

2023-2024

**WESTSIDE  
GYMNASTICS  
PARENT  
CLUB  
MANUAL**

**Girls' Compulsory and  
Optional Teams**

[westsidegymnasticsgirlsteam.com](http://westsidegymnasticsgirlsteam.com)



## Introduction

The academy was started by Carla Webber in 1974, with the original name of Portland Gymnastics Center and Carla Webber Studio of Dance. In 1984, the business was divided and the dance side sold to Mellanie (Fletcher) Heniff, a former longtime dance and gymnastics student and teacher, who renamed the business Westside Dance Academy. Chuck Richards, who owned Oregon Gymnastics Academy in Beaverton, bought the gymnastics side. He kept the name with two locations.

In 1995, Mellanie Heniff bought the Gymnastics side of the business and renamed it Westside Dance & Gymnastics Academy. Many students at Westside Academy are cross-trained in both dance and gymnastics, and have exposure to many different dance styles, as well as both rhythmic and artistic gymnastics.

## Mission

The Westside Gymnastics Girls Team seeks to develop the athletic potential of its members while fostering a team environment of cooperation, strong work ethic, camaraderie and enthusiasm for the sport. We strive to develop champions in the gym and in the community.

## The Westside Gymnastics Parent Club

The Parent Club is an Oregon non-profit corporation founded to promote all aspects of the sport of amateur gymnastics, including participation, competition, knowledge, and interest with respect to the sport.

The members of the club are the parents of Westside Academy's girls' competitive artistic gymnastics team. The Parent Club supports the team and helps raise funds to allow them to travel and compete. The funds we raise in one year subsidize the cost of the following year's season for our Compulsory & Optional athletes.

Our Parent Club offers what no other gym in the region does – your gymnast can compete at a fraction of what a full season would cost! This is one of the many ways we are committed to promoting diversity in the sport. Gymnastics is an expensive sport and we are proud to be able to support our families and their athletes in this way.

## Athlete & Family Commitment

Joining the competitive gymnastics program at Westside is an exciting and rewarding time. Space is limited, and athletes must meet certain criteria for physical abilities and desire to be in the competitive program. Competitive gymnastics involves a commitment from not only the athlete but from the family as well.

The Westside Gymnastics Parent Club has the strong support from family members who volunteer at all events hosted by the club, participate in various annual fundraisers, and serve in Club Officer

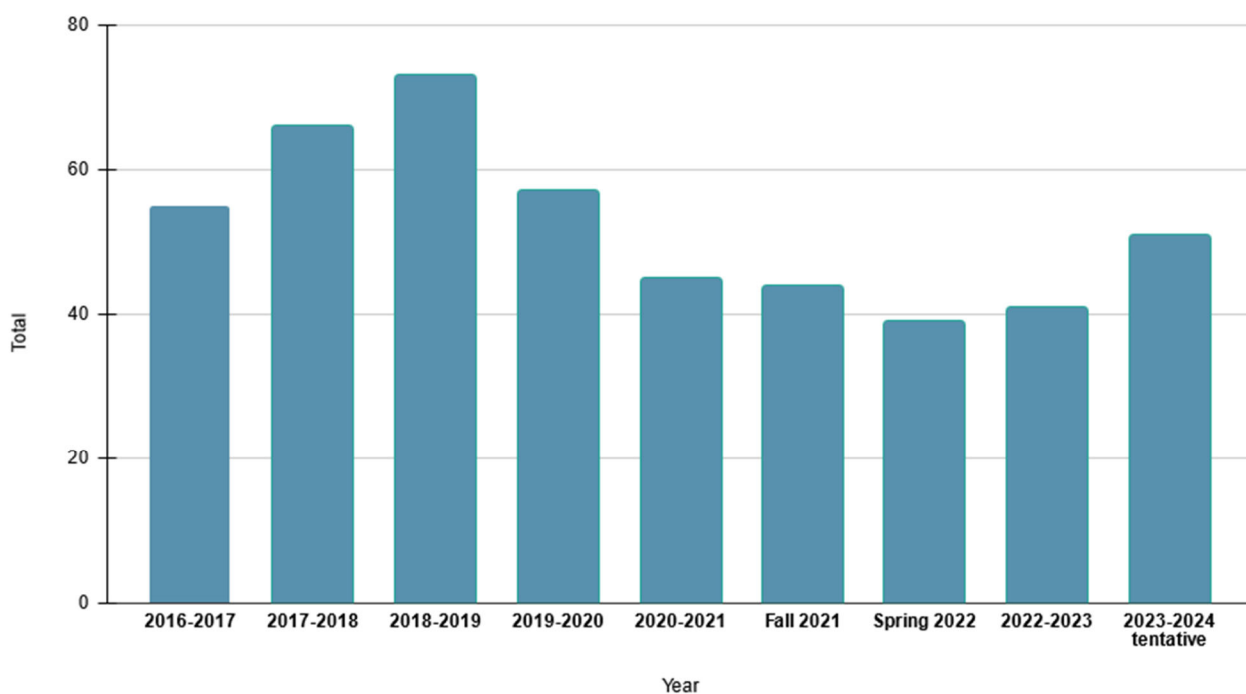
Positions. These events and family participation are crucial to the success of the club. **To support our girls' competitive team athletes, we expect our families to:**

- Attend all Parent Club meetings
- Volunteer at all hosted meets
- Provide raffle & hospitality supplies (see below)
- To participate and assist in special events and fundraising activities as determined from year to year. For fundraising, the goal for each family is to raise \$850 annually in profit per gymnast
- Pay account balances in a timely manner

Our bylaws spell out Parent Club membership expectations and requirements, Club meeting guidelines, and officer requirements. Bylaws can be found on the Orientation tab of the team website.

The chart below shows club members by year. The more participating families, the lighter the load!

Gymnasts by Season



## Parent Club Structure

Our **Club Officers** are elected at our annual general meeting held in June of every year. Officers for the current year are listed under the Orientation tab on the team website.

Our **committees** vary from year-to-year, but in general we have the following opportunities available for Members who would like to lead an area:

- Meet committees: Hospitality, Sales, Concessions, Set up & tear down, Volunteer, Decorations
- Special Events: Year-End Banquet, Welcome Back BBQ
- Fundraising: composed of 3-4 families who manage annual fundraisers

Meetings are usually held monthly September through June on a day and time that best corresponds to the number of team gymnasts at the gym. Participation is encouraged and greatly appreciated.

A budget meeting is held (normally at the Welcome Back BBQ in September, but no later than October 1) to determine the annual budget, including assessments for new and returning gymnasts. All members are invited and encouraged to attend.

## Communication

Our main mode of **communication** is via the Slack app. New families receive an invitation to join Slack during Team Camp.

At the beginning of each year, we ask families (new and returning) to fill out a Gymnast Information Form online. We use that information to double-check contact information provided by the team coaches and to maintain our Member Roster.

Our website ([www.westsidegymnasticsgirlsteam.com](http://www.westsidegymnasticsgirlsteam.com)) is also a great source of information. Please take some time to familiarize yourself with it.

## Volunteering

In addition to fundraising, **volunteers** are crucial to our success. For every meet we host, we ask families to volunteer a minimum of 3-4 shifts per meet. Shifts typically last 3-4 hours each. In addition, we also need family members to help with organizing volunteer sign-ups, set up and tear down, and hospitality.

For meets we host, we assign a certain number of raffle baskets and 1-2 hospitality meals to each level. As an example, your level could be asked to provide 3-4 raffle baskets and one hospitality lunch. Families in your level would then work together to create the baskets and provide a meal (ex: Saturday lunch for 25 coaches). Be on the lookout for more specific details a few weeks before each meet.



Below is a general description of our volunteer jobs for hosted meets:

Title	Description
Admissions	Take payment from guests, answer general questions as needed. Ensure cash box is always attended.
Announcer	Announce during competition and awards, play national anthem & background music, assist with floor music as needed. Script and specific instructions are provided the day of competition.
Concessions Chair	Determine amount of food and/or drinks needed for meet. Work with Co-Treasurers to purchase supplies.
Concessions	Prepare and sell food and drinks for guests. Monitor supplies and alert Concessions Chair to needs.
Decorations & Signage Chair	Plan decorations for judges' tables, balloon arch for awards. Ensure all signage for hospitality, concessions, admissions, volunteer check-in, etc. is printed and ready before the meet.
Hospitality Chair	Work with Meet Director to determine judges' meal needs plus water/snacks (usually candy) at the judges' tables. Assign meals to different levels. Coordinate with Optional & Compulsory Reps to communicate meal needs and schedule to families.
Hospitality	Monitor hospitality area, keeping all food and drinks hot, cold, and replenished as needed
Meet Coordinator <i>(typically this is the Club President and/or Vice President)</i>	Coordinates overall meet & session planning with Meet Director. Manage volunteer sign-ups, coordinate operations with Sales, Scoring, Program, and Hospitality Chairs as needed.
Program Chair	Work with Meet Director and Fundraising Chair on design and printing of meet program. Include ads from sponsors and possible Good Luck Ads.
Sales Chair	Set up sales area. Monitor inventory.
Sales	Sell raffle basket and 50/50 raffle tickets, clothing and pins. Track inventory as it is sold.

Score Entry	Sit next to judges at various events (bars, beam, floor, vault) and enter event scores or show them on flip cards. Assist with awards when session ends.
Scoring Chair	Run scoring for meet, connect to online results, print labels & results as required. 1-2 chairs required per meet, meet chair required to be on site for full day of meet.
Scoring	Assist Scoring Chair with scoring
Set Up & Tear Down Chair	Reach out to high schools for volunteers; coordinate with Boys' Team to schedule older gymnasts to assist if needed. Work with Meet Director to rent UHaul truck. Set up usually begins around 6:00pm the night before a meet and lasts until around 9:30 - 10:00pm. Tear down begins immediately following the last session and lasts around 3 hours.
Set Up & Tear Down	Unload equipment off truck and set it up in the gym (heavy lifting involved). Set up decorations, hospitality, scoring, sales, awards, concessions, and admissions areas plus judges' tables. For Tear Down, return gym to original set up. Take down decorations, take up tarps, vacuum floor area.
Timer	Time warm-ups. Assist with awards when session ends.
Volunteer Chair	Using Signup Genius templates from previous meets, coordinate with Meet Director re: number of slots needed and schedule for volunteers. Create schedule roughly a month before the meet (if possible), communicate sign-up deadlines to families.
Volunteer Check-In	Check volunteers in/out of shifts. Instruct all volunteers on where to report. Fill in for volunteers for bathroom breaks and help relocate volunteers in case of shortage as needed.
Website	Coordinate with Meet Director for meet website design and creation (hosted on team website).

## Fundraising & Community Sponsorships

**Fundraising** is central to how we support our athletes. There are three components to these efforts: meets (admissions, sales, concessions), fundraisers (employer match, holiday wreaths, etc), and community sponsorships.

Would your employer or business like to sponsor our gymnasts? It is a great way to support young athletes and advertise to the community! You can find a sponsorship letter and levels summary on our [website](#). Updated materials for the coming season are posted by October 1.



## Understanding Levels & Seasons

Compulsory	Optional
<ul style="list-style-type: none"> <li>● Train 9-12 hours/week</li> </ul>	<ul style="list-style-type: none"> <li>● Train 16+ hours/week</li> </ul>
<ul style="list-style-type: none"> <li>● Levels 3-5</li> </ul>	<ul style="list-style-type: none"> <li>● Levels 6-10</li> </ul>
<ul style="list-style-type: none"> <li>● All gymnasts do the same routines for each event</li> </ul>	<ul style="list-style-type: none"> <li>● Individual choreographed routines</li> </ul>
<ul style="list-style-type: none"> <li>● Mostly local meets but possible “fly-away” meets for levels 4 &amp; 5</li> </ul>	<ul style="list-style-type: none"> <li>● Local and “Fly-away” meets each year</li> </ul>
<ul style="list-style-type: none"> <li>● Season ends at State Finals in March</li> </ul>	<ul style="list-style-type: none"> <li>● Level 6 ends at State Finals in March</li> <li>● Levels 7 &amp; 8 at Regionals in April</li> <li>● Level 9 at Westerns in May</li> <li>● Level 10 at Nationals in May</li> </ul>

## Common FAQs

### Why am I getting billed from Westside *and* the Parent Club for different things?

- In general, costs related to training your gymnast are billed through Westside, and the Parent Club handles paying for the meet season itself.

Billed by Westside Academy	Billed by the Parent Club
<ul style="list-style-type: none"> <li>● Tuition (covers coaches’ salaries &amp; Westside operating expenses)</li> <li>● Competition gear</li> <li>● Retreats, June team camp</li> <li>● Gymnast holiday party</li> </ul>	<ul style="list-style-type: none"> <li>● Meet entry fees</li> <li>● Coaches’ meet travel</li> <li>● Fixed admin costs (website, lockers, etc)</li> <li>● Year-end banquet</li> <li>● Coaches’ holiday &amp; year-end gifts</li> </ul>

### I don’t understand assessment fees. Help!

- The cost per gymnast for a meet season is quite expensive. The philosophy of the Parent Club is that through fundraising and volunteering, we raise enough money each year to pay for most of your gymnast’s season. We calculate the cost of the entire season for both compulsory and optional gymnasts, then determine the cost will be for each gymnast. You pay some for your gymnast; the Parent Club covers the rest. We use funds raised the previous year to help cover the difference. Most gyms in our area do not have this benefit and families pay the full cost for the season.

### But why do new families pay for a full season their first year?

- Good question! Our fundraising and volunteering each year raises funds for the *next* year. Currently we are using funds raised last year to pay for this year’s season. Since new

families (no matter the level) didn't fundraise last year, they pay for their first year at full cost. Then subsequent years, after your family has had a chance to raise money, volunteer at the meets we host, etc., you take advantage of the lower annual assessment fees.

**So this is why I keep hearing about fundraising and volunteering?**

- Yes! Our available fund balance has taken quite a hit since March 2020, and while we have the funds to pay for this year's season, that isn't a guarantee for future years. That is why fundraising and volunteering (through which you help us earn money by supporting our hosted meets) are so important now. Offering reduced assessment fees helps us open the sport to more gymnasts. We can't do this without your support!
- This chart shows 2022-2023 assessment fees. You can see how much the Club subsidizes the cost for our returning gymnasts. Our returning gymnasts only pay a fraction of the cost of their total season.

<b>2022-2023 Assessment Fees</b>			
<b>Level</b>	<b>Season Total Cost per Gymnast</b>	<b>Returning Gymnast Assessment</b>	<b>New Gymnast Assessment</b>
<b>Level 9/10</b>	\$ 3,210.00	\$ 465.00	\$ 3,210.00
<b>Level 8</b>	\$ 1,760.00	\$ 395.00	\$ 1,760.00
<b>Level 7</b>	\$ 1,885.00	\$ 395.00	\$ 1,885.00
<b>Level 6</b>	\$ 1,250.00	\$ 350.00	\$ 1,250.00
<b>Level 5</b>	\$ 1,205.00	\$ 345.00	\$ 1,205.00
<b>Level 4</b>	\$ 1,135.00	\$ 355.00	\$ 1,135.00
<b>Level 3</b>	\$ 1,085.00	\$ 355.00	\$ 1,085.00

**What if the Parent Club hosts a meet for Optional level gymnasts and my gymnast is a Compulsory? Do I have to volunteer for that?**

- Yes. All families are expected to volunteer for any meets or events the Parent Club hosts.

**Have more questions?**

- You can post a question in Slack, email [wgpccpresidents@gmail.com](mailto:wgpccpresidents@gmail.com), and/or we are happy to meet to talk more. We want you to be informed and ready to go for the year!