

Society Policies and Procedures

Name of Society: Arabesque Rhythmics Parents' Association
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Objects

1. To act as a fundraising organization for members involved with Arabesque Rhythmics to help participants off-set training, travel and other gymnastics related costs.
2. To help promote and support the development of rhythmic gymnastics in Devon, and the surrounding area, by assisting the club in providing access to affordable training, competitive and performance venues.

ARPA contracts with Arabesque Rhythmics to provide services (e.g. coaching, administration) to athletes, coaches, officials and volunteers as per Arabesque Rhythmics Club policies.

FRAMEWORK POLICIES

Belief statement

ARPA believes that participation in the sport of rhythmic gymnastics, and the opportunities for training, competing, performing and travelling that it provides, can play an important role in the life-long development of healthy, well-rounded individuals. It is important then that these opportunities are available to and affordable for as many participants as possible.

Vision statement

- Providing fundraising opportunities to members to allow as many participants as possible the opportunity to participate in rhythmic gymnastics and all the opportunities associated with it
- Providing assistance to the club in keeping facility costs at a lower-end rate so that a variety of programs are available and affordable to participants in Devon and the surrounding area

Mission statement

To help and support the development of rhythmic gymnastics in and around the Town of Devon.

Target statement

ARPA provides fundraising opportunities to the members of the club.

ARPA assists the club in providing access to training, competitive and performance facilities for athletes, coaches and officials.

Aim statement

ARPA aims to provide fundraising opportunities to the members throughout the year and aims to assist the club in providing adequate, cost-effective training, competitive and performance facilities for the development of rhythmic gymnastics in Devon and the surrounding area.

BOARD SELF-GOVERNANCE POLICIES

Policy-making

Governing Style

Roberts Rules shall be the final authority as to procedure where they do not conflict with any provisions of the Association's bylaws.

Roles, responsibilities and functions

As outlined in the Association's bylaws. Additionally:

Booking Chairperson

Shall, when the Head Coach of the club requests, coordinate with the Head Coach to book training, competitive and/or performance facilities to provide support for the development of rhythmic gymnastics in Devon and surrounding area.

The Booking Chairperson will liaise directly with the Head Coach of Arabesque Rhythmics to ensure that facility bookings and facility rental payments are made in a timely manner. The club will apply for a Certificate of Insurance on behalf of ARPA through RGA.

The club will be invoiced by ARPA for facility rental and other eligible expenses as agreed upon by the club and ARPA.

Fundraising Chairperson

Shall organize and lead the Fundraising Committee to create fundraising opportunities throughout the year. It is the responsibility of the Fundraising Chairperson to communicate with the membership regarding fundraising opportunities and how funds will be distributed.

The Fundraising Chairperson will call and chair any planning meetings regarding fundraising activities available to the membership within the year (Oct 1 to Sept 30). A notice of meeting must be distributed (emailed) to those members who have expressed interest in participating in fundraising activities at least seven (7) days prior to the date of the meeting.

Members of the club's PreTeam and Team must be included in the notice, only those members of recreational programs who have expressed interest in participating in fundraising activities will be contacted.

Fundraising activities include, but are not limited to:

- Raising funds to help members off-set training costs with the club
- Raising funds to help members off-set travel costs associated with competitions, performances and training camps

As outlined in the Club Policies, the travel costs for the coach(es) will be paid for by the families of the travelling gymnasts (**total cost divided by the number of travelling gymnasts**).

The Fundraising Chairperson is responsible for delegating jobs related to any fundraising activities (including organizing volunteers).

The Fundraising Chairperson will work with the Treasurer to provide a full detailed account of the funds raised and how they are to be distributed.

Prior to each fundraising event, the following information shall be provided to members by the Fundraising Chairperson:

- Purpose of fundraising event (e.g. to raise funds for a specific event, like travel to World Gymnaestrada)
- Method of fundraising
- How funds raised will be distributed among fundraising members

The Fundraising Chairperson is responsible for delegating jobs related to any fundraising activities (including organizing volunteers).

The Fundraising Coordinator will work with the Treasurer to provide individual fundraising account updates to individual participants after each fundraising event.

The club may apply to the Association society to request that the Association submit a grant (for bringing in experts, equipment, capital expenses, etc) on behalf of Arabesque Rhythmics. ARPA may determine the “matching” funds or other requirements that Arabesque Rhythmics would be required to generate as outlined in the grant application.

Managing Funds

As outlined in Section 5.2 of the Bylaws, a general account for expenditures and facility rentals will be kept. No fundraising money shall be placed in this account. It is the responsibility of the Booking Chairperson and Treasurer to manage the funds in this account.

A minimum of one additional account, ideally at a separate institution from the general account, will be kept for money generated by fundraising activities. It is the responsibility of the Fundraising Chairperson and Treasurer to manage the funds in this account. A detailed summary of funds raised by ARPA members shall be kept by the Treasurer.

Additional fundraising accounts may be kept for money generated by fundraising activities should a single account become unmanageable. Possible accounts may include, but are not limited to, Competitive and Non-competitive, or a separate World Gymnaestrada account may be created.

For national and international events, where families of travelling gymnasts are responsible for covering the travel and accommodation costs of coaches and World Gymnaestrada managers, the amount owed by each family will be calculated by dividing the cost coach/manager travel cost by the number of **gymnasts** travelling (as outlined in the club’s Policies and Procedures).

For example:

Family	Fundraiser #1	Fundraiser #2	Fundraiser #3	Fundraiser #4	Total funds
Family A	\$100	\$100	\$150	\$150	\$500
Family B	--	--	\$50	\$50	\$100
Family C	\$100	\$50	\$50	\$100	\$300
Family D	--	--	\$25	--	\$25
Family E	\$200	\$200	--	\$300	\$700

If, for a particular Event, there 20 travelling gymnasts, and the travel and accommodation expenses for two coaches are \$10,000, the amount owed by EACH GYMNAST is \$500. The Fundraising Chairperson will communicate with the families who have participated in fundraising activities to inform them of the funds available. Each family may use a portion or all of their fundraising monies to cover their share (\$500 per gymnast) of coach travel and accommodation costs.

Board members' code of conduct

As participants (athletes, parents, coaches, officials, volunteers) in the club, all ARPA members are subject to club policy and procedure.

Board members shall treat each other and all members with the utmost respect. Board member shall:

- Refrain from discussing individual issues with other members
- Refrain from discussing other members (parents, athletes, coaches) who may not be present
- Refrain from using the internet and all social networking media (including texting, telephoning) to threaten, harass or imply negative feelings about the membership

24 hour rule

From time to time, miscommunications and misunderstandings will arise. If a member has questions or concerns about a meeting, communication among the membership, or any other issues, please notify the Chairperson (for committee issues) or the President (for general issues) about these concerns and arrange a day and time to meet. ARPA's policy is to wait for 24 hours PRIOR to discussing any issues so that everyone involved can go home, think about it and take some deep, relaxing breaths.

Members are encouraged to raise issues in constructive manner with the intent that all sides will do their utmost to find the best possible solution.

OPERATIONAL POLICIES

Statement of Intent

Organization of fundraising activities shall be open and available to all members. Members can choose to participate in different events and are not expected to participate in any events. Communication of fundraising opportunities will be done in a timely manner by the Fundraising Chairperson and include the purpose of the fundraising activity, the method of fundraising, and the distribution of revenue raised by participating members. Members who do not participate in fundraising activities will not receive or have access to revenue generated from fundraising activities.

Regulations

Changes to the purpose, method or distribution of revenue of fundraising activities must be communicated in a timely manner to the participating members by the Fundraising Chairperson. Changes to the above cannot be made without the consent of the Fundraising Committee (2/3 majority).

Procedures

See Roles and Responsibilities: Fundraising Chairperson and Booking Chairperson.

ADVOCACY POLICIES

ARPA will be responsible for determining how the association will promote its mission to the public and how it will respond to controversial or sensitive issues.