

APOLLO GYMNASTICS PARENTS
ASSOCIATION (AGPA)

COMMITTEE DOCUMENT

Responsibilities, Descriptions and Current Assignments



This document provides specific information about each Committee available for every family member to participate in. One position per family is required.

Revised August 2011

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COMMITTEE OVERVIEW

The AGPA Board will call for Committee Volunteers by August 1 each year. Committee Positions are active for one year. New Members joining are urged to submit their Committee Volunteer request to AGPA at the time they are registered with Apollo. The AGPA Board Secretary will submit a list of volunteers to the Vice President for review, and subsequently reviewed and approved by the Board by September 10. The Board will appoint all Committee Chair positions and Committee Chairs may select a Co-chair if needed. The Board may appoint a Committee Liaison each year if needed.

FY11-12 AGPA Committee Assignments

Apollo Meet Committee

Chair: *Current AGPA Meet Coordinator*

- **Meet Program Team**
 - o Team Leader:
 - o Program Committee Team:
- **Candy Gram/Raffle Baskets/Prizes Team**
 - o Team Leader:
 - o Candy Gram/Raffle Basket and Prize Team:
- **Decorations Team**
 - o Team Leader:
 - o Decorations Team:
- **Judges Room Team**
 - o Team Leader:
 - o Judges Room Team:
- **Concessions Team**
 - o Team Leader:
 - o Concessions Team:

Fundraising Committee

Chair: *Current AGPA Fundraising Chair*

- **Fundraising Bulletin Board Team:** *Managed by the Fundraising Chair or appointee*
- **Sponsorship Team:** *Managed by the Fundraising Chair or appointee*
- **JLL Team:** *Managed by the Fundraising Chair or appointee – (Considered on a Year to Year basis)*

Newsletter Committee

Chair: (Appointed By the Board)

Spirit Committee

Chair:

Spirit Teams:

- **Spirit Wear Team:**
- **Spirit Event Team:**
- **Girls Team Bulletin Board Team:**
- **Boys Team Bulletin Board Team:**
- **AGPA Bulletin Board Team**

Hotel Coordinator :

Boys Coordinator:

Girls Coordinator:

(cont'd)

Finance & Budget Review Committee

Chair:

Finance & Budget Team:

Committee Liaison Position (Appointed as Needed)

Liaison:

COMMITTEES

Apollo Meet Committee

Overview: Meet Committees were developed to ensure each home meet held at Apollo Gymnastics is a success. These positions do not fulfill your family obligation to work all home meets, unless specifically stated. The AGPA is responsible for three home meets each year: Survivor in November, Rock n' Roll in February and the Recreational Rock n' Roll meet in Spring.

Meet Coordinator Responsibilities (Board Member)

- The AGPA Meet Coordinator(s) is responsible for overseeing all meet related Teams.
- Responsible for conducting kick-off meetings for each home meet at least two months prior to organize for the meet and to ensure that Committee Chairs are ready to proceed with specific tasks.
- Provide the Board President with updates.
- Work with the AGPA Treasurer to provide financial reporting data and details to the Board upon completion of each meet.
- The Meet Coordinator or a designee will ensure the following information at a minimum is displayed upon the Meet Board.
- The competitive team schedules will be posted immediately after release and will remain in a prominent location throughout the season.
- Meet Coordinators will coordinate with Apollo Gymnastics Office personnel and all Level Representatives to advertise relevant information pertaining to upcoming meets, e.g. meet sign-up on-line for in house meets, session times for upcoming meets, meet detail information for each upcoming meet, (session times, hotel info, directions, etc).
- Post any and all relevant information provided by any other AGPA member (posting is at the Meet Coordinators Discretion).

Meet Program Team Leader (Responsibilities)

- The Team Leader oversees the production of the meet program.
- Coordinates with the Apollo Meet Director (Nancy McDonald) to send out Good Luck Ad flyers to the gyms that will be attending the home meet.
- Coordinates with the Fundraising Chairperson prior to the meet to ensure full page ads for sponsors are properly identified. Sometimes the sponsor will provide their own ad, but mostly a full page ad needs to be created...per sponsor or collection of sponsors. Meet program ads for sponsors is also dependent on the amount of donation they gave AGPA. Refer to the flyer for sponsorships for financial designation.
- Coordinate with the Apollo Meet Director (Nancy McDonald) to receive the most up-to-date score sheet; to include gymnasts names and competition number for the meet. Copies must be ready a week prior to the meet. Number of copies should be determined by working with the Apollo Meet Director based on how many gymnasts are attending. Lower level families are more apt to purchase meet programs vice higher level families.
- Provide the AGPA Treasurer all relevant financial information.
- AGPA Meet Coordinator should also be continually advised of progress.

Meet Program Team (Duties)

- Assist the Team Leader as required in creating sponsor ads, good luck ads and assemble/bind the programs prior to the meet.
- Some experience with a desktop publishing program (MS PowerPoint or Publisher) is preferred. There is no home meet slot directly related to this Team, so members are still required to work their number of slots requirement.
- If a printer company is NOT sponsoring AGPA's program printing for free, programs will not be printed in color, only black and white to save on costs.
- AGPA will approve the final draft of the Meet Program before printing is approved.

Candy Grams/Raffle Basket/Prices Team Leader (Responsibilities)

- Work with Team members to inventory all items within the AGPA closet located upstairs.
- Procure all items necessary (food, arrangements with local vendors, donations from membership or outside sources).
- Cost estimate will be prepared and submitted to the Board for approval.
- Report status to the AGPA Meet Coordinator on a regular basis.
- Reports all relevant financial information to the AGPA Treasurer.
- Obtain number of gymnasts attending from Apollo Meet Director to base # of candy grams for sale.
- Responsible for filling meet slots as requested by the Meet Coordinator.

Candy Grams/Raffle Baskets/Prizes Team (Duties)

- Prepare a plan for ordering, preparing and selling specialty items at all home Meets.
- Advise Team Leader of each slot filled and provide a list of all non-participants.
- Sales of candy-grams, raffle baskets and prizes during the meets which fulfill family meet obligation.

Decorations Team Leader (Responsibilities)

- Conduct and maintain an inventory of all existing decorations within the Apollo Gymnastics Shed (located outside, behind the gym).
- Coordinate with Apollo Gymnastics Office personnel and the AGPA Treasurer to determine a budget for decoration replenishment.
- Manage the Team members and coordinate with the Apollo Gymnastics Meet Director (Nancy MacDonald) to determine the decoration theme and placement.
- Direct/Lead Team members to ensure all decorating is completed in a responsible manner.

Decorations Team (Duties)

- Perform tasks as outlined by the Team Leader.
- Ensure all required decorations are on hand for all Home Meets.
- Responsible for decorating Apollo Gymnastics for Home Meets.
- Responsible for ensuring proper removal and storage of re-usable decorations.

Judges Room Team Leader (Responsibilities)

- Coordinate with the Apollo Gymnastics Meet Director (Nancy MacDonald) to determine the type of food required.
- Solicit donations of supplies, food and beverages from local businesses.
- Coordinate with Apollo owner Valerie Teets, the gym has agreed to cover half the cost of the Judge's room food.
- Ensure Team members are assigned roles and responsibilities.
- Ensure Team members fulfill roles and responsibilities.

Judges Room Team (Duties)

- Set up and clean up Judge's Room for each Home Meet.
- Solicit donations of supplies, food and beverages from local businesses.
- Set up list for members to supply food donations; if needed.
- Pick up food from local area restaurants.
- Perform all tasks assigned by the Team Leader, e.g. check status of food and drink levels, provide Judges Assistance as required, etc.

Concessions Team Leader (Responsibilities)

- Provide all financial information to AGPA Treasurer in a timely fashion.
- Coordinate with the AGPA Treasurer to discuss financials and obtain approval for inventory purchases.
- Ensure inventories are up-to-date.
- Contact local vendors to obtain ice, food donations, etc.
- Manage and task all team members.
- Coordinate with the Apollo Gymnastics Meet Director, (Nancy Macdonald) to determine an appropriate location for concessions.

Concession Team (Duties)

- Perform tasks as assigned by the Team Leader, e.g. sell items, assist with set-up tear down, replenish supplies, make runs as required, etc.
- Maintain all concession related inventories and sales.
- Set up concessions during each home meet.

Fundraising Committee

Overview: AGPA is tasked with various fundraisers throughout the year. Team Members are expected to be available on a regular basis for distribution of goods ordered upon arrival. They will also assist with setup, distribution of flyers, maintaining records as assigned, etc. Team members will distribute a calendar allowing pre-sign up for fundraising events. Team members will work closely and in conjunction with the Meet Coordinator, Sponsorship Committee, Meet Program Team, and Newsletter Team as required.

Fundraising Chair Responsibilities (Board Member)

- Ensure the Team performs tasks as assigned.
- Ensure the arranging and scheduling of fundraising activities throughout the year.
- Provide the Treasurer with all profit numbers of each family that has participated in any given fundraiser one month prior to the distribution of family invoices.
- Manage and coordinate Team members to ensure successful fundraising activities.
- Provide updates at monthly Board meetings.
- Advertise all fundraising related information on the Fundraising Board.
- Fundraising opportunities such as Yankee Candle, Market Day, White House Ornaments, Scrip Program etc. are posted and assigned to the Team Leader.
- Fundraising goals for the year will also be displayed and kept updated.
- The Chair will ensure that members provide fundraising sign-up sheets for car washes, etc. or other events that the Chair directs.

Sponsorship Team Leader (Responsibilities)

- Ensure that Sponsorship Team Duties are performed as delegated by the Fundraising Chair.
- Continue to solicit sponsors in support of Apollo Gymnastics.
- Report regular updates to the Fundraising Chair.
- Any issues, concerns or questions should be brought to the Board's attention immediately (if necessary) or by attending the monthly board meeting.

Sponsorship Team (Duties)

- Team reports directly to Fundraising Chair.
- Members must work closely and in conjunction with the Meet Coordinator, Fundraising Committee, Meet Program Committee, and Newsletter Committee, to ensure all sponsors are properly identified and managed.
- Responsible for developing, maintaining and distributing a listing of local businesses (Sponsorship Business Spreadsheet) amongst committee members for solicitation.
- Keeps track of what businesses have been approached; by whom, when if sponsorship was received, and the amount received.
- Responsible for ensuring the AGPA Sponsorship Thank You letter is distributed to the sponsor detailing the amount donated and the AGPA tax id #.
- Responsible for ensuring all applicable sponsors receive an Apollo Gymnastics plaque.
- Provides the AGPA Secretary and AGPA Treasurer a copy of the letter for record keeping.
- Coordinate with the AGPA Treasurer and AGPA Secretary to turnover all funds received.
- Coordinate with Apollo Gymnastics staff to ensure all sponsorship banners are displayed (properly and prominently) within the Apollo Gymnastic facility.
- Obtain desired electronic formatted advertisements from each sponsor and provide a copy to the Newsletter and Meet Program Team.
- Prior to all home meets; create and maintain advertisements for all Sponsors and provide all advertisements to the Meet Program Team. A copy of each program shall be provided to the Sponsors as well so they can see what advertisement they are receiving for their donation.
- Coordinate with Team members to nurture (periodically touch base, send gym information, etc.) the relationship with sponsors that have donated.
- Coordinate with the AGPA Web Admin to ensure the website displays the proper financial designation (Bronze, Silver, etc.) and a working link to the business website.
- Provide the AGPA Secretary and AGPA Treasurer a monthly report (one week prior to the monthly board meeting); detailing businesses contacted, new sponsors and sponsorship amounts received.

Jiffy Lube Live Team (Duties)

- Team reports directly to Fundraising Chair.
- One or more individuals will be appointed by the Board to serve as a point of contact between Jiffy Lube Live (JLL) and AGPA.
- The JLL Team Leader will assist and ensure that volunteers are fully informed of their duties and responsibilities.
- Review Team and assign stand manager managers and workers if any outside stands are assigned to AGPA.
- Provide guidelines based on prior concerts and prepare a hypothetical list of positions **before** the concert.
- Ensure the AGPA JLL Binder is present at all concerts. The binder will include the following items: AGPA JLL Control Sheet, Cash and Receipts forms, supplies, etc.
- Bring the list of AGPA volunteers with you to the pavilion. At the ARAMARK sign-in table, write down your team's assigned stations and collect any Binders for outside stands.
- If AGPA is assigned the North Portal, the JLL Team Leader will go to the office and get the register money; however if the AGPA is assigned the South Portal, a ARAMARK representative or manager will bring the register money to the portal. Ensure any additional stand managers understand they are responsible to sign out, count and make money drops (i.e deliver all money).
- Responsible for money drops at the designated time given by ARAMARK Management.
- Ensure all money is counted twice for accuracy and maintain all yellow copies of receipts for AGPA records.
- Collect tips from all stations, and secure monies in a zip-lock bag; this is separate from register money, and delivered to the AGPA Treasurer.
- For the final drop of the night, ensure all money is counted twice for accuracy. The control sheet will then be signed by the JLL Team Leader and any present Board member. If a Board member is not available, designate someone to sign and verify.
- Ensure all volunteers sign out on the AGPA JLL Control Sheet before they leave. This serves two purposes: 1)Ensure no one leaves prior to ALL clean-up at EVERY station is completed 2)Provides the AGPA Treasurer an accurate list of AGPA volunteers.
- Ensure the list of workers, yellow receipts and tips are placed into a zip-lock bag deposited into the AGPA lock box at Apollo Gym in a timely manner (within two days following the Event).
- Notify the Fundraising Chair and AGPA Treasurer of the drop and advise the Board of any issues.
- Provide the Fundraising Chair and Treasurer a list of each concert and members who volunteered to work.

NOTE:

[Participation in any JLL event is for fundraising purposes only. Parents must join other Committees listed in this Document.](#)

Newsletter Committee

Overview: The Newsletter Committee is responsible for planning and organizing a monthly newsletter throughout the season (July 1 – June 30).

Newsletter Team Leader (Responsibilities)

- Chair will be appointed by the AGPA Board.
- Responsible for coordinating with the AGPA Vice President to collect, collate, draft and edit monthly inputs.
- Format and develop the Newsletter using information provided by the AGPA Vice President.
- Distribute the final draft to the AGPA President for approval prior to distribution.

Newsletter Team (Duties)

- Work with the Chairperson to develop a schedule to ensure all Committee Chairs, Level Representatives and Apollo Management is aware of the deadline for submission of all information and given ample time to produce articles.
- Develop electronic input forms for each Committee Chair, Level Representative and Apollo Management to use for delivering information.
- AGPA Vice President will collect, collate and edit all information received.
- AGPA Vice President will provide clean edited information to the Chairperson/Team for final formatting.

Spirit Committee

Overview: The Spirit Committee is responsible for planning and organizing team building events and spirit displays at the gym or within the community throughout the season.

Chairperson (Approved By the Board)

- Oversee Teams and AGPA Events as described below:

Spirit Wear Team (Duties)

- Responsible for overseeing spirit sales (spirit apparel, accessories and team bags).
- Upon the completion of each competitive session, the Sub Committee Chair will contact and begin dialog with our vendor, e.g. Slopers Stitch House, Manassas, VA, to negotiate pricing and # of items to be produced for the next session. If reasonable rates can be obtained and participant interest is high, there may be opportunity for AGPA members to benefit from Spirit wear sales as a fundraising opportunity, however this particular event is not necessarily categorized as a fundraiser as sales will vary year to year.
- Responsible for setting deadlines for each phase and ensure all products are received prior to the start of the competitive season.
- Submit to AGPA President a draft e-mail and order form that will be distributed to all team families for approval before AGPA Secretary can send out.
- Once order form is approved, a copy must be sent to the AGPA Web Admin to make available online as well for families.
- Produce, distribute and collect order forms and funds.
- Upon vendor notification of merchandise arrival, arrange pick-up. Organize individual orders in preparation for membership pick-up.

Spirit Event Team (Duties)

Pep Rally: Held at the beginning of the season to generate team spirit and camaraderie! Activities such as presentation of the levels, craft centers, t-shirt decorating, good luck posters, hula-hoop contest, dancing, cheering and chanting, dodge ball, pie contest, etc. Need to ensure you have a good Master of Ceremony who can generate and convey energy to the gymnasts. Get healthy snacks and beverages for the gymnasts to enjoy during the rally. Valerie Teets rents a Sun costume and needs to be notified at least three weeks prior to the date of the pep rally so that she has time to rent the costume and arrange for a staff member to be the Sun at this event.

Holiday Party: Contact level reps to notify and encourage their levels to organize and participate in a holiday party for their respective level. Coach's gift: Encourage a donation from the parents for Coach's gifts (amounts to be determined by each level). Encourage gymnasts to purchase a gift for their Apollo buddy. Each Level Representative will determine the details of the party for their level.

Optional Girls Banquet: Nancy McDonald, Meet Director-Apollo coordinates all work for this event.

End-of-Year Party: Committee will coordinate with the AGPA Treasurer to determine the budgeted amount available to fund an end-of-year party. A determination needs to be made about what kind of party(s) needs to be planned. This party is usually planned by a group of parents that volunteer and is not related to the group that plans the annual end-of-year party at the local pool. Either way, to make planning easier it is advisable to determine what party(s) will be planned ahead of time based on the approved budgeted amount and work closely together to ensure all bases are covered.

IMPORTANT: The following tasks related to the end-of-year party(s) needs to be worked prior to March:

- **Historical Data:** 2009/2010 – we had about 160 people in attendance that paid \$10.00 per family. In 2010/2011 – we had 260 people in attendance that paid \$15.00 per family.
- **Date of Party:** A date needs to be tentatively planned. Please keep in mind that after June 1st most high school graduations occur. (To ensure maximum attendance, the earlier the better). With practices typically on Saturdays, coordinate a late party after boys/girls team practices or Sunday parties work.
- **Trophies:** Coordinate with the Level Representatives to determine what levels desire Trophies. A review on the internet or at a local trophy business should be completed and a few trophies for each gender will be made available for review/vote by the AGPA Board. Coordinate with the AGPA Secretary and AGPA Treasurer to provide an accurate list outlining each gymnast and their competitive level to the End of Year Party Committee.
- **Food:** There are many options, catered, pot luck, etc. Based on the budget amount available, you should plan accordingly. If it is decided to do a pot luck style – coordination with the families by way of the Level Reps is highly encouraged to ensure proper items have been signed up for. For Pot Luck the following has worked effectively: Girls – Level 3's – Drinks, Level 4's – Main Dishes, Level 5/6's – Dessert, Level 7/8 – Coolers/Ice, Level 9/10 – Plasticware/Napkins/Plates, etc. Boys – Jr. Team – Appetizers, Sr. Team – Desserts. Please ensure the number of gymnasts per level and plan accordingly.
- **Venue:** In the past Water Parks have been used, aside from The City Grille in Manassas for the Girls End of Year Banquet. The Water Parks have gone over well but some feedback was received where parents felt other options should be looked into. This is up to the end-of-year planning committee with the Board's

approval. Also, keep in mind, depending on the budget, the amount of the coach's gifts, trophies, food, venue rental – a flat family fee could be considered to help offset expenses. Be sure to make reservations at the venue early enough to ensure it is available on the date planned.

- **Coach's Gifts:** Each year every coach from Level 3–10 girls, and Level 4–10 boys, receive a coach's gift. In the past they have received shirts with the Apollo logo and their name "Coach Sandi", photos of their team with matting around it for the kids to sign, or even a card with money, etc. Depending on the budgeted amount, you may want to select a gift for each coach to be presented at the party.
- **Announcement/Advertisement:** All E-mail communication will be done through the AGPA Secretary. Please draft up any announcements/fliers you would like e-mailed and/or posted at the gym regarding the party (should include a menu, itinerary of events, directions to the party, etc). Be sure to send out a "Save The Date" e-mail at least 6 weeks prior so that families can plan accordingly.
- **Invitations:** Invitations must also be sent to Coaches and Valerie well enough in advance so they can plan accordingly. No admission cost or food should be solicited of them. Their immediate families are welcome to attend as well.
- **Buddy Program** – This program was designed and encouraged by Apollo Gymnastics Owner and AGPA to ensure that all new young gymnasts are paired up with an older gymnast to help encourage and support one another for meets or overall performance goals.

Spirit Bulletin Boards Team (Duties)

- Team maintains all AGPA “Information” Boards within the Apollo Gymnastics facility.
- Ensures all non-relevant or expired information is removed and properly filed or disposed of.

Girls/Boys Spirit Bulletin Board Team (Duties)

- Display meet highlights, take or obtain pictures from meets or team events, prepare presentations to post on boards, display member birthdays, welcome new team members, newspaper clippings, meet results, etc.. Update and display 9.8/10.0 clubs.
- Post/Celebrate other team accomplishments.
- Maintain collection of all displays posted to be presented to Valerie Teets, at the end of each session in a binder/scrapbook format.
- Maintain a binder that includes full meet results of each meet. Provide accomplishments to the Newsletter Committee.

AGPA Bulletin Board (No Team)

- The AGPA Secretary is responsible for maintaining the AGPA Board.
- All information related to meeting minutes, newsletters, policies, By-Laws, financial and assessments, etc. The Treasurer is responsible for posting monthly Financial Statements

Hotel Coordinator (Coordinator Approved by the Board)

Overview: It has proven beneficial for families and coaches of Apollo Gymnastics to pre-arrange block rate hotel rooms for meets 100 or more miles away from Woodbridge, VA. By arranging block rates, parents and the AGPA save money on hotel costs by receiving reduced rates and/or free rooms for coaches. In an effort to build up points and save additional monies, frequent traveler cards have been obtained for common hotel chains for the coaches. As points are earned, free rooms may be offered to the AGPA to further offset coaches' expenses, which will in turn lower assessment costs for our families.

Boy/Girls Coordinator (appointed by AGPA Board)

- The Hotel Coordinator will work closely with the Level Reps regarding away meets to determine meet schedules, how many families will be staying at block hotels, etc.
- The Hotel Coordinator will then search surrounding areas to determine the top 3 hotels based on past experiences, web reviews, etc and supply this list to the respective Level Representative(s) for approval.
- AGPA Level Representatives will provide approved hotel selection and the Hotel Coordinator will work through the contract, leading up to signature with the block hotel.
- A copy of each hotel agreement must be provided to the AGPA Secretary and stored for historical purposes.
- Once agreement has been made, the Hotel Coordinator will obtain the online reservation link, if possible set a standard username and password for the Level Rep, and obtain their own logon access, the Hotel point of contact, phone #, e-mail address, physical hotel address, etc and provide to the Level Representatives. This is very important as we cannot have a single point of failure with just one person who has the information.
- The Coaches Rooms (free or reduced in cost) must be booked by the AGPA Level Representatives using the AGPA debit cards.

Finance & Budget Review Committee

Overview/Responsibilities: Each year the Annual AGPA Budget is approved by the Board. The purpose of this committee is to consult with the Board of Directors, and develop and present an Annual Draft Budget 90 days prior to the start of the fiscal year. The Committee shall regularly review income and expenses of the AGPA on an on-going basis, make recommendations regarding the investment of funds, and perform such studies or duties as directed by the President. Any expenditure in excess of \$1000.00 shall be presented to the Board for a vote. The approved budget is in effect (July 1 – June 30).

Treasurer – Board Member

Committee Liaison (Appointed by the Board)

Overview/Responsibilities: The purpose of this position is to initiate and encourage the proper level of committee involvement, ensure committee agendas are in accordance with the Membership needs, and continue to be apprised of active and/or up and coming committee matters. The Liaison is responsible for reviewing and recommending any changes to Committee responsibilities to the Board to include committee documents, policies and procedures. The Liaison reports directly to the Vice President on an as needed basis. The Liaison will regularly communicate with each Committee Chair to collect monthly Committee Agenda, Minutes, and Reports and serve as an arm to the Board. The Liaison term is decided by the Board on an as needed basis.

Chairperson (Appointed by the AGPA Board)