline.

## **COMMUNICATION**

Each gymnast is assigned an in-house **mailbox**. Always have your gymnast check their mailbox for notices. Financial account statements, attire order forms, and notices about fundraising opportunities and special events are frequently placed in gymnast mailboxes.

Also, be sure to check the CMGO **bulletin** boards: one at the entrance of the gym and one in the hallway next to the Women's room. Meet schedules, gym closings and holiday hours, choreography clinics, and sign-up sheets are often posted here. Team schedules are provided in the Top Flight Competition Team Manual. Urgent matters or issues requiring feedback are generally shared through **email** or by **phone calls**. Please be sure to accurately complete the CMGO Roster Form in your Registration Packet so that other members will know how to reach you when the need arises.

Conversations with other parents are key to staying informed! If you do not ordinarily visit the gym when your child has practice, please make a point to stop in occasionally to connect with other parents and check for posted information on the bulletin boards. Note that meet schedules, choreography clinics, and gym closings often change so please check the bulletin boards regularly.

*If you have changes to your contact information during the year, please give any new information to your Team Representative.*

## FREQUENTLY ASKED QUESTIONS (FAQs)

### **Top Flight, CMGO, who's who and what's what?**

Top Flight Gymnastics Center, Inc. offers gymnastic instruction and team programs for boys and girls age 18 months through high school. Top Flight employs the coaches who work with the gymnasts, administers the team program, and runs and maintains the gym facility. The Central Maryland Gymnastics Organization (CMGO) is the parents' organization that works in partnership with Top Flight Gymnastics.

CMGO helps support gymnasts through hosting competitive meets, registering gymnasts for meets hosted by other gyms, compensating coaches for traveling and coaching during meets, and facilitating team spirit by arranging for the purchase of team attire and arranging social events. The fundraising done by CMGO helps to keep competitive gymnastics more affordable for our gymnasts.

### **What do I owe to whom and why?**

A gymnast's family is expected to financially contribute to both Top Flight and CMGO. Expenses to Top Flight and CMGO are summarized below. ***The amounts of each item are subject to change on an annual basis.***

	<b>Top Flight</b>	<b>CMGO</b>
<b>Annual Top Flight Registration</b>	\$50.00 (due June 1)	
<b>Annual USAG Membership</b>		\$57.00 (due June 1)
<b>Monthly Tuition</b>	Amount varies by team (\$5.00 late fee assessed after the 7 <sup>th</sup> of each month)	
<b>Meet Fees</b>		Amount varies by team  First payment (due September 15) Second payment (due October 31)
<b>Assessment Fees</b>		Preteam - \$50.00 (due August 31) Competitive Teams - \$450.00 (due August 31, November 30, and February 28 @ three payments of \$150.00 each)
<b>Choreography Clinics</b>		Amount varies by level (due two weeks after invoice distribution)
<b>Competition Attire</b>		Amount varies depending on what gymnast needs (due July 30)

*See the Top Flight Competitive Team Manual, Expenses and Fee Structure for a detailed accounting of all*

*estimated expenses, including those set by and paid to Top Flight.*

### **What do I do with my payments?**

Top Flight payments may be made by check, cash, Visa, MasterCard, or monthly credit card debits. Speak with the receptionist for auto debit information.

CMGO payments must be made by check only. Checks for CMGO may be placed in the tuition box to the right of the reception desk in the lobby. Please include your gymnast's name and the purpose of the check in the memo field (e.g. meet fee, USAG membership fee, attire order, etc.).

### **What do I do with paperwork for CMGO?**

All paperwork due to CMGO, such as the USAG registration form, competitive attire form, reimbursement request form, etc may be given to the receptionist to be placed in the CMGO file box for the appropriate Board Member's attention. Communications for committee members or other team members can be placed in the gymnast's mailbox inside the gym.

### **When will we have a locker and a mailbox?**

Lockers and mailboxes are assigned after the completion of the trial month, or at the beginning of the new team year. It does take time for the administrative staff to make assignments and generate the labels, so please be patient. If you are joining the team mid-year, locker assignments may also depend on availability.

### **When does my gymnast practice?**

Team schedules are provided in Top Flight Competitive Team Handbook. The Handbook also includes information about holiday closures.

### **What if I have more questions?**

Each team has a team representative who is available to help answer questions and distribute information. In addition, any Board member can help answer questions that may arise. Other parents are a useful resource, especially for new families. We encourage all parents to stop in at the beginning or end of practices to network with other parents. Any questions or problems that a Board member or team representative cannot satisfactorily resolve may be referred to Dale Kaestner, the team director.